

Ohio Township Association
County Association Handbook



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CHAPTER 1: INTRODUCTION

The Ohio Township Association (OTA) was formed in 1928 with the mission of preserving and promoting township government in Ohio. Townships vary widely, but OTA organizers recognized that much more could be accomplished at the General Assembly with a unified voice of 1,308 townships.

The OTA works to promote and preserve township government by playing an active role in the legislative process on behalf of all townships, as well as educating township officials and the general public about the duties, responsibilities and benefits of the township form of government. Continuing education takes place in the form of an annual conference, in addition to one-day workshops held throughout the year. The OTA also publishes a bi-monthly magazine, the *Ohio Township News*, and a monthly newsletter, *Grassroots Clippings*.

Each county in Ohio, with the exception of Cuyahoga, has a County Township Association (CTA). As different areas of the state face varying challenges at the local level, the CTAs offer an intermediate level of support for the townships within each county.

In order for the OTA to remain strong and effective, the CTAs must maintain the grassroots form of government. This handbook is designed as a guide for CTA officers and members. Not every idea and/or suggestion in this handbook will be relevant to every CTA. The OTA is presenting it as a resource for those interested in learning more about how CTAs contribute to the ability of the OTA to do that which our constitution charges us to do - preserve and promote township government in Ohio.

CHAPTER 2: ROLE OF THE CTA

The OTA is comprised of 87 County Township Associations (CTAs). CTAs serve as liaisons between the OTA and the fiscal officers and trustees in their respective counties. The CTAs bridge the gap between the OTA and the general membership. The OTA can only be as strong as the CTAs are active. Below, a few of the primary roles of a CTA are outlined. The specific roles of the CTA officers will be discussed in Chapter 4.

County Township Associations serve as coordinators of the annual OTA membership drive.

Ohio Township Association membership is organized through the CTAs. Any Ohio resident or business that wishes to join the OTA must do so through their local CTA. Additionally, County Township Associations are permitted to charge an additional fee to its members, on top of what the OTA requires for membership. Ohio residents can join the OTA under one of two categories.

Active Membership - Active membership is only available to elected officials - trustees and fiscal officers. OTA member dues for active members are \$35 per person. Dues are payable from the township's general fund (ORC 505.241).

Townships who are not members of the Ohio Township Association are not eligible to participate in the Ohio Township Association Risk Management Authority (OTARMA) or the Public Employee Benefits Association of Ohio (PEBA). OTARMA is a government risk sharing pool which was formed in 1988 for the primary purpose of providing townships throughout the state with an alternative to traditional insurance. PEBA is a nonprofit with the purpose of delivering the highest quality benefit programs and coverage stability at the lowest cost to both public employees and employers of all sizes.

Associate Membership - Associate membership is available to any person or company that is interested in supporting township government. Townships are encouraged to register all township employees, including zoning inspectors, administrators, cemetery superintendents, and fire, road and police department personnel. Vendors and local businesses, as well as county officials, libraries, schools and newspapers also make great associate members. Associate members receive the OTA bi-monthly magazine and may attend educational sessions at the member rate. These educational opportunities are invaluable to township officials and employees.

County Township Associations should strive to increase the number of associate members on a yearly basis. Associate membership represents a large area of potential growth for the OTA.

County Township Associations serve as liaisons between the OTA and CTA members.

The CTA serves as the primary conduit through which information flows, both from the OTA to the townships and from the townships to the OTA. There are a couple ways in which this information can and should occur.

CTA Meetings - CTAs are encouraged to meet on a regular basis to disseminate pertinent information to its members and address countywide concerns. The OTA does not require CTAs to meet a certain number of times per year. Some CTAs have business meetings once a month while others meet quarterly. Some CTAs have meetings that are strictly social in nature, while others are primarily business. How your county structures and schedules your meetings will be determined largely by the needs of your county. The OTA recommends at least four meetings be held annually. These meetings provide an excellent opportunity for county township officials to come together and address county and statewide issues. It is suggested that speakers present on topics relevant to your county (example: OPERS, cemeteries, zoning, fire/EMS, grants and/or road maintenance). At least one meeting per year should be dedicated to your county officials and your state

legislators. Consider allowing time for presentations followed by a question and answer session to facilitate an exchange of ideas. Every active and associate member should receive a written notice of each meeting, to include the date, time and location.

