

# **VIOLET TOWNSHIP-LANCASTER JOINT ECONOMIC DEVELOPMENT DISTRICT**

## **VIRTUAL MEETING POLICY**

Under Ohio Revised Code (“R.C”) Section 121.221, certain public bodies may adopt a virtual meeting policy enabling its membership to attend and hold meetings virtually. The following is the Violet Township-Lancaster Joint Economic Development District (the “District”) Virtual Meeting Policy that satisfies the requirements of R.C. Section 121.221(B)(3). In accordance with R.C. Section 121.221, this Virtual Meeting Policy outlines the procedures and requirements for conducting Virtual Meetings for the District.

### **DEFINITIONS**

The following words and terms as used in this Virtual Meeting Policy shall have the following meanings unless otherwise provided and unless the context or use indicates another or different meaning or intent:

“**Nonroutine Expenditure**” shall mean any significant cost or expense that is not part of the regular, ongoing operational expenses of the District or the District’s approved plan for development. Significant costs or expenses may include nonroutine costs or expenses not previously appropriated or budgeted by the District. A Nonroutine Expenditure does not include the routine adoption of an annual budget authorized to be levied by the District.

“**Significant Hiring Decision**” shall mean any decisions by the District concerning the appointment or termination of any personnel employed by the District.

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

### **POLICY**

#### **Section 1. Calling a Virtual Meeting**

To constitute any organizations, regular, special, or emergency meeting as a Virtual Meeting, any member of the Board of Directors may contact the Chairperson with his or her intention to hold such meeting as a Virtual Meeting no less than ninety-six (96) hours before the meeting. Subsequently, all members of the Board of Directors 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 emergency, family emergency, or natural disaster preventing a member of the Board of Directors 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 Virtual Meeting, and not later than forty-eight (48) hours before the Virtual Meeting, at least two (2) members of the Board of Directors 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 of Directors shall take action on such item only at a meeting conducted fully in person.

**a. Exceptions**

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
3. Vote on tax issue or tax increase

**Section 2. Notice of Virtual Meetings**

Any news media that desires advance notification of Virtual Meetings shall file with the Secretary a request therefor. Such requests may be modified or extended only by filing a new request with the Secretary. News media that have properly filed requests for notification and other required parties will receive such notification at least seventy-two (72) hours in advance of the Virtual Meeting or hearing by reasonable methods, such as via email and other permissible methods of notification, which may include a posting on the website of either, or both of, Violet Township, Fairfield County, Ohio or the City of Lancaster, Ohio. Such notification shall provide the time, location, agenda of the meeting, and the manner by which the Virtual 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 Virtual Meeting. The District shall post a publicly accessible link on the website of either, or both of, Violet Township, Fairfield County, Ohio or the City of Lancaster, Ohio, or provide other similar means, to facilitate public attendance. The public shall be able to observe and hear the discussion and deliberations of the members of the Board of Directors regardless of whether the members of the Board of Directors are participating in the Virtual Meeting in person or virtually.

**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, and the motion is not objected to by a member of the Board of Directors. If a vote is taken unanimously, the Meeting Agenda will reflect how all members of the Board of Directors voted, including any members of the Board of Directors who abstained from voting. Member of the Board of Directors who attend the Virtual Meeting virtually and satisfy the notice requirements under Section 1 of this Virtual Meeting Policy shall be considered present for the purposes of voting and determining a quorum.

**Section 5. Application of Law**

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

**Section 6.      Effective Date and Revisions**

Effective:    December 3, 2025.