



## Ohio Administrative Code

### Rule 3335-19-02 Meetings.

Effective: June 15, 2023

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(A) Regular meetings of the senate shall be held during the autumn and spring semesters. In the spring semester each year the steering committee shall recommend and the senate shall adopt and publish the schedule of regular meetings for the following academic year. This schedule shall include at least seven meetings spread over the academic year. The scheduled shall make every effort to avoid meetings on days of major religious observances. Scheduled meetings may be cancelled by the steering committee when deemed appropriate.

(B) Meetings of the senate shall be held in-person, virtually, or in a hybrid format. Acceptable means of virtual participation, such as teleconferencing or videoconferencing, must allow verification of identity and permit full participation in meetings.

(C) Special meetings of the senate shall be scheduled upon:

(1) Majority vote of senate members present and voting at any meeting, or

(2) Call of the president of the university, or

(3) Call of the steering committee, or

(4) Petition signed by at least twenty-five voting members of the senate and presented to the secretary of the university senate.

(D) If the petition requesting a special meeting specifically requests a meeting at the earliest date and is transmitted with the necessary supporting material for distribution to the membership, then a special meeting shall be called within ten calendar days of receipt of the petition by the secretary of the university senate.

(E) Written notice of the time and place of regular or special meetings, the order of business, and



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copies of any substantive proposals shall be sent to all members and alternate members at least five days prior to the senate meeting.

(F) At a time of emergency the president shall have authority to call a special meeting without a five day advance notice.

(G) All senate meetings shall be open to the public.