

BYLAWS OF THE RICHFIELD JOINT RECREATION DISTRICT (Adopted December 4, 2023)

ARTICLE I – ORIGIN AND NATURE OF ORGANIZATION

Section 1- Origin:The Richfield Joint Recreation District (hereinafter referred to as "District") was established by the joint actions of the Village of Richfield by Resolution No. 45-2014, and Richfield Township by Resolution No. 07-2014, pursuant to the authority granted to those entities under Section 755.14(C) of the Ohio Revised Code.

Section 2- Nature: The District is a separate political subdivision of the State of Ohio containing the entire territories of both the Village of Richfield and Richfield Township, with all the powers enumerated under Sections 755.12 through 755.18 of the Ohio Revised Code, including the authority to levy taxes within its territory.

ARTICLE II – PURPOSE

Section 1: As set forth in the preamble of the legislation adopted by the Village and the Township in the establishment of the District, the purpose of the District is to provide community programming in recreational, educational, social, cultural and athletic areas; acquire property for constructing, operating and maintaining parks, playgrounds, play fields and to preserve and protect real property with valuable natural features as parks and spaces for governmental, civic, educational or recreational activities for the benefit of all citizens.

ARTICLE III – GOVERNING BOARD

Section 1-Board of Trustees: As set forth in the Village and Township Resolutions, the District shall be governed by the District Board of Trustees (hereinafter referred to as "Board") consisting of seven (7) trustees. The Village of Richfield Council and the Board of Trustees of Richfield Township each appoint two (2) individuals residing within the respective appointing subdivision, and each appoint one (1) additional Trustee who may reside inside or outside the District. The Board itself shall appoint one (1) Trustee, who shall be a resident of the District. All Trustee are required to be eighteen (18) years of age or older.

Section 2-Terms of Trustees: Each Trustee shall be appointed for a three (3) year term, with the exception that the initial terms for the three (3) members appointed by each subdivision, which shall be staggered at one (1), two (2) and three (3) year terms. The seventh (7th) member chosen by the six (6) appointed Board members shall have a term of three (3) years, and each term shall commence on January 1 and end on December 31, or until a successor is appointed.

Section 3-Vacancies: Vacancies of subdivision-appointed members in the District shall be filled by the legislative authority of the subdivision that appointed the vacating member. A vacancy in the term of the Board-appointed member shall be filled by majority vote of the Board. The vacancy shall be filled for the balance of the unexpired term of the vacating member.

ARTICLE IV – EXERCISE OF BOARD AUTHORITY

Section 1: Action by Majority Vote in Open Meetings

- A. The business of the District shall be conducted by deliberations and legislative actions of the Board in regular, special and emergency meetings open to the public, in accordance with Ohio’s Sunshine Laws.
- B. A majority of the sitting members of the Board, not counting vacancies, shall constitute a quorum, and unless otherwise required by law or these bylaws, a simple majority of a quorum shall be required to pass any motion or resolution.

Section 2: Meetings

A.Regular Meetings: The Board shall hold regular meetings on a predetermined time and day of each month according to a schedule established at an organizational meeting to be held as soon as practicable at the beginning of each calendar year. Notice of the regular meeting schedule shall be provided to the public by posting the schedule on the District’s website as soon as possible after the schedule is established in the annual organizational meeting, and by sending an email notice to any news media or person who has requested to be notified of such a meeting. The agendas for regular meetings shall be posted on the District’s web site and emailed to each Trustee as soon as practicable after the agenda has been prepared, and preferably at least twenty-four (24) hours before any regular meeting.

B.Special Meetings: The Board may at any time schedule a special meeting, which may be called or announced by the Chairperson or the Vice-Chairperson or by any five (5) Trustees. Notice of a special meeting, including the agenda of that meeting, must be emailed to each Trustee at least 24 hours before the scheduled meeting. Notice of a scheduled special meeting, including the purpose of the special meeting, shall be provided to the public by posting said notice on the District’s website no less than 24 hours before the scheduled meeting, and by providing email notice to any news media or person who has requested to be notified of such a meeting.

