

Preble County Solid Waste District Policy Committee Meeting Notification Policy

Section 1.0 Regular Meetings. It is the intent of the Preble County Solid Waste District Policy Committee, herein after referred to as the Policy Committee, to meet once each quarter on such dates and at such times as the County Solid Waste District Staff shall determine. Notice of each regular meeting shall be given by the County Solid Waste District (SWD) staff in accordance with the provisions of Section 4 hereof. The purpose of regular meetings of the Policy Committee shall be to receive reports from the SWD staff, and committees, if any, of the Policy Committee, to approve or disapprove actions, if any, requiring action by the Policy Committee, to make recommendations to the Preble County Board of County Commissioners for passage of appropriate legislation for operation of the Solid Waste District, and to consider and act upon any other matter which is necessary or appropriate for action by the Policy Committee.

Section 2.0 Special Meetings. The Chairperson of the Policy Committee, a majority of the members, Board of County Commissioners or the SWD Director may call a special meeting of the Policy Committee. Notice of any such special meeting shall be given in accordance with the provisions of Section 5.0 hereof.

Section 3.0. Emergency Meetings. The Chairperson of the Policy Committee, a majority of the members, Board of County Commissioners or the SWD Director may call an emergency meeting of the Policy Committee. Notice of any such emergency meeting shall be given in accordance with the provisions of Section 6.0 hereof.

Section 4.0. Notice of Regular Meetings. Not less than seven (7) days nor more than fourteen (14) days prior to a regular meeting, notice stating the date, time, place of the meeting shall be given to the members of the Policy Committee by or at the direction of the SWD Director. Such notice shall be given to the members in writing which shall be given by personal delivery, mail, facsimile, e-mail, or other written media addressed to the members at their respective addresses as they appear on the records maintained by the SWD; provided, however, that if a facsimile or e-mail notice is utilized, receipt by the intended recipient must be confirmed in similar format.

Section 5.0. Notice of Special Meetings. At least twenty-four (24) hours prior to a special meeting of the Policy Committee, notice stating the date, time, place and purpose of the meeting shall be given to the Policy Committee members by or at the direction of the SWD Director. Such notice shall be given to the members in writing which shall be given by personal delivery, mail, facsimile, e-mail, or other written media addressed to the members at their respective addresses as they appear on the records maintained by the SWD; provided, however, that if a facsimile or e-mail notice is utilized, receipt by the intended recipient must be confirmed in similar format.

Section 6.0. Notice of Emergency Meetings. Notice of an emergency meeting shall be provided to the Policy Committee members the same as provided for a special meeting in

Section 5.0 hereof except that twenty-four (24) hour notice is not required. Notice shall include the date, time, place and purpose of the emergency meeting.

Section 7.0. Open Meeting Requirement. Except as otherwise provided in Section 1724.11 (B)(1) of the Ohio Revised Code, all meetings of the Policy Committee at which a determination of the Committee is required shall be open to the public at all times in accordance with Section 121.22 of Ohio Revised Code and provisions of this Section 7.1. In connection with compliance with this provision, notice to the public, including the news media, of meetings of the Policy Committee for the purpose of conducting the Public Business of the Solid waste District shall be given as provided in this Section 7, including Sections 1, 2, 3, 4, 5 and 6 hereof.

Section 7.1. In General. Any notification provided herein to be given by the SWD Director may be given by any person acting on behalf of or under the authority of the SWD Director. The SWD Director shall maintain a record of the date and time, if pertinent under this Article, of all notices and notifications given or attempted to be given under this article, and to whom such notifications were given or unsuccessfully attempted to be given.

Section 7.2. Posted or Published Notice of Meetings.

Section 7.2.1. Regular meetings. Notice of all regular meetings, specifying time and place thereof, shall be given not less than seven (7) nor more than fourteen (14) days in advance thereof (1) by posting at the office of the County Landfill and at the offices of the County Board of Commissioners and (2) by publishing notice on the publicly accessible website of the County.

Section 7.2.2. Special Meetings. Notice of all special meetings, specifying a time, place and purpose thereof, shall be given not later than twenty-four(24) hours in advance thereof (1) by posting at the office of the County Landfill and at the offices of the County Board of Commissioners and (2) by publishing the notice on the publicly accessible website of the County.

Section 7.2.3. Emergency Meetings. If there is sufficient time to post twenty-four (24) hour notice of an emergency meeting, the SWD Director shall give notice the same as for a special meeting. Otherwise, notice to the public or news media of an emergency meeting is not required, except as provided in Section 7.3 hereof.

Section 7.3. Email Notice to News Media of Meetings. Any news media that desires to be given advance e-mail notification or written notification of meetings shall file with the SWD Director a written request thereof. Notice pursuant to a request under this Section is required to be given only by e-mail or regular mail. The request shall be effective for one year from the date of filing with the SWD Director. Each requesting news medium shall be informed of such period of effectiveness at the time it files its written request. Such request may be modified or extended only by filing a complete new request with the SWD Director. A request shall not be deemed to be made unless it is complete in all respects, and the Solid Waste District and its Director may conclusively rely on such request. The written request shall specify the name of the news medium, the name and address of the person to whom written notification to the medium can be e-mailed or mailed. If the meeting is an emergency meeting, whoever calls the

meeting shall immediately notify the media who have requested notification of the date, time, place and purpose of the meeting.

Section 7.4. Notice of Sessions to Discuss Particular Business. The SWD Director shall give reasonable notice of any regular or special session at which a particular type of business is to be discussed, to any person who has requested such notice. If time permits, such notice shall be by mail. Otherwise, telephone or e-mail notice shall be given. A request for notice shall be in writing, shall state the requestor's name, address, telephone number, e-mail address, and the nature of the public business in which the requestor has a particular interest and desires notice and shall be accompanied by payment of a fee of \$10.00. Any such request shall remain in force for one year.

Adopted By Preble County Solid Waste District Policy Committee at their regular meeting on February 19, 2014