

Sunshine Rules

(Rule 1)

Notice of all public meetings of the Muskingum Soil and Water Conservation district shall be given in accordance with the following procedure:

- (A) Any person may determine (be informed of) the time and place of regularly scheduled meetings or the time, place, and purpose of any special meetings, including committee and subcommittee meetings, by calling on the telephone the office of the District.
- (B) Any person may obtain advance notice of all meetings at which any specific type of public business is to be discussed by identifying the type of public business for which he desires to be notified and by supplying the District with stamped self-addressed envelopes. The District will mail to such person a notice of the time, place and type of business to be discussed at the meeting at least four calendar days before the meeting is scheduled unless the meeting is an emergency meeting.
- (C) The Muskingum Soil and Water Conservation District will maintain a list of representatives of the news media who have requested in writing notice of special or emergency meetings. The District shall mail such representative notice at least four days before special meetings or shall telephone notice at least twenty-four hours before special meetings. In the event of an emergency meeting, the representative of the news media who has requested notification of the emergency meetings shall be notified immediately of the time, place and purpose of the meeting. News media requesting notice pursuant to this paragraph shall supply the District with the name, mailing address and telephone number of the representative to be contacted.

(Rule 2)

Minutes of all meetings of the Muskingum Soil and Water Conservation District will be promptly prepared, filed, and maintained and shall be open to public inspection during working hours at the office the of the Muskingum Soil and Water Conservation District, 225 Underwood Street, Suite 100, Zanesville, Ohio.
