



Ohio Administrative Code

Rule 122:7-1-02 Meetings of the tax credit authority.

Effective: January 9, 2025

(A) The authority may act only at a meeting conducted in accordance with this rule. Three members of the authority constitute a quorum to transact and vote on the business of the authority. No action may be taken by the authority without the concurrence of a majority of the membership. "Roberts Rules of Order" govern the proceedings at all meetings.

(B) The department of development is to provide the authority with an adequate meeting place, supplies, and staff assistance, including an executive director.

(C) Regular meetings. Regular meetings of the authority may be:

(1) Held in accordance with a schedule adopted by the authority, without additional notice to members;

(2) Scheduled at a previous meeting of the authority; or

(3) Scheduled by the chairperson or a majority of the members of the authority at least seven days in advance of a meeting. Upon request, the authority will provide at least four days' notice of the time, place, and purpose of its regular meetings to any person.

(D) Special meetings. The chairperson or a majority of the members of the authority may call a special meeting by providing to the members at least twenty-four hours' advance notice of the time, place, and purpose of the meeting. The authority will give at least twenty-four hours' advance notice of the time, place, and purpose of all special meetings to the news media that have requested notification.

(E) Emergency meetings. In the event of an emergency requiring immediate official action, the chairperson or a majority of the members of the authority may call an emergency meeting. Notice will be provided by the authority to the news media that have requested notification regarding the



time, place, and purpose of the meeting as soon as possible.

(F) Specific business. Any person may, upon request and payment of a reasonable fee to be determined by the authority, obtain reasonable advance notice and an agenda of all meetings at which any specific type of public business is to be discussed.

(G) Agenda. The chairperson of the authority will prepare an agenda for each regular meeting. The agenda is to be distributed by electronic transmission to the members of the authority at least four days prior to each regular meeting. The chairperson or members of the authority calling a special meeting of the authority will prepare an agenda for such meeting and include a copy of the agenda with a notice of such meeting.