

**Great Parks of Hamilton County
Board of Park Commissioners
Meeting Rules Update
August 17, 2023**

Board of Park Commissioners

The Board of Park Commissioners (Board) of Great Parks of Hamilton County (Great Parks) consists of five members appointed for a three-year term by the Hamilton County Judge of Probate Court. Commissioners will serve without compensation but will be allowed their actual and necessary expenses incurred in the performance of their duties according to Ohio Revised Code (ORC) § 1545.05.

Before entering upon the performance of duties of the office, each Commissioner shall take an oath to perform the duties of the office faithfully, and Great Parks shall bond each Commissioner for their faithful performance in the sum of \$5,000. The bond shall be approved by and filed with the County Auditor.

Consistent with Great Parks' Governance Process Policy: *Chief Governance Officer's Role*, the Board will appoint a Commissioner to serve as its Chief Governance Officer. This Commissioner shall be called the Board President. The Board has traditionally appointed a Board President for a two-year term. The Board President shall preside at all meetings. In the absence or disability of the Board President, the Past Board President shall preside. In the event that the past Board President is no longer a Commissioner or is otherwise unable or unwilling to serve as temporary Board President, the Commissioner with the most tenure on the Board shall serve in that capacity.

Meetings of the Board

A meeting is defined as any prearranged gathering of a majority of the members of the Board for the purpose of discussing public business. Every meeting of the Board shall be open to the public unless an Executive Session is held under applicable state law (ORC § 121.22).

Three Commissioners constitute a quorum of the Board for any meeting. Actions of the Board may be by motion or resolution. Unless otherwise established by law, the affirmative votes of at least three Commissioners will be necessary to adopt any motion, resolution, or to approve any contract or the payment of any invoice or statement. The Board President may second any motion and vote on any action.

The business of the Board conducted at its regular meetings shall be considered in the following order:

- Pledge of Allegiance
- Roll Call
- Public Comments
- Awards & Recognition
- Schedule of Next Meetings
- Bills & Payroll Resolution
- Other Resolutions
- Acceptance of Donations
- Approval or Amendment of Minutes
- Approval of Action Items
- Monitoring and General Reports
- Executive Session
- Adjournment

At a regular meeting, the Board may also consider, discuss, and act upon matters which have not been brought to the attention of the Commissioners or staff at the time of preparation of the agenda or which are not included on the agenda.

The business of the Board conducted at special or emergency meetings shall be as outlined in the agenda for such meetings.

The Board President, Chief Executive Officer, and Great Parks staff are responsible for agenda preparation.

The Chief Operating Officer will act as the Recording Secretary for all regular, special, and emergency Board meetings.

Public Comments

Public comments, unless otherwise determined by a majority vote of the Board, will be heard at regular meetings of the Board. The purpose of the Public Comment portion of a regular meeting is to allow members of the public to present their thoughts, ideas, and concerns to the Board. Persons having questions regarding the practices, plans, or policies of Great Parks should address those questions to Park staff during regular business hours. In order to ensure that the members of the public who wish to address the Board may do so and to ensure the efficient and orderly progression of the meeting, the Members of the Board of Park Commissioners will refer questions and issues to the Chief Executive Officer. Unless extended or shortened by the Board at any particular regular meeting, the total time for public comments shall be fifteen minutes. The Board may, at its sole discretion, continue a meeting in progress to another date to allow members of the public

additional time to present their comments to the Board. No notice of the continued meeting shall be required.

Persons wishing to speak to the Board must give their name, and either their email or telephone number, and sign the registry (check-in sheet). This will allow the Secretary to record all comments correctly. Public comments will be timed and limited to three minutes per speaker. Persons making public comments must do so in accordance with the Meeting Guidelines for Public Comments adopted by Great Parks. At no time should any member of the public physically approach the Board or provide anything directly to the Board. Persons who do so or otherwise act in a violent or disruptive manner will be removed from the meeting. Employee grievances and grievances against particular employees are not proper subjects for public comment at Board meetings and will not be heard by the Board at that time.