Phone/Email/Fax Distribution Lists - Recognizing that not every member will be able to attend every meeting, the OTA encourages your CTA to create a phone/email or fax distribution list for which one or two people within the CTA are responsible. When the OTA needs to disseminate information rapidly to all township officials, they can simply communicate with those designated liaisons, who, in turn, can communicate the information through the use of their distribution list. This list could also be used to call special meetings or cancel existing meetings should the need arise.

County Township Associations play a vital role in the ability of the OTA to pursue successful legislative solutions to township challenges.

The OTA is only as strong as the CTAs are active. When the OTA attempts to pass legislation that is beneficial to townships, they need to convince a majority of the General Assembly that the legislation is necessary and will be beneficial to officials and residents statewide. Conversely, the OTA occasionally seeks to defeat or amend legislation that is viewed as being harmful to township government. It is infinitely more important for a legislator to hear directly from a constituent how effective or ineffective a piece of legislation can be to residents. There are a number of ways the CTA can impact legislation.

Provide Infrastructure for Effective Grassroots Lobbying - A countywide lobbying effort can take many forms, including letter writing campaigns, ensuring phone calls are placed to key legislators, and passing resolutions and forwarding them to legislators and the OTA. A countywide lobbying effort assists the OTA in communicating a position on legislation. In most cases, legislative issues arise quickly and need swift action by township officials. If OTA lobbyists can point to a certain number of township resolutions supporting or opposing a

certain measure, it adds considerable weight to the overall argument. This is something only a grassroots lobbying effort can provide.

Communicate Local Legislative Needs to the OTA - At the start of each General Assembly (every two years), the OTA Board of Directors compiles a list of legislative priorities as a guide for legislators when considering important township issues. If there is a certain legislative issue in your county you feel the OTA should consider, the following step must be taken. In order for a request for legislative assistance to be considered, an official resolution from the CTA must be submitted. These resolutions may be submitted to the OTA at any time and will be brought before the board at the next scheduled meeting.

Maintain a Positive Working Relationship with your State Representatives and Senators - Know your state representative and senator. Visit with them frequently. Invite them to at least one meeting annually. The best lobbying is done at home by the legislator's own constituents. Let legislators know when they are doing an admirable job and recognize them for their efforts.

County Township Associations can provide assistance in the planning and execution of OTA conferences.

OTA Winter Conference & Trade Show - The annual winter conference is held in Columbus during the first quarter of the year. Approximately 1,500 guests attend the conference, and more than 100 vendors.

Trade Show Vendors - A trade show is held in conjunction with the annual conference. Approximately 100 vendors are present. This is a great opportunity for vendors in your area to make contact with township officials around the state. The OTA is always looking for potential vendors. If you have business contacts in your area, send them to the OTA.

Provide Conference Volunteers - Sergeant-at-arms are needed at each conference for the general session and educational workshops. These individuals are responsible for distributing speaker handouts, communicating last minute needs of speakers and guests to OTA staff and enforcing OTA policies regarding workshop attendance.

Provide Guidance with Respect to Planning Educational Workshops - Through maintaining a relationship with your county's members, you will have a better understanding of areas where township officials need additional training or clarification. The OTA welcomes any suggestions for workshop topics or speakers.

National Association of Towns and Townships (NATaT)

Fly-In - If you are a member of the OTA, you are automatically a member of NATaT. Their annual legislative fly-in occurs each spring, dependent on legislator schedules. Attending the fly-in is a great way to stay abreast of federal issues and to lobby your federal legislators in support of township issues.

One-Day Sessions - The OTA hosts one-day sessions throughout the year for the OTA Zoning Inspectors Group, the OTA Law Directors' Group and Ohio Township Administrators Network (OTAN). The OTA also provides Leadership Academy courses to help participants reach completion of the program.

Planning Regional Meetings - No one knows your region of the state better than you! When the OTA plans regional meetings, we rely on you for location and/or caterer recommendations.

Market OTA Programs and Conferences - Encourage attendance at OTA educational sessions. Use conferences as a springboard for ideas and speakers at county meetings or to network with other township officials to explore new ideas or solutions to county problems.

The County Township Association should coordinate and/or help facilitate public relations efforts in the county.

One of the largest challenges faced by the OTA is educating the general public about township government and its issues. The public relations efforts of the OTA can only reach so far. The CTAs can play a valuable role in educating residents concerning what township government is and why it's important.

Foster Relationships with Local Media Outlets - Get to know reporters that cover local government in your county. Invite them to attend meetings. Provide them with minutes from your meetings or prepare a news release regarding the issues that were discussed.

