



Ohio Administrative Code

Rule 3354:2-3-02 Meetings of the Board of Trustees.

Effective: May 3, 2004

(A) Regular meetings

(1) Logistics

The dates, times, and locations for regular meetings of the board shall be established by a majority vote of the entire board. Once established, the schedule shall continue until changed by a majority vote of the entire board.

(2) Purpose and notification

An agenda for each regular meeting shall be prepared by the chair of the board and delivered to each member of the board at least forty-eight hours prior to the meeting. Included in the agenda materials shall be all supporting data needed for consideration of agenda items as well as regular reporting documents concerning the college. Copies of the complete agendas shall be made readily available to the public. The public may, upon request, obtain copies of all supporting material, except that material to be reviewed in executive session as provided by the Ohio Revised Code. At the beginning of each meeting the chair shall provide an opportunity for amending the agenda. Background and supporting materials for items added to the agenda shall be distributed as needed to the board and public when the action to amend is approved. All changes in the agenda shall be approved by a majority of the board members present at the meeting. A report by each board committee shall be a part of the regular agenda.

(3) Quorum

A majority of the members of the board shall constitute a quorum. Should a quorum not be present, a roll call shall be taken and the meeting adjourned.

(a) A majority of a quorum shall be sufficient to transact college business of an administrative nature.



College business of an administrative nature shall be those routine and ordinary powers of the board as provided in the Ohio Revised Code which shall include:

- (i) Acquisition of personal property as is necessary for the conduct of the program of the college;
 - (ii) Accept gifts, grants, bequests, and devises absolutely or in trust for support of the college;
 - (iii) Personnel matters including the employment and compensation matters requiring board action. Excluded from this section is the appointment of administrative officers;
 - (iv) Provide the necessary equipment, means, and appliances and improvements to necessary lands and/or buildings;
 - (v) Receive and expend gifts or grants from the State for the payment of operating costs;
 - (vi) Retain consultants in the fields of education, planning, architecture, law, engineering or other fields of professional skill;
 - (vii) Purchase a policy ensuring the district against loss of, or damage to, property whether real, personal, or mixed, which is owned by the district or which is in the process of construction by or for the district;
 - (viii) Purchase fidelity insurance in such amounts and covering such trustees, officers, and employees of the district;
 - (ix) Purchase insurance insuring the district against any liability to which it may be subject on account of damage or injury to persons or property including liability for wrongful death.
- (b) Resolutions shall be submitted to the board in writing and will require a majority vote of the members for approval.
- (4) Rules of order



(a) The current edition of "Robert's Rules of Order" shall be taken as the authority for the transaction of business should the procedure, therefore, not be defined by law or elsewhere in this chapter.

(b) The business of the board at a regular meeting shall include roll call, minutes, communications, agenda amendments, report of the chair, participation of the public, reports of committees, administration reports, old business and new business. The chair shall establish a reasonable time limit for the public participation portion of the meeting. The order of business shall be established by the board.

(c) Action of the board shall be by resolution or motion and the vote shall be taken by a yes or no roll call or by voice vote, whichever is proper. The vote shall be entered into the minutes of the meeting.

(d) Resolutions may be read by title only, provided that copies of such resolutions have been provided to the media, posted in two designated locations, and made available to the public prior to the meeting.

(e) In the event an emergency arises which requires action before a full board meeting can be called, or if a meeting of the board is not possible, then the chair of the board shall take such action as he/she deems appropriate and shall report, for board ratification, the nature of the emergency, the circumstances, and the action taken to the Board in writing as soon as practically possible, but no later than the next regular meeting.

(B) Special meetings

(1) Logistics

The dates, times, locations, and purposes for special meetings of the board shall be established by the Board chair.

(2) Purpose and notification

Special meetings of the board may be called by the chair or at the request of at least three members of the board. Forty-eight hours notice, in writing, of such special meeting shall be delivered to each



member of the board at his/her normal place of residence as it appears in the record of the district. Each notice shall state the logistics, agenda, subject or subjects to be considered, and the name of the person or persons requesting the meeting. No special meeting shall commence unless the required notice has been delivered to the residence of record of each board member unless the board member has personally waived such notice.

