

Special & Emergency Meetings

Occasionally there may be need for the Board to hold a special meeting. A “special meeting” is any meeting other than a regular meeting. When a special meeting is required, at least twenty-four hours advance notice of the date, time, location, and purpose of the special meeting will be submitted to the Record-Courier newspaper for publication as well as notice posted on the Board’s website homepage (www.portagedd.org). Any individual or entity wanting to receive notification of a special meeting may do so by sending an email requesting notification to: specialmeeting@portagedd.org.

Emergency meetings of the Board may be held when immediate official action is required by exigent circumstances and the twenty-four (24)-notification requirement cannot be met. An emergency meeting is a special meeting so, any individual or entity who has requested notification of special meeting will receive notification immediately of the time, place, and purpose of any emergency meeting.

When a special or emergency meeting is held to discuss particular issues, the statement of the meeting’s purpose must specifically indicate those issues, and only those issues may be discussed at that meeting. The Board may adjourn into executive session during a special or emergency meeting but it may only discuss matters in executive session relative to the stated purpose of the special meeting that meet the criteria for discussion in executive session as contained in Ohio Revised Code §121.22(G).