



Book	Policy Manual
Section	0000 Bylaws
Title	NOTICE OF MEETINGS
Code	po0164
Status	Active
Adopted	February 28, 1994
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#### 0164 - **NOTICE OF MEETINGS**

- A. A schedule of the time and place of all regular meetings shall be posted annually on the District website, published in the official newspapers and posted at the District office.

The notice shall also contain the following statement: "Upon request to the Superintendent's secretary, the District shall make reasonable accommodation for a disabled person to be able to participate in this activity."

- B. Notice of the time, place, and purpose of each special meeting shall be given to the news media twenty-four (24) hours in advance of the meeting, except that when an emergency requires the immediate official action of the Board, the member(s) calling the meeting shall immediately notify the media requesting such notice of the time, place, and purpose of the meeting and shall post the notice on the District's website.
- C. Notice of meetings at which any specific type of public business is to be discussed shall be sent to all persons requesting such notice, provided that such persons supply the Board with stamped, addressed envelopes for the purpose.
- D. The Treasurer shall notify all Board members of each Board meeting in writing no later than two (2) days in advance of the meeting. Such notice shall include the time, place, and purpose of the meeting.
- E. Posting such meeting material to the District's website shall establish a reasonable method whereby any person may determine the time and place of all regularly scheduled meetings and the time, place, and purpose of all special meetings.

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Legal	R.C. 121.22, 3313.16
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