

4731-7-01

Method of notice of meetings.

(A) Any person may determine the time and place of all regularly scheduled meetings and the time, place, and purpose of all special meetings by:

- (1) Writing the Ohio state medical board (hereinafter, "board") at its business address; or
- (2) Calling the board at its business office during normal business hours; or
- (3) Checking the board's public website.

(B) Any representative of the news media may obtain notice of all special meetings by requesting in writing that notice be provided and supplying a regular mail or electronic mail address. In the event of a special meeting not of an emergency nature, the board shall notify all media representatives who have requested notice of the meeting by doing at least one of the following:

- (1) Sending written notice, by regular mail or electronic mail no later than twenty-four hours prior to the special meeting;
- (2) Notifying representatives by telephone no later than twenty-four hours prior to the special meeting. Telephone notice shall be complete if a message has been left for the representative, or if, after reasonable effort, the board has been unable to provide telephone notice;
- (3) Informing the representative personally no later than twenty-four hours prior to the special meeting.

In the event of a special meeting of an emergency nature requiring immediate official action, the board shall notify all media representatives who have requested notice of such meeting of the time, place and purpose of the meeting by providing notice as described in paragraphs (B)(1), (B)(2) or (B)(3) of this rule or by notifying the clerk of the state house press room. In such event, the notice need not be given twenty-four hours prior to the meeting, but shall be given immediately upon completion of the meeting agenda.

(C) All persons who have requested, in writing, advance notification of all meetings of the board at which specific public matters designated by those persons are scheduled to be discussed shall be placed on the board's agenda mailing list. The board shall, within a reasonable time prior to each meeting, send by regular mail or electronic mail an agenda of the meeting to those persons. The board may assess a reasonable fee, not to exceed the cost of copying and mailing, for notices sent to persons in accordance with this rule.

4731-7-01 Method of notice of meetings.

(A) Any person may determine the time and place of all regularly scheduled meetings and the time, place, and purpose of all special meetings by:

- (1) Writing the Ohio state medical board (hereinafter, "board") at its business address; or
- (2) Calling the board at its business office during normal business hours; or
- (3) Checking the board's public website.

(B) Any representative of the news media may obtain notice of all special meetings by requesting in writing that notice be provided and supplying a regular mail or electronic mail address.

In the event of a special meeting not of an emergency nature, the board shall notify all media representatives who have requested notice of the meeting by doing at least one of the following:

- (1) Sending written notice, by regular mail or electronic mail no later than twenty-four hours prior to the special meeting;
- (2) Notifying representatives by telephone no later than twenty-four hours prior to the special meeting. Telephone notice shall be complete if a message has been left for the representative, or if, after reasonable effort, the board has been unable to provide telephone notice;
- (3) Informing the representative personally no later than twenty-four hours prior to the special meeting.

In the event of a special meeting of an emergency nature requiring immediate official action, the board shall notify all media representatives who have requested notice of such meeting of the time, place and purpose of the meeting by providing notice as described in paragraphs (B)(1), (B)(2) or (B)(3) of this rule or by notifying the clerk of the state house press room. In such event, the notice need not be given twenty-four hours prior to the meeting, but shall be given immediately upon completion of the meeting agenda.

(C) All persons who have requested, in writing, advance notification of all meetings of the board at which specific public matters designated by those persons are scheduled to be discussed shall be placed on the board's agenda mailing list. The board shall, within a reasonable time prior to each meeting, send by regular mail or electronic mail an agenda of the meeting to those persons. The board may assess a reasonable fee, not to exceed the cost of copying and mailing, for notices sent to persons in accordance with this rule.

Effective: 06/30/2005

R.C. [119.032](#) review dates: 03/25/2005 and 06/30/2010

Promulgated Under: [119.03](#)

Statutory Authority: [121.22](#) , [4731.05](#)

Rule Amplifies: [121.22](#)

Prior Effective Dates: 2/16/76, 7/1/99

4731-9-01

Record of board meetings; recording, filming, and photographing of meetings.

- (A) The minutes of board meetings, upon approval by the board, shall constitute the official record of its proceedings. Audio recordings of meetings made for the purpose of facilitating the transcription of minutes shall be considered transitory documents. ~~All board meetings shall be open to the public as provided in section 121.22 of the Revised Code.~~
- (B) In order to promote the orderly transaction of business, any party intending to broadcast, televise, record, or photograph any board meeting shall provide written notice of such intent to the board within at least twenty-four hours prior to the scheduled meeting; ~~provided, however, that the~~The board shall not refuse permission to broadcast, televise, record, or photograph a meeting based solely upon a determination that prior written notice was not provided in a timely fashion.
- (C) Board meetings may be broadcast, televised, recorded, or photographed ~~in accordance~~consistent with the following ~~guidelines~~standards:
- (1) The presiding officer of the board or his or her designee shall designate a reasonable location or locations within the meeting room from which ~~the~~ broadcasting, televising, recording, or photographing may take place;
 - (2) ~~The broadcasting~~Broadcasting, televising, recording, or photographic equipment ~~employed~~ used at the board meeting shall be silent, unobtrusive, self-contained, and self-powered so as not to interfere with any individual's ability to hear, see ~~and~~ or participate in the meeting and so as not to interfere with the orderly transaction of board business; and
 - (3) ~~If the~~ The presiding officer or his or her designee may terminate or limit ~~the determines that such~~ broadcasting, televising, recording, or photographing if it is determined that it is interfering with the orderly transaction of board business, is inhibiting a participant's presentation to the board, or is interfering with the dignity of the proceedings, ~~the presiding officer or his or her designee may terminate or limit such broadcasting, televising, recording or photographing in accordance with current requirements of law.~~
- (D) For purposes of this rule, the word "record" includes, but is not limited to, the use of a court reporter or similar method to record the meeting via shorthand, machine (stenotype) shorthand, stenomask methods, or a similar method.