



Ohio Administrative Code Rule 3357:15-11-04 Meetings.

Effective: June 7, 2021

The Board of Trustees will normally meet once a month throughout the calendar year. If there is no pressing business to transact, any regular meeting may be omitted by the Board Chair with common consent of the majority of the Board members.

(A) Regular meetings. The regular meetings of the board of trustees shall be determined for the year at the annual organizational meeting. The date, time, and place of regular meetings shall be designated at that time. The chair may change any date, time, and/or place of any regular meeting by giving a three-day written notice to each member of the board; or board members may make such change by agreement at the prior regular meeting and give a three-day written notice to each Board member absent at such prior regular meeting.

(B) Special meetings. Special meetings may be called by the chair or at the request of no less than three members of the board of trustees. Written notice of such special meetings, stating the time and place of such meeting and purpose or purposes for which the same is called, must be given to each member at least three days prior to the date of said meeting. Any trustee may waive such notice and, by attendance at any special meeting, shall be deemed to have waived notice thereof.

Any representative of the news media may obtain notice of all special meetings by requesting in writing that such notice be provided. A request for such notification shall be addressed to: Office of the President, Stark State College, 6200 Frank Avenue, NW, North Canton, Ohio 44720. The request shall provide the name of the individual media representative to be contacted, the mailing address, and the telephone number(s). The College shall maintain a list of all representatives of the news media who have requested notice of special meetings pursuant to this section. In the event of a special meeting not of an emergency nature, the College shall notify all media representatives on list of such meeting by doing at least one of the following:

(1) Posting special meeting notification and agenda on College web site.



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

(3) notifying such representatives by telephone no later than 24 hours prior to the special meeting. Such telephone notice shall be considered complete if a message is left for the representative, or if, after reasonable effort, the College has been unable to provide such telephone notice.

(4) In the event of a special meeting of an emergency nature, the College shall notify all media representatives on the list of such meeting by providing either a written notice or a telephone notice as described above. In such event, however, the notice need not be given 24 hours prior to the meeting, but shall be given as soon as possible.

(5) In giving the notices required by this section, the College may rely on assistance provided by any member of the College staff, and such notices shall be considered complete if given by such member in the manner provided herein.

(C) Open meetings. All meetings of the Board of Trustees shall be open to the public. In keeping with Ohio Revised Code Section 121.22 (F), any person may be informed of the time and place of all regularly scheduled meetings and the time, place, and purpose of all special meetings by:

(1) Information on College web site, including Board meeting dates, agenda and minutes.

(2) Writing to the following address: Stark State College, 6200 Frank Avenue, NW, North Canton, Ohio 44720.

(3) Calling the following telephone number during normal business hours: (330) 494-6170.

(D) Any person wishing to utilize recording and/or transmission devices at a public session of a Board of Trustees meeting shall do so from a recording area designated by the Board Chair and identified by prominent signage. The Board Chair may limit the number of persons recording and/or transmitting during the meeting due to space limitations. Any person recording and/or transmitting a public session of a Board of Trustees meeting must do so at their own expense without use of college equipment. If at any time the Board Chair feels the recording and/or transmitting of the public



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session is a disruption of the proceedings, any such person shall be directed by the Board Chair to stop.