_____ SWCD Public Notice Policy for Regular, Special and Emergency Meetings

Notice and Agendas

Once during the first quarter of the year notice of intended regular meeting time and location will be posted in local newspaper(s), the District Newsletter and on our website along with information on how to request notification of all meetings. To those who request advanced meeting notice, including media, entities or individuals, a notice will be provided one week in advance of the meeting. In the event a meeting is canceled or rescheduled due to unforeseen circumstances notice those requesting advance notice will be provided notice as soon as possible.

Regular meetings

The regular meetings of the _____ Soil and Water Conservation District (the District) shall be held at regularly agreed upon time most months or as soon thereafter as a quorum is present. The District may consider all business that may otherwise be considered by the District at a regular or special meeting. All meetings will be held at the _____ unless otherwise determined by the Board of Supervisors as outlined in Ohio Revised Code Section Section 940.05.

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 _____, notice of the change shall be as provided in Section 1.

Special and Emergency Board 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. The District Supervisors shall give notice of the date, time, location, and purpose or purposes of a special meeting, other than an emergency meeting, as set forth in Section 1 at least twenty-four (24) hours before the meeting.

If there is sufficient time to post twenty-four-hour notice, the District 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.

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. 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. Any request shall remain in force the calendar year in which it was requested and may be renewed.

Reviewed and approved by the District Board of Supervisors as recorded in the official meeting minutes on _____

_____
Date

_____
Board Chair