

Bath Township, Greene County, Ohio
Board of Trustees Meeting Rules



Established March 3, 2021

Via Resolution 23-2021

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Introduction

This document for the Bath Township Board of Trustees has been prepared to establish guidelines and regulations pertaining to Township Trustee meeting protocol. Its purpose is to provide a quick and easy reference to the rules regarding the standard operating procedures of the Bath Township Trustee meetings and Ohio Revised Code requirements.

Public Meetings

All meetings of the Township trustees are declared to be public meetings which are always open to the public. The minutes of a special or regular meeting of the trustees shall be promptly recorded and open to public inspection.

Notice of Meetings

The Bath Township Trustees shall establish their annual meeting calendar for the coming year at the Annual Reorganization Meeting which typically takes place the last week of December. Unless established differently at the reorganization meeting, regular Township Trustee meetings are held on the 1st and 3rd Wednesday evenings of each month at 7:00 PM at the Bath Township building located at 1006 Yellow Springs-Fairfield Road, Fairborn, Ohio 45324.

Township trustees shall not hold a special meeting or a rescheduled meeting without first having given written notification to the media and by posting on the Township Facebook page at least twenty-four hours in advance of the meeting. The time, place, and purpose of the meeting must be stated. However, twenty-four hours' notice shall not be required in the case of an emergency requiring immediate official action.

Meetings

Regular Meetings: The regular meetings of the board of Township trustees shall be held at 7:00 PM on the 1st and 3rd Wednesdays of every month. When a regular meeting falls on a holiday, such regular meeting shall be determined at the discretion of the Trustees.

Rescheduled Meetings: Nothing prevents the board of trustees from rescheduling a regular meeting provided that proper public notice is provided as detailed in the "Notice of Meetings" section.

Canceled Meetings: In the case where the Township has no official business to conduct, the Chairman of the Board of Trustees is authorized to cancel a regularly scheduled meeting.

In case of emergency involving inclement weather or other unforeseen circumstances, the Chairman of the Board of Trustees is authorized to cancel a regularly scheduled meeting of the Township Trustees. The business to be conducted at the meeting cancelled for the reasons involving an emergency shall be presented at the next regularly scheduled meeting or at a special meeting of the Trustees.

Order of Business

The business of regular meetings of the Trustees are conducted in the following order:

1. Pledge of Allegiance
2. Roll Call
3. Approval of the Agenda
4. Approval of Minutes
5. Approval of Payment of Bills
6. Invited Guest Presentations
7. Staff Reports:
 - a. Administrator Report
 - b. Road Report
 - c. Cemetery Report
 - d. Zoning Inspector Report
8. Old Business
9. New Business
10. Correspondence
11. Trustee Reports
12. Audience Comments
13. Adjournment

Parliamentary Procedure

Township Trustee meetings will generally be conducted by the Chairman of the Board according to Robert's Rules of Order Revised.

Actions of the Board

Actions of the Board of Township Trustees shall be valid and binding if adopted by affirmative vote as explained in the following situation:

1. Quorum: A majority of Trustees (2).
2. Pass a Motion: Affirmative vote of a majority of members (2).

3. Method of Voting:

- a. Voice – The Chair asks for those in favor to say “aye” and those opposed to say “no” (for majority votes only). A Trustee may move for a Roll Call vote.
- b. Roll Call – Each member answers “yes”, “no”, or “abstain” (indicating the choice not to vote) as his or her name is called.
- c. General Consent – When a motion isn’t likely to be opposed, the chair says, “if there is not an objection...” Trustees show consent by their silence. If a Trustee objects, the matter is put to a vote.

Resolution Procedure

1. The Chairman may read the Resolution by title only or may choose to read it in its entirety.
2. If the Chairman reads a Resolution by title only, a Trustee may make a motion to have the resolution read in its entirety. If a motion is made to read a resolution in its entirety, the Chairman will ask for a second to the motion. If a second is made by a Trustee, the Chair will call for a vote. After a majority vote, the Chairman will read the Resolution in its entirety.
3. Once read, the Chairman shall entertain discussion from the other Trustees and may solicit information from staff or pertinent guests.
4. After discussion is complete, the Chairman will ask for a motion for adoption of the Resolution.
5. A Trustee moves that the Resolution be adopted.
6. A second Trustee seconds the motion.
7. The Chairman calls for a roll call vote of the Trustees (in favor say “yes” opposed, “no”).
8. The Chairman declares the Resolution adopted or denied based on the vote.
9. Resolutions become effective upon passage unless stated otherwise in the Resolution.
10. If a Resolution is tabled, it must be first removed from the table before the Chairman entertains discussion of the resolution.

Audience Comments

1. The Bath Township Trustees may afford any citizen of Bath Township an opportunity to speak at any regular meeting of the Trustees. The Trustees shall, by its rules, regulate the frequency, time, place upon the agenda, and rules and conduct of such persons to assure an orderly and efficient consideration of business.
2. Each citizen shall be granted up to three (3) minutes during Audience Comments to speak at regular Township Trustee meetings. The Chairman shall ask the speaker to conclude speaking once three minutes has elapsed.
3. No exceptions or extension of time shall be granted by the Chairman or by a request of a Trustee.

