

# **Trumbull County Budget Commission**

## **Open Meetings Policy**

*2025 Revision*

The Trumbull County Budget Commission hereby adopts the following policy relative to scheduling and conducting of regular, special, and emergency meetings and the provision of notice of those meetings.

### **Location of Meetings**

In accordance with R.C. 5705.27, the Trumbull County Budget Commission shall meet at the office of the Trumbull County Auditor at the following address:

*Trumbull County Administration Building  
2<sup>nd</sup> Floor  
160 High Street  
Warren, Ohio 44481*

If the meeting will be relocated for any reason, notice of the alternate location shall be provided in the same manner as notice for special meetings set forth below.

### **Regular Meetings**

Regular meetings will be held by the Trumbull County Budget Commission on the first Monday in February and the first Monday in August beginning at 10:00 am in accordance with R.C. 5705.27. Regular meetings will also be held every other Monday at 10:00 am beginning on the first Monday in January. A schedule of upcoming regular meetings will be posted on the bulletin board on the 5<sup>th</sup> Floor of the Trumbull County Administration Building and on the website of the Trumbull County Auditor, as secretary of the Budget Commission, at the following website address: <https://www.co.trumbull.oh.us/auditor>. Quarterly schedules of upcoming meetings will also be provided to all news media that have requested notification.

If Trumbull County government offices are closed on the Monday of a meeting because of a holiday, the Budget Commission regular meeting will be held on Tuesday. Any other rescheduled regular meeting will be noticed in the same manner as special meetings set forth below.

### **Special Meetings**

Special meetings may be held at the call of the members of the Trumbull County Budget Commission. The Trumbull County Auditor, as secretary of the Trumbull County Budget Commission shall notify the Warren Tribune Chronicle of the time, place, and purpose of the special meeting by email at least twenty-four hours in advance of the special meeting. The Trumbull County Auditor shall also provide at least twenty-four hours' notice of the time, place, and purpose to all news media that have requested notification.

### **Emergency Meetings**

In the event of an emergency, an emergency meeting may be held at the call of the members of the Trumbull County Budget Commission. The Trumbull County Auditor, as secretary of the Trumbull County Budget Commission shall notify the Warren Tribune Chronicle all news media immediately, and with as much notice as practicable, of the time, place, and purpose of the emergency meeting.

### **Request for Notice**

Any person may request the time and place of all regularly scheduled meetings by submitting a request to the Trumbull County Auditor as secretary of the Trumbull County Budget Commission.

Any person, upon written request as provided herein, may obtain reasonable advance notification of all meetings at which any specific type of Commission business is to be discussed. Any person desiring such notice shall file with the Trumbull County Auditor a request specifying the person's name, address, telephone number, and/or email address. The request shall also specify the type of public business that is of interest and the amount of time the request covers, which shall not exceed three months. A person may also make request to receive reasonable advance notification by way of receiving the agendas of upcoming meetings. All notice provided pursuant to this procedure shall be provided by email unless otherwise specifically requested and reasonably able to be accommodated. A person may also provide self-addressed stamped envelopes for receiving physical copies of notice and/or agendas.