Plan and Participate in Countywide Events - Any time you can bring members and residents together for the exchange of ideas and information, it's a win-win for townships. Many CTAs participate in their county fair by hosting a booth where township related information is available. This is a great venue in which to make yourselves available to the general public in order to answer questions and provide information. The OTA produces a variety of educational tools, including a DVD and brochures on the history and functions of townships in Ohio today, to aid in this endeavor. Planning an event for **Township Day**, which occurs Feb. 1 each year, or giving a presentation on local government to students are also easy ways to educate residents.

CHAPTER 3: WAYS THE OTA SUPPORTS COUNTY TOWNSHIP ASSOCIATIONS

County Township Association status with the Internal Revenue Service.

The OTA is often approached about the status of County Township Associations. The IRS recognizes that a group of organizations, often called “chapters,” are tax exempt if they are affiliated with a central organization and have similar structure/goals as that organization. The Ohio Township Association acts as the central organization for such a purpose and files a federal form 990 that can consolidate the county associations as chapters. This form poses questions related to the chapters of the OTA and requires implementation of specific policies for those chapters to qualify for tax exempt status. To ensure such policies are consistent, the chapters are required to have an annual financial report constructed and copies of board minutes to substantiate that the chapter held meetings. Once financial statements and minutes are obtained by the OTA, the chapters can be consolidated into the OTA’s 990 form. These items must be received by the OTA by **Sept. 30** each year, as this is the close of the OTA’s fiscal year. A sample financial report can be found online at www.ohiotownships.org.

For those county associations that already file form 990 (990-EZ or 990-N), those chapters most likely have tax exempt status independent of the OTA. If you have done this, you may previously have received a letter from the IRS indicating your tax exempt status. Should a county association be an independent tax exempt entity, they would be excluded from the OTA’s 990 consolidated form. The OTA would still be required to provide oversight of the chapter and would need copies of the minutes and financial statements. Should you have a tax exempt status letter, please forward a copy to the Ohio Township Association and feel free to contact us if you have any questions.

Information the County Township Association officers can expect to receive from the OTA.

The OTA communicates with the CTAs and their elected officers in a number of ways. Due to the importance of the relationship with County Township Association officers, they receive special correspondence from the OTA.

Minutes of the Ohio Township Association Board of Director Meetings - The OTA Board of Directors meets at the annual winter conference, as well as in April, June, August and November. Minutes from those meetings are distributed to county officers for their review. This practice keeps all CTA officers informed about issues the OTA is considering. This information can help direct your legislative agenda in one of two ways: (1) if there is an issue of importance to your county, you can contact your state representative or senator; and (2) if the OTA is not considering an issue you feel they should, you can take steps to ensure it is discussed at the next regularly scheduled board meeting.

County Officers' Memo - The County Officers' Memo is distributed to all county officers with board meeting minutes. The memo provides conference, legislative and membership updates, and the OTA requests the information be shared with all members of the CTA.

In addition to the aforementioned publications, the OTA communicates with all members through four primary resources: the *Ohio Township News*, *Grassroots Clippings*, the OTA website (www.ohiotownships.org) and Facebook page (www.facebook.com/OhioTownshipAssociation).

Ohio Township News - All members, active and associate, receive the bi-monthly magazine. Legislative updates, conference information and articles pertaining to township issues or services, are included in the magazine.

Grassroots Clippings - The monthly newsletter is mailed to the fiscal officer of each township (unless they have requested the e-newsletter) and is posted on the website. The newsletter provides the OTA with the opportunity to disseminate information in a more timely manner than that found in the magazine, and focuses on training opportunities. The e-newsletter is available to anyone who requests the information.

Website - The website offers a variety of information and is organized into different sections related to legislation, events and education, publications and membership.

Facebook - The OTA's Facebook page shares published articles from around the state, a behind the scenes look at OTA events and poses questions to township officials.

The OTA can seek legislation that addresses a problem identified by your County Township Association.

Townships are creatures of statute. This means that townships are entirely beholden to those laws outlined in the Ohio Revised Code. For this reason, the pursuit of a township legislative agenda will always be an important vehicle of change for the Ohio Township Association. On staff at the OTA and available to answer your questions are the executive director and director of governmental affairs. Additionally, the OTA employs an independent lobbying firm to help communicate township needs to the Ohio General Assembly.

Once the OTA receives legislative requests, they are brought to the attention of the board of directors at the next board meeting. At this time, the board will take the issue under advisement and provide direction to OTA professional staff.

