

ADOPTED BY JRB
OCT 7, 2009

CODE OF REGULATIONS
OF
THE JOINT RECREATION BOARD
OF
THE VILLAGE OF OTTAWA HILLS

- 1 (a) Applicability of rules; members; vacancy. These rules shall govern the conduct of all business of the Joint Recreation Board of the Village of Ottawa Hills; ("the Board") which consists of five (5) persons residing in the Village of Ottawa Hills selected as follows: one member of the Village Council of Ottawa Hills, two members of the community selected by the mayor and approved by Village Council; one member of the Board of Education and one member of the community selected by the board president and approved by the Board of Education. Terms of office for the members of Village Council and Board of Education shall be for their remaining terms of office. Terms for the remaining three members shall be for three years, except for the initial appointments which will have terms of one, two and three years respectively. The mayor shall appoint the members who have initial one and three year terms. The Board of Education president shall appoint the member who has the initial two year term.
- (b) Appointment to the board to fill a vacancy due to resignation, loss of qualification or other causes shall be to the unexpired term of the vacancy being filled and shall be made by the entity responsible for the replaced member's initial appointment.
- (c) Should any member of the Board be absent unreasonably from three consecutive meetings without sending a communication to the Chair or Secretary stating the reason for the absence or if the stated reason for the absences should not be accepted by at least three (3) other members of the Board, the seat may be declared vacant. The seat shall be filled as set forth in section 1(a); provided, however, that if the entity responsible for the replaced member's initial appointment does not appoint a replacement within 60 days after the occurrence of the vacancy, the vacancy shall be filled by a vote of at least three (3) remaining members at the next regular meeting of the Board.
- 2 (a) Officers. The officers of the Board shall be the Chair and the Secretary, both of whom shall be members of the Board and elected by at least members of the Board. All officers shall be chosen or elected for the balance of 2009 and until their successors are elected or chosen. Officers, for years after 2009, shall be elected for a calendar year and until their successors are elected or chosen. The Board may appoint additional officers and agents of the Board as it may from time to time determine, all of whose terms shall be as set forth above. The Chair shall not be an elected or appointed official of either of the appointing entities.

- (b) Any officer or employee, elected or appointed by the Board, may be removed at any time upon the affirmative vote of at least three members of the Board.
 - (c) In case of the absence of any officer of the Board and for any other reason which the Board may deem sufficient, the Board may delegate the powers or duties of such officer to any other officer or to any other Board member, provided at least three members of the Board concur thereon.
- 3 (a) Duties of officers. The Chair shall preside at all meetings of the Board and sign any and all contracts or other documents on behalf of the Board. The Chair shall exercise, subject to the control of the Board, a general supervision over the affairs of the Board, shall be considered to be the chief executive officer of the Board and shall perform generally all the duties incidental to the office and such other duties as may be assigned, from time to time, by the Board. In the event the Board creates a position known as General Manager, the Chair may delegate to such General Manager so much of said general supervision as may be deemed expedient.
- (b) The Vice-Chair, if any, shall perform all the duties of the Chair when the Chair is absent or when the Chair is unable to perform his duties, and the Vice-Chair shall have such powers and shall perform such other and further duties as may be assigned by the Board.
 - (c) The Secretary shall keep the minutes of all proceedings of the Board, make a proper record of same, and shall be attest to the record. The Secretary shall be custodian of the records of the Board, shall keep such books as may be required by the Board and generally perform such duties as may be required by the Board. The Secretary shall be the attesting and authenticating officer of the Board.
- 4 (a) Committees. There shall be such committees, as are authorized, from time to time, by the Board.
- (b) The Chair of the Board shall appoint the chair of the committees to be confirmed by a at least three members of the Board. Each such committee shall be further comprised of such other members as shall be appointed by the Chair of the Board subject to the concurrence of at least three of the members of the Board.
 - (c) Committees shall meet at the call of the Chair of such committee.
- 5 (a) Meetings. Regular meetings of the Board shall be held on the first and third Wednesday of each month at 7:30 am. in the Ottawa Village Council Chambers. Nothing herein shall prevent the Board, at any regular or special meeting, from changing the day, time and/or place of regular meetings.
- (b) Special meetings of the Board shall be held at the call of the Chair of the Board or the call of three (3) members of the Board on a 24-hour written notice or

electronic (email) notice to all board members, which notice may be waived by at least of the members of the Board or by their attendance at such a special meeting. The notice shall specify the subject matters to be considered and no others shall be considered except on approval of at least three members of the Board.

- (c) The Chair shall call the Board to order at the appointed time. The roll shall be called, and the names of Board members present shall be entered in the minutes. In the absence of a quorum, the Board members present shall take a recess or recesses and cause the Secretary to procure the attendance of absent members. The minutes of the preceding meeting shall then be considered and, if there are no objections thereto, they shall be deemed to be approved; otherwise such minutes shall then be read unless at least three members of the board waives such reading. Then the order of business shall follow the agenda as previously furnished to the members of the Board or as the same has been amended at the meeting.
 - (d) Three (3) members of the Board shall constitute a quorum.
- 5 (e) All meetings of the Board shall be open to the public except executive sessions in compliance with Revised Code of Ohio Section 121.22 and the Secretary shall be responsible for causing notice of all regular and special public meetings to be given. As a minimum, the time and place of all regular meetings and the time, place and purpose of all special meetings shall be posted on the Village of Ottawa Hills web site. A twenty-four (24) hour advance notice of special meetings shall be given to the news media that have requested notification. Any person may, upon request, obtain reasonable advance notification of all meetings at which any specific type of public business is to be discussed, which notification requirement is deemed met by mailing or emailing a copy of the agenda to the person so requesting notification.
- 5 (f) An agenda for each meeting of the board, which agenda shall contain the date, time and place of the meeting (also the purpose thereof, if a special meeting) shall be mailed or delivered to each member of the Board prior to such meeting and said agenda so mailed or delivered shall constitute the notice of the meeting, if one is required.
- 6 (a) Action of the Board. All action of the Board shall be taken in a meeting open to the public at which a quorum is present.
- (b) Action of the Board shall be by motion or resolution passed by an affirmative vote of three (3) members of the Board on call of the roll provided, however, that any action to amend these Rules or to implement rules, regulations or guidelines governing any Village of Ottawa Hills or Ottawa Hills School Board property shall be by affirmative vote of at least four (4) members of the Board on call of the roll.

- 6 (c) Any written agreement, shall be authorized or approved by a written resolution prepared and submitted to the members of the Board in advance of the vote thereon. Such submittal may be at the same meeting at which a vote is taken thereon.
7. Procedure at Meetings. In the absence of a rule to govern a point of procedure, reference shall be had to the approved practice in parliamentary bodies.
8. The initial rules were adopted by the Village of Ottawa Hills Joint Recreation Board on October 7, 2009.