

****This is the OSBA sample policy. ****

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 **Morning Journal, Chronicle, Radio WOBL, and Radio WEOL**, 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 and on the front entrance door of Clearview Board of Education 4700 Broadway Ave. Lorain, Ohio 44052, Clearview High School 4700 Broadway Ave. Lorain, Ohio 44052, Durling Middle School 100 N. Ridge Rd. Lorain, Ohio 44053, and Vincent Elementary School 2303 N Ridge Rd. E Lorain, Ohio 44055.**

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 and on the front entrance door to Clearview Board of Education 4700 Broadway Ave. Lorain, Ohio 44052, Clearview High School 4700 Broadway Ave. Lorain, Ohio 44052, Durling Middle School 100 N. Ridge Rd. Lorain, Ohio 44053, and Vincent Elementary School 2303 N Ridge Rd. E Lorain, Ohio 44055.** Notice of the time, place and purpose ~~must be~~ **is** also ~~be~~ given at least 24 hours in advance of the meeting to all the news media **Morning Journal, Chronicle, Radio WOBL, and Radio WEOL**, 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 References

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

NOTE: Ohio Revised Code (RC) 121.22(F) requires every public body, including boards of education, to establish by rule 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. OSBA's model policy requires boards of education to post advance notice of their meetings on the district's website. This specific method is not required by law and a district may establish an alternate "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.

Districts use a variety of methods to consistently provide notice of their meetings, including posting notice on the district's website and in newspapers and announcements at community centers, libraries or recreation centers.

In evaluating its method of providing notice, a school board should determine which method will actually reach the public and ensure it can consistently provide notice through that method. If the district's website does not consistently reach the public, it should consider an alternative method.