With two staff members and an independent lobbying firm, the OTA has a considerable amount of presence at the Statehouse. Once legislative priorities are identified, OTA legislative staff monitors bills, writes letters, attends committee meetings and testifies before the General Assembly. Throughout this process, the OTA seeks to

keep members informed by frequently providing lists of the members of the General Assembly and their contact information, quarterly updates on legislation, legislative alerts on pending legislation, articles in the *Ohio Township News* and *Grassroots Clippings*, and posting weekly legislative reports to the OTA website. The OTA monitors approximately 300 bills each General Assembly.

The OTA can be a valuable resource for County Township Association meeting speakers.

In providing the variety of services we do to townships around the state, the OTA comes into contact with an array of people - people who are experts on topics and challenges your county may be facing. OTA staff are available to speak at meetings. They may also have speaker recommendations on particular topics.

The OTA has a variety of educational resources available to help educate members and residents alike.

These educational resources serve two purposes. They are a resource for trustees and fiscal officers interested in learning more about their duties and responsibilities, but also serve as a public relations tool to educate the general public.

Conferences - The OTA hosts an annual winter conference, in addition to several one-day sessions throughout the year on a variety of topics, i.e., zoning and grants. The OTA also participates in the National Association of Towns and Townships (NATaT) annual legislative fly-in.

Sourcebook Series published by the Center for Public Management and Regional Affairs (CPMRA) at Miami University - In 1995, the OTA signed a cooperative agreement with CPMRA. One of the services provided by CPMRA is the production of the Township Sourcebook Series. This series includes a guide for trustees, fiscal officers, personnel management and zoning officials. The series is an excellent resource for all township officials.

Educational DVD - The OTA produces a 10-minute DVD for distribution to counties, townships and most specifically, schools. The DVD includes information about the history

of townships, their current duties and responsibilities, and discusses the differences one is likely to find from township to township and county to county. The presentation is geared toward middle and high school state and local government classes, but is also a great resource for county fairs and Township Day celebrations.

History & Functions Brochure - The OTA publishes a tri-fold brochure outlining the history and functions of townships in Ohio. It is a great handout at the county fair or in conjunction with the video in a classroom setting. It can also be left at local businesses for people to pick up if interested.

Local Democracy in Ohio Brochure - In 2010, Wendell Cox, principal of Demographia, conducted a study on Ohio's local governments. This brochure outlines his findings, which conclude that townships are the most effective and efficient form of local government in Ohio.

There are many ways County Township Association members and leaders can ask questions or communicate ideas to the OTA.

Mail: 6500 Taylor Road, Suite A
Blacklick, Ohio 43004
Phone: 614-863-0045
Fax: 614-863-9751
Website: www.ohiotownships.org

CHAPTER 4: ROLE OF THE COUNTY ASSOCIATION OFFICERS

President

As president, you are responsible for the strength of your County Township Association. This is not to say you do everything. The test of a good administrator is the ability to delegate responsibility to reliable and trustworthy people.

Appoint Committees - CTA presidents should appoint committees and give them specific jobs to do within a certain time frame. Below are a few sample committees.

Legislative Committee - The Legislative Committee should be charged with tracking all legislation affecting township interests. A member of the Legislative Committee should be required to give regular updates to the general membership at each of the CTA meetings. Proposals regarding legislation should be referred to the Legislative Committee during the meetings of the CTA or at any time during the year by the president. It is especially important that legislative updates from the OTA be distributed to the Legislative Committee members for their review.

Finance Committee - This committee should supervise the finances of the CTA and assist in raising funds. They should also examine the books of the Secretary-Treasurer and make an annual report of the same to the CTA.

Nominating Committee - A Nominating Committee, comprised of five members from five separate townships, should be appointed by the president. It shall be the duty of the Nominating Committee to screen candidates for the positions of president, vice president and secretary-treasurer. The Nominating Committee shall report said nominations to the full County Township Association membership prior to the annual CTA officer elections.

Set Meeting Dates and Agenda - Set meeting dates well in advance. Plan your agenda in detail. Advise speakers when they appear on the program, how much time they have and what comprises the remainder of the program. Call the meeting to order at the appointed time and keep on schedule. Have a roll call, reading of the minutes from the previous meeting, financial report and the reading of any OTA bulletins. Continue with business items and speakers.

In general, the CTA president should rely on his/her officers for help; know and cooperate with the elected county office holders; and, when possible, attend neighboring CTA meetings.

Vice President

The president and vice president should work closely to ensure the goals of the County Township Association are met. In the event of a vacancy in the office of president, the vice president shall carry out the duties of the president for the unexpired term.

