



COMMISSION OPERATING GUIDELINES

These guidelines are issued by the Ohio Criminal Sentencing Commission pursuant to R.C. 181.21(B) and apply to the operation of the Commission to assist in exercising the responsibilities established for the Commission under sections 181.21 through 181.26 of the Ohio Revised Code. These guidelines are intended to establish consistent standards and expectations in undertaking these responsibilities.

I. General Provisions

(A) **Commission Meetings.** The Commission shall meet quarterly or at the call of the Chair. Commission business may occasionally be conducted via electronic means. Any formal action taken by the Commission electronically may be subject to review at the next in person meeting should such a request be made to the Chair, Vice-Chair, or Executive Director.

(B) **Meetings Open.** Meetings of the Commission and any committees shall be open to the public pursuant to R.C. 121.22.

II. Member Attendance

(A) **Requirement.** For a fully effective Commission, a Commission member or Advisory Committee member shall make a good faith effort to attend, in person, each Commission meeting.

(B) **Participation by telephone or other electronic means.** A Commission member or Advisory Committee member who is unable to attend a meeting due to an unavoidable conflict may request to participate by telephone or other electronic means available to the Commission. A Commission member or Advisory Committee member participating in this manner is considered present for meeting attendance, quorum, and voting purposes.

(C) **Replacement designee.** Subject to the provisions of R.C. 181.21(A) regarding individual designees for certain Commission members and Guideline V (B), a Commission member or Advisory Committee member may designate a replacement for participation in meetings.

(D) **Nonattendance.** If a Commission or Advisory Committee member misses three consecutive meetings, the chairperson or executive director may recommend to the appointing authority that the member relinquish the member's position on the Commission or Advisory Committee.



III. Minutes

- (A) Minutes shall be kept at every Commission meeting and distributed to the members for review and approval at the next meeting.
- (B) Minutes shall, at a minimum, record any votes taken on motions by the Commission, including a notation of those members in opposition to and abstaining from such motion.

IV. Committees

- (A) **Creation.** In addition to the juvenile committee required pursuant to R.C. 181.21(D), the Commission may form such committees it believes necessary to complete the work of the Commission.
- (B) **Membership.** A committee should consist of select Commission members and other persons who the chairperson, vice-chairperson, or executive director believes will assist in a full exploration of the issues under the review of the committee. Committee members must be appointed by the chairperson or vice-chairperson.
- (C) **Chairpersons.** Each committee shall select a committee chairperson and vice-chairperson for the committee. Chairpersons and vice-chairpersons shall serve in their capacity for a term not exceeding two years. Chairpersons and vice-chairpersons shall be permitted to serve no more than two terms in their respective capacities.
- (D) **Voting.** All committee members, including non-Commission or non-Advisory Committee members, may vote on any motion properly before a committee.

V. Voting

- (A) **Procedure.** Commission members and Advisory Committee members in attendance at a Commission meeting may vote on any motion properly before the Commission. Members may abstain from a vote if they have a conflict, noting their abstention for the record.



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Chief Justice Maureen O'Connor, Chair • Sara Andrews, Director

- (B) **Proxy voting.** Pursuant to Guideline I(C), a replacement designee may not vote on behalf of a Commission member unless that replacement designee is one of the individual designees allowed under R.C. 181.21(A).

- (C) **Electronic voting.** A Commission member may vote via electronic means prior to any regularly scheduled Commission meeting, but may not vote electronically after a vote has taken place at a Commission meeting.

VI. Ethics

- (A) **Compensation.** Pursuant to R.C. 181.21 and R.C. 181.22 Commission members and Advisory Committee members shall serve without compensation, but each member shall be reimbursed for the member's actual and necessary expenses incurred in the performance of the member's official duties on the commission. Committee members who are not members of the Commission or Advisory Committee shall be reimbursed their actual and necessary expenses for attendance at committee and Commission meetings.

- (B) **Ethics.** Commission and Advisory Committee members have the duty to file any disclosures required of them.