

## LAWRENCE TOWNSHIP, STARK COUNTY, OHIO

### Rule for Determination of Meeting Schedule and Notification

Ohio Revised Code Section 121.22 provides, in part, that:

(F) Every public body, by rule, shall establish a reasonable method whereby any person may determine the time and place of all regularly scheduled meetings and the time, place, and purpose of all special meetings. A public body shall not hold a special meeting unless it gives at least twenty-four hours' advance notice to the news media that have requested notification, except in the event of an emergency requiring immediate official action. In the event of an emergency, the member or members calling the meeting shall notify the news media that have requested notification immediately of the time, place, and purpose of the meeting.

The rule shall provide that any person, upon request and payment of a reasonable fee, may obtain reasonable advance notification of all meetings at which any specific type of public business is to be discussed. Provisions for advance notification may include, but are not limited to, mailing the agenda of meetings to all subscribers on a mailing list or mailing notices in self-addressed, stamped envelopes provided by the person.

Consistent with subsection (F), persons may determine the time and place of all regularly scheduled meetings and the time, place, and purpose of all special meetings by contacting the Township Offices:

#### **Lawrence Township Offices**

Cindy Meisner, Township Fiscal Officer  
5828 Manchester Avenue, NW  
North Lawrence, Ohio 44666  
(330) 854-3830

Persons may also contact Fiscal Officer Cindy Meisner for assistance at [cmeisner@lawrencetwp-oh.org](mailto:cmeisner@lawrencetwp-oh.org)

Any person, upon request and payment of a reasonable fee of \$10.00 for each month covered by any request, may obtain reasonable advance notification of all meetings at which any specific type of public business is to be discussed. In order to facilitate such notification, any such request shall be stated in writing, and the specific type of public business of concern shall be clearly identified. The written request shall include the person's name, address, telephone number(s), and email address where the person should be reached for notification. A person making such a request shall provide a sufficient quantity of self-addressed, stamped envelopes to allow the Board to mail the agenda of meetings which fall within the specified type to the person making the request, if that is the requested format.

Annually, following the Organizational Meeting of the Board of Trustees, a statement of the date(s), time(s), and place(s) of the regular meetings scheduled for the Board of Trustees for the applicable calendar year shall be posted to the Township's website, *lawrencetwp-oh.org*. Generally, regular meetings of the Board are set for the first and third Mondays of each month (subject to holiday adjustment), beginning at 4:30 p.m. for executive sessions, as authorized, such executive sessions to conclude no later than 5:30 p.m.; with the public session to then commence at 5:30 p.m. at each regular meeting.

Before any special meeting of the Board of Trustees, notification of the date, time and place of such special meeting shall be posted at least twenty-four hours in advance of the meeting to the Township's website, *lawrencetwp-oh.org*. In addition, advance notice shall be given by email delivery to any news media that have requested notification, if any, at least twenty-four hours in advance of any special meeting. Every notice of a special meeting shall state the purpose of the meeting and, further, shall state that the meeting is "also for general purposes" or for "any matter that ordinarily would be heard at a regularly-scheduled Trustee meeting."

In the event of an emergency, the member or members calling the meeting shall notify any news media that have requested notification immediately of the time, place, and purpose of the meeting.

These rules shall operate as to all other "public bodies" which are a part of Lawrence Township, to the extent applicable. Where notification is required, the notification may be made by the body's chairperson, secretary, Township Zoning Inspector or any other assistant to the board or body as authorized by such body.

In addition, the Board of Trustees, other boards, and officers within the Township will continue to separately advertise all meetings of public hearings which are required by Ohio law to be advertised in a newspaper of general circulation.