



## Ohio Administrative Code

### Rule 107-1-01 Procedures for meetings, notices of meetings and minutes of the governor's residence advisory commission.

Effective: February 24, 2014

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#### (A) Meetings

All meetings of the governor's residence advisory commission hereafter called the "commission" are public meetings open to the public at all times. A member of the commission must be present in person at a commission meeting open to the public to be considered present or to vote at the meeting and for purposes of determining whether a quorum is present at the meeting. Any executive session shall meet the requirements of division (G) of section 121.22 of the Revised Code.

#### (B) Notice of meetings

##### (1) Contact the office of the governor's residence advisory commission.

Any person may ascertain the time and place of all regularly scheduled meetings and the time, place and purpose of all scheduled special meetings by contacting during normal business hours the governor's residence advisory commission, support staff office, at (614) 466-4459 and facsimile (614) 466-1040.

##### (2) Posting of notice.

For all meetings of the commission a notice shall be sent to the statehouse pressroom.

The commission shall provide notification in the following manner:

(a) For regular meetings, such notice shall be given at least twenty-four hours prior to the regular meeting and shall specify the time and place of the meeting.

(b) For special meetings, not of an emergency nature, such notice shall be given at least twenty-four hours before the special meeting and shall specify the time, place and purpose of the meetings.



(c) For special meetings of an emergency nature, such notice shall be given immediately upon the calling of the meeting and shall specify the time, place and purpose of the meetings.

(3) Request for notification of regular or special meetings.

Any person, including representatives of the news media, may obtain notification of all regular or special meetings by requesting that such notification be provided. A request for such notification shall be addressed to the governor's residence advisory commission, support staff office, located at 4200 Surface Road, Columbus, Ohio 43228-1395, telephone (614) 466-4459 or facsimile (614) 466-1040.

A request shall include the name of the person to be contacted, his or her mailing address, facsimile number, if available, and a maximum of two telephone numbers where he or she can be reached or a message left for him or her. The commission shall maintain a list of all persons who have requested notice of meetings pursuant to this paragraph.

The commission shall determine the appropriate mode of notification which may include mailing, faxing or otherwise providing the commission's schedule of meetings, meeting agendas or meeting notices to all persons named in the list or telephoning all persons named in the list. Telephone notice shall be complete if a message has been left for the person at either of the designated numbers.

The commission shall provide notification of regular or special meetings in the same manner that the commission provides notification under paragraphs (B)(2)(a), (B)(2)(b) and (B)(2)(c) of this rule.

(4) Request for reasonable advance notification of specific type of business to be discussed.

Any person may obtain reasonable advance notification of all meetings at which any specific type of public business is to be discussed by requesting that such notification be provided. A request for such notification shall be addressed to the governor's residence advisory commission, support staff office, located at 4200 Surface Road, Columbus, Ohio 43228-1395, telephone (614) 466-4459, facsimile (614) 466-1040.



A request shall include the name of the person to be contacted, his or her mailing address, facsimile number, if available, and a maximum of two telephone numbers where he or she can be reached or a message left for him or her regarding the specific type of business to be discussed. The commission shall maintain a list of all persons who have requested notice of meetings pursuant to this paragraph.

The commission shall determine the appropriate mode of notification which may include mailing, faxing or otherwise providing the commission's schedule of meetings, meeting agendas or meeting notices to all persons named in the list or telephoning all persons named in the list. Telephone notice shall be complete if a message has been left for the person at either of the designated numbers.

The commission shall provide reasonable advance notification of regular or special meetings at which specific types of business are to be discussed in the same manner that the commission provides notification under paragraphs (B)(2)(a), (B)(2)(b) and (B)(2)(c) of this rule.

(C) Minutes.

(1) The commission shall keep minutes of all regular and special meetings. The minutes of a regular or special meeting shall consist of a summary of the meeting which reflect discussion at the meeting and the official action taken by the commission and the vote thereon, except that the minutes need only reflect the general subject matter of discussions in executive sessions authorized under the Revised Code.

(2) After each meeting the commission shall cause the minutes to be promptly prepared, filed and maintained. The minutes of each meeting shall be considered at the next regular meeting of the commission. After approval of the minutes by the commission the minutes shall constitute the official minutes of the commission and shall be maintained by the commission and open to public inspection during normal business hours.