5907-1-01 **Notice of meetings.**

- (A) Any person may determine the time and place of regularly scheduled meetings or the time, place and purpose of any special meeting by contacting the <u>superintendent director</u> of the Ohio veterans' home <u>agency</u>.
- (B) Any person may obtain advance notice of all meetings at which any specific type of public business is to be discussed by identifying the type of public business for which he desires to be notified and by supplying the <u>superintendent director</u> of the Ohio <u>veterans' home agency Veterans' Home</u> with stamped, pre-addressed envelopes. The <u>superintendent director</u> will mail to such person a notice of the time and place of the meeting, and the type of business to be discussed, at least four calendar days before the meeting is scheduled unless the meeting is an emergency meeting.
- (C) The <u>superintendent director</u> will maintain a list of representatives of the news media who have requested in writing notice of special or emergency meetings. The <u>superintendent director</u> shall mail to such representatives notice at least four days before special meetings or shall telephone notice at least twenty-four hours before special meetings. In the event of an emergency meeting, the representatives of the news media who have requested notification shall be notified immediately of the time, place and purpose of the meeting. News media requesting this notice shall supply the <u>superintendent director</u> with the name, mailing address and telephone number of the representative to be contacted.

5907-1-01

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