

**RESOLUTION G2022-38**

**RESOLUTION AMENDING THE BY-LAWS FOR THE FINANCE COMMITTEE**

**WHEREAS**, The Finance and Audit Committee was created in 1994 by Resolution G-9426 and the by-laws for that committee were adopted in August of 1994 and revised in October of 2001; and

**WHEREAS**, the Finance Committee is recommending changes to the existing by-laws at the request of the Fiscal Officer and the Committee and Trustees have reviewed and discussed these changes in a finance committee meeting on 2/23/2022; and

**WHEREAS**, the Board of Township Trustees of Symmes Township, Hamilton, County, Ohio wishes to revise the By-Laws for the Finance and Audit Committee.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Symmes Township, Hamilton County, Ohio:

**Section 1.** That all other sections that have been previously adopted are hereby revised.

**Section 2.** That the Symmes Township By-Laws for the Finance and Audit Committee shall be adjusted to reflect the changes adopted herein per Attachment A.

**Section 3.** Upon majority vote does hereby dispense with the requirement that this Resolution be read on two separate days and hereby authorizes the adoption of this Resolution upon its first reading.

**Section 4.** This Resolution shall take effect and be enforced from and after the earliest period allowed by law.

**Section 5.** Finds and determines that all formal actions of this Board concerning and relating to the passage of this resolution were taken in open meetings of this Board, and that all deliberations of this Board and any of its committee that resulted in such formal actions were taken in meetings open to the public, in compliance with all legal requirements, including (without limitation) Ohio Revised Code §121.22, except as otherwise permitted thereby.

**ADOPTED MARCH 1, 2022 – RESOLUTION G2022-38**

Vote Record: Ms. Leis \_\_\_\_ Mr. Beck\_\_\_\_ Mr. Bryant \_\_\_\_

**BOARD OF TRUSTEES:**

\_\_\_\_\_  
Jodie L. Leis, President

\_\_\_\_\_  
Philip J. Beck, Vice-President

\_\_\_\_\_  
Kenneth N. Bryant, Trustee

**ATTEST:**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Joseph C. Grossi, Fiscal Officer

\_\_\_\_\_  
Jeff Forbes, Law Director

**BYLAWS**  
**SYMMES TOWNSHIP FINANCE AND AUDIT COMMITTEE**

1) PURPOSE

- (a) The Symmes Township Finance and Audit Committee (STFAC) shall serve as an advisory body to assist in the decision-making process involving the financial affairs of the township, including, but not limited to: planning, analysis, and budgeting.
- b) The Finance and Audit Committee shall analyze expenditures and revenues using past records and future projections regarding the above issues and shall make its recommendations to the Board of Trustees. The Board of Trustees will use this recommendation in assisting in its evaluation of an issue.
- c) The Finance and Audit Committee shall may be actively involved in review and discussion of compliance audits, including, but not limited to: meeting with the Township's independent auditors before and after each audit, monitoring the progress of the financial and compliance audit, evaluating the results of the financial and compliance audit, and ensuring that the internal control and legal compliance issues identified in the audit are promptly and effectively remedied.
- d) The Finance and Audit Committee shall be actively involved in review and discussion of the Township's investment policy.

2) MEMBERSHIP

- a) The Symmes Township Finance Committee shall be comprised of:
  - i) Five (5) members, who shall be registered voting residents of the unincorporated area of the Township; and
  - ii) The ~~Township Clerk~~ **Fiscal Officer**, who shall be non-voting and ineligible to hold office.
- b) All members shall be appointed by the Board of Trustees of Symmes Township and shall be selected to represent a cross section of the citizens of the unincorporated areas of Symmes Township.
- c) Terms of membership shall be for five (5) years, except that initial appointees shall serve for periods of one, two or three years in order to

establish a rotating membership.

