

Wood County Board of Developmental Disabilities

POLICY

Policy #: 01-ALL-ALL-0200 **Subject:** Notices of Public Meetings
Effective Date: 01-28-15 **Last Revision:**
Person Responsible: Superintendent
Approvals/Date: Brent Urban 12/11/17 John A. Miller 12/11/17
Superintendent, WCBDD Date Board President, WCBDD Date

The Wood County Board of Developmental Disabilities will provide notice of all public meetings (regular/special/emergency) by posting the notice on the agency website and/or publishing it in the local newspaper, which will include the time, location and purpose of the meeting.

Wood County Board of Developmental Disabilities will provide at least twenty-four (24) hours notice in advance of a special meeting to the news media that have requested special notification; otherwise a meeting cannot be held.

Emergency meetings may only be held when immediate official action is required by vital circumstances. In the event of an emergency, Wood County Board of Developmental Disabilities shall notify the news media that have requested special notification immediately of the time, place and purpose of the meeting.

Individuals and/or media can request personal advance notice of public meetings or meetings at which particular public business is discussed by contacting the Public Relations Coordinator or Administrative Support Staff II with a written request. Requests will be processed in 3 business days and a fee of \$15.00 will be charged to process this request.

References: ORC 121.22
02-ALL-ALL-0709 (AD)

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