

BY-LAWS
SYCAMORE TOWNSHIP FINANCE COMMITTEE

1) PURPOSE

- a) The Sycamore Township Finance Committee (“STFC”) shall serve as an advisory body to assist in reviewing the financial affairs of the Township, including, but not limited to, planning, analysis, and budgeting.
- b) The STFC shall analyze expenditures and revenues using past records and future projections regarding the above matters and shall make its recommendations to the Board of Township Trustees (“Board”). The Board may use the recommendations in evaluating a matter.
- c) The STFC may be 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.

2) MEMBERSHIP

- a) The STFC shall be comprised of:
 - i) Five (5) members, who shall be residents of the Township; and
 - ii) The Township Administrator, who shall not be entitled to vote.
- b) All members shall be nominated by the Township Administrator and appointed by the Board.
- c) Terms of membership shall be for three (3) years, except that initial appointees shall serve for periods of two or three years in order to establish rotating membership.
- d) Terms shall commence at the initial meeting of STFC and expire on July 31st of the expiration year. Thereafter, new terms shall commence on August 1st of the appointment year.
- e) Members may be reappointed; however, the maximum length of unbroken service of any member shall be two (2) full three (3) year terms, plus any portion of a previous partial term.

- f) 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.
- g) Members may be removed by the Board at any time and for any reason, without notice, including but not limited to habitual absence from meetings or moving out of the Township.

3) OFFICERS

- a) The STFC shall elect one of its members to serve as the Chair and another of its members to serve as Vice Chair.
 - i) Each Chair and Vice Chair shall serve a term of one (1) year and may be elected to consecutive terms; provided, however, that a member shall not serve more than five (5) consecutive terms as a Chair or Vice Chair.
 - ii) A Chair and Vice Chair shall be elected at the initial meeting of STFC and take office immediately. Thereafter, the Chair and Vice Chair shall be elected on August 1st, or as soon thereafter as practical, and take office immediately.
- b) The Township shall provide secretarial and administrative support for the STFC.

4) DUTIES OF THE CHAIR AND VICE CHAIR

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

5) MEETINGS

- a) The STFC shall meet from time to time at the Township Administration Building.
 - i) Meetings may be called at the discretion of the Board, Township Administrator, the Chair, or by a quorum of the STFC.
 - ii) Notice for all meetings shall be given in accordance with O.R.C. Section 121.22.

6) CONFLICT OF INTEREST

- a) Any member having a financial or other personally vested interest in a particular matter shall disclose such interest, be ineligible to discuss the matter, and shall not vote on the matter.

7) COMPENSATION/REIMBURSEMENT

- a) The members of the STFC shall serve without compensation.
- b) The members may receive reimbursement for expenses incurred in the business of the STFC upon Board approval.

8) AMENDMENT

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