

ORDINANCE NO. 82-04

BY: _____

An ordinance adopting procedures for open meetings

Be it ordained by the Council of the Village of Buckeye Lake, State of Ohio that:

SECTION I: PUBLIC MEETINGS

All meetings of Village Council, Council Committees, Commissions, Boards, Citizen Advisory Committees to Council, and other similar public bodies of the Village shall be open to the public, unless an executive session is expressly authorized under the applicable provisions of State law. Nothing herein contained shall mandate that any public body permit public participation in such open meetings.

SECTION II: PUBLIC NOTIFICATION

(a) Regular Meetings. The time and place of all regular meetings of Village Council, Council Committees, Commissions, Boards or Citizen Advisory Committees to Council, and other similar public bodies of the Village, shall be noted in a calendar of monthly meetings. This calendar shall be posted at the Village Hall and all posting places of Village Resolutions and Ordinances.

(b) Special Meetings. Notification of any special meeting of the Village Council, Council Committees, Commissions, Boards or Citizen Advisory Committees to Council, etc., shall be made to any news media requesting such notification twenty-four (24) hours prior to the time of such meetings. This notification shall include the time, place and purpose of the special meeting.

(c) Emergency Meetings. In the event of an emergency meeting, notice of such emergency meeting shall be communicated to the news media that have requested notification of the time, place and purpose of the emergency meeting.

SECTION III: PERSONAL NOTIFICATION

(a) Any person, organization or group of persons is entitled to mail notice of the calendar of monthly meetings. To obtain this notice, such persons are required to fill out a form provided by the Clerk/Treasurer.

(b) Any requesting person, organization or group of persons may receive advance notice of all special meetings and/or meetings at which any specific type of public business will be discussed and/or acted upon. To obtain this notice, such persons are required to fill out a form provided by the Clerk/Treasurer.

SECTION IV: MINUTES OF MEETINGS

(a) Minutes. Minutes of all regular and special meetings of the Village Council, Council Committees, Commissions, Boards, Citizen Advisory Committees, etc., shall promptly be recorded in writing and open to the public for inspection. Minutes of executive sessions of public bodies need only reflect the general subject matter of discussion in such executive session.

(b) Location of Minute Books. The Clerk of Council shall keep a Minute Book for each public body. The Minute Books shall contain the minutes of all meetings of each public body. The public may inspect the Minute Books at all reasonable times. Chairman of Council Committees shall take minutes of Committee Meetings.

SECTION V:

It is necessary to comply with applicable State Law, therefore, this ordinance shall take effect immediately upon enactment.

Charles E. Slater, Mayor
MAYOR

Frances Floyd
CLERK

LAW DIRECTOR

AN ORDINANCE ENACTING PROCEDURES RELATIVE TO MEETINGS AND NOTICE THEREOF.

BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF BUCKEYE LAKE, STATE OF OHIO:

Section 1: The public meeting ordinance of the Village of Buckeye Lake is hereby enacted to read as follows:

(A) PUBLIC MEETINGS

All meetings of Village Council, Council Committees, Commissions, Boards, Citizen Advisory Committees to Council, and other similar public bodies of the Village shall be open to the public unless an executive session is expressly authorized under the applicable provisions of State law. Nothing herein contained shall mandate that any public body permit public participation in such open meetings.

(B) PUBLIC NOTIFICATION

(1) Regular Meetings. The time and place of all regular meetings of Village Council, Council Committees, Commissions, Boards, Citizen Advisory Committees to Council, and other similar public bodies of the Village, shall be noted in a calendar of monthly meetings. This calendar shall be posted at the Village Hall and all public posting places.

(2) Special Meetings. Notification of any special meeting of the Village Council, Council Committees, Commissions, Boards or Citizen Advisory Committees to Council, etc., shall be made to any news media requesting such notification twenty-four (24) hours prior to the time of such meetings. This notification shall include the time, place and purpose of the special meeting.

(3) Emergency Meetings. In the event of an emergency meeting, notice of such emergency meeting shall be communicated to the news media that have requested notification of the time, place and purpose of the emergency meeting.

(C) PERSONAL NOTIFICATION

(1) Any person, organization or group of persons is entitled to mail notice of the calendar of monthly meetings. To obtain this notice, such persons are required to fill out a form provided by the Clerk for such purposes and pay a fee of \$15.00 per annum.

(2) Any requesting person, organization or group of persons may receive advance notice of all special meetings and/or meetings at which any specific type of public business will be discussed and/or acted upon. To obtain this notice, such persons are required to fill out a form provided by the Clerk for such purposes and pay a fee of \$1.00 per annum per committee or subject requested.

(D) MINUTES OF MEETINGS

(1) Minutes. Minutes of all regular and special meetings of the Village Council, Council Committees, Commissions, Boards, Citizen Advisory Committees, etc., shall promptly be recorded in writing and open to the public for inspection. Minutes of executive sessions of public bodies need only reflect the general subject matter of discussion in such executive session.

(2) Location of Minute Books. The Clerk of the Village shall keep a Minute Book for each public body. The Minute Books shall contain the minutes of all meetings of each public body. The

public may inspect the Minute Books at all reasonable times.

(3) Copy of Minutes. Any person may obtain from the Clerk a copy of the minutes of any regular or special meeting of Council Council Committees, Commissions, Boards, etc., at the cost of \$.50 per page.

Section 2: This ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety or welfare by reason of the necessity to comply with applicable State law, therefore, this ordinance shall take effect immediately upon enactment and approval by the Mayor.

Adopted this 25 day of May, 1982.

~~JUDGE~~
Mayer

ATTEST:

Frances Floyd
CLERK

Form Approved:

[Signature]
LAW DIRECTOR