

Fairfield County Park District  
Board of Park Commissioners Bylaws

These bylaws of the Fairfield County Park District Board of Park Commissioners are adopted as of the date set forth below in accordance with Ohio Revised Code Section 1545.11. All references to statutes are made to said statutes in effect as of the date of adoption of these bylaws or as may be subsequently amended. Any conflict between these bylaws and any statute or regulation of the State of Ohio shall be resolved in favor of the statute or regulation. The adoption of these bylaws repeals any prior bylaws, or any contrary resolutions previously passed by the Board.

Section 1. General Matters

- 1.01 Board Membership: In accordance with Board Resolution 2017-46, the Board shall consist of five commissioners, appointed and qualified in accordance with the law.
- 1.02 Quorum: The presence of three commissioners shall constitute a quorum of the Board.
- 1.03 Officers: The Board shall annually elect a commissioner to preside as Chairperson, and a separate commissioner to serve as Vice-Chairperson. The Board shall also appoint an employee of the Park District to serve as Secretary on a continuing basis, and any individual to serve as Secretary Pro Tem in the absence of the appointed Secretary. Pursuant to Ohio Revised Code Section 1545.22 the Fairfield County Auditor and the Fairfield County Treasurer are ex officio officers of the Board.
  - 1.03.01 The Chairperson shall preside at all meetings of the Board and, with the consent of the Board, shall appoint all committees of the Board. The Chairperson shall, where required, be the authorized signatory to documents on behalf of the Board. In the absence or disability of the Chairperson, the Vice-Chairperson shall serve in the place of the Chairperson. No additional powers accrue to the Chairperson or any individual Commissioner except as may be provided for by law, these bylaws, or as authorized by majority vote of the Board.
  - 1.03.02 The Secretary shall make an accurate and permanent record of the proceedings of the Board and affix his or her signature thereto after the proceedings have been approved by the Board and shall be the proper person to certify an action of the Board.
- 1.04 Legal counsel: Legal counsel shall be appointed by the Board. Legal counsel shall be an attorney qualified to practice in the State of Ohio. The Board shall negotiate the terms and conditions of legal counsel's employment.
- 1.05 Meeting times: The regular meetings of the Board shall be held once a month at such time and place as the Board may determine. The January meeting shall be the organizational meeting, for the election of officers and to establish the meeting schedule for the upcoming year.
  - 1.05.01 Special meetings of the Board shall be held upon call of the Chairperson or upon the call of any two members of the Board. Notices of special meetings shall be communicated to each member at least 48 hours before such meeting and shall provide notice of at least 24 hours to the news media that have requested information.

- 1.06 Meeting procedure: The meetings of the Board shall generally be conducted in accordance with the most current edition of Robert's Rules of Order, with attention being paid to PROCEDURE IN SMALL BOARDS as found in §49. In the event of a conflict between Robert's Rules of Order and these bylaws, these bylaws shall prevail.
  - 1.06.01 All formal action of the Board shall be by written resolution adopted by roll-call vote. Procedural issues may be adopted by motion and voice vote.
- 1.07 Meeting Agenda: The meeting agenda of the Board shall be prepared, following a discussion prior to the regular meetings between the ranking officials of the Park District Staff and the Chairperson of the Board.
- 1.08 Open meetings: Pursuant to Ohio Revised Code Section 121.22, all meetings of the Board shall be open to the public. The Board may hold executive sessions in accordance with Ohio Revised Code Section 121.22(G).
  - 1.08.01 Meeting notice: The Board shall cause to be posted on its website a list indicating the time and place of all scheduled regular meetings. The Secretary shall maintain a list of all persons and organizations that request advance notice of meetings and/or meetings regarding particular topics and provide notice to those individuals and organizations of qualifying meetings upon such a meeting being scheduled.
- 1.09 Adoption of policies or procedures: The Board may, from time to time, adopt written policies for procedures for the governance and maintenance of the Park District. Said policies and procedures shall be consistent with these bylaws and shall be kept readily available by the Secretary. In the event of a conflict between any policies or procedures and these bylaws, these bylaws shall prevail.
- 1.10 Adoption of rules and regulations: The Board may, from time to time, adopt rules and regulations pursuant to Ohio Revised Code Section 1545.09. Any person violating any of such rules or regulations shall be deemed guilty of a misdemeanor, and upon conviction shall be assessed penalties for misdemeanors in accordance with the Ohio Revised Code 1545.99.

## Section 2. Powers of Parks Director

- 2.01 Employment of Director: The Board shall employ a Parks Director, who shall serve at the pleasure of the Board. The compensation of the Director shall be set by the Board.
- 2.02 Director as Executive Officer: The Director shall be the chief executive officer of the Fairfield County Park District. In the temporary absence or disability of the Director, the Deputy Director will serve as a temporary replacement for the Director. If the Deputy Director is elevated to Director on an interim basis, the Deputy Director shall have the same authority as the Director as provided in the Bylaws.
- 2.03 Duties of Director: The Director, under the direction of the Board, shall do the following:
  - 2.03.01 Assist in the administration, enforcement, and execution of the policies and resolutions of the Board;
  - 2.03.02 Supervise and direct the activities of the affairs of the Fairfield County Park

District;

