

[ENTITY NAME]

## VIRTUAL MEETING POLICY

### **INTRODUCTION**

Under Ohio Revised Code Section (“O.R.C”) 121.221, certain public bodies may adopt a virtual meeting policy enabling its membership to attend and hold meetings [and hearings] virtually. The following is the [Entity]’s virtual meeting policy as required by O.R.C 121.221(B)(3). In accordance with O.R.C. 121.221 [and 715.693], this policy outlines the procedures and requirements for conducting virtual meetings for [Entity].

### **DEFINITIONS**

The following words and terms as used in this Section shall have the following meanings unless otherwise provided and unless the context or use indicates another or different meaning or intent:

“**Virtual Meeting**” shall mean a formal meeting of this [Entity] fully or partially conducted via video conference or any other similar electronic technology.

“**Nonroutine Expenditure**” shall mean any significant cost or expense that is not part of the regular, ongoing operational expenses of the [Entity]. Significant costs or expenses include nonroutine costs or expenses not previously appropriated or budgeted by [Entity].

“**Significant Hiring Decision**” shall mean any decisions by the [Entity] concerning the appointment or termination of [Entity Dependent; any personnel / or a chief executive officer or Director].

[Entity Dependent; may require defining charge or special assessment as *not a tax*]

### **POLICY**

#### **Section 1. Calling a Virtual Meeting**

To call a Virtual Meeting, any Board Member may contact the chairperson with their intention to call a Virtual Meeting no less than ninety-six (96) hours before the meeting. Subsequently, all Board Members may inform the Chairperson of their intention of attend the meeting virtually no later than forty-eight (48) hours before the meeting, except in the case of an emergency. An emergency shall include, but is not limited to, a medical emergency, family emergency, or natural disaster preventing a member from attending the meeting in person. The chairperson has the authority to determine whether other circumstances warrant an emergency under this provision.

If, upon notification of an upcoming meeting, and not later than forty-eight (48) hours before the meeting, at least two Board Members (or at least ten percent (10%) of Board Members if the total membership exceeds 20) notify the chairperson that an item on the agenda must be addressed during a meeting conducted fully in person, upon the chairperson’s acknowledgement of receipt of the notification, the Board shall take action on such item only at a meeting conducted fully in person.

**a. Exceptions**

i. Virtual Meetings may not be attended or conducted if any of the following are being considered by the Board:

1. Nonroutine Expenditure
2. Significant Hiring Decision
3. [Entity Dependent; An Increase in Tax or Tax Issue]

**b. [Entity Dependent; Unanimous Consent for Public Hearings]**

[A Public Hearing may not be conducted virtually without the consent of all required parties of the hearing.]

**Section 2. Notice of Virtual Meetings**

Any news media that desires advance notification of Virtual Meetings shall file with the Secretary [or Fiscal Officer] a request therefor. Such requests may be modified or extended only by filing a new request with the Secretary [or Fiscal Officer]. News media that have properly filed requests for notification and other required parties will receive such notification at least seventy-two (72) hours in advance of the meeting or hearing by reasonable methods, such as [Entity provided] but may include social media, website, email, public physical posting, newspaper]. Such notification shall provide the time, location, agenda of the meeting, and the manner by which the meeting will be conducted. In the event of an emergency, notice shall be provided as soon as reasonably feasible.

**Section 3. Public Access to Virtual Meetings**

In the event that a Virtual Meeting is called for a meeting that is typically open to the public, the public shall have access to such meeting. The [Entity] shall post a link on [Entity provided source] that is accessible to the public for the public to attend or provide other similar means of public attendance. The public shall be able to observe and hear the discussion and deliberations of the Board Members regardless of whether the Member is participating in person or electronically.

**Section 4. Virtual Meeting Roll Call Vote**

All votes taken in the Virtual Meeting shall be taken by roll call vote unless there is a motion for unanimous consent, and the motion is not objected to by a Board Member. If a vote is taken unanimously, the Meeting Agenda will reflect how all Board Members voted, including any members who abstained from voting.

**Section 6. Application of Law**

Notwithstanding the existence of this policy, the [Entity] hereby informs the public that it shall comply with the requirements of O.R.C. 121.221 and any amendments thereto, supersede and take precedence over this policy. The [Entity] retains the right to amend this policy at any time in accordance with the Act.

**Section 7. Effective Date and Revisions**

Effective [\_\_\_\_], 2025