

**RULES OF PUBLIC NOTICE FOR REGULAR, SPECIAL, AND EMERGENCY
MEETINGS OF THE _____ COUNTY
SOIL AND WATER CONSERVATION DISTRICT OF
_____ COUNTY, OHIO**

SECTION 1. NOTICES AND AGENDAS

All notices to be posted or provided under the following rules shall be (1) posted in the _____, (2) posted in the _____, (3) provided to at least one newspaper of general circulation published within the county, (4) provided in the manner or manners described below to any other news media requesting notice in writing and to any other entities or individuals requesting in writing and paying in advance for same according to the following rules, and (5) when an official _____ County Web Site is established and when the _____ County Soil and Water Conservation District's Web Page has been created, shall be posted in the _____ County Soil and Water Conservation District's Internet Web Pages linked to _____ County's Internet Web Site.

SECTION 2. REGULAR MEETINGS

The regular meetings of the _____ County Soil and Water Conservation District (the District) shall be held at _____ or as soon thereafter as a quorum is present on the _____ of the _____ full week of each month, and shall continue until the conclusion of business, except for occasional recesses for breaks, if necessary, which shall be announced at the time they are taken. The District may consider all business that may otherwise be considered by the District at a regular or special meeting.

Unless otherwise provided, all meetings will be held at the Office of the _____ County Soil and Water Conservation District, located at _____, _____, Ohio in the District Board Room as is most suitable for the type of business being conducted, as determined solely by the District Supervisors, as that term is used in Ohio Revised Code Section 940.05. If the District Supervisors anticipate that a larger meeting space shall be required to accommodate public attendance at any regular meeting within the board room, the District Supervisors shall provide notice as provided in Section 1 no later than 9:00 a.m. of the day preceding the date of the meeting. If any meeting or part of a meeting is attended by an unusually large number of persons, the District Supervisors may move the meeting to another location within the _____ and shall post a notice only at the place of original meeting giving directions to the new meeting place.

If the date or time of a regular meeting is changed, or if the location of a regular meeting is to be held at a place other than the District Board Room, notice of the change shall be as provided in Section 1 at least one week prior to the said meeting.

SECTION 3. SPECIAL AND EMERGENCY MEETINGS

All other meetings of the District shall be called as required to complete the business of the District and shall be treated as special meetings for purposes of Ohio Rev. Code Section 121.22. Special meetings of the District will be held at the call of any one of the five District Supervisors. The call for a special meeting shall specify the date, time, location, and purpose or purposes of the meeting. Unless otherwise provided, special meetings will be held at the same location as regular meetings.

The District Supervisors shall give notice of the date, time, location, and purpose or purposes of a special meeting, other than an emergency meeting, by following the notice procedures set forth in Section 1 as early as practicable, but not later than twenty-four (24) hours before the time the meeting is to start.

If there is sufficient time to post twenty-four hour notice, the Secretary shall give notice of an emergency meeting in the same manner as notice of a non-emergency special meeting. Otherwise, notice of the emergency meeting shall consist of notifying all news media who have requested notice of special or emergency meetings as soon as an emergency meeting has been called or if communications are not possible due to acts of God or similar conditions, as soon thereafter as is possible.

SECTION 4. NOTICE OF MEETINGS TO DISCUSS PARTICULAR BUSINESS

The District Supervisors shall give reasonable advance notice of any regular or special meeting at which a particular type of public business is to be discussed to any person who has requested such notice. If time permits, such notice shall be by mail or, if so requested, by facsimile or e-mail. Otherwise, telephone notice shall be given or, if so requested, by facsimile or e-mail. A request for notice shall be in writing, shall state the requester’s name, address, telephone number, e-mail address, if any, an indication of the type of notice preferred (regular mail or e-mail), and the nature of the public business of which the requester has a particular interest and desires notice. The request shall be accompanied by a payment of an annual fee _____ dollars (\$_____). Any request shall remain in force for one year and may be renewed by submitting a new request in writing with a new annual fee at the rate in effect at the time of the new request.

Adopted this _____ day of _____, 20____, by the _____ County Soil and Water Conservation District Supervisors by unanimous vote.

District Supervisor

District Supervisor

District Supervisor

District Supervisor

District Supervisor