

SCIOTO COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

POLICY 1.07 PUBLIC NOTICE OF MEETINGS

A. Public Notice of Regular, Committee and Organization Meetings

1. Public notice of all meetings of the Board shall be given in accordance with Section 121.22 of the Ohio Revised Code.
2. Notice of all meetings shall be posted at the program facilities in conspicuous places in areas accessible to the public during usual business hours.
3. The Superintendent, or designee, shall post a statement of the time(s) and place(s) of regular meetings of the Board for each regular meeting of the calendar year. The Superintendent, or designee, shall check at reasonable intervals to ensure that the statement remains posted during the calendar year. If at any time during the calendar year, the time or place of regular meetings or of any regular meeting is changed on a permanent or temporary basis, a statement of such shall be posted by the Superintendent, or designee, at least 24 hours before the time of the first changed regular meeting.
4. The Superintendent, or designee, shall post a statement of the time and place of the annual organizational meeting of the Board at least 24 hours before the time of such organizational meeting.
5. All generally recognized local news media will be notified of the Board's regular meeting schedule for the calendar year following the annual organizational meeting.
6. Upon the recess of any regular or special meeting to another day, the Superintendent, or designee, shall promptly post notice of the time and place of the meeting is to reconvene.

B. Public Notice of Special Meetings

1. Except in the case of an emergency requiring immediate official action, the Superintendent, or designee, shall, no later than 24 hours before the start time of a special meeting of the Board, post a statement of the time and place of the special meeting.
2. The posted notices of a special meeting shall state the specific or general purposes to be considered at the special meeting.
3. All postings for special meetings shall be done in the same place as those postings for regular and organizational meetings.

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4. In addition to the postings required, the superintendent shall cause to be published once, no later than 24 hours prior to the time of a special meeting of the Board, a statement of the time, place and purpose(s) of the special meeting. Such publication shall be done in a newspaper of general circulation as defined by Ohio Revised Code Section 7.12.

C. Notices to News Media of Special Meetings

1. According to ORC Section 121.22, any news medium organization that desires to be given advance notification of special meetings of the Board shall file with the Superintendent a written request thereof.

“A public body shall not hold a special meeting unless it gives at least twenty-four hours advance notice to the news media that have requested notification, except in the event of an emergency requiring immediate official action. In the event of an emergency, the member or members calling the meeting shall notify the news media that have requested notification immediately of the time, place, and purpose of the meeting.”

2. News media requests for such advance notification of special meetings shall specify:
 - a. the name of the medium;
 - b. the name and contact information of the person to whom written notifications to the medium may be communicated; and
 - c. the preferred mode of communication.
 - d. In the event that no medium has a request on file, the Superintendent, or designee, will attempt to communicate the time, place and purpose of special meetings to at least one recognized local medium a minimum of 24 hours in advance, in the interest of due diligence.

D. Notification of Specific Individuals of Regular, Special and Organizational Meetings

ORC Section 121.22 (F) states: “...any person may, upon request and payment of a reasonable fee, obtain reasonable advance notification of all meetings at which any specific type of public business is to be discussed.”

1. Such person must file a written request with the Superintendent’s Office specifying the person’s name, address and the telephone numbers at or through which he can be reached during and outside of business hours and specific the preferred method of communication.

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2. Such request shall be valid for a 12-month period at which time a new request must be made. Such requests may be modified or extended only by filing a new request with the Superintendent. A request shall not be deemed to be made unless it is complete in all respects.
3. The contents of written notification under this section shall be a copy of the agenda of the meeting. Written notification under this section may be accomplished by giving advance written notification, by copies of agendas, of all meetings of the Board.

F. Miscellaneous Rules Pertaining to Notification Processes

1. A reasonable attempt at notification shall constitute notification in compliance with this policy.
2. The Superintendent/designee shall maintain a record of the date and manner of all actions taken with regard to notices and notifications and shall retain copies of proofs of publication of any notifications or notices published, if available.
3. Notice of regularly scheduled meetings of Board sub-committees shall be given following the process for regular board meetings.
4. Notice of intermittent or emergency meetings of Board sub-committees shall be given following the process for special board meetings.