

The Portage County Board of Revision's public **meetings** will be held on the days and times described below.

REGULAR SCHEDULED MEETINGS of the **PORTAGE COUNTY BOARD OF REVISION** will be held as follows:

TIME: The **Second Monday** in **January** commencing at **10:30 AM** and concluding at the end of business (excepting holidays).

PLACE: **PORTAGE COUNTY ADMINISTRATION BUILDING, 5TH FLOOR
AUDITOR'S OFFICE
449 SOUTH MERIDIAN STREET
RAVENNA, OHIO 44266 (330) 297-3561**

Notice of the annual regular scheduled meeting will be posted on bulletin boards on the First Floor and Fifth Floor in the Portage County Administration Building, and at portagecounty-oh.gov/auditor-matt-kelly

SPECIAL MEETINGS of the **PORTAGE COUNTY BOARD OF REVISION** will be held as follows:

HELD ON THE CALL OF THE BOARD OF REVISION OR SECRETARY

NOTICES of special meetings will be posted on bulletin boards on the First Floor and Fifth Floor in the Portage County Administration Building, and at portagecounty-oh.gov/auditor-matt-kelly

The Secretary of the Board of Revision shall notify the Record-Courier of the time, place and purpose of a special meeting at least 24 hours in advance of the special meeting. If any other news media have requested notification, the Secretary shall give at least twenty-four hours' advance notice to any other news media that may have requested notification.

In the event of an emergency, the Secretary, on behalf of the member or members of the Board of Revision calling the meeting, shall notify the Record-Courier newspaper, and any other news media that have requested notification immediately of the time, place and purpose of the meeting.

PERSONS MAY REQUEST ADVANCE NOTIFICATION OF REGULAR MEETINGS AND/OR ALL MEETINGS AT WHICH ANY SPECIFIC TYPE OF BUSINESS IS TO BE DISCUSSED

Person may request the time and place of all regularly scheduled meetings by submitting a request to the Secretary (county Auditor) of the Portage County Board of Revision.

Any person, upon written request, may obtain reasonable notification of all meetings at which any specific type of public business is to be discussed. Each person shall file with the Secretary (county Auditor) a written request specifying the person's name, address, telephone number and/or e-mail address, along with the specific type of public business that is of interest, and the amount of time this request covers.

(At the direction of the Secretary of the Portage County Board of Revision)

*****PLEASE NOTE*****

THE PORTAGE COUNTY BOARD OF REVISION ALSO HOLDS PUBLIC HEARINGS PURSUANT TO THE OHIO REVISED CODE. THIS DOCUMENT DOES NOT PERTAIN TO SUCH HEARINGS.

THE NOTICE PROCESS FOR HEARINGS IS SET FORTH IN THE PORTAGE COUNTY BOARD OF REVISION RULES OF PROCEDURE.

PLEASE SEE AND REVIEW THE PORTAGE COUNTY BOARD OF REVISION RULES OF PROCEDURE CONCERNING NOTICE FOR HEARINGS BEFORE THE PORTAGE COUNTY BOARD OF REVISION