

REGULAR BUSINESS MEETING

The Belmont County Budget Commission (“BCBC”) shall hold two statutorily established meetings on the first Monday in February and on the first Monday in August. Additionally, the BCBC shall meet on the 1st and 3rd Tuesdays of each month. Meetings shall be held in the Auditor’s Office located on the Entry Level Floor of the County Courthouse located at 101 West Main Street, St. Clairsville, OH 43950.

B. SPECIAL BUSINESS MEETING

Special meetings may be required from time to time due to urgent requests from Belmont County’s subdivisions or other special circumstances. These meetings shall be at the call of the BCBC Secretary. Special meetings shall be conducted in the Office of the County Auditor, unless an alternative location is included with the notice of the special meeting.

C. NOTICE OF MEETINGS

The BCBC Secretary shall provide notification of the date and time of the meetings for the year on the County Auditor’s website each January. A copy of the schedule of meetings shall be given to BCBC members and to members of the press or public that have requested such notice. Notice of special meetings shall be given at least 24 hours prior to such meeting. Notice shall be posted on the County Auditor’s website and provided to members of the press or public that have requested such notice. Members of the press or public may request notice of BCBC meetings by filing a written request with the BCBC Secretary. A request for notice shall include the requester’s name, address, telephone number, and e-mail address. Any request shall remain in force for the calendar year in which it was requested and may be renewed each year.

D. MINUTES

The minutes of the BCBC meeting shall be a summary of the meeting’s proceedings. The detail of specific actions can be found within the Official Certificates, Schedule A&B’s, and Amended Certificates voted upon during each meeting. The minutes shall list the BCBC members in attendance, and any guests present. Meeting minutes are public record and shall be made available to the public upon request.