# BOARD OF TRUSTEES
## TRUSTEE MEETING POLICY PROCEDURES & RULES

Pursuant to Section 504.09 and 121.22(F) of the Ohio Revised Code, the Board of Trustees of Blendon Township hereby adopts the following rules to facilitate the management of Township business and to preserve order at its meetings.

### Agenda

The Township will provide the public with a written agenda for all public meetings. The agenda will be available immediately before the beginning of the meeting to any member of the public or the media. The agenda will comply with the requirements of the Ohio Revised Code and support the interest of informing the public of the matters to be discussed and decided upon.

The agenda for a regular meeting may contain, but is not limited to, the following items:

Call to Order

Pledge of Allegiance

Roll Call

Fiscal Report:

- Meeting Minutes Approval
- Approval of Purchase Orders
- Pay the Bills

New Business from each Department

Consider Vote of Resolutions and Motions

Administrator
Human Resources
Service Director
Police Chief
Fire Chief
Public Comments
Trustee Comments
Announcements
Adjourn

Public Hearings

Executive Session (if needed) and adjournment from Executive Session

### Meeting Conduct Policy

A sign-in sheet will be provided in the meeting room for all guests to sign upon arrival. Additionally, a separate sign-in sheet will be provided for those wishing to speak during the public comment portion of the meeting. All

Board members, department directors, and guests are expected to conduct themselves in a professional and courteous manner throughout the meeting. All public Board of Trustees meetings are recorded and streamed live on the Blendon Township YouTube Channel for the convenience of community members who cannot attend in person.

### Agenda:

It is listed by topic of discussion.

Lists all items that are expected to be considered at a particular meeting.

### Deadline for Submitting Items to the Agenda

The deadline for submitting items to the agenda is 3:00 p.m. the Monday before the meeting. All submissions must be received by pmyers@blendontwp.org by this time.

### Adjustment of Agenda

The agenda may be adjusted whenever the Board finds it necessary. If a matter arises during the meeting that requires the immediate attention of the Board, the Board may adjust the proceeding or agenda of a regular meeting to address the matter. This includes the right to omit any part of the agenda, including public comments.

### Meetings

The Open Meetings Act applies to public body members when taking official action, conducting deliberations, or discussing the public's business. A meeting is a prearranged gathering of a majority of the Board members to discuss public business. A Board member must follow the requirements of the Ohio Revised Code and any applicable order issued thereunder to vote, which may prohibit electronic or telephonic participation and voting depending upon the format of the meeting.

### Election of Officers

At the first meeting in January, the current Chairperson will call the meeting to order and, after the roll call, will turn the meeting over to the Township Fiscal Officer as the presiding officer. The Fiscal officer will ask for nominations for the Chairperson. It is not necessary to ask for a second for nominations. The Fiscal Officer will then ask each Trustee to vote on the candidate(s) and announce the results. The Fiscal Officer then turns the meeting over to the new Chairperson, who then follows the same procedure for the election of the Vice-Chairperson.

### Location of Meetings

Meetings must be held in a venue open to the public. The Board of Trustees Meetings will normally be held at the Blendon Township Senior Center, 6330 Hempstead Rd., Westerville, OH 43081. If a meeting will be held elsewhere, public notification must be made at least 24 hours in advance.

### Work Sessions/Public Involvement

Work sessions are subject to the Open Meetings Policy and, therefore, must be open to the public. However, the public has no right to participate in work sessions. Public members will sit in the audience, not at the table with

the Trustees, and have no right to debate or state opinions at the work sessions. Work Sessions may be held anywhere if the public is adequately notified.

### Notice of Meetings - Regular Meetings

Public bodies must notify the public when and where each meeting will take place and must sometimes give notice of what matters will be discussed. Regular meetings are held at prescheduled intervals. Notice of meetings must be consistent and reach the public and the media if requested. Notice for Board of Trustees meetings includes the Blendon Township Website, Blendon Calendar, electronic mailings to all subscribers to a mailing list, and newsletters.

### Special Meetings

Special meetings are any meeting other than a regular meeting.

### Notice of Special Meetings

The Township must post at least 24 hours advance notice on the Blendon Senior Center door, the Administrative Building door, and the Blendon Website.

### Emergency Meetings

An emergency meeting is a special meeting that convenes when a situation requires immediate official action. If the Board calls an emergency meeting, it must be immediately posted at all the above-listed locations. The notice must include the emergency meeting's time, place, and purpose.

