

RESOLUTION NO. 5776

BYLAWS OF THE BOARD OF PARK COMMISSIONERS OF THE COLUMBUS AND FRANKLIN COUNTY METROPOLITAN PARK DISTRICT

BE IT RESOLVED by the Board of Park Commissioners of the Columbus and Franklin County Metropolitan Park District, that in accordance with Section 1545.09 of the Revised Code of Ohio, the following Bylaws governing procedures of the Board of Park Commissioners are hereby adopted, and such Bylaws shall take effect and be in force from and after adoption.

BYLAWS
BOARD OF PARK COMMISSIONERS
OF THE
COLUMBUS AND FRANKLIN COUNTY
METROPOLITAN PARK DISTRICT
(METRO PARKS)

SECTION I. OFFICERS AND DUTIES

The officers of this Board shall consist of a Chairperson, who shall be elected by the Board annually at the first meeting in January, to serve until a successor is elected. An Executive Director, who shall also serve as Secretary to the Board of Park Commissioners, shall be appointed by the Board of Park Commissioners. The Board shall appoint a Deputy Director, a Finance Director, a Human Resource Director, and a legal counsel, and none of such positions shall be filled by members of the Board. The Executive Director or, in his or her absence, the Deputy Director shall make an accurate and permanent record of the proceedings of the Board and shall affix his or her signature attesting thereto after the proceedings have been approved. The Executive Director or, in the event of absence of the Executive Director, the Deputy Director or both the Human Resources Director and the Finance Director shall certify all vouchers approved by the Board for payment, and shall sign all legal documents for and on behalf of the Board. The Finance Director shall serve as Treasurer of Metro Parks.

SECTION II. MEETING CALENDAR

The Board shall meet in January of each year and regular meetings of the Board shall be held at a time and a place designated by the Board. The Board may revise the meeting schedule as necessary to provide for efficient and effective conduct of the Board.

SECTION III. SPECIAL MEETINGS

Special meetings of the Board shall be held upon call of any member of the Board or the Executive Director. Notices of special meetings shall be delivered to each member at least twenty-four hours before the time of such meeting or given by telephone or personally served on each member at least three hours before the time of such meeting. If any member of the Board is unavailable for a period of at least twenty-four hours before such special meeting, failure of such member to receive notice of a special meeting shall not invalidate such meeting or any of its proceedings.

SECTION IV. OHIO REVISED CODE COMPLIANCE

- A. As used herein, "meeting" shall be defined as any prearranged discussion of the public business of the Board, or a committee of the Board, by a majority of its members.
- B. Every meeting of the Board shall be open to the public, unless an executive session is held pursuant to applicable state law.
- C. A notice shall be posted on the bulletin board in the office of Metro Parks, 1069 West Main Street, Westerville, Ohio, of the time(s) and place(s) of regular meetings of the Board. Notices shall also be posted on the Metro Parks website www.metroparks.net. If at any time during the calendar year the time or place of regular meetings is changed on a permanent or temporary basis, a statement of the time and place of such changed meetings shall be so posted at least twenty-four hours before the time of the first changed regular meeting.
- D. Any person who desires to receive advance notice of any change in time or place of any regular or special meeting of the Board at which any specific type of business is to be discussed may receive such advance notice by providing the Executive Director with a supply of stamped, self-addressed envelopes, an email address or a local telephone number where said person can be reached during or outside of business hours.
- E. The Board shall not hold a regular or special meeting without providing at least twenty-four hours' advance notice either in writing or by telephone of the time, place, and purpose of such meeting to the news media that have requested notification, except in the event of an emergency. In the event of an emergency requiring immediate official action, the member of the Board or the Executive Director calling such meeting shall immediately notify the news media that have requested notification of the time, place, and purpose of the meeting. News media requesting notification of meetings shall provide the Executive Director with written designation of the person, mailing address, and telephone number to whom notification is to be given. The Board will, if at all possible, provide such notice within normal working hours. It shall be the obligation of the news media requesting notification to keep this written designation current at all times.

- F. The minutes of the Board shall be recorded and open for public inspection after they have been read and approved by the Board. The minutes need only reflect the general subject matter of discussions in executive sessions, which have been called and held pursuant to the applicable law.

SECTION V. PROCEEDINGS

An accurate and permanent record of the proceedings and minutes of all meetings, regular or special, shall be kept and entered in a book to be known as the *Minutes of the Board*, and the record of each meeting in the *Minutes of the Board* shall be and constitute the only evidence of the acts of the Board at such meeting, when signed at the end of the record of such meeting by the Executive Director. The *Minutes of the Board* shall be properly indexed. The Executive Director shall be the official custodian of all the records of the Board and shall be the proper person to certify any action of the Board.

SECTION VI. PETITIONS TO THE BOARD

All petitions, applications, and communications intended for the consideration of the Board, other than those presented by the members of the Board, must be in writing and shall be placed in the hands of the Executive Director at least five days before the meeting of the Board, provided, however, the Board may grant exceptions to such requirement.

