



Ohio Administrative Code

Rule 3357:3-1-03 Meetings and committees of the board of trustees.

Effective: [October 7, 2023](#)

(A) Types and conduct of meetings:

The board of trustees may convene for specific types of meetings, all in accordance with the Ohio Sunshine Law:

(1) Regular meetings will be convened by the chairperson at a time and place established by the board of trustees during its annual organizational session held during the regular January meetings each year. During regular meetings, the board of trustees may consider action on items duly presented before the board of trustees. During the regular meeting in January, the board of trustees will elect its officers and consider action of an organizational nature.

(2) Special meetings may be convened by the chairperson or by a majority vote of members of the board of trustees to consider action on specific items for which the meeting was called. A notice of the meeting, including a list of items to be considered, shall be conveyed to the members of the board of trustees at least three working days in advance of the meeting.

(3) Special emergency meetings may be convened by the chairperson or by a majority of the members of the board of trustees to consider action on specific items for which the meeting was called. Items to be considered must be of an emergency nature. A notice of the meeting, including a list of items to be considered, shall be conveyed to the members of the board of trustees as far in advance of the meeting as possible.

(4) Planning session outside regular or special meetings of the board may be called by the chairperson of the board or the president of the college. No formal business of the board shall be transacted during the planning sessions.

(B) A majority of the sitting members of the board of trustees at the time of a meeting shall constitute a quorum.



(C) Electronic attendance for board of trustee meetings - Trustees are allowed to attend a board meeting via electronic means.

(1) At least one-third of the trustees must attend the meeting in person;

(2) All votes taken at the meeting must be taken by roll call vote;

(3) A trustee who intends to attend a meeting via electronic means must notify the chairperson no less than forty-eight hours before the meeting, except in the case of a declared emergency; and

(4) A trustee must attend at least half of the meetings in person.

(5) In the event one or more board members attend a meeting virtually, all individuals physically present, whether trustees or members of the public, must be able to hear the trustees(s) attending virtually, and the trustees(s) attending virtually must be able to hear those physically present.

(D) The board of trustees may hold an executive session only at a regular or special meeting, in accordance with section 121.22 of the Revised Code.

(E) Standing committee - The members and chairperson of each standing committee shall be appointed annually by the board of trustees. Committee(s) will be comprised of not less than three trustees. A majority of the committee appointed voting members physically present shall constitute a quorum for the transaction of business. A committee chair will report on the committee's deliberations to the full board of trustees at a regular meeting. The president of the college and the appropriate staff as recommended by the president serve to support the work of the committee. The frequency of meetings is determined by the president and the committee chair. The standing committees include but are not limited to:

(1) Audit finance committee - The primary responsibility of the audit and finance committee is to provide oversight of the college's financial practices, compliance policies, internal controls, financial management and standards of conduct.



(2) Board development committee - The primary responsibility of the board development committee is to appoint members of the trustee selection committee, nominate individuals to be considered by the trustee selection committee, conduct succession planning, oversee engagement of board members and other duties as assigned.

(F) Special or ad hoc committee - The chairperson of the board of trustees shall appoint special committees deemed necessary by the board. A special committee shall report recommendations to the board for appropriate action. A special committee shall be dissolved when its report is complete and accepted by the board of trustees.

(G) Liaison appointments - Individual board members shall be appointed annually by the board of trustees to serve as a liaison for the following areas: the "United Faculty AFT/OFT Negotiation," accreditation and strategic planning council, the Ohio state Newark advisory board, and the OACC governing board.