- 2.03.03 Attend all meetings of the Board at which the Director's attendance is required by the Board;
  - 2.03.04 Recommend measures for adoption to the Board;
  - 2.03.05 Prepare and submit to the Board reports required by the Board, or reports that it considers advisable;
  - 2.03.06 Keep the Board fully advised on the financial conditions of the Park District, preparing and submitting a budget for the next fiscal year;
  - 2.03.07 All other duties as may be assigned by the Board.
- 2.04 Employment of other staff: The Director shall be responsible for all hiring, promotions, demotions, or terminations, and shall establish the rate of pay for any individual employee who is hired, promoted, or demoted. The establishment of a new position, or restructuring affecting managerial or supervisory employees, shall first be approved by the Board prior to implementation by the Director.
- 2.05 Contracts on behalf of the Board: The Director is authorized to enter into contracts on behalf of the Board which may bind the Board up to a limit as shall be set by resolution of the Board, provided such expenditure has an appropriate line item within the annual budget of the Board. This authority does not extend to any contracts relating to interests in real property, including, but not limited to, leases, real estate purchase agreements, or real estate sales agreements.
- 2.05.01 All contracts executed by the director shall first be reviewed as to legal form by the legal counsel to the Park District and shall comply with the provisions of Ohio Revised Code Section 5705.41.
  - 2.05.02 The execution of any contract by the director shall be reported to the Board at the next meeting of the Board.

### Section 3. Property of the Park District

- 3.01 Holding of property: All property of the Park District shall be held by the Board on behalf of the District and the citizens of Fairfield County. Real property shall be titled in the name of the "Fairfield County Park District Board of Park Commissioners." The Auditor's office currently uses "Board of Park Commissioners of the Fairfield County Park District".
- 3.02 Terms of donation: Donations of real or personal property shall only be accepted upon the approval of the majority of the Board. The Board may, from time to time, establish written policies providing for the acceptance of donations by the Director. Pursuant to Ohio Revised Code Section 1545.11 the terms of any donation shall be approved by the Fairfield County Probate Court before acceptance by the Board.
- 3.03 Disposal of real property: If the Board finds that any real property it has acquired is not necessary for the purposes for which it was acquired by the Board, it may sell and dispose of the real property upon terms the Board considers advisable.

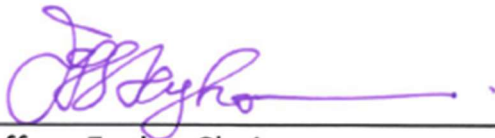
- 3.03.01 The disposal of any such real property shall only be made with the approval of the Fairfield County Probate Court.
- 3.03.02 The disposal of real property shall be done in accordance with Ohio Revised Code Section 1545.12.
- 3.04 Disposal of personal property: Disposal of personal property shall be made in accordance with Ohio Revised Code Section 307.12, except that any property the Board determines to have no value may be recycled or removed to a landfill without additional actions by the Board.

#### Section 4. Competitive Selection and Contracts

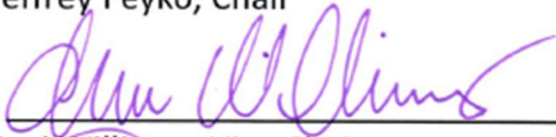
- 4.01 Authority to adopt selection procedures: Pursuant to Ohio Revised Code Section 1545.09(A). "The board shall also adopt bylaws or rules establishing a procedure for contracting for professional, technical, consulting, and other special services."
- 4.02 Valid Contracts: Except as provided in Section 2.05 of these bylaws, no contract, agreement, deed, option or other document or action creating any right obligation or contractual relationship from and/or to the Board shall be executed, given, transferred, assigned, delivered, accepted, or received on behalf of the Board except on the approval or authorization of the Board.
  - 4.02.01 Prior to execution, all contracts shall first be reviewed as to legal form by the legal counsel to the Park District and shall comply with the provisions of Ohio Revised Code Section 5705.41.
- 4.03 Grants: All grant proposals shall be approved by the Board prior to their submission.
- 4.04 Goods: In procuring any goods with a cost in excess of the amount specified in section 9.17 of the Revised Code, the Board shall contract as a contracting authority under sections 307.86 to 307.91 of the Ohio Revised Code to the same extent and with the same limitations as a board of county commissioners.
  - 4.04.01 For any goods with a cost between the amount specified in section 9.17 of the Revised Code and ten (10) percent of that amount, the Board, or the Director as applicable, shall attempt to obtain a quote from three separate vendors, and obtain said goods in accordance with the lowest and best quote.
  - 4.04.02 For any goods with a cost less than ten (10) percent of the amount specified in section 9.17 of the Revised Code, the Board, or the Director as applicable, shall reasonably attempt to obtain the best price.
  - 4.04.03 The Board may adopt a written policy to allow the Director, and other employees that the Board deems appropriate, to purchase goods under \$5,000 via credit card.
- 4.05 Services: Services shall be obtained in the following manners:
  - 4.05.01 Engineering and architectural services shall be obtained in accordance with Ohio Revised Code Sections 153.65 to 153.72.

4.05.02 All other services will be obtained based on price and qualification. For any services sought with an estimated cost in excess of the amount specified in section 9.17 of the Revised Code, the Board shall solicit proposals for the services that include qualification of, and the cost of, the services. The contract shall be awarded in the manner prescribed under Ohio Revised Code 307.862. For services that cost less than the competitive bid threshold limits prescribed above, the Board shall award the contract to the vendor it considers to be the most qualified. All requests for proposals will be published on the Board's website for three consecutive weeks and may be sent out by the Board to any firms the Board believes may be qualified to provide the services and shall be sent out to any firm that has requested to be notified of such RFPs.

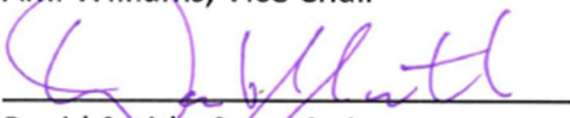
Adopted this 16th day of October 2023. Effective November 1, 2023.



Jeffrey Feyko, Chair



Ami Williams, Vice Chair



David Smith, Commissioner

Sherry Orlando, Commissioner



John Watts, Commissioner