

**Bylaws of the Board of Park Commissioners
of the Goshen Park District**

Article I

Goshen Park District Powers and Objectives

- A. The Goshen Park District (hereinafter "District") is established exclusively for the betterment, operation, maintenance, and/or administration of park and recreation land and programs within Goshen Township per section 511.23 of the Ohio Revised Code and within the permitted charitable purposes as provided for under 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal code.
- B. The Board of Park Commissioners (hereinafter "the Board"), consisting of five (5) members, shall function under and be governed by sections 511.18 to 511.31, 511.34 to 511.99 of the Ohio Revised Code.
- C. This Board, through its Commissioners shall carry out the terms, provisions, suggestions, requests and directives hereinafter set forth in these Bylaws, with the purpose of meeting the common objectives of the District.
- D. All Park District Commissioners and appointees are required to provide proof of a recent police record check. (Effective May 2012.)
- E. The term of office of appointed members commences upon their being appointed and qualified. For the purposes of these Bylaws, the term qualified is to mean that the newly appointed Commissioner has received a copy of these Bylaws, thoroughly read them in their entirety and has signed a statement confirming that they are in fact eligible to serve as a Goshen Park District Commissioner.

Article II

I. Officers

- A. The officers of the Board shall consist of Executive Officers: President, Vice-President, Secretary and two Commissioners-at-Large.
- B. All officers shall be elected by the board annually at its regular monthly meeting in May and shall serve for one (1) year or until their successors are elected and qualified, with a limit of three (3) consecutive one year terms.
- C. A treasurer shall be appointed by the Board, annually, at its regular monthly meeting in May and shall serve for one (1) year or until the successor is appointed. The treasurer shall not be a commissioner and shall have no voting privileges.
- D. In the case of resignation of an Executive Officer, a special election will be held to replace that officer for the remainder of the term.
- E. Election of Officers

1. Beginning in 2012 the elections of officers shall be held at the first regularly scheduled meeting in June of that year and every June thereafter.
2. Nominations for the positions of President, Vice President and Secretary shall be made and seconded as the first order of new business.
3. There shall be a roll call vote on each candidate receiving a seconded vote for the three officer positions in order of President, Vice President and Secretary with the commissioner receiving the majority of votes being appointed to fill that position.
4. The At-Large positions of the Board shall be automatically filled by the remaining non elected commissioners.

II. Meetings

- A. The regular meetings of the Board shall be on the first and third Wednesday of each month at 6:30 p.m. except as otherwise determined by the Board.
- B. Special meetings of the Board may be held upon the call of the President or upon request to the President by two (2) members of the Board.
- C. All meetings shall be open to the public unless otherwise provided for under section 121.22 of the Ohio Revised Code.
- D. In compliance with section 121.22 of the Ohio Revised Code, notification, stating the time, place and purpose of all regular and special meetings, at least two days in advance, shall be made to the following entities:

Goshen Park District Website www.goshenparkdistrict.org

- E. Any person may, upon request, obtain reasonable notification of all meetings. Provisions for advance notification may include, but are not limited to, mailing notices only if self addressed stamped envelopes are provided by the person requesting such notification.
- F. The President shall preside at all meetings. In the absence or disability of the President, the Vice-President shall perform those duties. "Roberts Rules of Parliamentary Procedure" shall govern the proceedings of the board when not expressly covered or provided herein.
- G. Three (3) members of the Board shall constitute a quorum of the Board for any meeting. Actions of the Board may be made by Motion or Resolution with the affirmative votes of at least three (3) members necessary in order to adopt any Motion or Resolution. The President may vote on any action.

H. The business of the Board may be considered in the following order:

1. Opening of the meeting by the President
2. Role call
3. Approval of Agenda
4. Approval of minutes
5. Reports:
 - Financial report – approval of bills
 - Maintenance report
 - Park report
 - Other reports
6. New business
7. Old business
8. Public forum
9. Selection of next meeting date & time, if other than provided in section II (A).
10. Adjournment
11. Executive session if needed
12. Return to regular meeting
13. Adjournment

III. Public Comment

- A. Public comment shall be limited to five (5) minutes per individual, unless otherwise extended or omitted by the Park Board in its sole and absolute discretion.

