

4121-1-03

**Non-adjudicatory meetings of the industrial commission.**

- (A) The industrial commission shall hold regular meetings to conduct its official business of a non-adjudicatory nature at a designated time and place at the call of the chairperson of the industrial commission. The commission shall provide at least seventy-two hours advance notice, excluding weekends and state holidays, of all regular meetings.
- (B) Special meetings of the industrial commission may be called by the chairperson of the commission on his own initiative, or be called by the chairperson of the industrial commission upon written request of two members of the industrial commission.
- (C) Regular and special meetings of the industrial commission shall be held at the time and location specified on the notice of the meetings.
- (D) At all meetings of the industrial commission, the executive director of the industrial commission, or in the absence of the executive director of the industrial commission, a person appointed by the chairperson, shall keep minutes of the meeting and shall call the name of each member of the industrial commission present for all voting.
- (E) Notice of each meeting of the industrial commission to consider official business of a non-adjudicatory nature shall comport with rule 4121-1-02 of the Administrative Code.
- (F) The chairperson of the industrial commission, or in his absence, another member of the industrial commission designated by the chairperson of the industrial commission shall preside at all meetings of the industrial commission.
- (G) The commission shall conduct its official business of a non-adjudicatory nature in the presence of a quorum and two members of the industrial commission shall be present in person at any meeting in order to constitute a quorum for the transaction of public business. A member of the commission must be present in person at a meeting to be considered present or to vote at the meeting.
- (H) Minutes of the meeting of the industrial commission, upon approval of the industrial commission, are to constitute the record of its proceedings. Minutes of all regular and special meetings of the industrial commission shall be promptly ~~recorded~~ prepared, filed and maintained and open to public inspection. The portion of the minutes that concern executive sessions of the commission are to only reflect the general subject matter of discussions in executive session.

- (I) Consent to film, photograph, or record meetings of the industrial commission shall be obtained from the chairperson of the industrial commission, or with written consent of two members of the industrial commission, prior to the start of the meeting. The industrial commission may terminate such consent upon its determination such filming, photographing, or recording is distracting or otherwise disruptive to the meeting process.
- (J) As defined in this rule, a meeting is a pre-arranged discussion of the public business of a non-adjudicatory nature of the industrial commission by a majority of its members.
- (K) In the event of an emergency requiring immediate official action, the meeting shall be called pursuant to paragraph (C) of rule 4121-1-02 of the Administrative Code.

Effective:

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Certification

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Date

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