

In accordance with R.C. 121.22(F), the Lake County Budget Commission hereby adopts the following rule for the provision of public notice of its meetings:

- A. Annually at its first meeting of each calendar year, the Budget Commission shall establish its schedule for regular meetings for the year. At a minimum, meetings shall be held on the first Monday in February and the first Monday in August, in accordance with R.C. 5705.27.
- B. Notice of the date, time, and location of each regular meeting, including the first meeting of the year, shall be published electronically no later than 72 hours in advance of each regular meeting on the website of the Lake County Auditor (located in the "Budget Commission" tab at <https://www.lakecountyohio.gov/auditor/>). Courtesy notice to any news media that has requested notice shall also be sent by the secretary of the Budget Commission no later than 72 hours before each regular meeting.
- C. Notice of the date, time, location, and purpose of each special meeting shall be published electronically no later than 24 hours in advance of each special meeting on the website of the Lake County Auditor (located in the "Budget Commission" tab at <https://www.lakecountyohio.gov/auditor/>). Courtesy notice to any news media that has requested notice shall also be sent by the secretary of the Budget Commission no later than 24 hours before each special meeting.
- D. In the event of an emergency meeting scheduled with less than 24 hours' notice, the member or members of the Budget Commission who called such meeting shall immediately provide notice of the date, time, location, and purpose of such emergency meeting to any news media that has requested notification. Notice of such emergency meeting shall be posted on the website of the Lake County Auditor (located in the "Budget Commission" tab at <https://www.lakecountyohio.gov/auditor/>) at any time prior to the meeting if practicable.
- E. Any person, upon request to the secretary of the Budget Commission, may obtain reasonable advance notification of any meeting. Advance notice in accordance with the timeframes set forth above for regular, special, and emergency meetings will be sent via electronic mail, unless the requester specifically requests notice via U.S. mail and pays the actual cost of such notice in advance.