- d) Period of service shall commence on ~~July 19~~ **January 1** of year appointed and end on ~~July 18~~ **December 31** of expiration year.
- e) Members may be reappointed; however, the maximum length of unbroken service of any member shall be two (2) full three (~~3~~ **5**) year terms, plus any portion of a previous partial term.
- f) A former member may be reappointed as a new member following a one (1) year break in service.
- g) Resignations shall be accepted at any time, and the vacancy shall be filled by appointment of the Trustees for the remainder of the unexpired term.
- h) Members may be removed by the Trustees for good cause, including but not limited to habitual absence from meetings or moving out of the Township.

### 3) OFFICERS

- a) Elected officers of STFAC shall be a Chair and Vice Chair.
  - i) Each officer shall serve a term of one (1) year and not more than five (5) consecutive terms.
  - ii) Officers shall be elected at the ~~July~~ **first** meeting **of the calendar year** and take office ~~August 1~~ **on the same meeting date.**
- b) The Township shall provide secretarial and administrative support for the Committee.

### 4) DUTIES OF OFFICERS

- a) The Chair shall preside at all meetings, shall be entitled to vote, and shall perform all duties usual to the office.
- b) The Vice Chair shall act in the place of the Chair at any time the Chair cannot fulfill the duties of office. The Vice Chair shall further perform such other duties as may be assigned by the Chair.

### 5) MEETINGS

- a) STFAC shall meet at least ~~quarterly~~ **three times a year or as needed** at the Symmes Administration Building.

- i) Special meetings may be called at the discretion of the Board of Trustees, Township Clerk, the Chair, or by Committee quorum.
    - ii) Notice to all members shall be given ~~by phone~~ not less than 48 hours before the meeting. Inability to contact a member shall not prevent a special meeting.
    - iii) Notice of special meeting shall specify the business to be discussed, and business at the special meeting shall be limited to the stated purpose.
  - b) A quorum shall consist of a majority of the voting members.
  - c) A majority vote of the voting members present shall be required for passage of any motion or resolution.
  - d) All meetings of the STFAC shall be open to the public and subject to the Sunshine Laws, Ohio Revised Code No. 121.22. Public participation by interested parties at meetings shall be encouraged.
    - i) The Chair may set forth rules and procedures for the conduct of meetings to assure the efficient and orderly conduct of public discussion during meetings.
    - ii) Written statements or drawings may be required.
    - iii) The Committee may caucus upon a majority vote of the members present.
- 6) CONFLICT OF INTEREST
- a) Any member having a financial or other personally vested interest in a particular issue shall declare himself ineligible to vote on said issue.
    - i) It is recognized that all members have financial interest in issues involving bonds and taxes, but these are not considered to be personally vested interests.
    - ii) All members shall promptly disclose to the Committee any and all relevant personal, business, family, and/or other relationship (past, present, and/or contemplated) that could be construed as a conflict of interest dealing with any matter to be considered by the Committee or persons involved therein.
    - iii) If after discussion, the Committee agrees that a potential conflict of interest could exist, the Chair will request that member to abstain

from voting on said issue/matter.

- iv) All official actions of the Committee shall include a statement describing such relationship(s), if any, and the members affected thereby.

7) COMPENSATION/REIMBURSEMENT

- a) The members shall serve without compensation unless established by the Trustees.
- b) The members may receive reimbursement for expenses incurred in the business of the Committee if approved by the Trustees or their designee.

8) AMENDMENT

- a) A proposed amendment to the Bylaws may be presented to the Committee at any regular meeting.
- b) All Committee members shall be notified in writing of the proposed change in the Bylaws prior to the next regular meeting.
- c) The vote of the Committee on any proposed amendment shall be held at the next regular meeting.
- d) Any amendment to the Bylaws shall require approval of the Board of Trustees before becoming effective.

9) PARLIAMENTARY AUTHORITY

- a) The operation of all meetings of STFAC shall be by standard parliamentary procedure as described in Robert's Rules of Order, in so far as they are not inconsistent with these Bylaws and any special rules of order the Committee may adopt.

Adopted 8/4/94

Revised 10/2/01

**Revised 3/1/22**