4. No citizen may transfer his/her time to another citizen.
5. Citizens must provide their name and address when addressing the Trustees.
6. Audience comments must be done at the lectern to properly record comments and view on streaming video.
7. Citizens and Trustees will maintain the proper decorum, civility, and respect for others in their actions and comments when present at the meeting.
8. Outbursts from the audience will not be tolerated.
9. A Township Trustee meeting is not an appropriate forum for audience members to ask specific questions of elected officials or staff. In many cases, research must be completed to address questions in a thorough and professional manner. Therefore, questions regarding Township business and requests for public records can be made by calling or emailing the Township administration during normal business hours.
10. Audience comment time means that citizens in attendance may provide comment about Township business. Audience comments shall not become a "back-and-forth" dialogue between members of the audience and elected officials or staff. Elected officials and staff shall remain silent during Audience Comments. The Chairman shall reiterate the policy to audience members who wish to have their questions addressed during this time.
11. Citizens may submit additional written information to the Administrator for distribution to the Trustees to extend their remarks if necessary.
12. Questions and comments from the Facebook Live broadcast will not be read during the meeting.

Executive Session

Step 1.- A motion must be made for the Bath Township Board of Trustees to hold an executive session only at a regular or special meeting for the sole purposes of the consideration of any of the following matters:

Revised code section 121.22(G)(1) To consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official, or the investigation of charges or complaints against a public employee, official, licensee, or regulated individual, unless the public employee, official, licensee, or regulated individual requests a public hearing. Except as otherwise provided by law, no public body shall hold an executive session for the discipline of an elected official for conduct related to the performance of the elected official's official duties or for the elected official's removal from office. If a public body holds an executive session pursuant to division (G)(1) of this section, the motion and vote to hold that executive session shall state which one or more of the approved purposes listed in division (G)(1) of this section are the purposes for which the executive session is to be held, but need not include the name of any person to be considered at the meeting.

Revised code section 121.22(G)(2) To consider the purchase of property for public purposes, the sale of property at competitive bidding, or the sale or other disposition of unneeded, obsolete, or unfit-for-use property in accordance with section [505.10](#) of the Revised Code, if premature disclosure of information would give an unfair competitive or bargaining advantage to a person whose personal, private interest is adverse to the general public interest. No member of a public body shall use division (G)(2) of this section as a subterfuge for providing covert information to prospective buyers or sellers. A purchase or sale of public property is void if the seller or buyer of the public property has received covert information from a member of a public body that has not been disclosed to the general public in sufficient time for other prospective buyers and sellers to prepare and submit offers.

Revised code section 121.22(G)(3) Conferences with an attorney for the public body concerning disputes involving the public body that are the subject of pending or imminent court action;

Revised code section 121.22(G)(4) Preparing for, conducting, or reviewing negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment;

Revised code section 121.22(G)(5) Matters required to be kept confidential by federal law or regulations or state statutes;

Revised code section 121.22(G)(6) Details relative to the security arrangements and emergency response protocols for a public body or a public office, if disclosure of the matters discussed could reasonably be expected to jeopardize the security of the public body or public office;

Revised code section 121.22(G)(7) In the case of a county hospital operated pursuant to Chapter 339. of the Revised Code, a joint township hospital operated pursuant to Chapter 513. of the Revised Code, or a municipal hospital operated pursuant to Chapter 749. of the Revised Code, to consider trade secrets, as defined in section [1333.61](#) of the Revised Code;

Revised code section 121.22(G)(8) To consider confidential information related to the marketing plans, specific business strategy, production techniques, trade secrets, or personal financial statements of an applicant for economic development assistance, or to negotiations with other political subdivisions respecting requests for economic development assistance, provided that both of the following conditions apply:

(a) The information is directly related to a request for economic development assistance that is to be provided or administered under any provision of Chapter 715., 725., 1724., or 1728. or sections 701.07, 3735.67, 3735.70, 5709.40 to 5709.43, 5709.61 to 5709.69, 5709.73 to 5709.75, or 5709.77 to 5709.81 of the Ohio Revised Code, or that involves public infrastructure improvements or the extension of utility services that are directly related to an economic development project.

(b) A unanimous quorum of the public body determines, by a roll call vote, that the executive session is necessary to protect the interests of the applicant or the possible

investment or expenditure of public funds to be made in connection with the economic development project.

If a public body holds an executive session to consider any of the matters listed in divisions (G)(2) to (8) of this section, the motion and vote to hold that executive session shall state which one or more of the approved matters listed in those divisions are to be considered at the executive session.

Step 2 - another member of the board must second the motion.

Step 3 - The majority of a quorum of the public body must decide to hold the executive session by roll call vote.

Step 4 - There is no public vote needed to end the executive session. A statement of "we are now back on the record." is sufficient. No minutes must be taken during the executive session. Minutes must document and identify the proper reason and topic for entering into the executive session and then return to open session. No resolution, rules, regulations, or similar action shall be adopted during an executive session.

Executive Session Confidentiality: Bath Township Trustees agree that that discussion that occurs in executive session shall be kept confidential. Violation of confidentiality from an executive session may jeopardize the position of the Township. Bath Township Board of Trustees agree that divulgence of confidential information creates an ethical violation of the rules of the Board. Finally, the Trustee meetings operate under Roberts Rules of Orders (RRO). Under RRO, an executive session is closed to all but the members. Business conducted in executive session is confidential and known only to its members. Others may attend; however, their presence must be necessary to fulfill the purpose of the executive session. A member (or attendee) can be punished if the secrecy of the executive session is violated. However, no specific penalty is mentioned by RRO. A possible sanction may include censure of the offending member(s) by the other members, publicly rebuking him or her for violating the confidentiality of the executive session.

Recording of Meetings

For the benefit of our citizens and to provide transparency for the conduct of Township business, all Township Trustee meetings will be recorded and streamed electronically on a digital platform. A digital platform includes but is not limited to the Township website, Facebook Live, YouTube, or other generally accepted social media streaming service that can be accessible on the internet. Furthermore, adopted meeting minutes are uploaded to the Township website monthly.