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Jan. 20, 2016

To whom it may concern:

ThisWeek Community News requests notification of all regular and special meetings called by your group this year.

According to Ohio Revised Code, Section 121.22 (B1a), a public body is "any board, commission, committee or similar decision-making body of a state agency, institution or authority and any legislative authority or board, commission, committee, agency or similar decision-making body of any county, township, municipal corporation, school district or other political subdivision or local public institution."

ORC Section 121.22 (F) requires that every public body shall establish a reasonable method whereby any person may determine the time and place of all regularly scheduled meetings and the time, place and purpose of all special meetings.

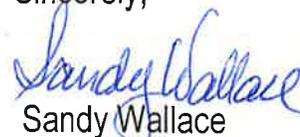
ORC Section 121.22 (F) further requires that a public body "shall not hold a special meeting unless it gives 24 hours' advance notice to the news media that have requested notification, except in the event of emergency requiring immediate official action. In the event of an emergency, the member or members calling the meeting shall notify the news media that have requested notification immediately of the time, place and purpose of the meeting."

You may notify the following people by phone or email: Managing Editor Lee Cochran (740-888-6054 or lcochran@thisweeknews.com); Assistant Managing Editor-News Sandy Wallace (740-888-6051 or swallace@thisweeknews.com); or Assistant Managing Editor-Digital Scott Hummel (740-888-6057 or shummel@thisweeknews.com). All phone extensions are equipped with voicemail.

Notices may also be mailed to *ThisWeek Community News*, 7801 North Central Drive, Lewis Center, Ohio 43035 or FAXed to 740-888-6006.

Thank you for your cooperation.

Sincerely,



Sandy Wallace

Assistant Managing Editor-News