RE: FOR THE PURPOSE OF SETTING REGULAR AND SPECIAL MEETINGS, AND
ESTABLISHING RULES FOR THE MEETINGS OF THE BOARD OF PORTAGE COUNTY
COMMISSIONERS.

It was moved by Kathleen Clyde, seconded by Vicki A. Kline that the following resolution be adopted:

WHEREAS, Ohio Revised Code Section 121.22 concerning open public meetings, it is
required that this Board adopt rules relative to scheduling regular and special
Board meetings and to provide notice of these meetings; now therefore be it

RESOLVED, that the annual organizational meeting of the Board shall be held in accordance
with Ohio Revised Code Section 305.05 and not later than the second Monday
of January of each year; and be it further

RESOLVED, that fifty such regular sessions will be held each year in accordance with Ohio
Revised Code Section 305.06; and be it further

RESOLVED, that the Board of Commissioners agrees to meet on Thursdays of every week
commencing at 9:00 AM and concluding at the end of business (excepting
holidays), and the Fourth Tuesday of every month commencing at 9:00 AM and
concluding at the end of business (excepting holidays); and be it further

RESOLVED, that said meetings are to be held at the Portage County Administration Building,
7th Floor, 449 South Meridian Street, Ravenna, Ohio; and be it further

RESOLVED, that notices of upcoming meetings will be published on the Portage County
Board of Commissioners' agenda, which is posted on the first floor and seventh
floor bulletin boards in the Portage County Administration Building, and on the
Commissioners' calendar located at https://www.co.portage.oh.us/portage-
county-board-commissioners; and be it further

RESOLVED, that Executive Sessions will be held pursuant to Ohio Revised Code Section
121.22 (G)(1)-(8); and be it further

RESOLVED, that special and emergency sessions will be held at the call of the Board of
Commissioners; and be it further

RESOLVED, that the Clerk of the Board will direct the “Record-Courier” publish notice in its
newspaper of the time, place and purpose of a special meeting at least twenty-
four hours in advance of the special meeting, and if any other news media have
requested notification the Clerk shall give at least twenty-four hours’ advance
notice to any other news media that may have requested notification; and be it
further

RESOLVED, that in the event of an emergency, the Clerk, on behalf of the member or
members calling the meeting, shall notify the Record-Courier and any other news
media that may have requested notification immediately of the time, place and
purpose of the meeting; and be it further,
RESOLVED, the Board will continue to conduct business of and for the county solid waste management district, pursuant to the Board’s statutory authority, at the regularly scheduled meetings of the Board on Tuesdays and Thursdays beginning at 9:00 AM, and will continue to be included on the Board’s notices of upcoming meetings in accordance with this Resolution. Special and emergency sessions regarding the county solid waste district will be held at the call of the Board and with notice in accordance with this Resolution.

RESOLVED, any person may request the time and place of all regularly scheduled meetings by submitting a request to the Clerk of the Board; and be it further

RESOLVED, any person, upon written request, as provided herein, may obtain reasonable advance notification of all meetings at which any specific type of public business is to be discussed. Each person shall file with the Clerk a written request specifying the person’s name, address, telephone number and/or e-mail address, along with the specific type of public business that is of interest, and the amount of time this request covers (not to exceed three months); and be it further

RESOLVED, marked as an “Attachment” to this Resolution, and incorporated by reference herein, is a summary of the rule being adopted by the Board of Commissioners’ and be it further,

RESOLVED, that public comment is welcomed by the Board of Commissioners beginning at or as close to 11:00 AM during the Commissioners’ meetings on Thursdays. A five-minute session (per person) will be placed on the agenda to allow for comments and questions from the public and media pertaining to topics and business items that have been discussed at that day’s meeting. The Commissioners note that they will require those wishing to address the Board of Commissioners to complete a Public Comment Request Form prior to the Public Comment portion of the meeting; and be it further

RESOLVED, that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

Vicki A. Kline, Yea; Kathleen Clyde, Yea; Sabrina Christian-Bennett, Yea;

I, Clerk of the Board of County Commissioners do hereby certify that the foregoing is a true and correct copy of a resolution of the Board of County Commissioners of Portage County duly adopted January 13, 2020 and appearing upon the official records of said Board, Volume 93.

Clerk, Portage County Board of Commissioners
REGULAR SCHEDULED MEETINGS (also referred to as REGULAR SESSIONS) of the BOARD OF PORTAGE COUNTY COMMISSIONERS will be held as follows:

**TIME**

TUESDAYS & THURSDAYS commencing at 9:00 AM and concluding at the end of business.

**PLACE**

PORTAGE COUNTY ADMINISTRATION BUILDING, 7TH FLOOR
449 SOUTH MERIDIAN STREET
RAVENNA, OHIO 44266
(330) 297-3600

NOTICES of upcoming regularly scheduled meetings will be published on the Portage County Commissioners’ agenda, which is posted on the First Floor and Seventh Floor Bulletin Boards in the Portage County Administration Building, and on the Commissioners’ Calendar at: https://www.co.portage.oh.us/portage-county-board-commissioners

SPECIAL MEETINGS (also referred to as SPECIAL SESSIONS) of the BOARD OF PORTAGE COUNTY COMMISSIONERS will be held as follows:

HELD ON THE CALL OF THE BOARD

NOTICES of special meetings will be published on the Portage County Commissioners’ agenda, which is posted on the First Floor and Seventh Floor Bulletin Boards in the Portage County Administration Building, and on the Commissioners’ calendar located at: https://www.co.portage.oh.us/portage-county-board-commissioners

The Clerk of the Board will also direct the Record-Courier to publish in its newspaper notice of the time, place and purpose of a special meeting at least 24 hours in advance of the special meeting. If any other news media have requested notification, the Clerk shall give at least twenty-four hours’ advance notice to any other news media that may have requested notification.

In the event of an emergency, the Clerk, on behalf of the member or members calling the meeting, shall notify the Record-Courier newspaper, and any other news media that have requested notification immediately of the time, place and purpose of the meeting.
COUNTY SOLID WASTE MANAGEMENT DISTRICT business

The board of commissioners, in its statutory role, will continue to conduct business of and for the county solid waste management district at the regularly scheduled meetings of the Board on Tuesdays and Thursdays beginning at 9:00 AM, and will continue to be included on the Board’s notices of upcoming meetings in accordance with this Resolution and as described on page 1 of this Attachment.

Special and emergency sessions regarding the solid waste management district will be held at the call of the Board and with notice in accordance with this Resolution and as described on page 1 of this Attachment.
PERSONS MAY REQUEST ADVANCE NOTIFICATION OF REGULAR MEETINGS AND/OR ALL MEETINGS AT WHICH ANY SPECIFIC TYPE OF BUSINESS IS TO BE DISCUSSED

Any person may request the time and place of all regularly scheduled meetings by submitting a request to the clerk of the Board of Commissioners.

Any person, upon written request, may obtain reasonable notification of all meetings at which any specific type of public business is to be discussed. Each person shall file with the Clerk a written request specifying the person’s name, address, telephone number and/or e-mail address, along with the specific type of public business that is of interest, and the amount of time this request covers (not to exceed three months).