

4775-4-02

**Special meetings; notices to news media.**

- (A) Any representative of the news media may obtain twenty-four hours' advance notice of all special meetings, except in the event of an emergency requiring immediate official action, by requesting in writing, in the manner designated, that such notice be provided. Such notice will only be given, however, to one representative of any particular publication or radio or television station. A request for such notification shall be addressed to: "Executive Director, Ohio Board of Motor Vehicle Collision Repair Registration, 37 West Broad Street, Suite 880, Columbus, Ohio 43215."
- (B) Such a written request for advance notice of all special meetings shall operate to require the secretary of the board to send such notice for the period of time subsequent to the date of receipt by the secretary of such request and ending at one minute after twelve a.m. on the first day of January immediately succeeding such request or until such requesting person notifies the secretary of the board in writing that he has left the employ of the particular publication, radio or television station, whichever period is shorter.
- (C) The request shall provide the name of the individual media representative to be contacted, his mailing address and a maximum of two telephone numbers where he can be reached. The secretary of the board shall maintain a list of all representatives of the news media who have requested notice of special meetings pursuant to this rule.
- (D) In the event of a special meeting not of an emergency nature, the secretary of the board shall notify all media representatives on the list of such meeting by doing at least one of the following:
- (1) Sending written notice, which must be mailed no later than four calendar days prior to the day of the special meeting.
  - (2) Notifying such representatives by telephone no later than twenty-four hours prior to the special meeting. Such telephone notice shall be complete if a message has been left for the representative, or if, after reasonable effort, the secretary of the board has been unable to provide such telephone notice.
  - (3) Informing such representative personally no later than twenty-four hours prior to the special meeting. Nothing in this paragraph shall require the board to provide personal notification at any time, except as provided in paragraph (E) of this rule.
- (E) In the event of a special meeting of an emergency nature, the secretary of the board shall notify all media representatives on the list of such meeting by providing the notice as described in paragraph (D)(3) of this rule.

- (F) In giving the notices required by paragraph (D) or (E) of this rule, the Ohio board of motor vehicle collision repair registration may rely on assistance provided by any member of its staff and such notice is complete if given by such member in the manner provided in paragraph (D) or (E) of this rule.
- (G) It shall be the sole responsibility of the particular media representative, publication, radio or television station to advise the board of its desire to renew its request for notification at the expiration of the period designated in paragraph (B) of this rule and any change in the name or address of the person within such publication, radio or television station, to whom the board is to direct the advance notice.
- (H) Failure of any news media or representative thereof to comply with the requirements of this rule shall relieve the board of any obligation under this rule as to advance notice of any type of special public meeting.
- (I) Any media representative may request notice of the time and place of all regularly scheduled meetings in accordance with the provisions of rule 4501:1-4-20 of the Administrative Code, "Meeting Notification on Yearly Basis."

Effective: 12/02/2005

R.C. 119.032 review dates: 01/15/2004 and 01/23/2009

CERTIFIED ELECTRONICALLY

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Certification

11/17/2005

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Date

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