

Guilford Township Trustees

The Board of Trustees of Guilford Township, Ohio, met in regular session on May 18, 2021, commencing at 8:00 p.m. by a Zoom.us virtual meeting due to Covid19 with the following members present: Bob Rohrer, Gene Morris and Jerry Winkler.

Gene Morris moved the adoption of the following Resolution:

Resolution 2021-05

Notice of all Township Public Meetings

WHEREAS, the Open Meetings Act requires every public body to adopt rules establishing reasonable methods for the public to determine the time and place of all regularly scheduled meetings, and the time, place, and purpose of all special meetings, and

WHEREAS, the public body's notice rule must provide for "notice that is consistent and actually reaches the public." The requirements for proper notice vary depending upon the type of meeting a public body is conducting, as detailed in this section.

1. Types of meetings and notice requirements:

A. Regular meetings

- "Regular meetings" are those held at prescheduled intervals, such as monthly or annual meetings. A public body must establish, by rule, a reasonable method that allows the public to determine the time and place of regular meetings.

B. Special meetings

- A "special meeting" is any meeting other than a regular meeting. A public body must establish, by rule, a reasonable method that allows the public to determine the time, place, and purpose of special meetings and conforms with the following requirements:
- Public bodies must provide at least 24-hours advance notification of special meetings to all media outlets that have requested such notification, except in the event of an emergency requiring immediate official action (see "emergency meetings," below).
- When a public body holds a special meeting to discuss particular issues, the statement of the meeting's purpose must specifically indicate those issues, and the public body may only discuss those specified issues at that meeting. When a special meeting is simply a rescheduled "regular" meeting occurring at a different time, the statement of the meeting's purpose may be for "general purposes." Discussing matters at a special meeting that were not disclosed in the notice of purpose, either in open session or executive session, is a violation of the Open Meetings Act.

C. Emergency meetings

- An emergency meeting is a type of special meeting that a public body convenes when a situation requires immediate official action. Rather than the 24-hours advance notice usually required, a public body scheduling an emergency meeting must immediately notify all media outlets that have specifically requested such notice of the time, place, and purpose of the emergency meeting. The purpose statement must comport with the specificity requirements discussed above.

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WHEREAS, the Guilford Township Trustees in compliance of the Open Meetings Act states that rules must include a provision for any person, upon request and payment of a reasonable fee, to obtain reasonable advance notification of all meetings at which any specific type of public business is to be discussed. The statute suggests that provisions for advance notification may include mailing the agenda of meetings to all subscribers on a mailing list or mailing notices in self-addressed, stamped envelopes provided by the person requesting notice, and

THEREFORE, the Guilford Township Trustees will have their regular scheduled meetings on the 1st and 3rd Tuesdays of the month starting at 8:00 p.m. at either the Guilford Township Hall, 3800 Greenwich Road, Seville, Ohio, unless stated elsewhere, or be conducted in a virtual media setting, and

THEREFORE, the Guilford Zoning Commission will meet the second Thursday of each month at 8:00 p.m. and Board of Zoning Appeals meetings are held as called by the chairman. All meetings are held at the Guilford Township Hall, 3800 Greenwich Road, Seville, Ohio, unless stated elsewhere, or be conducted in a virtual media setting, and

NOW THEREFORE, the Guilford Township Trustees public body's notice rule for all public meetings will be to post on the Guilford Township website at www.guilfordtownship.us, notify The Gazette of all regular, special, and emergency meetings and post notification on the public bulletin board located at the Guilford Township, 3800 Greenwich Road, Seville, Ohio 44273.

Jerry Winkler seconded the motion.

Upon roll call on the adoption of the Resolution, the vote was as follows.

Morris – yes, Rohrer – yes, Winkler - yes

I, Ray Ruprecht, as the Fiscal Officer of the Board of the Guilford Township Trustees, do hereby certify that the above Resolution, proposed by Board Member Gene Morris seconded by Board Member Jerry Winkler on was this day passed and adopted by the Board of the Guilford Township Trustees.

Adopted the 18th day of May 2021

Ray Ruprecht, Fiscal Officer