



Ohio Administrative Code Rule 311-5-02 Notice of regular meetings.

Effective: [September 25, 2014](#)

(A) All regular and special meetings of the commission are open to the public at all times, except as provided by law. Notice of regular and special meetings of the commission shall be given at least twenty-four hours prior to the meeting and shall specify the date, time, and place of the meeting. In the event of a special meeting, the notice shall also provide the purpose of the meeting.

(B) The commission shall post notices of regular and special meetings on its website, if available.

(C) Any person or representative of the media may obtain notice of all regular and special meetings of the commission by requesting, in writing, that such notice be provided. A request for notification shall be addressed to the president. The request shall provide the name of the person or media representative to be contacted, the representatives mailing address, electronic mail address, and a maximum of two telephone numbers where the person can be reached. For representatives of the media, such notice will only be given to one representative of any particular publication or radio or television station.

(D) The president of the commission shall maintain a list of all persons and representatives of the media who have requested notice of regular and special meetings of the commission pursuant to this rule.

(E) The commission shall determine the appropriate mode of notification, which may include mailing, sending via electronic mail, or otherwise providing the commissions schedule of meetings to all persons named in the list or telephoning all persons named in the list. If written notice is given, the commission shall send a copy of the public notice by United States mail, electronic mail, or another method reasonably calculated to provide successful delivery to each person who is included in the mailing list. Telephone notice shall be complete if a message has been left for the person at the designated telephone numbers.