

BOARD OF REVISION ADMINISTRATIVE MEETINGS

PUBLIC NOTICE

The Board of Revision of Fairfield County, Ohio, in compliance with RC 121.22(F), has a method whereby any person may ascertain the date, time and place of regular meetings and the date, time, place and purposes of special or emergency meetings of the Fairfield County Board of Revision Administrative meetings.

1. Organizational meeting

The Fairfield County Board of Revision, in compliance with RC 5715.09 shall organize annually on the second Monday in January by the election of a chairman for the ensuing year. The county auditor shall be the secretary of the board. The secretary shall call the board together as often as necessary during any year, keep an accurate record of the proceedings of the board in a book kept for the purpose, and perform such other duties as are incidental to the position. This organizational meeting will be held in the County Auditor's Conference Room at 108 N. High Street, Lancaster, Ohio.

2. Regular meetings

Regular meetings of the Board of Revision will be scheduled for Wednesdays at 8 a.m. following the second Monday in January, and on an as needed basis. These meetings will be held in the County Auditor's Conference Room at 108 N. High Street, Lancaster, Ohio.

Parties and/or their counsel who wish to attend a meeting virtually through an internet appearance or by conference call may request such attendance.

Hard copies of notice for these meetings will be placed at 108 N. High Street at the main entrance. Meeting notices will also be posted on the Fairfield County Commissioners' calendar. Agendas and notices can also be obtained by calling 740-652-7038. Minutes from meetings may also be obtained by calling 740-652-7038.

If the date, time, or location of a regular meeting is changed, notice shall be posted at least twenty-four hours prior to the meeting. Members of the Board of Revision will be notified of meetings electronically.

3. Special and emergency meetings

Special meetings of the Board of Revision will be held at the call of any member of the Board of Revision. The call for a special meeting shall specify the date, time, location, and purposes of the meeting. Unless otherwise provided, special meetings will be held at the office of the County Auditor in the County Auditor's Conference Room at 108 N. High Street, Lancaster, Ohio. Notice shall be posted as far in advance of the meeting as practicable, but not less than twenty-four hours prior to the meeting.

4. Notice of meetings to discuss business

The Board of Revision shall give reasonable advance notice of any special meeting, at which a particular type of public business is to be discussed. Hard copies of notice for these meetings will be placed at 108 N. High Street at the front entrance. Meeting notices will also be posted on the Fairfield County Commissioner's calendar. If the date, time, or location of a regular meeting is changed, notice shall be posted at least twenty-four hours prior to the meeting. Members of the Board of Revision will be notified of meetings electronically.

5. Special notice required by law

When a particular form or method of notice is required by statute for a public hearing or meeting of the Board of Revision, notice of the hearing or meeting shall be given in the form and manner prescribed by statute in addition to notice otherwise required under this notice.

6. Notation about Quasi-Judicial Meetings

The Ohio Open Meetings Act requires all members of a public body to be present in person for public meetings. When the Board of Revision is conducting business that is non-judicial in nature, all the members need to be there in person. The Open Meetings Act does not apply when the board is operating in a quasi-judicial capacity, which means when they are acting like a court by hearing matters and making determinations. Since the Open Meetings act does not apply in quasi-judicial settings, there is no specific requirement that all members be present in person.