IV. Approval of Vouchers

All vouchers for payment of bills not in excess of fifty dollars (\$50.00) may be certified by the Treasurer without prior Board approval. All vouchers for payment of bills not in excess of fifteen hundred (\$1,500.00) must be certified by an Executive Officer not requesting the payment without prior Board approval. Sums in excess of Fifteen Hundred (\$1,500.00) must have prior approval by the Board.

An Executive Officer and his/her designee are permitted to exceed the spending approval limit of \$1,500.00 when it is deemed necessary by situation that immediately involves the health or safety of employees or the health and safety of the public on park lands.

See “Payment Requests and Request for Funds” for complete internal controls.

V. Records of the Board

An accurate and permanent public record of the proceedings of the Board and minutes of its meetings, regular and special, shall be kept and entered in a book to be known as the "Minutes of the Board". The records of each meeting in the "Minutes of the Board" shall be and constitute the only evidence of the approved acts of the Board and will be signed at the end of the record by the presiding officer and secretary thereof. The secretary shall be the official custodian of all records of the Board and shall certify or attest to any action of the Board.

VI. Dissolution Clause

Upon the dissolution of the Goshen Park District, assets shall be distributed to the Goshen Township Board of Trustees for one or more public purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

VII. Park Employment

The Board of Park Commissioners shall be responsible for the number of and for the hiring and discharging of all Park District personnel. All employees shall be subject to a background check.

VIII. Conflict of Interest Policy

- A. For purposes of this conflict of interest policy, the term "interest" shall include personal interest, interest as director, officer, member, stockholder, shareholder, partner, manager, trustee or beneficiary of any concern and having an immediate family member who holds such an interest in any concern. The term "concern" shall mean any corporation, association, trust, partnership, limited liability entity, firm, person or other entity other than the Goshen Park District.
- B. No Park Commissioner shall be disqualified from holding any office in the Goshen Park District by reason of any interest in any concern. A Park Commissioner shall not be disqualified from dealing, either as vendor, purchaser or otherwise, or contracting or entering into any other transaction with the Goshen Park District or with any entity of which the Goshen Park District is an affiliate. No transaction of the Goshen Park District shall be voidable by reason of the fact that any Park Commissioner has an interest in the concern with which such transaction is entered into, provided:
 1. The interest of such Goshen Park District Commissioner is fully disclosed to the Board of Park Commissioners.

2. Such transaction is duly approved by the Board of Goshen Park District Commissioners not so interested or connected as being in the best interests of the Park District.
 3. Payments to the interested Goshen Park District Commissioner are reasonable and do not exceed fair market value.
 4. No interested Goshen Park District Commissioner may vote or lobby on the matter or be counted in determining the existence of a quorum at the meeting at which such transaction may be authorized.
- C. The minutes of meetings at which such votes are taken shall record such disclosure, abstention, and rationale for approval.

IX. Amendments to Bylaws

The Bylaws of the Goshen Park District can be amended by a unanimous decision of the Board. Resolutions to amend such Bylaws shall be voted upon at the next regular meeting following a public reading of the amendment(s) at a regular public meeting.

X. Policy and procedure for notification of commission vacancy and terms for continuation on board:

- A. *Notification of vacancy*- In the event that a commissioner position becomes vacant the departing party must notify the Board as soon as possible, preferably thirty (30) days. The departing member must notify the Board in writing of their departure date. Upon majority acceptance of the resignation, the Board President will, in turn, notify the Township Trustees in writing within five (5) working days. In the absence or disability of the President, the Vice-President shall perform these duties.
- B. Terms for dismissal: a commissioner may be asked to vacate his/her position on the Board only by the majority of the Board of Park Commissioners for the following reasons:
 1. Unethical behavior.
 2. Unwarranted absences and/or excessive absences.
 3. Other reasons brought forth by the majority of the Board for just cause.
 4. Felony conviction or prior felony conviction.
 5. Conviction or prior conviction of animal cruelty.

Approved as written. Approved with changes noted and initialed.

Jeff Scheadler, President

Date

Brian Fick, Vice President

Date

Lisa Seifried, Secretary

Date

Jennifer Mohler-Geary, Commissioner-at-Large

Date

Joe Spaulding, Commissioner-at-Large

Date