BE ORGANIZED

UP FRONT

- Where do I begin??????
What’s in the Book?

• Corporate Book –
  – Articles of Incorporation
  – Code of Regulations
  – Comprehensive Ethics Policy
  – Employer I.D.
  – Officer Appointment
  – Signing Authority
  – Public Records Policy
  – Board of Directors and schedule of terms
What’s else is in the Book?

- Organized per year
  - Notices
  - Agenda
  - Minutes
  - Resolutions
  - Budgets
• Records, corporate books and meetings open to the public!

• Open meeting requirements based on the Ohio Revised Code and are outlined in the Land Bank’s Code of Regulations.

• All meetings conducted according to the Roberts Rules of Order which we adopted at our opening board meeting.
Compliance, Compliance, Compliance

• Each year Audited by the State
• Auditor requests Corporate Book
• What do they look for?
  – Current List of Directors
  – Schedule of Meetings
  – Agendas
  – Minutes of Meeting and Actions Taken at Meeting
  – Matching our postings on the website with our corporate book
Meetings

• Meetings established in our Code of Regulations
• All meetings where a determination of the Board is required IS OPEN TO THE PUBLIC.
• Held per calendar quarter on 4th Friday – except for December which is the 3rd Friday.
• Meeting calendar for upcoming year distributed to Board at December meeting.
• Posted on website
# Notice Requirements for Directors

<table>
<thead>
<tr>
<th>Party to Be Noticed</th>
<th>Activity to Be Noticed</th>
<th>Notice Period</th>
<th>Methods for Notice</th>
<th>Receipts Needed for</th>
<th>Code of Reg. Section</th>
</tr>
</thead>
</table>
| Directors           | Regular Board Meeting        | Not less than 7 days nor more than 14 days prior to meeting | • Personal Delivery  
• U.S. Mail (first Class)  
• Fax  
• E-Mail  
• Telegram | • Fax  
• E-mail | Section 4.4.1 |
|                     | Special Board Meeting        | At least 24 hours prior to special meeting         | • Personal Delivery  
• U.S. Mail (first Class)  
• Fax  
• E-Mail  
• Telegram | • Fax  
• E-mail | Section 4.4.2 |
## Notice Requirements

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<tbody>
<tr>
<td>Public</td>
<td>• Board Meeting</td>
<td>Not later than 24 hours prior to regular or special meeting</td>
<td>• Hard Copy Posted at Offices of Land Bank • Offices of Co. Treasurer • Offices of Commissioners • Published on Website • As Amended</td>
<td>(NA)</td>
<td>Section 4.8.2</td>
</tr>
<tr>
<td></td>
<td>• Regular</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Special</td>
<td></td>
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</tr>
<tr>
<td>Directors</td>
<td>Agenda with minutes from last meeting and resolutions for next meeting</td>
<td>7 days prior to scheduled Board Meeting</td>
<td>E-mail to Each Director Hard copy by regular mail</td>
<td>None</td>
<td>None – Administrative practice</td>
</tr>
<tr>
<td>Public</td>
<td>Agenda for Regular or Special Meeting</td>
<td>Not later than 24 hours prior to regular or special</td>
<td>Published on website</td>
<td>(NA)</td>
<td>Section 4.8.4</td>
</tr>
<tr>
<td>News Media Special Request</td>
<td>Regular or Special Meeting</td>
<td>Same as for the specific activity described above</td>
<td>E-mail notification</td>
<td>No, but Media must fill out a special notification request form</td>
<td>Section 4.8.3</td>
</tr>
</tbody>
</table>
Open on the Web

• Organization Documents
  • Articles of Incorporation as filed and recorded
  • Code of Regulations
  • Agreement and Plan

• Reports
  • 2009 Report to Ohio General Assembly
  • State of Ohio Regular Audits from 2009 (first audit) through last audited year

• Board of County Commissioners’ Resolutions
  • Incorporation documents
  • Designation of Land Bank as County Agent
  • Approving Agreement and Plan

• Policies
  • Ethics Policy
  • Public Records Policy

• Actions from all Board meetings – notices of meetings, agendas, approved minutes, resolutions including the yearly budget
Important Take Aways

- Transparency is important - it makes your life easier
- Auditors – they do check
- Corporate Book and Website