

## TRUMBULL COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

Policy

Section 2.19

### **PUBLIC NOTICE OF BOARD MEETINGS**

**Purpose:**

The Trumbull County Board is considered a public agency as defined in Section 121.22 of the Ohio Revised Code. The purpose of this policy is to specify how notices of public meetings will be provided for regularly scheduled meetings, special Board meetings, and emergency Board meetings as outlined in statute.

**Policy:**

**Notice of Regular Board Meetings:**

Public notice of all meetings of the Trumbull county Board of Developmental Disabilities shall be given in accordance with Section 121.22 of the Ohio Revised Code.

Notice of all meetings scheduled by the Board shall be posted in all buildings which are operated by the Trumbull County Board of Developmental Disabilities.

The Superintendent 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. Posting of all regularly scheduled meetings shall be included on the home page of the Board's website.

If at any time during the calendar year, the time or place of regular meetings is changed on a permanent basis, a statement of the time and place of such changed meetings shall be posted by the Superintendent at least 24 hours before the time of the first changed regular meeting. Such notice shall occur on the home page of the Board's website.

**Notice to the Public of Special Meetings:**

The Trumbull County Board 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.

The posting of a notice of a special meeting shall state such specific or general purposes then known to the Superintendent to be intended to be considered at such special meeting.

All postings for special meetings shall be done in the same manner and place as those postings for the regular meetings.

**Notices to News Media of Special Meetings:**

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.

News media requests for such advance notification of special meetings shall specify: the name and address of the person to whom written notifications may be mailed, faxed, email, or delivered (and) the names, addresses and telephone numbers (including addresses and telephone numbers at which notifications may be given either during or outside of business hours) of at least two persons to either one of whom oral notifications may be given or at least one telephone number which their request identifies as being manned and which can be called at any hour for the purpose of giving verbal notification.

Any such request shall be effective for one year from the date of filing with the Superintendent or until the Superintendent receives written notice canceling or modifying such request, whichever is earlier. Each requesting news media shall be informed of such period of effectiveness at the time it files its request. Such requests may be modified or extended only by filing a complete new request with the Superintendent. A request shall not be deemed to be made unless it is complete in all respects. Such request may be conclusively relied on by the Board and the Superintendent.

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.

**Notification of Emergency Meetings:**

In the event of the need for an emergency meeting, the Board member(s) calling the meeting shall notify the news media that have requested notification immediately of the time, place, and purpose of the meeting.

In the event of an emergency requiring immediate official action, no notice is required to be made pursuant to this subsection.

**Miscellaneous Rules Pertaining to Notification Procedures:**

Any person may, upon request and payment of a reasonable fee, obtain reasonable advance notice of all meetings of the Trumbull County Board of Developmental Disabilities at which any public business is to be discussed.

Such person must file a written request with the Superintendent specifying: The person's name, the address and telephone number at or through which he/she can be reached during and outside of business hours.

Such request shall be valid for a twelve month period at which time a new request shall be made. Such requests may be modified or extended only by filing a complete new request with the Superintendent. A request shall not be deemed to have been made unless it is complete in all respects and such request can be conclusively relied upon by the Board and Superintendent.

The contents of "written notification" under this policy 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 the agendas, of all meetings of the Board.

Any person may visit or telephone the Board office during regular office hours to determine, based on information available at that office: the time and place of regular meetings; the time, place and purposes of any then known special meetings and whether the available agenda of any such future meetings states that any specific type of public business identified by such person is to be discussed at such meeting.

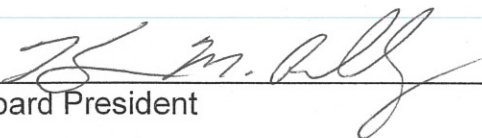
Any notification provided herein to be given by the Superintendent may be given by any person acting on behalf of or under the authority of the Superintendent.

A reasonable attempt at notification shall constitute notification in compliance with these rules.

Adopted: 05/26/93  
Revised: 10/27/97  
Updated: 7/24/2012  
Revised: 1/27/2014

Reference:  
ORC 121.22

Applicability:  
Board Policy Manual

  
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Board President

  
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Superintendent