



Ohio Administrative Code Rule 3706-1-01 Open meeting procedure.

Effective: July 1, 2020

The Ohio air quality development authority has adopted this rule pursuant to division (F) of section 121.22 of the Revised Code, for the purposes of: establishing a reasonable method for any person to determine the time and place of regularly scheduled meetings of the authority and of the time, place and purpose of special meetings of the authority; making provision for giving advance notice of meetings of the authority to the news media which have requested such notification; and making provision for persons to request and receive reasonable advance notification of meetings of the authority.

(A) As soon as the time and place of any meeting of the authority has been determined, the secretary-treasurer shall post a meeting schedule setting forth the time and place of such meeting and, with respect to any special meeting, a statement of the purpose of the meeting. Such schedule shall be posted in a conspicuous place accessible to the public in the office of the authority, including but not limited to the publicly accessible website maintained by the authority, and shall remain posted until the cancellation or conclusion of the meeting scheduled therein.

(B) Any news media organization that desires to be given advance notice of any or all meetings of the authority shall file with the secretary-treasurer of the Ohio air quality development authority a written request for such notice. Such written request shall set forth the name of the news media organization making the request and the name, address, email, and telephone numbers (not to exceed two) of a representative designated to receive such notice on behalf of such organization. To continue to receive notice, any interested news media organization must submit a new written request, as described in this paragraph, to the secretary-treasurer of the Ohio air quality development authority at the start of the new calendar year. Any written request shall remain in effect during the calendar year in which it was received by the secretary-treasurer and shall expire at the end of such year unless sooner cancelled by such organization.

(C) The secretary-treasurer shall maintain a list of all designated representatives of news media organizations which have requested notice pursuant to this rule and shall notify each such



representative of each meeting of the authority by doing at least one of the following:

(1) Sending written notice of time, place and purpose of each meeting by depositing a copy thereof in the United States postal service mail, first class postage prepaid, addressed to such representative at the address set forth in the written request received by the secretary-treasurer no later than four calendar days prior to the date of the meeting.

(2) Notifying such representatives by telephone at least twenty-four hours prior to the time of meeting. Such telephone notification shall be deemed completed if a message has been left for the representative or if, after reasonable effort, the secretary-treasurer has been unable to provide such telephone notification.

(3) Sending a written notice of time, place and purpose of each meeting via email at the email address set forth in the written request received by the secretary-treasurer no later than four calendar days prior to the date of the meeting at least twenty-four hours prior to the meeting or, if for a special meeting called in the event of an emergency requiring immediate official action for which twenty-four hours notice is not possible, as soon as possible.

(D) Any person may request written notification of the time and place of any meeting at which any specific type of public business is to be discussed. Each such request shall be filed in writing to the secretary-treasurer and shall state the name of the person request notice and the mailing or email address to which such person desires such notification to be sent. If the request seeks notification by United States mail, the requesting party shall provide self-addressed and stamped envelopes for the secretary-treasurer's use when providing such notice. Said written request shall be sent via United States postal service mail or electronic mail and shall remain in effect for a period of one year from the date of receipt by the secretary-treasurer and shall thereupon expire unless sooner cancelled by the person requesting such notification. Written notice pursuant to this rule shall set forth the time and place of the meeting and a copy of the agenda of the meeting, and shall be provided using one or more methods set forth in paragraph (C) of this rule. For regularly scheduled meetings, the provision of an agenda with notice under this rule shall not preclude the amendment of the agenda by the authority.

(E) Any notification provided for in this rule to be given by the secretary-treasurer may be given by



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DOCUMENT #252498

any person acting on behalf of or under the authority of the secretary-treasurer.