Executive Sessions

Executive Sessions may be held during any regular or special meeting and are typically considered following Monitoring and General Reports. However, Executive Sessions may be held at any time during the proceedings at the discretion of the Board. Executive Sessions will be held as permitted by state law (ORC § 121.22(G)) and only after a majority of a quorum of the Board determines, by a roll call vote, to hold an Executive Session for the sole purpose of considering any matter specifically enumerated in ORC § 121.22(G). The motion to hold an Executive Session shall state specifically the legal basis for such Executive Session.

Regular Meetings

Regular meetings are held at prescheduled intervals, such as monthly or annual meetings. Typically, regular meetings of the Board will be held on the third Thursday of the month at 1:00 p.m. in the Winton Centre located at 10245 Winton Road, Cincinnati, OH 45231.

Notice of regular meetings shall be posted on the bulletin board in the lobby of the Winton Centre stating the time(s) and place(s) of the meetings of the Board. Such notices shall also be posted on Great Parks website (greatparks.org). If at any time during the calendar year there are changes to regular meeting times, locations, or dates, the changes will be posted to greatparks.org, posted on the Winton Centre bulletin board, and emailed to the press and public (who have requested such notification), at least twenty-four hours in advance of the regular meeting.

Special Meetings

A special meeting is any meeting other than a regular meeting. The time, place, and purpose of a special meeting shall be posted on greatparks.org and on the Winton Centre bulletin board, and emailed to the press and public (who have requested such notification), at least twenty-four hours in advance of the special meeting.

Emergency Meetings

An emergency meeting is a type of special meeting that the Board may convene when a situation requires immediate official action. The time, place, and purpose of an emergency meeting will be posted on greatparks.org prior to the emergency meeting and emailed to the press and public (who have requested such notification) prior to the emergency meeting.

Notice of Meetings

Great Parks will provide advance notice of the time, location, and purpose of any special meeting or of any change in the time or place of any regular or special meeting of the Board to any person requesting such notice. Unless email is not available to the person requesting notice, notifications will be provided by email.

The Board will, if possible, provide notices regarding meetings during regular business hours.

Method for Requesting Notice for Meetings

Persons (e.g. general public, news media) may request that they be notified of all meetings of the Board or that they only be notified of certain types of meetings or meetings at which a specific type of public business is to be discussed. The request must be made by telephone or mail to the attention of the Chief Executive Officer's Executive Assistant. The phone number is (513) 521-7275 and the mailing address is 10245 Winton Road, Cincinnati, Ohio 45231. The request must include an email address to receive notifications.

News media requesting notification of any meetings of the Board will provide the Chief Executive Officer with the written designation of the person to whom notification will be given, including said person's name and email address. It shall be the obligation of the news media requesting notification to keep this written designation current at all times. A meeting agenda will be emailed at least twenty-four hours in advance of regular and special meetings (not including emergency meetings).

Minutes of the Board

The Board will keep full and accurate minutes of its meetings, which minutes shall not be a transcript of the meeting, but rather a summary of the discussions and actions at the meeting designed to permit the public to understand the rationale behind the Board's decisions. The minutes will be promptly prepared and entered and kept in a book to be known as the Minutes of the Board. 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 Board and Chief Executive Officer.

The minutes of Executive Sessions shall record the motion (including the subject matter to be discussed), second, and roll call vote to hold such Executive Session as well as the motion, second, and roll call vote to exit such session. Additional information will be provided as required by law.

Minutes for Public Inspection

Once read, approved, and signed, the minutes of the Board will be posted on greatparks.org and shall be open for public inspection at 10245 Winton Road, Cincinnati, Ohio 45231 during normal business hours.

Business for Consideration of 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. The Board will determine in its sole discretion whether to consider or act upon such petitions, applications, and communications at its meeting so long as the petition, application, or communication is received by the Chief Executive Officer at least five days before the meeting of the Board. The Board may make exceptions to these requirements in instances where it feels that the best interests of Great Parks will be served thereby.

Official Custodian of Board Records

The Chief Executive Officer shall be the official custodian of all records of the Board and shall be the proper person to certify any action of the Board.

Compliance with Law

The Board of Park Commissioners, to the best of their knowledge, will follow the Ohio Revised Code, Ohio Open Meetings Act, Ohio's Ethics Laws, Ohio Sunshine Laws, and Great Parks By-Laws.