

**RESOLUTION NO. 20-09**

**RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF ERIE COUNTY, OHIO, FOR THE PURPOSE OF SETTING REGULAR AND SPECIAL MEETINGS, AND ESTABLISHING RULES FOR THE MEETINGS OF THE BOARD OF ERIE COUNTY COMMISSIONERS**

The Board of County Commissioners of Erie County, Ohio, met this 9th day of January, 2020, in regular session with the following members present:

Mathew R. Old and Stephen L. Shoffner.

Mr. Shoffner introduced the following resolution and moved its adoption.

**WHEREAS**, per O.R.C. Section 121.22, concerning open public meetings, it is required that this Board adopt rules relative to scheduling regular and special Board meetings and providing notice of these meetings; **NOW THEREFORE**,

**BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF ERIE COUNTY, OHIO:**

**THAT**, this Board hereby establishes the following rules as to the meetings of the Erie County Board of Commissioners and providing sufficient notice of these meetings to the media and other interested parties as follows:

1. The annual organizational meeting of the Board shall be held in accordance with O.R.C. 305.05 not later than the second Monday of January of each year.
2. This Board will hold regularly scheduled sessions on Monday, Wednesday and Thursday mornings at 9:30 a.m. at the Erie County Services Center, 2900 Columbus Avenue, or Erie County Office Building, 247 Columbus Avenue, Sandusky. The Board reserves the right to hold meetings at other locations and times, as desired.
3. Fifty such regular sessions will be held each year in accordance with Ohio Revised Code Section 305.06.
4. Executive sessions will be held pursuant to Section 121.22(G) of the Ohio Revised Code.
5. Special and emergency sessions will be held at the call of the Board.
6. The Clerk of the Board shall give notice to the media of the date, time, location and purpose of a special session no later than twenty-four hours before the meeting is to start or, if not possible, as soon as the special session has been called.
7. Any person may request the time and place of all regularly scheduled meetings by submitting a request to the Clerk of the Board.
8. Any person, upon written request, and as provided herein, may obtain reasonable advance notification of all meetings at which any specific item appears on the agenda. Each such person shall file, with the Clerk, a written request specifying the person's name, address, telephone number and/or e-mail address, along with the specific type of public business that is of interest, and the amount of time this request covers (not to exceed three months).

9. Any information or necessary action that an elected official or Commissioners' department head wishes to be reviewed or considered by the Board shall be submitted to the Clerk of the Board by noon two working days preceding the meeting (i.e., noon on Thursday for a Monday meeting, noon Monday for a Wednesday meeting, and noon on Tuesday for a Thursday meeting).
10. Public comment is welcomed by the Board. A three-minute session (per person) will be placed on the agenda to allow for comments and questions from the public and media pertaining to topics and business items that have been discussed at that day's meeting. A fifteen-minute session will be allotted to those who wish to speak to the Board, upon confirmation of the President of the Commission, provided that information on the topic to be discussed is presented to the Clerk of the Board by noon two working days preceding the meeting. Name, address, and group affiliation must be provided. If this information is not provided, comments will be heard during the three-minute session set on the agenda.

**THAT**, this Board of County Commissioners hereby finds and determines that all formal actions relative to the adoption of this resolution were taken in an open meeting of this Board; and that all deliberations of this Board and of its committees, if any, which resulted in formal action, were taken in meetings open to the public in full compliance with applicable legal requirements, including Section 121.22 of the Revised Code.

Mr. Old seconded the motion for the adoption of said resolution; and the roll being called upon its adoption, the vote resulted as follows:

**Roll Call:** Mr. Shoffner, Aye; Mr. Old, Aye; Mr. Shenigo, Absent

**Adopted:** January 9, 2020

### CERTIFICATE

I, Carolyn L. Hauenstein, Clerk of the Board of County Commissioners of Erie County, Ohio, hereby do certify that the above is a true and correct copy of resolution adopted by said Board under said date, and as same appears in Commissioners' Journal Volume #221.

  
Clerk  
Board of County Commissioners  
of Erie County, Ohio

Approved by County Administrator

  
Peter S. Daniel