Secretary-Treasurer

The secretary-treasurer of the CTA shall keep meeting minutes, supervise the handling of receipts, send meeting notices and prepare and report CTA membership to the OTA. When taking office, the secretary-treasurer should:

- Secure all records from the previous office holder;
- Transfer the CTA bank account to your name (if no account, then open one);
- Secure the name, correct address and telephone number of every elected township official in your county; and
- Inform all media outlets of the new officers and the official contact for your CTA.

Meetings - Provide a personal notice to every active and associate CTA member informing them of the date, time and location of each meeting. At each meeting, call the roll of township officials and associates. Read the minutes of the previous meeting and give the financial report. Take minutes at meeting.

Membership - The secretary-treasurer is responsible for updating the county's membership. Elections of new officers should be made at the end of each year and updated information should be recorded and sent to the OTA via the County Officers' Form. This information is due to the OTA no later than the second week in January in order for the County Directory to be published. Membership packets, including rosters of the active and associate members, are mailed each April. The secretary is responsible for updating active and associate rosters. Each township must be contacted in order to update membership information. Once the secretary has updated both rosters, one check is issued, made payable to the OTA. Updated rosters and payment are to be mailed to the OTA no later than June 30. In election years, the secretary-treasurer will receive a request to update newly elected officials to ensure they have access to the annual conference at the member rate, and begin receiving OTA publications in a timely manner.

County Representative on the Executive Committee.

Each CTA shall elect one member to represent the County Township Association on the Executive Committee.

According to the OTA Constitution (see Appendix A), "members of the Executive Committee shall be charged, especially with the task of securing new members, enlisting the support of township and county officials, members of the legislature and other citizens in their respective communities." The OTA Constitution also states that the Executive Committee person *must* be an active member of the OTA. The executive committee shall elect the members of the OTA Board of Directors at the annual meeting following election of the OTA officers.

APPENDIX A: OTA CONSTITUTION

ARTICLE I: Name

The name of this organization shall be the "Ohio Township Association."

ARTICLE II: Membership

All township trustees and fiscal officers in Ohio shall be entitled to ACTIVE membership in this Association. Former trustees and fiscal officers, and any other person so invited by a county association, shall be entitled to ASSOCIATE membership. Upon recommendation by the Board of Directors, the membership of the Association may elect, at an annual meeting, a person to HONORARY LIFE membership.

ARTICLE III: Principles

Local self-government is a vital principle of free institutions. This principle is recognized in the case of municipalities by giving Ohio cities the right to frame and amend their own charters. The people living in rural communities are likewise entitled to control their own local affairs. This can only be done by electing officials who are directly responsible to the voters, and by entrusting to them the control of township affairs. Township officials are neighborhood officials and, hence, are more directly responsible to the voters than any other officials can possibly be.

ARTICLE IV: Purposes

The purposes of this Association shall be:

1. To secure and preserve for the unincorporated areas of the state the benefits of local self-government through Home Rule administered by the township.
2. To protect the township against any attempt to abolish it as a governmental unit.
3. To resist any effort at further centralization of governmental powers by depriving the township of any rights, duties or privileges which it now possesses.
4. To secure, through friendly intercourse, a better acquaintance among township officials.

5. To promote a better knowledge of the rights and duties of township officials, and by comparison of experiences and interchange of ideas, to arrive at the best way to discharge those duties.
6. To secure from the General Assembly legislation which will enable township government to function more efficiently.
7. To secure for the approximately 40,000 miles of township roads in Ohio an equitable share of gasoline tax and other road revenue, such revenue to be expended on township roads by township officials.

ARTICLE V: Election of Officers

1. The officers of this Association shall consist of the President, First Vice President, Second Vice President and Secretary-Treasurer and shall come from four different counties not currently represented by the Board of Directors. They shall be elected at the annual meeting of the Association in the even-numbered years for a term of two years except that the officers elected in 1961 shall serve for only one year.
2. There shall also be an Executive Director who shall be chosen by the Board of Directors and shall serve at the pleasure of the Board. The Board may enter into a contract with the Executive Director, but such contract shall not be for a period of more than two years. The Executive Director shall not have to be a township trustee or fiscal officer.
3. Beginning with the officers to be elected in 1962, nominations for elective officers shall be presented to a Nominating Committee which shall be appointed by the President on or before the first day of October of the year preceding the election. The committees shall consist of five members from five different counties. The Nominating Committee shall present its reports, with not less than two nominees for each elected office, to the State Association Secretary on or before the first day of December, and the Secretary shall, within 10 business days, notify by mail the President of each County Association of the names and addresses of the nominees. Additional nominations for any office may be made by petition signed by not less than 100 members of the State Association holding township office in not less than eight counties. Such

petitions shall be filed with the Secretary of the State Association not less than five days before the annual convention. Election shall be by written ballot, voting machines or other similar method. No person may be a candidate for more than one of the four elective state offices at any one election. A majority of those voting for the office shall be required for election. In case no nominee receives a majority, then there shall be held a run-off election before the convention adjourns of the two nominees receiving the highest vote.

