



## Ohio Administrative Code

### Rule 4101:13-1-12 Procedure for notice of public meetings.

Effective: May 28, 2021

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(A) The board of building appeals shall give notice of all public meetings as provided for in division (F) of section 121.22 of the Revised Code.

(B) This notice shall be filed with the superintendent of the department of commerce, division of industrial compliance, stating the time, place, and purpose of each regularly scheduled meeting and the time, place, and purpose of each special meeting called by the board of building appeals. The time and place of all regularly scheduled meetings, and the time, place, and purpose of all special meetings shall be published by the board on its website.

(C) Any person may obtain advance notification of all meetings at which any specific type of public business is to be discussed or may request to be placed upon a general subscription mailing list. The executive secretary of the board of building appeals shall maintain a list of all persons who have requested such notification. Such notice shall be mailed no later than seven calendar days prior to the day of the meeting.

(D) The board of building appeals, through the department of commerce, shall maintain a list of news media that have requested in writing to be given advance notice of all public meetings. This advance notice shall be given at least seven days prior to the public meeting. In the event of a special meeting by the board, the news media shall be given at least twenty-four hours advance notice. If there is an emergency, the board shall give the news media who have requested it immediate notification.

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