

**RESOLUTION #17-0103-10**

**Adopting policy of Board of Trustees meeting notice**

**Whereas**, pursuant to ORC 121.22(F), the Liberty Township Board of Trustees are required to establish a rule for a reasonable method whereby any person may determine the time and place of all regularly scheduled, special and emergency meetings, and

**Now, Therefore Be it Resolved, by the Liberty Township Board of Trustees, Delaware County, Ohio** to adopt into policy the following standards for public notification of all regularly scheduled, special and emergency meetings of the Liberty Township Board of Trustees pursuant to the Ohio Revised Code, specifically including ORC 121.22(F):

**Regularly Scheduled Meetings:**

- The annual schedule of all regular Board of Trustees Meetings which includes the time and place, shall be: A) advertised in a paper of general circulation each year, B) posted conspicuously in Township Hall and C) posted on the Township website calendar;
- The meeting agenda shall be: A) posted on the Township website, and B) sent via email to the Trustees and news media that have requested notification;
- An advance notification of the meeting, including the meeting agenda, shall be provided to any person upon request and, if applicable, upon payment of a reasonable fee.

**Special Meetings:**

- Meeting agenda shall be posted on the Township website, sent to the Trustees and sent to the news media no less than 24 hours prior to the time of the meeting.

**Emergency Meetings:**

- Best efforts shall be made to post the agenda on the website and distribute to the media contact list as far in advance of the meeting as possible, contingent upon the circumstance which necessitates the Emergency Meeting.

Motion made by Leneghan and seconded by Eichhorn.

**Vote:** yes Mrs. Eichhorn yes Mrs. Leneghan yes Dr. Mitchell

This Resolution shall be in force and become effective immediately upon its execution.

Open 3, 2017  
Date

CERTIFIED BY:

Nancy Denutte  
Nancy Denutte, Fiscal Officer

Shyra Eichhorn  
Shyra Eichhorn, Trustee

Melanie Leneghan  
Melanie Leneghan, Trustee

Dr. Thomas Mitchell  
Dr. Thomas Mitchell, Trustee