4. No one shall be eligible for election to office or membership on the Board of Directors of the Association unless at the time of election he shall be serving as a township trustee or fiscal officer, and any officer or member of the Board of Directors who, for any reason, ceases to be a township trustee or fiscal officer shall terminate his position as officer or member of the Board of Directors as of the date he terminates holding office as a township trustee or fiscal officer.
5. No elective officer, other than a member of the Board of Directors, shall serve more than two consecutive terms in the same office. No person who has served as President of the Association shall be eligible to hold any office, including that as a member of the Board of Directors, in the Association for a period of two years immediately following the completion of his term of office, except that he may serve two consecutive terms as President as provided above. No person who is serving as President, First Vice President, Second Vice President or Secretary-Treasurer of the Association and runs unsuccessfully for the office of President, First Vice President, Second Vice President or Secretary-Treasurer of the Association is eligible to run for election to the Board of Directors of the Association for a period of 11 months from the date of the election in which he ran unsuccessfully.

ARTICLE VI: Duties of Officers

1. Each officer shall discharge the duties usually incident to his office.
2. The President shall preside at all regular and called meetings of the Association, likewise at all meetings of committees and the Board of Directors except Nominating Committees.
3. In the event of a vacancy in the office of President, the First Vice President shall succeed thereto for the unexpired term. The

Second Vice President shall, whenever a vacancy occurs in the office of First Vice President, succeed to that office for the unexpired term.

4. The Secretary-Treasurer shall keep minutes of meetings, supervise the handling of receipts and send out notices as provided by this Constitution.
5. The Executive Director shall be responsible for the operation of the State Association office, promotional activities, membership, lobbying, records, publicity and such other duties as may be prescribed by the Board of Directors. He shall pay out funds of the Association only as ordered by the Board of Directors.
6. In the event of a vacancy in any elective office of the Association for which no other provision is made, the Board of Directors shall select a successor for the unexpired term.

ARTICLE VII: Committees

To assist the officers in carrying out the aims and purposes of the Association, there shall be a Board of Directors, an Executive Committee and an Auditing Committee.

ARTICLE VIII: Board of Directors

1. There shall be a Board of Directors of 16 members from 16 different counties elected by the Executive Committee. Members shall serve a term of four years, except that the eight having the highest number of votes in the 1961 election shall serve for three years, and the eight having the next highest number of votes shall serve for one year. In case of a tie vote, the winner shall be determined by lot. Vacancies shall be filled by the Executive Committee for unexpired terms. Any active member of the State Association, other than the President, First Vice President, Second Vice President and Secretary-Treasurer may be elected a member of the Board of Directors. The President, Vice President and Secretary-Treasurer of the State Association shall be ex-officio members of the Board of Directors, with full voting rights, and shall hold the same offices on the Board they hold in the State Association.
2. The Board of Directors shall be charged with the management of the Association. It shall adopt an annual budget, authorize all expenditures of Association funds and the employment of personnel to administer the affairs of the Association.

3. It shall be the duty of the Board of Directors to serve as the Legislative Committee of the State Association. The Board shall handle all proposals for legislation affecting township interest, and all such proposal shall be referred to the Board for investigation, consideration and sponsorship.

ARTICLE IX: Executive Committee

Members of the Executive Committee shall be especially charged with the task of securing new members, enlisting the support of township and county officials, members of the legislature and other citizens in their respective communities. The Executive Committee shall elect the members of the Board of Directors at the annual meeting following the election of officers. Nominations shall be presented at said meeting by the Nominating Committee, consisting of five members of the Executive Committee, which shall be appointed by the President on or before the first day of October of the year preceding the election. The Nominating Committee shall present its report to the Secretary-Treasurer not later than the first day of December, and the Secretary-Treasurer shall, within 10 days, notify by mail the Executive Committeeman of each County Association of the names and addresses of the nominees. Additional nominations may be made from the floor, provided that the person to be nominated from the floor has appeared before the Nominating Committee for Directors; and provided further the person to be nominated from the floor has submitted, not later than the start of the Executive Committee meeting at which the election will occur, a petition to the Secretary-Treasurer containing the signatures of not less than five members of the Executive Committee. Election shall be by written ballot. The members of this committee shall be chosen in part by election and in part by appointment, as follows:

1. Each County Township Association, at a local meeting held immediately before the annual meeting of the State Association, shall be entitled to elect one member to represent the County Association on the Executive Committee. If a duly elected Executive Committeeman is absent from any meeting of the Executive Committee, other officers present from such absentee's County Association in the order of President, Vice President and Secretary shall be eligible to serve as Executive Committeeman from such county.

