



Ohio Administrative Code

Rule 311-5-05 Minutes.

Effective: September 25, 2014

(A) Minutes of the commissions regular and special meetings shall be promptly prepared, filed and maintained and shall be open to public inspection. The minutes of the commissions regular and special meetings shall consist of a summary of the meeting, reflecting discussion at the meeting and official action or actions taken by the commission and vote thereon.

(B) Minutes of the commissions emergency meetings shall state the general nature of the emergency requiring immediate official action.

(C) Minutes of the commissions executive sessions need only reflect the general subject matter of the discussion, as authorized by section 121.22 of the Revised Code.

(D) At the beginning of each meeting of the commission, the president or the designee of the president shall inform those present that the notice requirements set forth in this rule have been complied with and this shall be noted in the minutes of the commission.
