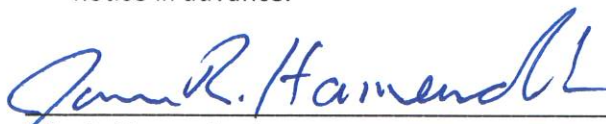


In accordance with R.C. 121.22(F), the Lake County Records Commission (“Records Commission”) hereby adopts the following rule for the provision of public notice of its meetings:

- A. The Records Commission shall meet at least once every six (6) months, in accordance with R.C. 149.38. Regular meetings shall be called by the chairperson of the Records Commission at least two weeks prior to the meeting date.
- B. Notice of the date, time, and location of each regular meeting shall be published electronically no later than 72 hours in advance of each regular meeting on the website of the Lake County Board of Commissioners (located in the “Records Commission” tab at <https://www.lakecountyohio.gov/commissioners-office/>). Courtesy notice to any news media that has requested notice shall be sent by the secretary of the Records 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 Board of Commissioners (located in the “Records Commission” tab at <https://www.lakecountyohio.gov/commissioners-office/>). Courtesy notice to any news media that has requested notice shall be sent by the secretary of the Records Commissioners 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 Records 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 Board of Commissioners (located in the “Records Commission” tab at <https://www.lakecountyohio.gov/commissioners-office/>) at any time prior to the meeting if practicable.
- E. Any person, upon request to the secretary of the Records 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.

  
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John R. Hamercheck

Lake County Records Commission Chair

  
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Date