



## Ohio Administrative Code Rule 103-1-02 Notice of meetings.

Effective: December 9, 2005

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(A) The director shall maintain a record of each meeting of the legislative service commission which shall state the time and place of each meeting of the commission. Any person may determine or obtain such information at the office of the legislative service commission in Columbus, Ohio or by writing to the "Director, Legislative Service Commission, Vern Riffe Center, 77 South High Street, Ninth Floor, Columbus, Ohio 43215-6136," by calling (614) 466-3615 during regular business hours, or by faxing (614) 644-1721.

(B) Any person may obtain reasonable advance written notification in the form of a copy of the agenda of all meetings by requesting to be placed on a general subscription mailing list.

(C) The director shall maintain a list of news media which have requested notification, and such media shall be given at least twenty-four hours advance notice of each special meeting of the commission, except in the event of an emergency requiring immediate action. In the event of an emergency, the director shall notify the news media that have requested notification immediately of the time, place, and purpose of the meeting.

(D) Notice to the media as required by paragraph (C) of this rule shall be completed by delivering the agenda, time and place of the meeting to the statehouse press room.

(E) A meeting or part of a meeting of the commission may be closed to the public if a personnel matter or litigation is to be discussed.

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