

**3359-1-04.1      Open meetings.**

- (A) The board of trustees shall comply with all provisions of the Ohio open meeting law set forth in section 121.22 of the Revised Code.
- (B) The chair of the board of trustees of the university of Akron shall, at a regular springtime meeting of the board, announce the time, date and place for the regularly scheduled meetings of the board of trustees for the succeeding fiscal year, commencing July first and lasting twelve months, and shall, at each scheduled meeting of the board, announce the time, date and place of the next scheduled meeting of the board.
- (C) The secretary or assistant secretary of the board of trustees shall place on file in the university library and post in the board office and on the board's website the schedule of regular meetings as announced by the chair of the board.
- (D) A representative of the media may request notification of regularly scheduled meetings for the year beginning July first and ending June thirtieth by submitting to the secretary or assistant secretary of the board a sufficient number of self-addressed, stamped envelopes in which to mail such notices or by submitting an email address or fax machine phone number.
- (E) Any person desiring notification of regularly scheduled meetings of the board of trustees may receive same (for twelve months) by depositing with the secretary or assistant secretary of the board a sufficient number of self-addressed, stamped envelopes in which to mail such notification or by submitting an email address or fax machine phone number.
- (F) In the event of any change in the calendar of regularly scheduled meetings of the board of trustees during the year commencing July first and ending June thirtieth, the chair and the secretary or assistant secretary of the board shall provide notice of such change no later than one week prior to the next regularly scheduled meeting.
- (G) The secretary or assistant secretary of the board of trustees shall, upon receipt of notice from chair of the board of trustees, members of the board of trustees or the president of the university, of the scheduling of a special meeting of the board of trustees or of a meeting of a committee where five or more members of the board are expected to attend, but in no event later than twenty-four hours prior to the commencement of the meeting, notify representatives of the media and all other persons who have so requested of the date, time, place and stated purpose of the meeting using self-addressed, stamped envelopes, email addresses or fax machine phone numbers provided by the aforementioned representatives or other persons. In the event of an

emergency situation where twenty-four hour notification is not possible, the secretary or assistant secretary shall verbally notify such media representatives by telephone call to the local telephone number specified by such media representatives and shall record the fact of such notice in the minutes of the meeting.

(H) Persons desiring notice of any regular or special meeting of the board of trustees at which specific subject matters designated by the person desiring notice are included in the agenda of the meeting, may request such notice in writing to the secretary or assistant secretary of the board, including with the request a sufficient supply of self-addressed, stamped envelopes for mailing the notice or an email address or fax machine phone number.

(I) The secretary or assistant secretary of the board may rely on the assistance of any member of the university staff, and any such notice is complete if given by such staff member in the manner provided herein.

Effective: 02/01/2015

Certification:

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Paul A. Herold      ~~Ted A. Mallo~~  
Secretary  
Board of Trustees

Promulgated Under: 111.15

Statutory Authority: 3359

Rule Amplifies: 3359

Prior Effective Dates: Prior to 11/04/77, 12/26/13, 02/01/15