



Virtual Meeting Policy

INTRODUCTION

Under Ohio Revised Code Section (“O.R.C”) 121.221, certain public bodies may adopt a virtual meeting policy enabling its membership to attend and hold meetings virtually. The following is the Mid-Ohio Regional Planning Commission (MORPC) virtual meeting policy as required by O.R.C 121.221(B)(3). In accordance with O.R.C. 121.221, this policy outlines the procedures and requirements for conducting virtual meetings for public bodies of MORPC.

DEFINITIONS

The following words and terms as used in this Section shall have the following meanings:

“**Virtual Meeting**” shall mean a formal meeting of MORPC fully or partially conducted via video conference or any other similar electronic technology.

“**Nonroutine Expenditure**” shall mean any significant cost or expense that is not part of the regular, ongoing programmatic or operational expenses of MORPC, for items or activities not typically purchased or performed by MORPC.

“**Significant Hiring Decision**” shall mean any decisions by MORPC concerning the appointment or termination of the Executive Director.

“**Member**” shall mean any member of MORPC or any of its committees meeting the definition of a public body.

“**Board**” shall mean the groups of individuals serving to govern, oversee, and guide MORPC or its committees.

POLICY

Section 1. Calling a Virtual Meeting

To call a Virtual Meeting, MORPC must follow the Notice requirements below. Subsequently, all Members may inform the Chairperson of their intention to attend the meeting virtually no later than forty-eight (48) hours before the meeting, except in the case of an emergency. An emergency shall include, but is not limited to, a medical or family emergency, natural disaster, or other reason including personal or business conflicts that are reasonably considered unavoidable or unexpected preventing a member from attending the meeting in person. The chairperson has the authority to determine whether other circumstances warrant an emergency under this provision.

If, upon notification of an upcoming meeting, and not later than forty-eight (48) hours before the meeting, the greater of at least ten percent (10%) of the Members or two Members notify the chairperson that an item on the agenda must be addressed during a meeting conducted fully in

person, upon the chairperson's acknowledgement of receipt of the notification, the Board shall take action on such item only at a meeting conducted fully in person.

a. Exceptions

- i. Virtual Meetings may not be attended or conducted if any of the following are being considered by the Board:
 - 1. Nonroutine Expenditure
 - 2. Significant Hiring Decision

Section 2. Notice of Virtual Meetings

No present or former member, committee member or employee of the Commission shall represent a client, or act in a representative capacity, or any matter before the Commission or any other government agency in which they have personally participated while an officer or employee of the Commission. This prohibition will apply during Commission service and for one year thereafter. Any news media and any member of the public that desires advance notification of Virtual Meetings shall file with MORPC a request therefor. News media and any member of the public that have properly requested notification will receive such notification at least seventy-two (72) hours in advance of the meeting or hearing by reasonable methods, such as social media, website, or email. Such notification shall provide the time, location, agenda of the meeting, and the manner by which the meeting will be conducted. In the event of an emergency, notice shall be provided as soon as reasonably feasible.

Section 3. Public Access to Virtual Meetings

In the event that a Virtual Meeting is called for a meeting that is typically open to the public, the public shall have access to such meeting. MORPC shall post a link on its website that is accessible to the public for the public to attend or provide other similar means of public attendance. The public shall be able to observe and hear the discussion and deliberations of the Members regardless of whether the Member is participating in person or electronically.

Section 4. Virtual Meeting Roll Call Vote

All votes taken in the Virtual Meeting shall be taken by roll call vote, unless there is a motion for unanimous consent. If there are no objections to the motion for unanimous consent and a vote is taken unanimously, the meeting minutes will reflect how Members voted, including any Members who abstained from voting.

Section 5. Application of Law

Notwithstanding the existence of this policy, MORPC hereby informs the public that it shall comply with the requirements of O.R.C. 121.221 and any amendments thereto, supersede and take precedence over this policy. MORPC retains the right to amend this policy at any time in accordance with the Act.

Section 6. Effective Date and Revisions

Effective June 12, 2025

Per Resolution EC-04-25
Approved June 5, 2025