2. In the case of counties where none of the County Association's elected officers are able to attend an Executive Committee meeting, the County Association's President may appoint in writing one of the County Association's active members to represent said county on the Executive Committee.
3. No person other than an active member shall represent a county at any meeting of the Executive Committee regardless of whether Section One or Section Two of Article IX was used to determine the County Association's representative to the Executive Committee.

ARTICLE X: Auditing Committee

1. There shall be an Auditing Committee of three active members of the Association appointed by the President.
2. It shall be the duty of the Auditing Committee to examine the books of the Secretary-Treasurer and the Executive Director, and make an annual report of the same to the Association at the annual convention.

ARTICLE XI: Meetings

The annual meeting of this Association shall be held in the first quarter of the calendar year at such place as is selected by the Executive Committee. Special meetings of the Association may be called by the President at such times as are approved by the Board of Directors. The Executive Committee shall meet during each convention of the State Association and on call of the President, provided however, that the Secretary shall call a meeting of said Committee at any time upon the written request of 25 members of said Committee. The Board of Directors shall meet quarterly and on call of the President, provided however, that the Secretary shall call a meeting of said Board upon the written request of seven members of said Board.

ARTICLE XII: Agenda

The agenda for the annual meeting shall be set by the Officers and Board of Directors in consultation with the Executive Director.

ARTICLE XIII: Dues

The annual active membership dues in the Association shall be fixed by the Board of Directors. Annual dues for associate members shall be fixed by the Board of Directors.

ARTICLE XIV: Amendments

This Constitution may be amended at any annual meeting by a majority vote of the members present and voting. Proposals to amend this Constitution may only be initiated by a County Association or by the Board of Directors. Any proposed amendment must be filed with the Secretary at least 90 days before such meeting. Not less than 60 days before such meeting, he shall forward a copy of same to each County Association for consideration.

Last updated March 2011

APPENDIX B: SUGGESTED CONSTITUTION FOR COUNTY TOWNSHIP ASSOCIATIONS

ARTICLE I: Name

The name of this organization shall be “The _____
County Township Association.”

ARTICLE II: Membership

All township trustees and fiscal officers in _____ County shall be entitled to ACTIVE membership in this Association. Former trustees and fiscal officers, and others interested in local self-government shall be entitled to ASSOCIATE membership.

ARTICLE III: Principles

Local self-government is a vital principle of free institutions. This principle is recognized in the case of municipalities by giving Ohio cities the right to frame and amend their own charters. The people living in rural communities are likewise entitled to control their own local affairs. This can only be done by electing officials who are directly responsible to the voters, and by entrusting to them the control of township affairs. Township officials are neighborhood officials and, hence, are more directly responsible to the voters than any other officials can possibly be.

ARTICLE IV: Purposes

The purposes of this Association shall be:

1. To protect the township against any attempt to abolish it as a governmental unit.
2. To resist any effort at further centralization of governmental powers by depriving the township of any rights, duties or privileges that it currently possesses.
3. To secure, through friendly intercourse, a better acquaintance among township officials.
4. To promote a better knowledge of the rights and duties of township officials, and by comparison of experiences and exchange of ideas, to arrive at the best way to discharge those duties.

5. To secure from the General Assembly legislation that will enable township government to function more efficiently.
6. To secure for the 40,000 miles of township roads in Ohio an equitable share of gasoline tax and other road revenue, such revenue to be expended on township roads by township officials.

ARTICLE V: Election of Officers

1. The officers of this Association shall consist of a President, Vice President, Secretary-Treasurer and Executive Committeeman. They shall be elected at a meeting of the County Township Association and shall be holding office as a township trustee or fiscal officer at the time of their election except that officers shall be eligible for reelection although no longer serving as a township trustee or fiscal officer.
2. Nominations shall be presented at said meeting by a nominating committee which shall be appointed by the President and shall consist of five members from five different townships. Additional nominations for any office may be made from the floor by any member and the election shall be determined by a majority vote of the members present.

