

CHAPTER 125
Open Meetings

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CROSS REFERENCE

State law provisions - see Ohio R.C. 121.22

125.01 DEFINITIONS.

As used in this chapter, certain terms are defined as follows:

- (a) "Clerk" means the Clerk of Council.
 - (b) "Filing Clerk" means the person(s) designated by a Municipal Body to post the written notice of special meetings and to transmit the personal notification of special meetings and/or all meetings on specific subject matter to the necessary persons or organizations.
 - (c) "Day" means calendar day.
 - (d) "Municipal Body" means each of the following:
 - (1) Council.
 - (2) Planning Commission.
 - (3) Board of Zoning and Building Appeals.
 - (4) Park and Recreation Commission.
 - (5) Design and Construction Board of Review.
 - (6) Civil Service Commission.
 - (7) Board of Control.
 - (8) Tax Board of Review.
 - (9) Charter Review Commission.
 - (10) Citizens advisory committees to Council.
 - (11) Other similar public bodies of the City.
 - (12) Any committee of the aforementioned public bodies.
 - (e) "Meeting" means any prearranged discussion of the public business of the Municipal Body by a majority of the members of the Municipal Body.
 - (f) "Regular meeting" means a meeting noted on the monthly calendar under Section 125.03 or an adjournment of a regular or special meeting to another time or day to consider items specifically stated on the original agenda of such regular or special meeting.
 - (g) "Special meeting" means a meeting which is neither a regular meeting nor an adjourned meeting of a regular or special meeting.
- (Ord. 135.75. Passed 12-8-75.)

125.02 PUBLIC MEETINGS.

- (a) Unless otherwise provided in the Codified Ordinances, all meetings of a Municipal Body shall be held at the City Hall unless another meeting site is designated by the Municipal Body.

(b) All meetings of a Municipal Body shall be open to the public unless an executive session is expressly authorized under the applicable provisions of law. Nothing herein contained shall mandate that any Municipal Body permit public participation in such open meetings unless specifically required by the provisions of the Charter or Codified Ordinances. (Ord. 135.75. Passed 12-8-75.)

125.03 POSTING AND NEWS MEDIA NOTICE.

(a) Regular Meetings. The time and place of all regular meetings of a Municipal Body shall be noted on a calendar of monthly meetings. This calendar shall be posted on a bulletin board in the lobby of the City Hall at least three days prior to the first day of the month in which such meetings will be held.

(b) Special Meetings. Written notice of a special meeting of a Municipal Body stating the time, place and purpose shall be posted on a bulletin board in the lobby of City Hall. In addition to such posting, notification of the time, place and purpose of such meeting shall be made to the news media that have complied with the provisions of Section 125.04(b).

(c) Posting and News Media Notice. The posting and news media notification shall be made not less than twenty-four hours preceding the time of the special meeting, except in an emergency. In the event of such an emergency, the posting and news media notification shall be accomplished as soon as practicable after the scheduling of such special meeting, and the minutes of such meeting shall state the general nature of the emergency. (Ord. 135.75 Passed 12-8-75.)

125.04 PERSONAL NOTIFICATION.

(a) Monthly Calendar. Any person, organization or group of persons is entitled to mail notice of the calendar of monthly meetings. To obtain this notice, such persons are required to fill out a form provided by the Clerk for such purpose and to provide self-addressed stamped envelopes for the number of calendars requested, or to pay a fee of fifty cents (\$0.50) per calendar requested.

(b) Special Meetings and/or All Meetings on Specific Subject Matter. Any person, organization or group of persons is entitled to notice of a special meeting or of all meetings at which any specific type of public business will be discussed and/or acted upon. Notification shall be either written or oral at the discretion of the Filing Clerk. To obtain this notice, such persons are required to fill out a form provided by the Clerk for such purpose. For purposes of written notification, the applicant shall provide self-addressed stamped envelopes for the number of notifications requested or shall pay a fee of fifty cents (\$0.50) per notification. For each oral notification a fee of fifty cents (\$0.50) shall be charged.

(c) Term and Renewal. Any request for notification under subsections (a) and (b) hereof shall remain in effect for a period of only one year commencing with the date of filing the necessary form(s) with the Clerk. Renewal thereof shall be the obligation of the party requesting notification.
(Ord. 135.75. Passed 12-8-75.)

125.05 MINUTES OF MEETINGS.

(a) Recordation. Minutes of all regular and special meetings of a Municipal Body shall be recorded and open to the public for inspection. Minutes of executive sessions of public bodies need only reflect the general subject matter of discussion in such executive session.

(b) Minute Book. The minute book for each Municipal Body shall be kept on file at City Hall. The minute book shall contain the minutes of all the meetings of such body and shall be open to public inspection at all reasonable times.
(Ord. 135-75. Passed 12-8-75.)