

Trustees & Clerk
(513) 722-3400

Zoning
(513) 722-3400

Service Department
(513) 722-4600



www.goshen-oh.gov

Police
(513) 722-3200

Fire & E.M.S.
(513) 722-3473
or
(513) 722-3500

Emergency Meeting Policy

In accordance with the Ohio Auditor of State's Open Government Resource Manual, the Goshen Township Board of Trustees has adopted the following policy as it relates to the calling of Emergency meetings.

1. All emergency meetings must be posted and available to the public. As emergency meetings are not pre-planned events and are only called in situations where time is critical, announcements of such meetings will be posted in the most timely manner possible.
2. All advertisements of emergency meetings must include:
 - a. Time & Date of the meeting
 - b. Location of the meeting
 - c. Purpose of the meeting
3. Notice of emergency meetings will be posted:
 - a. On the doors of Township Hall, located at 6757 Goshen Road, Goshen, Ohio 45122
4. Any media outlet and/or private resident of Goshen Township may request that they be notified of any emergency meetings by submitting a request in writing to the Township Communication Director. Preference of notification method should be included.
5. Any media outlet and/or private resident of Goshen Township wishing to be notified of an emergency meeting will be notified immediately by either e-mail or a telephone call.
6. The Township Communication Director will keep a time date stamped checklist of the notification process for all emergency meetings.

Checklist

	Attachment?	Time	Signature
Sign posted on Front Door <i>Stating: Date, time, place & purpose</i>			
SR 28 Sign Updated			
Media Notified <i>Community Journal</i> <i>Barrett Brunsman, Enquirer</i>			
Private Citizens Notified <i>No Requests on File</i>			

Additional

Notes: _____

6757 Goshen Road
Goshen, Ohio 45122