

**CITY OF HAMILTON, OHIO**

No. 102

**ADMINISTRATIVE DIRECTIVE**

Effective Date: 11-18-16

Supersedes: No.102 dated , 02/22/16, 11/25/75

Approved by: Joshua A. Smith,  
City Manager

SUBJECT: PUBLIC MEETING NOTIFICATION

PURPOSE: To comply with the State Law on open meetings.

**1. Policy.**

- a. Staff members responsible for the posting public meeting notifications or public notices of any kind shall be responsible for following these procedures to ensure compliance with the State Sunshine Law concerning open meetings.

**2. Procedure.**

- a. The City staff responsible for posting public meeting or public hearing notifications can contact any or all of the media outlets listed below. Depending on the type of meeting notification, staff will contact the appropriate media outlets within the designated time frame needed for posting said public meeting or public hearing information.
- b. If there are no specific rules for postings/notifications for a public body, then the regular meeting notification default is forty-eight (48) hours prior to the meeting and special meeting notification default is twenty-four (24) hours prior to the meeting.
- c. In addition to notifying the media concerning public meetings and/or hearings, the responsible staff members will post the information in the Lobby, next to City Council Chambers.
- d. The e-mail addresses for media outlets are:
  - I. Channel 12 News [local12@local12.com](mailto:local12@local12.com)
  - II. Journal News [butlercountynews@coxohio.com](mailto:butlercountynews@coxohio.com)
  - III. Time Warner Cable [pam.mcdonald@twcable.com](mailto:pam.mcdonald@twcable.com)
  - IV. TV Hamilton [steve@tvhamilton.com](mailto:steve@tvhamilton.com)
  - V. Hamilton Journal News Reporter [wayne.baker@coxinc.com](mailto:wayne.baker@coxinc.com)
  - VI. Hamilton Journal News Reporter [mike.rutledge@coxinc.com](mailto:mike.rutledge@coxinc.com)
  - VII. WMOH Radio [stevevaughn@wmoh.com](mailto:stevevaughn@wmoh.com)
  - VIII. Channel 9 News [newsdesk@wcpo.com](mailto:newsdesk@wcpo.com)
  - IX. Channel 19 News [desk@fox19now.com](mailto:desk@fox19now.com)
  - X. Channel 5 News [mneelly@hearst.com](mailto:mneelly@hearst.com)
- d. Regarding Newspaper Legal Notices:
  - I. Journal News Legal Publishing [swglegals@coxohio.com](mailto:swglegals@coxohio.com)