SECTION VII. QUORUM

Two members shall constitute a quorum of the Board. The affirmative votes of at least two members shall be necessary to adopt any motion or resolution, or to approve any contract or the payment of any invoice or statement.

SECTION VIII. BOARD CHAIRPERSON

The Chairperson shall preside at all meetings. In the absence or disability of the Chairperson, the Assistant Chairperson shall preside.

SECTION IX. AGENDA

The business of the Board shall be considered in the following order:

- Minutes of the Meeting of the Board
- Public Comment
- Disbursement Resolution
- Staff Reports

Other Business
Resolutions

Executive Session may be held at any time during the proceedings of the Board, but shall usually be considered following Public Comment.

SECTION X. PAYMENT OF BILLS

All vouchers in payment of bills and other legal documents shall be certified by the Executive Director or, in the event of the absence of the Executive Director, by the Deputy Director or by both the Human Resource Director and the Finance Director, when they have been approved for payment by a resolution duly approved by this Board directing the payment of same. The resolution authorizing payment shall not include any voucher which has not been first approved by the proper employees of this Board as to the quantity, quality, and price. The Executive Director or, in the event of the absence of the Executive Director, the Deputy Director or both the Human Resource Director and the Finance Director may certify vouchers for payment of a bill not in excess of, the legal limit set forth in the Ohio Revised Code for competitive bidding prior to a Board meeting. Sums in excess of the legal limit set forth in the Ohio Revised Code for competitive bidding require prior Board approval.

SECTION XI. JOB CLASSIFICATIONS

The Board authorizes the Executive Director to fix the compensation for all job classifications and no person shall be employed at a rate different from the classification unless approved by the Executive Director. Appointment and compensation of the Executive Director, Deputy Director, Human Resources Director, Finance Director, and legal counsel shall be by the Board.

SECTION XII. CONTRACTS/AGREEMENTS

No contract, agreement, deed, option or other document or action creating any right or obligation, contractual relationship from, in, or to the Board in excess of the legal limit set forth in the Ohio Revised Code for competitive bidding, competitive sealed proposals and/or qualifications based selection shall be executed, given, transferred, assigned, delivered, accepted, or received on behalf of the Board except with the approval or authorization of the Board. The Executive Director or, in the event of the absence of the Executive Director, the Deputy Director or both the Human Resource Director and the Finance Director are authorized to make purchases without prior approval of the Board if the cost of each item does not exceed the legal limit set forth in the Ohio Revised Code for competitive bidding, competitive sealed proposals and/or qualifications based selection and is within an appropriation previously approved by the Board.

SECTION XIII. CONSULTANTS

The Executive Director or his/her designee(s) may contract for professional, technical, consulting or other special services. Such contract may be in the form of a written acceptance of a proposal submitted to Metro Parks by such person, firm, or corporation. The Executive Director shall consider the following before awarding a contract: (1) competence to perform the required services as indicated by the technical training, education, and experience and the personnel who will be assigned to perform those services; (2) ability in terms of workload and the availability of qualified personnel, equipment, and facilities to perform the services competently and expeditiously; (3) past performance as reflected by the evaluations of previous clients with respect to factors such as control of costs, quality of work, and meeting deadlines; (4) any previous work performed for the Board or any other political subdivision; and (5) other similar information. Contracts entered into by the Executive Director with a cost in excess of the legal limit set forth in the Ohio Revised Code for Qualifications-Based Selection laws shall require prior approval of the Board through a resolution which authorizes a specific program or project.

SECTION XIV. PERMANENT FILES

No papers or documents belonging to the permanent files of the Board shall be taken out of the office of the Board, except upon approval of the Board, or upon legal process.

SECTION XV. RULES AND REGULATIONS AND PENALTIES

The Board of Park Commissioners has heretofore approved by Resolution No. 5768 its Rules and Regulations Governing the Columbus and Franklin County Metropolitan Park District and those Rules and Regulations and any penalties for violation of those Rules and Regulations which are imposed by the Ohio Revised Code or have otherwise been approved by the Board of Park Commissioners are and shall remain in full force and effect until further action taken by the Board of Park Commissioners.

SECTION XVI. PREVIOUS BYLAWS

All previous resolutions pertaining to the Bylaws of the Board of Park Commissioners of the Columbus and Franklin County Metropolitan Park District are hereby superceded. The Board hereby affirms, approves and ratifies any actions previously taken by officials or agents of the Board under any previous Bylaws.

(Signature page to follow)

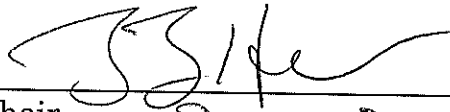
Approved this 9th day of April 2019.

BOARD OF PARK COMMISSIONERS
Columbus and Franklin County
Metropolitan Park District

Attest:



Executive Director



Chair
