

**RESOLUTION 21 - 53, 2020**  
**COLUMBIA TOWNSHIP, HAMILTON COUNTY, OHIO**

**ESTABLISHING BY RULE NOTICES OF TOWNSHIP MEETINGS, DATES, TIMES,  
PLACES, AND DISPENSING WITH THE SECOND READING**

**WHEREAS**, Ohio's public meetings law requires every public body to establish, "by rule," a reasonable method for giving notice of meetings.

**WHEREAS**, the Board of Trustees, upon majority vote, hereby dispenses with the requirement that this Resolution be read on two separate days, and hereby authorizes the adoption of this Resolution upon its first reading.

**NOW THEREFORE, BE IT RESOLVED** the Board of Trustees of Columbia Township, Hamilton County, Ohio, in compliance with ORC 121.22(F), hereby establishes by rule the method whereby any person may determine the date, time and place of regular meetings and the date, time, place and purposes of special meetings of the Board, and whereby the news media may be notified of the date, time, place and purposes of special and emergency meetings of the Board.

**1. Regular meetings**

Regular meetings of the Board will be held the second Tuesday of each month, at 4:00 PM. Unless otherwise provided, all meetings will be held at 5686 Kenwood Road, Cincinnati, OH 45227.

The Fiscal Officer shall give notice of regular meetings by posting a copy of this resolution in five of the most public places in the Township, as determined by this Board. If the date, time or location of a regular meeting is changed, notice of the change shall be posted as provided in ORC 121.22(F) at least 5 days prior to the meeting.

**2. Special and emergency meetings**

Special meetings of the Board will be held at the call of any two members of the Board. The call for a special meeting shall specify the date, time, location and purposes of the meeting. Unless otherwise provided, special meetings will be held at the same location as regular meetings.

The Fiscal Officer shall give notice of the date, time, location and purposes of a special meeting other than an emergency meeting by posting in the same locations as provided for posting notice of regular meetings. Notice shall be posted as far in advance of the meeting as practicable, but not less than twenty-four hours prior to the meeting.

If there is sufficient time to provide twenty-four hours' notice, the Fiscal Officer shall give notice of an emergency meeting in the same manner as notice of a non-emergency special meeting. Otherwise, notice of an emergency meeting is not required, except as provided in section 3 or section 4, whichever is applicable.

**3. Notice to news media of special and emergency meetings**

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News media who have requested notice of special meetings shall be individually notified by the Fiscal Officer of the date, time, location and purposes of any such meeting at least twenty-four hours in advance of the meeting. If the meeting is an emergency meeting, the member or members calling it shall immediately notify the media who have requested notification of the date, time, location and purposes of the meeting.

**4. Notice of meetings to discuss particular business**

The Fiscal Officer 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. If time permits, such notice shall be by mail, and may include a copy of the meeting agenda. Otherwise, telephone or email notice shall be given. A request for notice shall be in writing, shall state the requestor's name, address, telephone number, email address if available, and the nature of the public business in which the requestor has a particular interest and desires notice, and shall be accompanied by payment of a fee of \$5.00. In addition, the requestor shall furnish the Fiscal Officer with a supply of stamped, self-addressed envelopes for mailing notice. Any such request shall remain in force for 6 months and can be renewed in the same manner as when originally requested.

**5. Special notice required by law**

When a particular form or method of notice is required by statute for a public hearing or meeting of the Board, notice of the hearing or meeting shall be given in the form and manner prescribed by statute, in addition to notice otherwise required under this resolution.

Motion to accept Resolution made by: Mr. Kubicki:

Seconded by: Mr. Lamar

**VOTE:**

TRUSTEE	Voting	Signature	Date
David Kubicki, President	<u>yes</u>	<u>[Signature]</u>	<u>12/17/21</u>
Brian Lamar, Vice-President	<u>yes</u>	<u>[Signature]</u>	<u>12-17-21</u>
Susan Hughes, Trustee	<u>yes</u>	<u>Susan Hughes</u>	<u>12-14-21</u>
ATTEST: <u>Car B. Heekin</u>			<u>12-14-21</u>
Caroline Heekin, Fiscal Officer			