

**City of Gahanna, Ohio
LANDSCAPE BOARD**

RULES OF OPERATION AND PROCEDURE

SECTION I: General Provisions, Scope, and Applicability

- 1.1. These Rules of Operation and Procedure of the City of Gahanna Landscape Board are promulgated pursuant to Section 151.03 (c) and Chapter 153 of the City of Gahanna Codified Ordinances.
- 1.2. These Rules of Operation and Procedure shall govern the conduct of the Gahanna Landscape Board, known hereinafter as the Board.
- 1.3. Any provision of these Rules of Operation and Procedure which conflicts with the U.S. Constitution, Ohio Constitution, Ohio Revised Code, Charter of the City of Gahanna, Ohio, or the common law, shall be of no force or effect.
- 1.4. A quorum is a simple majority of the appointed body of the Board.
- 1.5. Parliamentary Authority – *Robert's Rules of Order, Newly Revised*, shall serve as the parliamentary authority in all matters not addressed by the Charter or these Rules of Operation and Procedure.

SECTION II: Officers of the Board

- 2.1. The Council shall establish the date, time, and place for the first meeting of the Board each year. At this first meeting, the Board shall elect a Chair and Vice Chair from its membership, for a term of one (1) year. No person shall be elected Chair or Vice Chair without a majority vote from the Board members.
- 2.2. Chair – The Chair of the Board shall serve as the chief executive officer of the Board and shall preside at all meetings. The Chair shall be responsible for the conduct and order of Board meetings. The Chair, or any Board member acting as Chair, shall be entitled to vote on all business before the Board. Any ruling or appointment made by the Chair is subject to reversal by a majority vote of the Board members present. The Chair shall sign for the Board on all matters requiring approval of the Board. The Chair may appoint committees consisting of Board members and/or other interested parties to assist the Board in carrying out its duties. Such committees shall be designated as a standing committee or a special committee.

- 2.3. Vice Chair – The Vice Chair of the Board shall assume the duties of the Chair of the Board during the absence or inability of the Chair to conduct the duties of Chair, or if the Chair requests that the Vice Chair do so.
- 2.4. Secretary – A majority of the Board shall appoint a Secretary from amongst its members. The Secretary is responsible for preparing and keeping a record of the board's proceedings. As a matter for practicality, the Board delegates this responsibility to a Department of Parks & Recreation representative. In the absence of a representative from the Department of Parks & Recreation, the Secretary of the Board shall record such proceedings. The minutes shall be signed by the preparer once approved by the Board.

SECTION III: Board Meetings

- 3.1 The Board shall conduct business only if a meeting has been properly called and a quorum present. All Board meetings are open to the public and shall be held in the City of Gahanna, Ohio.
- 3.2 Regular Board meetings shall occur a minimum of four times per year on the first Wednesday at 6:00 p.m. The schedule of meetings for the year shall be set at the first meeting of the year. Meetings shall be held at Gahanna City Hall, unless another meeting place is designated by the Board. The date, time, and place of all Board meetings shall be posted in City Hall and may also be determined by contacting the Department of Parks & Recreation by telephone.
- 3.3 Special Board meetings may be called upon forty-eight (48) hours advance notice by the Mayor, the Chair of the Board, or any three (3) Board members. Any interested person or member of the news media may place his or her name, address, and telephone number on a list maintained by the Director, Department of Parks & Recreation for notification of such a special meeting. All members of the Board must be notified of a special meeting, along with the agenda, date, time, and place of the meeting. Special meeting attendance shall not be used to compute the attendance record of a Board member.
- 3.4 Agenda – The Chair of the Board shall see that an agenda of business to be considered by the Board is prepared and distributed to each Board member at least forty-eight (48) hours to each special meeting. Any person wishing to have an item placed on the agenda should communicate with the Chair 10 days prior to the meeting.
- 3.5 Order of Business – The Chair shall conduct the meetings of the Board in the order outlined in the agenda, unless otherwise decided by a majority of Board members in attendance. The order of business shall be as follows:
- i. Call to order.
 - ii. Roll Call.

- iii. Consideration/approval of Minutes.
 - iv. Additions or corrections to Agenda.
 - v. Hearing of Visitors.
 - vi. Old Business.
 - vii. New Business.
 - viii. Correspondence and Action Items.
 - ix. Poll Members for comment.
 - x. Adjournment.
- 3.6 Voting – Voting on all Board business shall be in public session and only those Board members physically present at a meeting may vote. The Secretary shall call the roll and each Board member shall respond "yes", "no", or "abstain".
- 3.7 Hearing of Visitors – Direct presentations by guest speakers are limited to three (3) minutes, unless the time requirement is waived at the end of the allotted time by a majority vote of the Board members. All guest speakers are required to complete a Speaker Request Form, provided by the Secretary of the Board, prior to the start of the meeting.
- 3.8 Debate – The Chair of the Board shall control the conduct of debate and discussion. A Board member or another person recognized to speak may yield the floor to another person. However, the Chair may refuse the floor to any person when that person's tactics are dilatory or not in the best interest of the Board.
- 3.9 Minutes – Minutes are to be distributed one week prior to the up coming meeting along with agenda. Minutes will be approved or approved as amended at Board Meetings.

SECTION IV: Relationship to Gahanna Department Of Parks & Recreation

- 4.1 Director of the Department of Parks & Recreation – The Director of the Department of Parks & Recreation shall attend all Board meetings, unless excused by the Board. In the absence of the Director, another Department employee designated by the Director shall attend. The Director or the designee shall have the right to participate in discussions of the Board, but shall have no vote.
- 4.2 The Gahanna Department of Parks & Recreation shall responsible for the retention of minutes, books, and other records of the Board for the current calendar year. Pursuant to section 151.03a3 the minutes shall be given to the Clerk of Council for permanent storage. Those records shall be open to any member of the public during regular business hours. Any Board member shall have the right to inspect the records and/or facilities under the control of the

Department of Parks & Recreation. The Department shall provide appropriate clerical and administrative support to the Board.

THESE RULES OF OPERATION AND PROCEDURE HAVE BEEN APPROVED AND ADOPTED BY THE LANDSCAPE BOARD ON THIS ____ DAY OF _____ 2016.

Chair

Vice Chair