



Ohio Administrative Code Rule 6121-1-02 Meetings of the authority.

Effective: December 4, 1992

(A) The regular monthly meeting of the Ohio water development authority shall be held on the last Thursday of each month at ten-thirty a.m. in Columbus, Ohio, provided that the date, hour, or place of any particular regular monthly meeting may be changed by the chairman if he or she determines such change to be expedient, and provided further that oral or written notice of such change shall be given, mailed or delivered to the members of the authority at least forty-eight hours before the regular scheduled meeting and written notice of such change shall be mailed or delivered to the members of the authority at least forty-eight hours before the rescheduled meeting. If the last Thursday of the month is a legal holiday, the regular monthly meeting shall be held on the previous Thursday.

(B) Special meetings of the authority may be held at any time and place within the state upon the call of the chairman. A notice of such meeting may be given in writing, or by telegram, or orally, and shall if possible be given to each member sufficiently in advance of the hour fixed for the meeting that he or she will have time to travel to the place of meeting, and twenty-four hours besides; except that if all the members of the authority are together at one place, an oral call may issue and a special meeting may be convened immediately and without any lapse of time after such call. The chairman may cancel any special meeting by notice to the members in the manner provided herein at least twenty-four hours before the hour fixed for the meeting.

(C) Four members of the authority shall constitute a quorum, and the affirmative vote of four members shall be necessary for any action taken by vote of the authority. No vacancy in the membership of the authority shall impair the rights of a quorum by such vote to exercise all the rights and perform all the duties of the authority.

(D) The minutes of all meetings shall be recorded in a special journal to be kept for that purpose. With respect to each meeting, there shall be shown the date and place at which it was held, the names of the members present, a summary of things said and done, and a record of each vote taken. Resolutions adopted shall be identified and may be set forth in full. There shall be maintained a



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separate journal in which shall be set forth in full text each resolution adopted by the authority, together with identification of each resolution by number, and a record of the vote upon its adoption. Such separate journal shall be open to the inspection of the public at all reasonable times as provided by law.