

BY-LAWS

Hamilton Township Park Advisory Committee, Hamilton Township, Warren County, Ohio

Article I - The Park Advisory Committee

Section 1 - Name of Board: This Board is known as the Hamilton Township Park Advisory Committee hereinafter referred to as the "Advisory Committee".

Article II - Purpose, Duties and Responsibilities

Section 1 - Purpose of Advisory Committee: The purpose of the Advisory Committee is to make recommendations to the Parks Coordinator and the Board of Township Trustees on matters related to the planning and operations of the parks.

Section 2 - General Duties & Responsibilities:

- A. Take initiative in planning for future recreation and park areas, facilities, and grounds as well as maintaining present areas, facilities, and grounds up to acceptable standards.
- B. Give consideration and study as to how recreation and park services affect the welfare of the community.
- C. Enable civic and service groups to accomplish results through cooperation that they could not accomplish alone.
- D. Work with individuals, civic clubs and citizen groups to give funds, property, and/or manpower for the development and operation of the park and recreation facilities.
- E. Periodically evaluate the progress of acquisition and development of land, effectiveness of recreation programs and level of maintenance.
- F. Generally enlist community interest in parks and recreation.

Article III - Membership

Section 1 - The Advisory Committee shall consist of seven (7) voting members appointed by the Board of Trustees from the Township at large. Each member shall have one (1) vote. One (1) alternate may also be appointed and would be entitled to vote only in the absence of a regular member.

Section 2 - Members shall serve four (4) year terms which shall conclude on December 31st of their fourth year. Terms of office shall be staggered in such a manner that at least one (1) expires annually.

Section 3 - Residency: Members shall be residents of Hamilton Township for a period of no less than five years before appointment. In certain circumstances the Board of Trustees may waive this requirement. Members must also be a citizen of the United States of America and in good standing within the community at the time of appointment.

Section 4 – Attendance: Members must notify the President of the Advisory Committee in advance of a scheduled meeting if they are unable to attend. The President shall determine if an absence is excusable for reasons such as illness, emergency, or scheduled business or personal travel. If a member is absent more than three (3) scheduled meetings in a twelve (12) month period, the President of the Advisory Committee shall notify the Hamilton Township Trustees.

Section 5 - Removal of Members: The Hamilton Township Trustees may, by and with the consent of a majority of a vote, remove a Member at their discretion.

Section 6 - Vacancies: Vacancies created by removal, resignation or otherwise, shall be reported to the Trustees, and shall be filled in like manner as original appointments, except that the term of office shall be limited to the unexpired term of the vacating member(s). Vacancies will be filled by the Hamilton Township Trustees with recommendations made by the current Advisory Committee members.

Article IV - Officers

Section 1 - Officers and Election: The officers of the Advisory Committee shall be President, Vice-President and Secretary. The officers shall be elected at the organizational meeting in January to serve for a one-year term. Should any office of the Advisory Committee become vacant, the Advisory Committee shall elect a successor at its next regular meeting to serve for the balance of the unexpired term.

Article V - Duties of Officers

Section 1 - Duties of President: The President shall preside at all meetings of the Advisory Committee. He or she shall appoint all regular or special committees, and committee chairman, represent the Advisory Committee at public affairs, and perform other duties ordinarily performed by that office.

Section 2 - Duties of Vice-President: The Vice-President of the Advisory Committee, in the absence of the President shall assume all the duties of the President. He or she shall be charged with the responsibility of insuring that all standing and/or special committees complete their assigned task. In the absence of both the President and Vice-President, the Advisory Committee shall elect by majority vote, an acting President.

Section 3 - Duties of the Secretary: The Secretary shall be responsible for maintaining an attendance record for each Advisory Committee member and report those records annually to the Parks Coordinator. The Secretary shall also be responsible for recording minutes of all meetings. The minutes shall be recorded in either tape and written format.

Article VI - Meetings

Section 1 - Regular Monthly Meeting: Regular meetings shall be at 6:00 p.m. on the first Monday of January, April, July and October. In the event the meeting day is a legal holiday, the meeting shall be held the following Monday.

- Section 2 - Special Meetings: The Parks Coordinator may call a special meeting of the Advisory Committee for the purpose of transacting business. Members shall receive sufficient time, after being notified, to make arrangements to attend the special meeting.
- Section 3 - Location of Meeting: All regular meetings are to be held in the Township Administration Building, 7780 South State Route 48, Maineville, Ohio, 45039, unless otherwise specified.
- Section 4 - Organizational Meeting: The first regular meeting in January of each year shall be called the organizational meeting for the purpose of electing new officers, distribution of manuals for new members, and normal order of business.
- Section 5 - Open Meetings: All meetings shall be open to the public except as provided according to State Statute on Governmental Bodies and Records (Sun Shine Law).
- Section 6 - Meeting, Conduct and Procedures: Meetings shall be conducted in accordance with procedures prescribed in the By-Laws and decisions reached only after full consideration and debate on the issue in question.
- Section 7 - Manner of Voting: The vote on all motions on matters coming before the Advisory Committee shall be by simple yeay-nay, unless a roll call is requested by the President. A unanimous vote shall be recorded as unanimous.
- Section 8 - Order of Business: The following shall be the order of business, however the Rules of Order may be suspended and any matter considered or postponed by action of the Advisory Committee.
1. Call to order
 2. Roll call
 3. Consent Agenda (to include minutes)
 4. Introduction and hearing of visitors, communications and petitions
 5. Old Business
 6. New Business
 7. Miscellaneous & Announcements
 8. Adjournment

Article VII - Amendments

- Section 1 - These By-Laws may be amended only by motion of the Board of Hamilton Township Trustees.