### Requests for Notice

The Township has established reasonable methods for the public to determine the time and place of all special and regular meetings. This includes providing any person, upon request, a reasonable advance notice of all meetings. The Township will provide this notice by electronically mailing all subscribers to a mailing list.

### Rules of Procedure

The Township will follow basic parliamentary procedures when conducting all meetings, following the basic outline set forth in Roberts Rules of Order, (newest revised edition). All procedures will also follow all state and federal laws, and the Township is not bound to strictly adhere to any of Roberts Rules not stated in this policy.

### Public Comment Guidelines

Public comment will be for a period not to exceed 30 minutes per meeting. Residents or guests wishing to speak will be required to sign in on the sign-in sheet provided. Each person will be given 3 minutes to express their compliment or concern. Each person will be called to the podium in the order listed on the sign-in sheet. Yielding of time to another person is not permitted. Respectful communication is expected by all people involved in the Trustee's meetings. If a person is not able to comment due to the 30-minute time limit, they will be asked to e-mail their compliment or concern to the Administrator, Pat Myers, at pmyers@blendontwp.org.

### Resolutions

Resolutions must be adopted by the Board by a vote during a public Board meeting. They must be introduced in written form by a member of the Board. The resolution must only contain one subject, except for the utilization of a Consent Agenda, and the subject must be expressed in the title.

The Resolution will be read by title at the Board meeting unless a majority vote of the board members requires it to be read in full.

The Board authorizes the adoption of the Resolution upon its first reading, dispensing with the requirement of ORC 504.10.

### Voting on a Resolution

Voting is taken by yeas and nays. The passage is a concurrence of a majority of the Trustees. An emergency resolution must be unanimous. If an emergency resolution receives a majority, but the vote is not unanimous, the resolution passes as a non-emergency measure.

### Tabling and Postponing

In the event the Board is not ready to vote on a resolution upon its introduction, the Board may do one of the following:

(1) Postpone. If the Board is not ready to vote for a specific reason(s), and there is uncertainty on when it will be ready, a trustee may move to postpone the vote until the specified concern is resolved. The motion needs a second, and then is open to discussion. A majority vote is then required to carry the motion.

(2) Table. If the Board is not ready to vote, a trustee may move to table the vote temporarily to (1) a later point in the current meeting or (2) to the next meeting. The motion needs a second. It is not open to discussion. A motion to table needs a majority vote to carry. If successfully tabled, the vote on the tabled resolution must occur at the same or the next meeting.

(3) Withdraw. The Trustee that introduced the resolution may move to withdraw the resolution, but only if no trustee who is present objects.

### Conflicts of Interest

A Trustee is precluded from voting on an issue if there is a conflict of interest. A conflict of interest arises when the decision the Trustee is participating in affects the Trustee's financial interest or those of his family or business associates. If there is a conflict of interest, the Trustee must recuse himself from participating in the decision-making process. If the Trustee has a conflict of interest, he is also prohibited from discussing or lobbying for the interest with other Trustees. If the Trustee is unsure of whether there is a conflict of interest. In that case, he should contact the Ohio Ethics Commission via the methods identified by the Ohio Ethics Commission, which may be reached via telephone at (614) 466-7090 and request an advisory opinion. If the advisory opinion is not possible before a vote, the Trustee should recuse himself from any deliberation or vote.

### Meeting Minutes

The Board must keep a record of its proceedings. The Fiscal Officer is responsible for taking the meeting minutes and maintaining a record of all proceedings at both regular and special meetings. The Board may change the designee responsible for taking and preparing minutes by majority vote.

ORC 507.04 requires that the Fiscal Officer keep "an accurate record of the proceedings of the board of township trustees at all of its meetings." The minutes must contain sufficient facts and information to permit the public to understand and appreciate the rationale behind the Board's decision.

The minutes should include:

- Date of the meeting and the time the meeting was called to order.
- Names of the trustees present and absent and who is presiding.
- All motions calling for board action, including the name of the person presenting them and the name of the person seconding them.
- Any amendments to the motion.
- The vote of each Trustee.
- Procedural motions.
- Summaries of the discussions on motions, including the statements of each Trustee.
- Summaries of the statements made by the members of the public and the name of the speaker.
- All announcements made at the meeting.
- Time of adjournment.

