**RES.22-004 IN THE MATTER OF ESTABLISHING A REASONABLE METHOD WHEREBY THE PUBLIC MAY DETERMINE THE TIME AND PLACE OF ALL REGULARLY SCHEDULED MEETINGS OF THE BOARD AND THE TIME, PLACE, AND PURPOSE OF ALL SPECIAL AND EMERGENCY MEETINGS OF THE BOARD**

The Board of Trustees of Orange Township, Delaware County, Ohio (“Board”) met in open session for the annual organizational meeting on the 5th day of January, 2022.

Mr. Grumbles moved the adoption of the following Resolution.

**PREAMBLE**

**WHEREAS**, pursuant to R.C. § 121.22(F), the Board is required, by rule, to establish a reasonable method whereby any person may determine the time and place of all regularly scheduled meetings of the Board and the time, place, and purpose of all special meetings of the Board; and,

**WHEREAS**, the Board also desires, consistent with R.C. § 121.22(F), to establish a reasonable method whereby any person may determine the time, place, and purpose of all emergency meetings of the Board.

**RESOLUTION**

**NOW THEREFORE BE IT RESOLVED:** Pursuant to R.C. § 121.22(F), the Board establishes and provides notice of the following schedule for all regular meetings of the Board held in 2022 and sets the following rules for providing notice of all special and emergency meetings of the Board held in 2022:

1. All regularly scheduled meetings of the Board held in 2022 shall be held in accordance with the following schedule:

Time: 10:00 a.m. Exhibit “A”

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| Tuesday, January 18, 2022\* **^** |
| Monday, February 7, 2022 |
| Tuesday, February 22, 2022\* |
| Monday, March 7, 2022 |
| Monday, March 21, 2022 |
| Monday, April 4, 2022 |
| Monday, April 18, 2022 |
| Monday, May 2, 2022 |
| Monday, May 16, 2022 |
| Monday, June 6, 2022 |
| Tuesday, June 21, 2022\* |
| Tuesday, July 5, 2022\* |
| Monday, July 18, 2022 |
| Monday, August 1, 2022 |
| Monday, August 15, 2022 |
| Tuesday, September 6, 2022\* |
| Monday, September 19, 2022 |
| Monday, October 3, 2022 |
| Monday, October 17, 2022 |
| Monday, November 7, 2022 |
| Monday, November 21, 2022 |
| Monday, December 5, 2022 |
| Monday, December 19, 2022 |

**The meetings with a \*; those being January 18, 2022, February 22, 2022, June 21, 2022, July 5, 2022, and September 6, 2022 are being held on Tuesday due to Monday celebrated as a Holiday.**

**^ The meeting on January 18, 2022 will be held at 5:00 p.m.**

Place: Orange Township Hall, 1680 East Orange Road, Lewis Center, Ohio 43035.

1. The Fiscal Officer shall immediately publish the above time, days/dates, and place of all regularly scheduled meetings one (1) time in the Delaware Gazette, a newspaper of general circulation in the Township.
2. The Fiscal Officer shall also continually post the above time, days/dates, and place of all regularly scheduled meetings in at least one (1) prominent public location in the township hall, in at least one (1) prominent public location at any other location where the Board regularly holds meetings and/or conducts business (if any), and, if the Board maintains a Township website or subsequently establishes a Township website, on the Township’s website.
3. Any person, upon request made to the Fiscal Officer, may obtain reasonable advance notification of all meetings at which any specific type of public business is to be discussed. Advance notification shall be provided in any reasonably requested manner to include, but not limited to, providing notice and the agenda by email sent to an email address provided by the requestor or physically mailing the notice and agenda to the requestor and/or all subscribers on a mailing list provided by the requestor. If physical mailing of the notice and agenda are requested, the requestor shall provide the Fiscal Officer a sufficient quantity of self-addressed, stamped envelopes bearing sufficient postage to mail the requested notice(s) and agenda(s). The Fiscal Officer shall maintain a list of all persons requesting such notification.
4. The Fiscal Officer shall maintain a separate list of news media requesting notification of meetings.
5. Where the purpose of a regular meeting is of a type for which a person(s) or the news media has requested notification, the Fiscal Officer shall provide advance notice to such requesting person(s) in the manner requested and to the news media in writing.
6. The Fiscal Officer shall provide notice of the time, place, and purpose of all special meetings of the Board as follows: A. Provide at least twenty-four (24) hours' advance notice in writing to the news media that have requested notification; and, B. Where the purpose of the meeting is of a type for which a person(s) has requested notification, provide advance notice to such requesting person(s) in the manner requested. C. Prominently post advance notice of the meeting on the door of the township hall or other location where the meeting is to be held. D. If the Board specifically requests notice be published, publish notification as directed by the Board. E. If the Board maintains a Township website or subsequently establishes a Township website, post notice of the meeting on the Township’s website.
7. Any member or members of the Board calling an emergency meeting of the Board shall immediately provide notice of the time, place, and purpose of the emergency meeting as follows: A. Provide notice in writing to the news media that have requested notification; and, B. Where the purpose of the meeting is of a type for which a person(s) has requested notification, provide notice to such requesting person(s) in the manner requested. C. Prominently post notice of the meeting on the door of the township hall or other location where the meeting is to be held. D. If the Board maintains a Township website or subsequently establishes a Township website, post notice of the meeting on the Township’s website.
8. If a meeting is cancelled, the Fiscal Officer shall provide notice of the cancellation by prominently posting a notice of the cancellation on the door of the township hall or other location where the meeting is to be held and, if the Board maintains a Township website or subsequently establishes a Township website, posting notice of the cancellation on the Township’s website.
9. All formal actions of this Board concerning and relating to the passage of this Resolution were adopted in an open meeting of the Board, and all deliberations of this Board and of any of its committees that resulted in such formal action were in meetings open to the public in compliance with all legal requirements, including R.C. § 121.22.
10. This Resolution shall be in full force and effect immediately upon adoption.

Seconded by Ms. Knapp

VOTE: Grumbles – Yes Knapp – Yes

Voted on and signed this 5th day of January, 2022 in Orange Township, Delaware County, Ohio.

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Ben Grumbles

Chair

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Lisa Knapp

Vice-Chair

Attest:

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Lisa Kraft   
Orange Township Fiscal Officer   
  
**CERTIFICATE**

State of Ohio, Delaware County: I, the undersigned Township Fiscal Officer of Orange Township, Delaware County, Ohio, certify that the foregoing RES.22-004 is taken and copied from the record of proceedings of the Board, and that it has been compared by me with the Resolution on the record and is a true and accurate copy. I further certify that the adoption of such Resolution occurred in an open meeting held in compliance with R.C. § 121.22.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
 Lisa Kraft  
 Orange Township Fiscal Officer