



Ohio Administrative Code Rule 3704-3-01 Meetings of the commission.

Effective: October 18, 2013

(A) The annual meeting of the commission on minority health shall be held in Columbus, Ohio, in January of each year.

(B) The commission may hold such regular and special meetings as it may deem necessary to conduct its business. The time, place, and date of such meetings shall be at the discretion of the commission and/or its chairperson. All members shall be notified in advance.

(C) The secretary shall give public notice of all regular and special meetings and hearings of the commission. Notice for a regular meeting shall be made one time in one newspaper of general circulation in the cities of Cleveland, Columbus, and Cincinnati at least seven days prior to the date set for the meeting. Such notice shall also be in accordance with the provisions of Chapters 119. and 121.22 of the Revised Code.

(1) The time and place of all regularly scheduled meetings or hearings of the board may be obtained by:

(a) Written request sent to the commission office; or

(b) Telephoning or emailing the Ohio commission on minority health.

(2) In the event a special meeting is to be held, the commission shall give at least twenty-four hours advance notice of the time, place and purpose of such meeting to the news media that have requested notification.

(3) In the event there is an emergency meeting requiring official action, the commission members calling the meeting shall notify the commission secretary who shall notify the news media that have requested notification immediately of the time, place, and purpose of the meeting.



Any person may, upon request and payment of a reasonable fee, obtain reasonable advance notification of the time, place, and purpose of any special meeting and of all meetings at which any specific type of public business is to be discussed.

(D) At all special meetings of the commission anyone not a member of the commission will be prohibited to enter into discussion with the commission unless invited by a member of the commission or unless said person has requested permission to enter into discussion with the commission. Such requests must be in writing to the secretary of the commission and will state the nature of the business to be discussed. The date, time, and place of such discussion will be at the discretion of the chairperson. The secretary shall give such person(s) prior notification as the date, time and place of such meeting.

(E) Any person desiring notification of all regular and special meetings of the commission may receive same by making a request in writing to the secretary, accompanied by several self-addressed, stamped envelopes.