



## Ohio Administrative Code

### Rule 5902-2-01 Ohio open meeting laws and roberts rules of order.

Effective: August 1, 2016

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(A) The veterans advisory committee, established by the director of the department of veterans services in accordance with section 5902.02 of the Revised Code, will follow the Ohio open meeting laws as codified in section 121.22 of the Revised Code.

(B) Each organization as specified in division (J) of section 5902.02 of the Revised Code shall name a representative(s) to the committee to represent the organization by November first of each year and to forward the name(s) of the representative(s) to the director of the department of veterans services.

(C) The quorum requirements of the department of veterans services veterans advisory committee is established at fifty per cent of those currently appointed to the veterans advisory committee.

(D) A simple majority of the committee present is required to approve or oppose any issue before the committee.

(E) The committee meetings shall be conducted in accordance with Robert's Rules of Order.

(F) The committee shall elect a chairperson and a vice chairperson at the committee's annual meeting which shall be conducted on the last Thursday of October of each year. The staff of the department of veterans services shall perform the duties of secretary.

(G) In addition to the annual meeting of the committee, the committee shall conduct other regular meetings as the chairperson or the director of the department of veterans services shall deem necessary, but no less often than once per quarter at times and places determined by the chairperson or the director. The veterans advisory committee secretary shall mail notice of each meeting to each member of the committee at least seven days prior to the scheduled date of the meeting, except in the case of a special emergency meeting, for which the seven-day notice requirement shall be shortened to forty-eight hours. Such notice may be delivered by e-mail attachment. Meeting notices



shall contain the date, time, and place of the meeting, and in the case of special emergency meetings, shall include the purpose of the meeting.

(H) Changes in the rules for the operation of the veterans advisory committee requires a majority vote of those currently appointed to the committee.

(I) Voting by the veterans advisory committee shall be conducted as follows:

(1) For voting to endorse, oppose, or take any other official action or stance regarding legislation presented to the committee, all votes shall be by roll call and in rotating order.

(2) For voting to hold an executive session for the reasons outlined in division (G) of section 121.22 of the Revised Code, all votes shall be by roll call and in rotating order.

(3) For all other business, the committee may vote by show of hands, voice vote, or other methods prescribed in Robert's Rules of Order unless a committee member moves to vote by roll call and is seconded by another member.

(J) Minutes of the veterans advisory committee shall be sent to members of the committee at least seven days prior to the next regularly scheduled veterans advisory committee meeting.

(K) Any motions to be considered from a sub-committee by the veterans advisory committee shall be made in writing, on an approved form adopted by the rules committee, and be a permanent part of the official minutes of said meeting(s).

(L) When a member of the committee fails to attend three meetings within a one year period, the department of veterans services, acting as committee secretary, shall send a notice to that member and the organization represented by that member. This notice shall state that pursuant to section 3.17 of the Revised Code the failure of a committee member to attend three-fifths of all committee meetings within a two year period shall result in the forfeiture of that member's position on the committee.

(M) Notices of all regular and special meetings of the veterans advisory committee shall be posted



and/or disseminated by the department of veterans services, acting as secretary to the committee, as follows:

(1) The department of veterans services shall post a notice of the dates, times, and locations of each regular meeting on the department's website at least seven days in advance.

(2) The department of veterans services shall post a notice of the dates, times, and locations of each special meeting on the department's website as far in advance of the meeting as is practical, except that the committee shall not schedule a special meeting, except in cases of an emergency, without giving news media who have requested notification at least twenty-four hours' advance notice. In the event the need for a special meeting is deemed an emergency by the chairman of the committee, the department shall immediately notify news media who have requested advance notification of the date, time, and location of the emergency special meeting.

(3) Any person, upon request to the committee and payment of a reasonable fee, may obtain reasonable advance notice of all meetings at which any specific type of public business is to be discussed. The requesting person may request the notification by email or such other method(s) as is prescribed in division (F) of section 121.22 of the Revised Code.