(3) Quorum

(4) The provisions of a quorum for a regular meeting shall be the provisions of a quorum for a special meeting.

(5) Rules of order

(a) The current edition of "Robert's Rules of Order" shall be taken as the authority for the transaction of business should the procedure, therefore, not be defined by law or elsewhere in this chapter.

(b) The business of the board at a special meeting shall include only those items as identified for the purpose of the special meeting.

(c) Action of the board shall be by resolution or motion and the vote shall be taken by a yes or no roll call or by voice vote, whichever is proper. The vote shall be entered into the minutes of the meeting.

(d) Resolutions may be read by title only, provided that copies of such resolutions have been provided to the media, posted in two designated locations, and made available to the public prior to the meeting.

(C) Committee meetings

(1) Logistics

The dates, times, and locations for committee meetings shall be established by the chair of each committee.



(2) Purpose and notification

An agenda for committee meetings shall be prepared by the chair of each committee and delivered to each member of a committee at least forty-eight hours prior to the meeting.

(3) Quorum

A majority of the committee members shall constitute a quorum.

(4) Rules of order

The current edition of "Robert's Rules of Order" shall be taken as the authority for the transaction of business should the procedure, therefore, not be defined by law or elsewhere in this chapter.

(D) Executive sessions

(1) Logistics

The dates, times, locations, and purposes for executive sessions of the board shall be established by the board chair.

(2) Purpose and notification

Members of the board may hold an executive session only after a majority of a quorum of the board determines, by roll call vote, to hold such a session and only at a regular meeting or a special meeting called for the purpose of the consideration of such matters, as allowed by the Ohio Revised Code.

(3) Quorum

No business can be transacted on behalf of the college while the board is in executive session.

(4) Rules of order



The current edition of "Robert's Rules of Order" shall be taken as the authority for the transaction of business should the procedure, therefore, not be defined by law or elsewhere in this chapter.

(E) Open meetings

All regular, special, and committee meetings of the board shall be open to the public.

(F) Public notice of meetings

(1) Any person may determine the dates, times, and locations of all regular meetings and the dates, times, locations, and purposes of all special meetings by:

(a) Writing to the following address: Lakeland community college, 7700 Clocktower drive, Kirtland, Ohio 44094-5198 or;

(b) Calling the following telephone number during normal business hours: 440-525-7578.

(2) Any representative of the news media may obtain notice of all regular and special meetings by requesting, in writing, that such notice be provided. Such notice will only be given, however, to one representative of any particular publication or radio or television station. A request for such notification shall be addressed to: board secretary, Lakeland community college, 7700 Clocktower drive, Kirtland, Ohio 44094-5198.

The request shall provide the name of the individual media representative to be contacted, his/her mailing address, and a maximum of two telephone numbers and one facsimile number where he/she can be reached. The board secretary shall maintain a list of all representatives of the news media who have requested notice of meetings pursuant to this rule.

(3) In the event of a special meeting not of an emergency nature, the board secretary shall notify all media representatives on the list of such meeting by doing at least one of the following:

(a) Sending written notice, which must be mailed no later than three calendar days prior to the day of



the special meeting; or

(b) Notifying such representatives by telephone no later than twenty-four hours prior to the special meeting. Telephone or facsimile notice shall be complete if a message has been left for the representative, or, if after reasonable effort, the board secretary has been unable to provide such telephone notice.

(c) Informing such representatives personally no later than twenty-four hours prior to the special meeting. In the event of a special meeting of an emergency nature, the board secretary shall notify all media representatives on the list of such meeting by providing either the notice described in paragraph (F) (3) (b) of this rule, or that described in paragraph (F) (3) (c) of this rule. In such event, however, the notice need not be given twenty-four hours prior to the meeting, but shall be given as soon as possible.

In giving the notices required by this rule, the board secretary may rely on assistance provided by any member of the college staff and any such notice is complete if given by such member in the manner provided in paragraph (F) (3) (c) of this rule.