



## Ohio Administrative Code Rule 4112-1-04 Commission meeting.

Effective: September 2, 2024

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(A) Notice of meetings. The commission will provide notification of the time and place of all regularly scheduled meetings and the time, place, and purpose of all special meetings pursuant to the following provisions:

(1) Any persons may ascertain the time and place of all regularly scheduled and special meetings by:

(a) Writing to the attention of the public affairs office of the Ohio civil rights commission at 30 E. Broad street, 5th floor, Columbus, Ohio 43215;

(b) Calling the commission; or

(c) Visiting the commission's website at <http://www.civ.ohio.gov/>.

(2) Any representative of the news media may obtain notice of all special meetings by requesting in writing that notice be provided. Notice will be given to only one representative of any particular publication or radio or television station. A request for notification shall be addressed to the attention of the public affairs office of the Ohio civil rights commission at 30 E. Broad street, 5th floor, Columbus, Ohio 43215. The request shall provide the name, mailing address, a maximum of two telephone numbers and, if available, a facsimile transmission number and an e-mail address where the media representative can be reached. The commission shall maintain a list of all representatives of the news media who have requested notice of special meetings pursuant to this paragraph.

(3) In the event of a special meeting, the commission shall notify all media representatives on the list of the meeting by doing at least one of the following:

(a) Sending written notice, which must be mailed no later than four calendar days prior to the day of the special meeting.



(b) Notifying representatives by telephone, facsimile transmission, or e-mail no later than twenty-four hours prior to the special meeting.

(4) In the event of an emergency meeting, the commission shall notify all media representatives on the list of the meeting by providing either the notice described in paragraph (A)(3)(b) of this rule, or notifying the clerk of the state house press room except that the notice need not be given twenty-four hours prior to the meeting but shall be given as soon as possible.

(B) Minutes of commission meetings. All minutes of regular or special meetings of the commission shall be prepared, maintained, and made available for public inspection. At the beginning of each commission meeting, the executive director or the director's designee shall inform those present that the notice requirements set forth in this rule have been complied with and this shall be noted in the commission minutes.