



CITY OF GAHANNA
DEPARTMENT OF PARKS & RECREATION

City of Gahanna
200 South Hamilton Road
Gahanna, Ohio 43230

Organizational Meeting Agenda

Landscape Board Meeting
Wednesday, January 7, 2015, 6 p.m.
Lobby Conference Room

GAHANNA'S MISSION is ...

... to ensure an exceptional quality of life by providing comprehensive services, financial stability, and well-planned development which preserves the natural environment, in order that city government will continue to be responsive, accessible, and accountable to our diverse and growing community of citizens.

GAHANNA'S VISION is ...

... to be an innovative model community that values its rich heritage, pursues high standards, and promotes respect among its citizens.

THE DEPARTMENT OF PARKS & RECREATION MISSION is ...

- *To conserve the natural environment through parks and open space as well as provide balanced, sustainable and accessible recreation opportunities and facilities.*

THE DEPARTMENT OF PARKS & RECREATION VISION is ...

- *To enhance and preserve parks and recreation services, lands, and facilities through high standards and innovation that positions Gahanna as a leading community and a great place to live, work and play.*

Jane Allinder
Mark DiGiando
Melissa Hyde
Ken Shepherd
Matt Winger

All meetings and meeting agendas are subject to last minute changes. Please contact the Department of Parks & Recreation at 614-342-4250 to confirm the date and time of this meeting or to request any special accommodations.

IT IS THE RESPONSIBILITY OF ANY VISITOR TO HAVE A COURT REPORTER PRESENT, AT THE VISITOR'S EXPENSE, IF THEY WISH TO HAVE A VERBATIM TRANSCRIPT OF THE MEETING. THE PARKS AND RECREATION DEPARTMENT SHOULD BE ADVISED IN ADVANCE OF A PENDING MEETING IF A COURT REPORTER IS GOING TO BE PRESENT.

- A. CALL MEETING TO ORDER
- B. SWEARING IN OF NEWLY APPOINTED/REAPPOINTED BOARD MEMBER(S)
- C. ROLL CALL
- D. ELECTION OF CHAIR
- E. ELECTION OF VICE CHAIR
- F. ELECTION OF SECRETARY
- G. ESTABLISHING OF REGULAR LANDSCAPE BOARD MEETINGS (DATES & TIMES)
- H. RULES OF OPERATION & PROCEDURE
- I. ADJOURNMENT

2015

Landscape Board meetings

January 7th

April 1st

August 5th

November 4th

March						
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**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 once per month 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/Corrections to Agenda.
- v. Hearing of Visitors.
- vi. Old Business.
- vii. New Business.
- viii. Correspondence and Action Items.
- ix. Director's Report.
- x. Committee Reports (if any).
- xi. Poll Members for comment.
- xii. 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, if unannounced; and ten (10) minutes, if announced and requested to be placed on the agenda one week prior to the meeting, unless the time requirement is waived at the end of the allotted time by a unanimous 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. If there is a discrepancy the minutes will be reviewed, corrected if necessary and approved at the following meeting.

SECTION IV: Relationship to Gahanna Department of Parks & Recreation

4.1 Director, Department of Parks & Recreation – The Director, Department of Parks & Recreation shall attend all Board meetings, unless excused by the Board. At each regular meeting, the Director shall present a report to the Board on the activities, projects, and actions taken by the Department since the previous report, for approval 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.

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 _____ 2015.

Chair

Vice Chair