



## **Community Volunteer Board (“CVB”) BYLAWS**

### **Article 1 - Name**

#### **Section 1.01 – Name**

The Name of this organization shall be the Orange Township Community Volunteer Board (“CVB”) whom serves at the pleasure of the Board of Trustees (“BOT”).

### **Article 2 - Purpose**

#### **Section 2.01 – Creation and Vision Statement (or Mission Statement)**

In accordance with Ohio Law, the Orange Township Community Volunteer Board (CVB) was created by Resolution from the Board of Orange Township Trustees to serve as a recommending and/or advisory body that through their leadership, they encourage innovation, and bridge relationships in our community.

#### **Section 2.02 – Organizational Chart**

Refer to Appendix A for CVB Organizational Chart.

#### **Section 2.03 – Events and Communications Coordinator**

The Events and Communications Coordinator (“ECC”) is an employee of Orange Township and oversees all segments to the CVB. The following list summarizes the ECC’s role:

- Prepares and publishing executive and subcommittee agendas
- Facilities with communication and outreach
- Attends any CVB event (community event, open houses, public meetings, etc.)
- Works closely with subcommittee staff liaisons
- Recommends events and fiscal items to Board of Trustees
- Maintains sponsorship kit, business contacts and other various resources

### **Article 3 – Board Membership**

The CVB shall be comprised of one executive committee and five (5) subcommittees. Each committee will be comprised of five (5) members, with the allowance to expand to seven (7) regular members. The additional two members shall be elector residents in the unincorporated portion of Orange Township.

### **Section 3.01 – Executive Committee Members**

All Executive Committee Members must be elector residents in the unincorporated portion of Orange Township. All such members shall be appointed by Resolution from the Board of Trustees, and shall be subject to the State of Ohio Sunshine and Ethics Law. The purpose of the Executive Committee is to provide subcommittee reports, serve as an advisory board for various needs in the Township and facilitate relationships with Orange Township's Home Owner or Commercial Associations and businesses.

### **Section 3.02 – Subcommittee Members**

There are currently five (5) subcommittees which are the following:

- Special Project
- Parks
- Events
- Land Use & Zoning
- Fiscal Transparency

Within each subcommittee, there are a minimum of three (3) elector residents in the unincorporated portion of Orange Township (one or more of these residents may be from the Executive Committee), and one (1) Trustee liaison. Depending on the subcommittee, one of the members may be a staff liaison. The purpose for each subcommittee is outlined below:

- Special Project: This subcommittee is project specific and can shift focus at any time. An example project would be the Veterans Memorial. The purpose of this committee is to assist project planning and/or design, fundraising and outreach.
- Parks: This subcommittee reviews and recommends projects in accordance to the 2022 Parks Master Plan. They would then take an annual review of the 2022 Parks Master Plan to discuss any amendments necessary.
- Events: This subcommittee consists of dedicated volunteers to our community events approved by the Board of Trustees. They will seek out any sponsorships or partnerships.
- Land Use & Zoning: This committee is a recommending body for long range zoning projects. Projects include but are not limited to Zoning Resolution amendments, Comprehensive Land Use Plan and Active Transportation Plan.
- Fiscal Transparency: This committee provides guidance to our Fiscal Office for items such as appropriations, audits and financial needs.

These subcommittees are subject to change as they can be dissolved or expanded upon as necessary.

### **Section 3.03 – Trustee Liaison**

Each of the subcommittees will have a Trustee liaison. The designated Trustee member may provide any necessary updates or decision requests at Board of Trustee Meetings.

### **Section 3.04 – Staff Liaison**

In addition to the ECC serving as the overall staff liaison for CVB, each of the subcommittees will have a staff or elected liaison (i.e., Fiscal Officer). The designated staff or elected liaison shall provide any necessary updates to the ECC and facilitate in seeking Board of Trustee approval as required.

