



Book	Policy Manual
Section	Policies for the Board
Title	Copy of NOTICE OF MEETINGS
Code	po0164
Status	
Adopted	August 26, 1994
Last Revised	November 19, 2018

0164 - **NOTICE OF MEETINGS**

- A. A schedule of the time and place of each regular meeting(s) shall be posted annually on the District website, published in the official newspaper(s) and posted at the District office and the notice shall also contain the following statement:

"Upon request to the Superintendent's Secretary, the District shall make reasonable accommodation for a disabled person to be able to participate in this activity."

- B. Notice of the time, place, and purpose of each special meeting shall be given to the news media twenty-four (24) hours in advance of the meeting, except that when an emergency requires the immediate official action of the Board, the member(s) calling the meeting shall immediately notify the media requesting such notice of the time, place, and purpose of the meeting and shall post the notice on the District's website.
- C. Notice of meetings at which any specific type of public business is to be discussed shall be sent to all persons requesting such notice, provided that such persons supply the Board with stamped, addressed envelopes for the purpose.
- D. Notice of the time, place, and purpose of meetings of any Board committees/commissions, such as the Records Commission, will be publicized in accordance with the special meeting notice procedures, and meetings will be conducted in accordance with rules adopted by the committees/commissions.
- E. The Treasurer shall notify all Board members of each Board meeting in writing no later than two (2) days in advance of the meeting. Such notice shall include the time, place, and purpose of the meeting.
- F. Posting such meeting material to the District's website shall establish a reasonable method whereby any person may determine the time and place of all regularly scheduled meetings and the time, place, and purpose of all special meetings.

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Legal	R.C. 3313.16
	R.C. 121.22