

ADMINISTRATIVE RULES OF THE COMMISSION

Source: Ohio Commission on Hispanic/Latino Affairs

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Administrative Rules and Procedures of Ohio

Commission on Hispanic/Latino Affairs

121-1-01

Meetings of the commission

- A. Regular meetings of the commission shall be held on the first Tuesday of each month. Unless otherwise determined by the commission at its preceding regular meeting.
- B. Special meetings of the commission may be called by the chairman. On his own motion, or by the secretary, upon written recommendation of three members. No business shall be transacted at a special meeting, except that business specified in the notice to members and to the news media and interested members of the public, as set forth herein. Members shall receive notice of at least four days for any special meeting, unless the meeting is an emergency meeting.
- C. In the event of an emergency meeting, members of the commission and representatives of the news media who have requested notice shall be notified by telephone, at least twenty-four hours before the meeting, of the time, place, and purpose of the meeting.
- D. Any person may ascertain the date, time and place of regular meetings and the date, time, place and purpose of any special meeting, by contacting the office of the commission on Hispanic/Latino affairs.
- E. Any person may obtain advance notice of all meetings, at which any specified type of business is to be discussed, by identifying the type of business of which he desires to be notified any by supplying the office of the commission on Hispanic/Latino affairs with a stamped, pre-addressed envelope. The director of the office of the commission on Hispanic/Latino affairs shall mail to such person a notice of the date, time and place, and type of business to be discussed at least four days before the meeting, unless the meeting is an emergency meeting.
- F. The director of the office of the commission on Hispanic/Latino affairs shall maintain a list of representatives of the news media who have requested, in writing, notice of regular or special meetings. He shall mail to such representatives notice at least four days before regular or special meetings, unless it is an emergency.
- G. All members of the commission are expected to attend all regular meetings of the commission. If a member of the commission is absent from three consecutive regular meetings of the commission with the exception of two-day meetings when

failure to attend will be considered as absence, the director of the office of the commission on Hispanic/Latino affairs shall, within ten (10) days send a letter to the governor of the state of Ohio informing the governor of the member's absences and the total number of regular meetings the member has failed to attend during his term of office.

121-1-02

Proceedings of the commission

- A. Except as herein otherwise directed, all proceedings of the commission, or any committee thereof, shall be governed by "Roberts rule of order." The chairman shall enforce order at all proceedings.
- B. Any member may appeal to the commission from a ruling of the chairman, if the appeal is seconded. Prior to the vote on the appeal, the member may briefly state his reasons and the chairman may briefly explain his ruling. Thereafter, the commission shall vote to sustain or overrule the ruling of the chairman.
- C. Privileges of the floor to address the commission shall be available only to members of the commission and the director of the office of the commission on Hispanic/Latino affairs, however, the commission may, by a majority vote, receive comments from any interested person at any meeting.
- D. Agency rules can be amended at a regular meeting of the commission by a two-third's vote of eligible commission members, provided the amendment is submitted in writing at the previous regular meeting.

121-03

Officers and committees

- A. The officers of the commission shall be a chairman, vice chairman and secretary.
- B. The chairman shall preside over all regular and special meetings of the commission. The chairman shall vote on any issue before the commission.
- C. The vice chairman shall preside over the meetings of the commission in the absence of the chairman and perform all duties of the chairman in his absence or disability.
- D. The secretary shall maintain the minutes and other records of the commission, and shall maintain a file of all papers and documents pertaining to actions of the commission.

- E. Election of officers shall be held at the regular meeting of the commission in October and officers shall serve for a term of one year. Nominations for each office shall be made at the regular September meeting. In the event of the death or resignation of any officer during term, a successor, for the balance of the term only, shall be nominated and elected at the next regular meeting of the commission.
- F. The commission may designate such standing committees and special committees as it deems appropriate and specify the number to serve on such committees. The chairman of the commission shall appoint the members of each committee, who shall select a chairman amongst of each committee, who shall select a chairman amongst each other, and the committees shall meet upon the call of the respective chairman.
- G. If a member of the commission believes that there is a conflict of interest within the commission, he/she may bring the matter to the commission and upon approval by six members, the commission shall consult the Ohio ethics commission for a ruling on the subject.

121-1-04 Resolutions

- A. Resolutions shall be introduced only by members of the commission present at a meeting, upon recommendation of a standing or special committee, or by the director of the office of the commission on Hispanic/Latino affairs. They shall be deposited with the director of the office of the commission on Hispanic/Latino affairs at least forty-eight hours prior to the meeting at which they are to be considered.
- B. All resolutions shall be typewritten and shall be reproduced and distributed to all members prior to their consideration at a meeting.
- C. A resolution referred to a committee shall thereafter be reported upon only for adoption, with or without amendment, for rejection or for further reference. If amendments are recommended, the complete text of the proposed resolution as amended shall be typewritten and distributed to commission members prior to consideration of the reported resolution.

Effective November 29, 1984

Certification signed by Carmen Alvarez-Breckenridge

Promulgated under: section 111.15 – rule amplifies: 121.31

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