### Review and Reading of the Minutes

The Board will review the minutes of the preceding meeting before each meeting and confirm that the Fiscal Officer took the minutes. Meeting minutes do not need to be read in their entirety prior to approval. Copies of the minutes have been provided in advance to the Board, and the actual reading of the minutes may be waived if no trustee objects.

After the minutes have been approved, the Board Chair shall sign the minutes and have his/her signature attested to by the Fiscal Officer's signature. The original minutes shall be kept in a permanent binder maintained by the Fiscal Officer.

### Availability of the Minutes to the Public

The approved minutes must be promptly prepared and made available to the public. Draft versions are circulated among the Trustees; the final version is a public record. Once they are approved, the Township will post the minutes of the meeting on the Township website within fourteen days.

### Executive Sessions

Executive sessions are only permitted when authorized by ORC 121.22.

### Executive Sessions Invitees

Executive sessions are an exception to the openness requirement, and the Board may, at its discretion, include or exclude any member of the public from the meeting. Only Trustees, special invitees, and employees or staff members that the Board deems appropriate can attend executive sessions. All others are excluded from the meeting.

### Executive Sessions Minutes

Minutes are not required to be kept during executive sessions, but the minutes of the meeting must document a motion to go into executive session as well as the return to open sessions.

## Executive Sessions Proper Procedures

The Board may only hold an executive session at a regular or special meeting. The meeting must always begin and end in an open session. To begin the executive session, a proper motion must be approved by a majority of the Board using a roll-call vote. The motion for the executive session is for the sole purpose of the consideration of any of the following matters:

(1) To consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official, or the investigation of charges or complaints against a public employee, official, licensee, or regulated individual, unless the public employee, official, licensee, or regulated individual requests a public hearing in accordance with section 121.22 of the Ohio Revised.

(2) To consider the purchase of property for public purposes, the sale of property at competitive bidding, or the sale or other disposition of unneeded, obsolete, or unfit-for-use property in accordance with section 505.10 of the Ohio Revised Code.

(3) Pursuant to the Ohio Revised Code 121.22 (G)(3) for a conference with Township legal counsel concerning disputes involving the public body that are subject of pending or imminent court action., and to take any actions deemed necessary and desirable in connection with those purposes; Also, pursuant to Ohio Revised Code 121.22 (G)(4) preparing for, conducting, or reviewing negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment.

The motion to go into executive session must be seconded and followed by a roll call vote by a majority of the Trustees. The vote may not occur by acclamation or by show of hands.

The Board may not vote or take any official action in an executive session; all votes must occur in an open meeting. Any formal action that takes place in an executive session is invalid. Once an executive session has concluded, a trustee will make a motion to leave the session. This motion will be seconded and followed by a roll call vote. Both the motion to enter the executive session and the motion to exit it should be recorded in the minutes.

If the Board decides to take action regarding a pending matter, the determination should be made and voted upon in the open session upon returning from the executive session. If the Board decides to take no action regarding a pending matter, the Chairperson will state "no action to take" in the open session upon returning from the executive session.

## Executive Sessions Confidentiality Policy

The Board of Trustees and all employees agree that topics discussed in executive sessions remain strictly confidential unless otherwise stated during the executive session. Discussions during executive sessions should not be disclosed for any reason except as required by law. Any records of proceedings taken during executive sessions must be read-only during further executive sessions on the same topic. Any written notes taken during executive sessions should be kept private and only used by the Trustee, employee, or invitee and not disclosed to any other person, including other Township employees.

Once a matter has been brought public out of the executive session and into a general or special meeting, it is no longer confidential.

Any employee who breaks the confidentiality policy of the executive session without express approval will be subject to progressive discipline unless disclosure is otherwise allowed by state or federal law. If an elected official breaches this confidentiality, the Board will censure him, and the county prosecutor will be notified.

### Public Records and Executive Sessions

The privacy afforded by the Open Meetings Act to executive session discussions does not impart confidentiality on any documents that a public body may discuss in an executive session. If a document is a public record and is not otherwise exempt under an exception to the Ohio Public Records Act, the record will still be subject to public disclosure.

### Burden of Proof

Suppose the Board is challenged in a court over the nature of discussion or deliberations held in executive session. In that case, the burden of proof is on the Board to establish that one of the statutory exceptions permitted the executive session.

ORC 507.04 requires that the Fiscal Officer keep "an accurate record of the proceedings of the board of township trustees at all of its meetings." The minutes must contain sufficient facts and information to permit the public to understand and appreciate the rationale behind the Board's decision.

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