



## Ohio Administrative Code Rule 4734-1-02 Public notice of meetings.

Effective: October 1, 2017

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(A) The board shall comply with the public meeting requirements outlined in section 121.22 of the Revised Code.

(B) Notification of regular, special and emergency meetings of the board shall be posted on the board's website and shall specify the date, time, and place of the meeting. Notification of special meetings shall also include the purpose of the meeting and shall not be held unless at least twenty-four hours advance notice has been given to all media outlets that have requested such notification.

(C) The board may hold an emergency meeting when a situation requires immediate official action. The board shall immediately notify all media outlets that have specifically requested such notice of the time, place and purpose for the meeting.

(D) Any person may determine the time and place of all regularly scheduled meetings and the time, place and purpose of all special meetings by writing or calling the board at its business office or by visiting the board's website. Any person may request advance notification of all meetings at which any specific type of public business is to be discussed. Notification shall be made via electronic or regular mail.

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