

**TRUMBULL COUNTY BOARD OF ELECTIONS**  
**(Meeting Policy Adopted May 3, 2016)**

**Meetings:** All meetings of the Trumbull County Board of Elections (Board) are public meetings open to the public at all times except during executive sessions. A member of the Board must be present in person at a meeting (a) to be considered present at such meeting, (b) to vote at such meeting and (c) for the determination whether a quorum exists for such meeting.

Regular meetings of the Board shall be held on the first Tuesday after the first Monday of each month at 9:00 A.M. at the Board's Offices at 2947 Youngstown Rd., S.E., Warren, Ohio 44484 (330) 369-4050; fax no. (330) 369-4160. In accordance with section 3505.30 of the Ohio Revised Code, the Board shall remain in session from the opening of the polls, continuously, until the results are received from every precinct in the county and such results are communicated to the secretary of state.

The Board may hold special meetings as such are determined necessary by the Board. Also, when determined necessary by the Board, regular and special meetings may be rescheduled.

The biennial organizational meeting of the Board shall be held and conducted in accordance with section 3501.09 of the Ohio Revised Code. Such organizational meetings shall be followed by a regular meeting. The minutes of a regular or special meeting shall be promptly prepared, filed and maintained and shall be open to public inspection. The minutes need only reflect the general subject matter of discussions in executive sessions authorized under division (G) of section 121.22 of the Ohio Revised Code.

**Notice of Meetings:** Any person, including the news media, may determine, and may request a copy of, the time and place of all regularly scheduled meetings and the time, place and purpose of all special meetings by contacting the Board at its offices at 2927 Youngstown Rd., S.E., Warren, Ohio 44484; telephone: (330) 369-4050. Request may be made to be included on the electronic mailing list or, for paper notice, the requestor shall furnish the Director with a supply of self-addressed, stamped envelopes.

Notice of all meetings of the Board shall be provided to members of the news media and public who have requested notice and to all Board members.

**Posting of Notice:** Prior to each meeting the Director shall give notice of the meeting by sending electronic or paper copy of the notice to the Tribune Chronicle and the Vindicator, and:

- (a) for regular meetings, the Board shall give notice at least 24 hours prior thereto including therein the time and place of the meeting;
- (b) for special meetings, not of an emergency nature, the Board shall give notice at least 24 hours prior thereto including therein the time, place and purpose of the meeting;
- (c) for a special meeting of an emergency nature, the Board shall give notice immediately upon the calling of the meeting including therein the time, place and purpose of the meeting;
- (d) for an organizational meeting, the Board shall give notice in the same manner as for a special meeting, not of an emergency nature.

**Accommodations:** Any person planning to attend a meeting who has special parking, building access or other accommodation needs may contact the Director at (330)369-4050 prior to the meeting to advise the Board of those needs.