



Ohio Administrative Code

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

Effective: June 25, 2026

- (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 will name a representative(s) to the committee to represent the organization by November first of each year and will forward the name(s) of the representative(s) to the director of the department of veterans services.
- (C) The quorum requirements of the committee is established at fifty per cent of those representatives currently appointed to the committee.
- (D) A simple majority of the representatives present are required to vote on any issue before the committee.
- (E) Meetings will be conducted in accordance with Robert's Rules of Order.
- (F) The committee will elect a chairperson and a vice chairperson at the annual meeting which will be conducted by December thirty-first of each year. The department will perform the duties of secretary.
- (G) In addition to the annual meeting , the committee will conduct other regular meetings as the chairperson or the director deem necessary, but no less often than once per quarter at times and places determined by the chairperson or the director. The committee secretary will deliver notice of each meeting to each representative at least seven calendar days prior to the scheduled date of the meeting, except in the case of a special emergency meeting, for which the notice requirement is shortened to forty-eight hours. Such notice may be delivered by e-mail . Meeting notices will contain the date, time, and place of the meeting, and in the case of special emergency meetings, include the purpose of the meeting.
- (H) Changes in the rules for the operation of the committee requires a majority vote of those representatives currently appointed to the committee.
- (I) Voting by the 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 will 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 will be by roll call and in rotating order.



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- (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 representative moves to vote by roll call and is seconded by another representative.
- (J) Minutes of the veterans advisory committee will be sent to representatives at least seven calendar days prior to the next regularly scheduled meeting.
- (K) When a member of the committee fails to attend three meetings within a one year period, the department , will send a notice to that member and the organization represented by that member. This notice will 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 will result in the forfeiture of that member's position on the committee.
- (L) Notices of all regular and special meetings of the committee will be posted and/or disseminated by the department as follows:
- (1) The department will post notice of the dates, times, and locations of each regular meeting on the department's website at least seven calendar days in advance.
 - (2) The department will 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 will 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 director or chairman of the committee, the department will 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) pursuant to division (F) of section 121.22 of the Revised Code.