



BYLAWS

ORANGE TOWNSHIP OUTREACH AND COMMUNICATIONS COMMITTEE

(Version 3/6/2017)

ARTICLE I. NAME

Section 1.01 Name

The Name of this organization shall be the Orange Township Outreach and Communications Committee ("OTOCC").

ARTICLE II. PURPOSE

Section 2.01 Creation and Vision Statement

In accordance with Ohio law, the Orange Township Outreach and Communications Committee was created by a Resolution of the Board of Orange Township Trustees ("the Trustees") to assist in facilitating connection between local government and all segments of the Orange Township residential and business population.

Section 2.02 Mission Statement

The OTOCC will work, in task forces and committees as organized by the OTOCC, to provide information and outreach concerning community plans, policies, operations, and initiatives, with the goal to facilitate opportunities. The OTOCC may work with residents, community organizations, businesses and governmental agencies and officials as required, directed and/or recommended by the Trustees.

ARTICLE III. BOARD MEMBERSHIP

Section 3.01 Board Members

The OTOCC shall be comprised of five (5) regular members, with the allowance to expand up to seven (7) regular members, provided that, at any one time, the total maximum number of members shall either be five (5) or seven (7), but never six (6). All members must be elector residents in the unincorporated portion of Orange Township. All members shall be appointed by Resolution of the Board of Trustees, and shall be subject to the State of Ohio Sunshine and Ethics Laws.

a) **Regular Members – Term**

The terms of regular members shall be staggered so that approximately one-half terminate annually. There shall be no limit on the number of terms a regular member may serve.

b) **Alternate Member – Term**

The term of the alternate member shall be established by Resolution of the Board of Trustees, with no limit on the number of terms an alternate member may serve.



- c) **Alternate Member – Participation**
In the event that a regular member is unavailable for a regular or special meeting of the OTOCC, withdraw from consideration of a matter by reason of a legal or ethical conflict of interest, or if there is a vacancy in the regular membership, the Chairperson of the OTOCC, through the Township Administrator's Office, shall contact the alternate member and arrange for them to substitute. When substituting, the alternate member shall be entitled to fully participate and vote as a regular member of the OTOCC on the matter(s) at hand.
- d) **Removal**
The removal of a regular or alternate member may occur at any time, with or without cause, by resolution of the Board of Trustees.
- e) **Vacancy**
In the event of a vacancy in the regular or alternate membership of the OTOCC, the Board of Trustees shall make appointments by resolution to fill the vacancies and/or unexpired terms.
- f) **Attendance**
Members are expected to attend meetings regularly. The OTOCC shall have the right to recommend the removal of a member for excessive absences by sharing their majority vote to that effect with the Board of Trustees.
- g) **Compensation**
All members of the OTOCC, regular or alternate, shall serve without pay.

ARTICLE IV. ORGANIZATION

Section 4.01 Meetings

- a) **Annual Meeting**
An Annual Meeting of the OTOCC shall take place in January of each year, at a time and place designated by the OTOCC Chair. The purpose of the annual meeting shall be to welcome any new members, elect OTOCC Officers, set the meeting schedule for that year, receive any reports from the officers, and transact any other business as may properly come before the OTOCC.
- b) **Regular Meeting**
The OTOCC shall set the regular meeting schedule at the Annual Meeting, at such times and locations acceptable to the majority of regular members. The OTOCC may meet additionally at the call of the Board of Trustees communicated to the OTOCC Chair. All OTOCC meetings shall be open to the Public. The minutes of the meetings shall be maintained by the person elected as the OTOCC Secretary, and made available to the regular members and the Trustees in advance of the next regular OTOCC meeting. An agenda for each meeting shall be set by the Chair and shall be made available prior to the meeting. The purpose of the Regular Meetings shall be to receive reports, and to consider and act upon any other matter(s) necessary and appropriate to the OTOCC.



c) Special Meetings

In addition to the Annual meeting and the Regular Meetings, the OTOCC Chair may call for a Special Meeting at times other than those regularly scheduled. Special Meetings shall have a specific purpose and agenda that cannot wait until the next regular meeting. Special Meetings will occur at a date, time and place determined by the OTOCC Chair. All Special Meetings shall be open to the public. The minutes of the meeting shall be maintained by the OTOCC Secretary, and made available to members and the Board of Trustees in advance of the next Regular Meeting. The agenda for the Special Meeting shall be set by the Chair and shall be available prior to the meeting.

d) Quorum

The attendance of three or more OTOCC members, regular or qualified alternate, (or four (4) or more OTOCC members, regular or qualified alternate, should the membership be expanded to seven (7) total members), at any meeting shall constitute a quorum sufficient for voting purposes. The affirmative vote of three or more OTOCC members, regular or qualified alternate, (or four (4) or more OTOCC members, regular or qualified alternate, should the membership be expanded to seven (7) total members), shall be necessary to approve an OTOCC resolution. In the absence of the Chair and Vice Chair, the quorum present may choose a temporary Chair for the meeting.

e) Meeting Notice

Notice of all meetings shall in accordance with Ohio Laws.

Section 4.02 Election of Officers

The OTOCC officers shall be Chair, Vice Chair and Secretary. The OTOCC shall elect a Chair, Vice Chair and Secretary at each Annual Meeting. Office terms shall be for one (1) year, and until their successor is elected.

a) Chair

The Chair shall preside over all meetings of the OTOCC. The Chair shall have authority, subject to approval of the OTOCC, to appoint members to task forces, set meeting agendas, and perform other such duties as pertains to the office.

b) Vice Chair

The Vice Chair shall preside in the absence of the Chair, and perform all duties of the Chair. In the event the Chair is unable to fulfill their duties of the office, the Vice Chair shall assume the duties of the Chair.

c) Secretary

The Secretary shall keep the meeting minutes, call the roll, and perform such duties as required and directed by the Chair.

Section 4.03 Task Forces

- a) The Chair shall, with the advice of the OTOCC and/or the Board of Trustees, appoint such task forces, members and chairs thereof, as the Chair



deems necessary to carry out the purposes of the OTOCC consistent with these Bylaws.


- b) Participation and membership in task forces is not limited to OTOCC members, and may include alternate members, as well as residents, business owners and/or representatives from business each being located within the unincorporated portions of Orange Township.


ARTICLE V. AMENDMENTS


These Bylaws must be approved by Resolution by the Board of Orange Township Trustees, and may be amended, repealed and/or altered in whole or in part by Resolution of the Board of Orange Township Trustees at any duly held meeting of the Trustees, or by a majority vote of all OTOCC members, provided such action is followed with the approval by Resolution of the Board of Orange Township Trustees. A current copy of these Bylaws shall be maintained at the Orange Township Offices.

APPROVED:

Orange Township Outreach and
Communications Committee



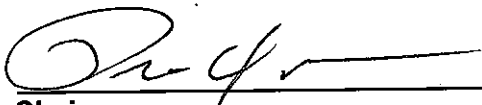
Chair



Vice Chair



Secretary
Date: 3/6/17

APPROVED:

Board of Orange Township Trustees
Delaware County, Ohio



Chair


Vice Chair
 3/6/17

Trustee
Date: 3/6/2017