### **Section 3.05 – Terms**

The terms of the executive members and subcommittee members who are elector residents in the unincorporated portion of Orange Township, shall be staggered so that termination years vary. Each term is a total of three (3) years and a maximum of two consecutive terms are permitted. The terms of the executive members shall be established by Resolution from the Board of Trustees. The terms of the subcommittee members shall be established by the CVB Executive Committee. Refer to Appendix B as it will be updated on an annual basis.

### **Section 3.06 – Removal**

The removal of any executive member may occur at any time, with or without cause by resolution from the Board of Trustees. The removal of any subcommittee member may occur at any time, with or without cause by approval from the CVB Executive Committee.

### **Section 3.07 – Vacancy**

In the event of a vacancy in the Executive Committee, the Board of Trustees shall make appointments by resolution to fill the vacancy and/or unexpired term. In the event of a vacancy in the subcommittee, the CVB Executive Committee shall make appointments to fill the vacancy and/or unexpired term.

### **Section 3.08- Attendance**

All members are expected to attend meetings as scheduled. The CVB Executive Committee shall have the right to recommend the removal of an executive member or subcommittee member due to excessive absences by sharing their majority vote to that effect with the Board of Trustees. A member who is absent without being excused from three consecutive meetings shall be deemed to have resigned as a member of the committee.

### **Section 3.09 – Compensation**

All members in both the executive and subcommittee who are elector residents in the unincorporated portion of Orange Township shall serve without pay.

## **Article 4 – Organization**

### **Section 4.01 – Executive Committee Meetings**

An annual meeting of the CVB Executive Committee shall take place in January of each year at a time and place designated by the Executive Committee Chair (“Chair”). The purpose of the annual meeting shall be to welcome any new members, elect Executive Committee Officers, set regular meeting schedule and transact any other business as may properly come before the Executive Committee. The Executive Committee may schedule additional meetings outside of their regular meeting schedule. All meetings shall be open to the public. The minutes of the meetings shall be prepared by the elected Executive Committee Secretary and then approved by the Executive Committee at the subsequent meeting. The approved minutes shall then be filed by Orange Township Fiscal Office as the record holder. An agenda for each meeting shall be prepared by the ECC and approved by the Executive Committee Chair. The approved agenda shall be made available to all Executive Committee Members prior to the meeting.

### **Section 4.02 – Subcommittee Meetings**

Subcommittee meetings shall take place on an as needed basis. All meetings shall be open to the public. There will not be recorded minutes for these meetings as the elector resident who is on the Executive Committee shall report and share anything that transpired at subcommittee meeting to the Executive Committee, which would then be documented in the Executive Committee minutes.

### **Section 4.03 – Quorum**

The attendance of three or more members, executive or subcommittee shall constitute a quorum sufficient for voting purposes. If any committee expanded to seven (7) members, the attendance of four or more members shall constitute a quorum sufficient for voting purposes. In regards to the Executive Committee, if the Chair or Vice Chair are absent, the quorum may choose a temporary Chair for the meeting.

### **Section 4.04 – Meeting Notice**

Notice of all meetings shall be in accordance with Ohio Laws.

### **Section 4.05 – Election of Officers (Executive Committee Only)**

The Executive Committee Officers shall consist of a Chair, Vice Chair and Secretary. They shall elect these officer positions at each annual meeting. Officer terms shall be for one (1) year, and until their successor is elected. The purpose of each officer position is as follows:

- Chair: The Chair shall preside over all meetings for the Executive Committee. The Chair shall have authority, subject to approval of the Executive Committee, to appoint members to the subcommittees, approve meeting agendas, and perform other such duties as pertains to the position.

- 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 position, the Vice Chair shall assume the duties of the Chair.
- Secretary: The Secretary shall keep the meeting minutes, call the roll and perform such duties as required and directed by the Chair.

#### **Article 5 – Amendments**

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

APPROVED:

Orange Township Community Volunteer  
Board

\_\_\_\_\_  
Executive Committee Chair

\_\_\_\_\_  
Executive Committee Vice Chair

\_\_\_\_\_  
Executive Committee Secretary

Date\_\_\_\_\_

APPROVED:

Orange Township Board of Trustees

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Vice Chair

\_\_\_\_\_  
Trustee

Date\_\_\_\_\_