

Book	Policy Manual
Section	Issue 0 of 2023 February Special Release READY FOR OSBA
Title	Notification of Meetings
Code	BDDA
Status	
Adopted	September 17, 2012

Notification of Meetings

~~Due notice of all meetings of the Board and Board-appointed committees is given to the press and the public who have requested notification and to all Board members.~~**Notification of all meetings of the Board and Board-appointed committees is provided as set forth herein.**

Organizational Meetings: Notice of organizational meetings, including any special or regular meeting following the organizational meeting, is given in the same manner as notice for regular and special meetings of the Board (see below).

Regular Meetings: A notice of the time and place of regularly scheduled meetings is given to the media who have requested notification and to those individuals requesting advance personal notice.
The Board will post advance notice of the time and place of all regularly scheduled meetings on the District's website.

Special Meetings: A special meeting may be called by the President, the Treasurer or any two members of the Board by serving written notice of the time and place of the meeting upon each Board member at least two days before the date of the meeting. The notice must be signed by the officer or members calling the meeting. Notice by mail is authorized. **The Board will post advance notice of the time, place and purpose of all special meetings on the District's website.** Notice of the time, place and purpose ~~must~~ is also be given at least 24 hours in advance of the meeting to all news media and individuals who have requested such notice.

Emergency Meetings: In the event of any emergency, the media is notified immediately of the time, place and purpose of the meeting.

Personal Notice of Meetings: Any person ~~who wishes to~~ may receive advance personal notice of ~~regular or special meetings of the Board may receive the advance notice by requesting that the Treasurer include his/her name on a mailing list and by providing the Treasurer with a supply of stamped, self-addressed envelopes.~~
all meetings at which a specific type of public business is to be discussed by the Board. Such requests shall be directed to the Treasurer. Requests for notification by email shall include the requestor's email address. Requests for notification by mail shall include a supply of stamped, self-addressed envelopes provided by the requestor. Individuals requesting advance personal notice are responsible for providing the Treasurer with any updates to contact information.

Cancellation: Occasionally, regular or special meetings of the Board must be canceled. Meetings can be canceled for any reason. When a meeting is to be canceled, the Treasurer notifies Board members and all media and individuals who have requested notification of such meetings. Notice of cancellation is also prominently posted at the meeting site. This notice includes the new date of a rescheduled meeting, if possible.

Legal	ORC 121.22(B) ORC 3313.14 ORC 3313.15 ORC 3313.16
Cross References	BCA - Board Organizational Meeting BCE - Board Committees BD - School Board Meetings