

NOTIFICATION OF MEETINGS

Notification of all meetings of the Board and Board-appointed committees is provided as set forth herein.

Organizational Meetings: Notice of organizational meetings, including any special or regular meeting following the organizational meeting, is given in the same manner as notice for regular and special meetings of the Board (see below).

Regular Meetings: A notice of the time and place of regularly scheduled meetings is given to the media who have requested notification and to those individuals requesting advance personal notice. The Board will post advance notice of the time and place of all regularly scheduled meetings on the District's website.

Special Meetings: A special meeting may be called by the President, the Treasurer, or any two members of the Board by serving written notice of the time and place of the meeting upon each Board member at least two days before the date of the meeting. The notice must be signed by the officer or members calling the meeting. Notice by mail is authorized. The Board will post advance notice of the time, place, and purpose of all special meetings on the District's website. Notice of the time, place, and purpose is also given at least 24 hours in advance of the meeting to all news media and individuals who have requested such notice.

Emergency Meetings: In the event of any emergency, the media is notified immediately of the time, place, and purpose of the meeting.

Personal Notice of Meetings: Any person may receive advance personal notice of all meetings at which a specific type of public business is to be discussed by the Board. Such requests shall be directed to the Treasurer. Requests for notification by email shall include the requestor's email address. Requests for notification by mail shall include a supply of stamped, self-addressed envelopes provided by the requestor. Individuals requesting advance personal notice are responsible for providing the Treasurer with any updates to contact information.

Cancellation: Occasionally regular or special meetings of the Board must be canceled. Meetings can be canceled for any reason. When a meeting is to be canceled, the Treasurer notifies Board members and all media and individuals who have requested notification of such meetings. Notice of cancellation is also prominently posted at the meeting site. This notice includes the new date of a rescheduled meeting, if possible.

[Adoption date: August 6, 1991]

Revised: August 2, 1997
March 15, 2023

LEGAL REFS.: ORC 121.22
3313.14; 3313.15; 3313.16

CROSS REFS.: BCA, Board Organization Meeting
BCE, Board Committees
BD, School Board Meetings