C. Emergency Meetings: Emergency meetings may be called as permitted under Ohio's Sunshine Laws when it is necessary for the Board to take immediate action. Notice to Board members shall be provided by the most practical available means as soon as possible after the necessity of the emergency meeting is determined, and notice of the emergency meeting shall be provided to the public by posting notice on the District's website, and by emailing notice to any news media or person who has requested to be notified of such a meeting as soon as possible after the necessity of the emergency meeting is determined.

Section 3-Resolutions and Motions: -

A. The Board shall exercise its authority through the adoption of resolutions and motions. Resolutions shall generally be used for matters creating a right, duty or procedure, involving an expenditure of money, the levying of taxes, the purchase, lease, sale or transfer of property, the authorization of substantial contracts, and such other actions that involve matters of permanence. Motions shall generally be used for all other matters.

B. No resolution or motion shall contain more than one subject, which shall be clearly expressed in its title. Each such resolution or motion shall be adopted or passed by a separate vote of the Board; and shall be entered in the minutes. Resolutions shall be authenticated by the signature of the Chairperson and Secretary. All resolutions and minutes shall be published by posting on the District's Website.

Section 4—Roberts Rules of Order: The Board shall utilize Robert's Rules of Order to guide the conduct of deliberations and actions at Board meetings, but shall not compel strict compliance with the formalities of Roberts Rules. In the event of any conflict between Roberts Rules of Order and these Bylaws or any policies approved by the Board, these Bylaws shall govern first, followed by the Board's policies, and then Roberts Rules.

Section 5-Integrity and Openness: Board members shall recuse themselves from deliberations and actions in which the Board member has a conflict of interest, and Board members shall avoid even the appearance of impropriety in the exercise of their governing authority. Board members shall also comply with all state requirements and guidelines pertaining to:

- A. Conflicts of Interest
- B. Confidentiality
- C. Open Meetings
- D. Public Records

ARTICLE V– OFFICERS

Section 1: Elected officers of the Board of Trustees shall be: Chairperson, Vice-Chairperson, Secretary, and Treasurer

Section 2: Duties

A. **Chairperson:** The Chairperson shall prepare an agenda for and preside at all regular, special, and/or emergency meetings of the District and is authorized to execute contracts and agreements that have been approved by the Board, in accordance with District policies.

B. **Vice-Chairperson:** The Vice-Chairperson, in the absence of the Chairperson, shall perform all duties of the Chairperson.

C. **Secretary:** The Secretary shall oversee designated staff's preparation of agendas, proper notification of all regular and special meetings of the District, the preparation of the minutes of all meetings, and preparation of the District's correspondence, in accordance with District policies and these Bylaws.

D. **Treasurer:** The Treasurer shall be responsible for the maintenance of the District's fiscal records, all in accordance with accepted accounting principles. Consistent with Ohio Revised Code Section 755.15, the District shall designate a Fiscal Officer, which may be the Treasurer or may be an employee or independent contractor who is not a member of the Board. The District's Fiscal Officer shall make, sign and endorse in the name of the District all checks, drafts, notes and other orders for the payment of money and shall pay out and dispose of such under the direction of the District.

At each regular meeting, the Treasurer shall provide to the Board a report of all transactions, and shall arrange for the preparation of an annual financial statement by an outside firm at least once a year. Such annual financial statement shall in every case be reviewed and approved by the Board. The Fiscal Officer shall be bonded at the expense of the District at the minimum bond amount or shall be insured as provided by Ohio Law.

Section 3: Election of Officers. The election meeting of the Board of Trustees shall be held at a special meeting in January each year. The new officers shall take office upon the conclusion of the meeting and shall serve for one year or until election of their successors.

ARTICLE VI – FINANCE

Section 1: The fund of the District shall be deposited in an approved banking institution in the name of the Richfield Joint Recreation District. The Fiscal Officer shall pay all authorized expenses. One of the three officers, other than the Fiscal Officer, is required to countersign each check.

Section 2: The fiscal year shall commence January 1, and end December 31.

ARTICLE VII – AMENDMENTS

Section 1: The bylaws may be amended by the Trustees by a two-thirds (2/3) vote of the Board. Trustees shall be provided with written notice of proposed amendment(s) at least thirty (30) days before action to approve any amendment(s).

This is a true and accurate version of the modifications accepted by the Board of Trustees for the Richfield Joint Recreation District at its Regular Meeting on December 4, 2023.

Secretary

Date