



Ohio Administrative Code Rule 4906-1-03 Board meetings.

Effective: [May 30, 2024](#)

(A) All meetings of the board at which official action is taken and deliberation upon official business is conducted shall be open to the public. For the purpose of this rule, the term "meeting" shall mean any prearranged discussion of the public business of the board by a majority of its members. All resolutions, rules, regulations or formal action of any kind shall be adopted in an open meeting of the board.

(B) The chairperson shall cause to be made and preserve such records as are necessary for the adequate and proper documentation of the organization, functions, policies, decisions, procedures and essential transactions of the board and for the protection of the legal and financial rights of the state and persons directly affected by the board's activities under Chapter 4906. of the Revised Code.

(C) The minutes of a regular or special meeting of the board shall be promptly recorded and such records shall be open to public inspection. The minutes need only reflect the general subject matter of discussions in executive sessions authorized under division (G) of section 121.22 of the Revised Code.

(D) Following a majority vote of its members, the board may hold an executive session only at a regular or special meeting for the sole purpose of the consideration of the matters contained in division (G) of section 121.22 of the Revised Code. Such executive session may be held only at a meeting for which notice has been given in accordance with the requirements of paragraph (E) of this rule.

(E) Notice of board meetings

(1) Any person may ascertain the time and place of each regularly scheduled meeting and the time, place and purpose of each special meeting in the following manner:

(a) Writing to the board's principal office.



(b) Calling the board between eight a.m. and five-thirty p.m. except on Saturdays, Sundays, or legal holidays.

(c) Accessing the board's website at www.opsb.ohio.gov.

(d) Emailing the board at contactopsb@puco.ohio.gov.

(2) Notice of all meetings of the board shall be given to the following persons:

(a) All individuals on the board's electronic notification of meeting distribution list shall be given notice of all regular meetings. This list shall consist of those persons who have requested notice of each board meeting by signing upon the board's website or contacting the board at (866) 270-6772.

(b) All news media routinely notified by the board shall be given notice of all regular board meetings. No special meeting of the board shall be held unless the board gives twenty-four hours advance notice to the news media, except in the event of an emergency requiring immediate official action. In the event of an emergency, the board shall immediately notify the news media of the time, place and purpose of the meeting.

(3) Notice of all board meetings shall include but not be limited to the following information:

(a) Date, time and location of the meeting.

(b) Agenda for the meeting.

(c) Name of a person to be contacted for further information.

(4) When practicable, such notice shall be issued not less than seven days prior to any regular meeting of the board. Such notice shall be issued not less than twenty-four hours prior to a special meeting and immediately before a meeting in the event of an emergency.