

Resolution of the Portage County Records Commission regarding 2024 public meetings

Pursuant to Section 149.38 of the Ohio Revised Code the Portage County Records Commission is to meet at least once every six months and upon the call of the chairperson. The Records Commission designates **February** and **August** as the months in which the statutory prescribed meetings will occur. The Records Commission will provide notice of the **February Meeting** and the **August Meeting** (as well as any other special meeting that may be called by the chairperson) by the method described as follows:

NOTICE

NOTICE for the **February Meeting** and **NOTICE** for the **August Meeting** (as well as any other special meeting) will be **posted** on **bulletin boards** on the **First Floor** and **Seventh Floor** in the **Portage County Administration Building** and on the **County's website** at

<https://www.co.portage.oh.us/records-commission/pages/public-announcement>

The **Secretary** of the **Portage County Records Commission** shall **notify** the **Record-Courier** of the **date, time, place, and purpose of the February Meeting** and the **August Meeting** (as well as any other special meeting that may be called by the chairperson) at least **24 hours in advance** of the **February Meeting** and the **August Meetings** (as well as any other special meeting). If any other news media have requested notification, the Secretary shall give at least twenty-four hours advance notice to any other news media that may have requested notification.

LOCATION

The Portage County Records Commission will **meet** at the **location** described below:

**PORTAGE COUNTY ADMINISTRATION BUILDING
7TH FLOOR IN THE COMMISSIONERS' MEETING ROOM
449 SOUTH MERIDIAN STREET
RAVENNA, OHIO 44266**

In the event of an **emergency**, the Secretary, on behalf of the member or members of the Commission calling the meeting, shall notify the Record-Courier newspaper, and any other news media that have requested notification immediately of the time, place and purpose of the meeting.

*****At the Direction of the Secretary of the Portage County Records Commission* * ***
PERSONS MAY REQUEST ADVANCE NOTIFICATION OF ANY AND/OR ALL
MEETINGS AT WHICH ANY TYPE OF BUSINESS OF THE PORTAGE COUNTY
RECORDS COMMISSION WILL BE DISCUSSED

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Any person may request the date, time, place and purpose of the **February Meeting** and the **August Meeting**, as well as any other special meeting, of the Portage County Records Commission by submitting a request to:

The **Secretary** of the **Portage County Records Commission**

Any person, upon written request, may obtain reasonable notification of all meetings at which any type of public business is to be discussed by the Portage County Records Commission. Each person shall file with the **Secretary** a written request specifying the person's name, address, telephone number and/or e-mail address, along with the type of public business that is of interest, and the amount of time this request covers (not to exceed three months).

***The Clerk for the Portage County Board of Commissioners will and presently does serve as the **Secretary** of the **Portage County Records Commission**. For advance notification please contact the following:

Secretary of the Portage County Records Commissions
C/O Clerk for the Board of Commissioners
449 South Meridian Street
Ravenna, Ohio 44240
(330) 297-3600

February 22, 2024

Motion: Lori Calcei

Second: Matt Kelly

To Establish a **Rule for Notice** of the **Date, Time, and Place** for the **Public Meetings** of the **Portage County Records Commission** for **2024**, which will be held at the **Portage County Board of Commissioners' Meeting Room**, located on the **7th Floor** of the **Portage County Administration Building** located at **449 S. Meridian St., Ravenna, Ohio**.

All in favor: Lori Calcei, Yea; Matt Kelly, Yea; Mike Tinlin, Yea;

Absent: Jill Fankhauser, Victor Vigluicci

Motion Carries


Records Commission Clerk