ARTICLE VI: Duties of Officers

The officers, aided by the committees, shall have general charge of the affairs of the Association and each of them shall discharge the duties usually incident to his office.

1. The President shall preside at all regular and called meetings of the Association, likewise at all meetings of committees.
2. The Vice President shall perform the duties of the President during his absence or inability to perform the same, or in case of vacancy in the office of President.
3. The Secretary-Treasurer shall keep the minutes and records of the Association and mail notice to members of meetings. He shall collect membership dues and pay out funds coming into his hands on order signed by the President.
4. One member shall be elected by this County Township Association to serve as a representative on the State Association Executive Committee. The President, Vice President or Secretary-Treasurer of the County Association may be chosen to fill this role. He shall be especially charged with the task of securing new members, enlisting the support of township and county officials, members of the legislature and other interested citizens.

ARTICLE VII: Committees

To assist the officers in carrying out the aims and purposes of this County Township Association, there shall be a Legislative Committee, Finance Committee and Nominating Committee.

ARTICLE VIII: Legislative Committee

1. There shall be a Legislative Committee of four members appointed by the President.
2. It shall be the duty of the Legislative Committee to have full charge of legislation affecting township interests; and all such proposals shall be referred to said committee during the meetings of the Association or at any time during the year, by the President.

ARTICLE IX: Finance Committee

1. There shall be a Finance Committee of four members appointed by the President.
2. It shall be the duty of the Finance Committee to supervise the finances of the County Township Association and to assist in raising funds of the Association. This committee shall also examine the books of the Secretary-Treasurer and make an annual report of the same to the County Township Association.

ARTICLE X: Nominating Committee

1. There shall be a Nominating Committee of five members representing five different townships appointed by the President.
2. It shall be the duty of the Nominating Committee to screen candidates for the positions of President, Vice President, Secretary-Treasurer and Executive Committeeman. The Nominating Committee shall report said nominations to the full County Association membership prior to the annual CTA officer elections.

ARTICLE XI: Meetings

Four regular meetings shall be held each year. Special meetings may be called by the President at such times as he may deem advisable.

ARTICLE XII: Order of Business

1. President calling County Township Association to order
2. Roll call of members by the Secretary-Treasurer
3. Reading of the minutes from the last meeting
4. Reports of committees
5. Addresses by persons selected by President
6. General discussion by members

ARTICLE XIII: Dues

The annual membership dues in this Association shall be \$_____ for Active members and \$_____ for Associate members which shall be paid in full at the annual meeting.

ARTICLE XIV: Amendments

This Constitution may be amended at any meeting by a majority vote of the members present.

APPENDIX C: CHANGE OF ADDRESS FORM

Ohio Township News Change of Address Form

Attach current mailing label in space below.

Please change my address to:

Please change my name to:

I am no longer in this position. Please transfer my subscription to:

Name: _____

Address: _____

APPENDIX D: RESOURCES

Executive Branch

Governor	www.state.oh.us/gov
Attorney General	www.ag.state.oh.us
Auditor of State	www.auditor.state.oh.us
Secretary of State	www.state.oh.us/sos
Treasurer of State	www.state.oh.us/treasurer

Legislative Branch

Ohio House of Representatives	www.house.state.oh.us
Ohio Senate	www.senate.state.oh.us

Judicial Branch

Supreme Court of Ohio	www.sconet.state.oh.us
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Other

Ohio Revised Code	www.codes.ohio.gov
Ohio Constitution	www.legislature.state.oh.us/ constitution.cfm
Bills	www.legislature.state.oh.us
Committee and Session Schedules	www.legislature.state.oh.us/ today.cfm
OTARMA	www.otarma.org
PEBA	www.peba.org
Center for Public Management & Regional Affairs (CPMRA)	www.cpmra.muohio.edu
National Association of Towns and Townships (NATaT)	www.natat.org
Ohio Ethics Commission	www.ethics.ohio.gov
OSU Extension	www.extension.osu.edu
Ohio Bureau of Workers' Compensation	www.ohiobwc.com
Frank Gates	www.frankgates.com
Ohio Department of Transportation	www.dot.state.oh.us
Ohio LTAP Center	www.dot.state.oh.us/ltap/
Ohio Department of Agriculture	www.state.oh.us/agr
County Commissioners Association of Ohio (CCAO)	www.ccao.org
Ohio Public Employees Retirement System	www.opers.org



Ohio Township Association
6500 Taylor Road, Suite A
Blacklick, Ohio 43004

Phone: 614-863-0045
Fax: 614-863-9751

Website: www.ohiotownships.org