

Application:

Hamilton Township Advisory Committee



Applicant Information

Full Name: _____
Last *First* *M.I.*

Address: _____
Street Address *Apartment/Unit #*

_____ *City* *State* *ZIP Code*

Home Phone: () _____ Cell Phone: () _____

Reason for Applying: _____

Involvement

Do you currently or have you ever been employed by or served on a board/commission for HT?

- Yes No

What is your highest level of formal education?

- High School Certificate/ Associates
 Bachelor's Degree Graduate Degree or higher

Interests: (please check only 3)

- Economic Development Community Events Public Safety
 Parks & Recreation Finances Infrastructure
 Other _____

Signature: _____ Date: _____

BY-LAWS

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

Article I – The Advisory Committee

Section 1 - Name of Board: This Board is known as the Hamilton Township 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 Administrator to propose to the Board of Township Trustees on matters related to the Township.

Section 2 - General Duties & Responsibilities:

- A. Research, deliberate, debate, and conclude a recommendation to the Administrator on any matters presented to the Committee for proposal to the Hamilton Township Board of Trustees.
- B. Request data, documents, and any supporting information regarding a matter at hand.
- C. Generally enlist community interest in Public Interest and Community events.
- D. Each member is responsible for voting what they believe to be in the best interest of Hamilton Township.

Article III - Membership

Section 1 - The Advisory Committee shall consist of seven (7) voting members appointed by the Board of Trustees. Each member shall have one (1) vote. One (1) alternate may also be appointed and would be entitled to one (1) 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 initially staggered in such a manner that at least one (1) expires annually.

Section 3 - Residency: Members shall be residents of Hamilton Township 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, military or community service, 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 Board of Trustees.

Section 5 - Removal of Members: The Hamilton Township Board of 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 Board of 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 appointment by the Hamilton Township Board of Trustees.

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 officer 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 to preside at the meeting with their Presidency expiring at adjournment.

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 if a member no longer remains in good standing per Article III Section 3 of these By-Laws. The Secretary shall also be responsible for creating the agenda, notifying the Board of Trustees and Administrator of meetings, and recording minutes of all meetings. The minutes shall be recorded. A summary of the minutes will be provided to the Advisory Board for approval at the next meeting, and provided to the Administrator and Board of Trustees within a timely manner.

Article VI - Meetings

Section 1 – Organizational Meeting: The Advisory Committee must meet at least one (1) time per year in January. This 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. All other meetings will be called at the request of the Hamilton Township Board of Trustees, Administrator, or the President of the Advisory Committee.

Section 2 – Regular Meetings: The Board of Trustees, Administrator, or President of the Advisory Committee may call a meeting of the Advisory Committee for the purpose of any

recommendation relating to Hamilton Township. If a meeting is called by the President of the Advisory Committee, he or she is to notify the Administrator and the Board of Trustees before notifying the Committee. Members shall receive sufficient time, after being notified, to make arrangements to attend the 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 5 - Open Meetings: All meetings shall be open to the public and advertised on the Official Township Website.

Section 6 - Meeting, Conduct, and Procedures: Meetings shall be conducted in accordance with procedures prescribed in these By-Laws. Anything not explained in these By-Laws will revert to Robert's Rules of Order. All decisions will be 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 ye-a-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 and majority vote of the Hamilton Township Board of Trustees.