

Policies and Procedures for the Trotwood COMPENSATION BOARD

1. Title

Policies and Procedures for the Trotwood Compensation Board.

2. Purpose of the Compensation Board.

Pursuant to Article Three, Section 3-5: COMPENSATION, of the Charter for the City of Trotwood (the "Charter"), a Compensation Board (hereafter referred to as the "Board"), which shall consist of seven (7) members, shall be appointed by Council every five (5) years to study and recommend any changes to the compensation of the Mayor and Council Members. A majority vote of the Board members shall determine the recommendations to be made by the Board to the Trotwood City Council no later than June 1, 2025.

3. Qualifications

Each member of the Board must be at least eighteen years of age and must be a registered and qualified elector of the City of Trotwood. By accepting appointment to the Board, each member represents and warrants that they meet all legal requirements to serve on the Board.

4. Rules and Regulations

Sec. 1. Selection of Board Chairperson. Upon Council's appointment of the 2025 Board members, the Board members shall confer, nominate, and select by majority vote, a person to serve as Chairperson of the 2025 Board.

Sec. 2. Role of the Board Chairperson. The role of the Board Chairperson is to schedule all Board meetings and votes; to ensure that the Board is performing its role and responsibilities in accordance with Section 3-5 of the Charter and these Policies and Procedures; to conduct Board meetings and communications in an orderly, effective manner; and to timely deliver to Council the Board's written report and recommendations concerning any changes to the compensation of the Mayor and Council Members.

Sec. 3. Regular Meetings of the Board. Within forty-five (45) days of the Board's creation, the Board shall meet. Regular meetings of Board shall be held at such times and places as the Board Chairperson designates after seeking input from other members of the Board.

Sec. 4. Special Meetings of the Board. Special meetings of the Board shall be held upon the call of the Chairperson, or upon the written request of not less than four (4) members of the Board. Written notification of the time, place, and purpose of a special meeting will be provided by the Clerk of Council to each member of the Board at least three days before the special meeting.

Sec. 5. Importance of Attendance. Recognizing the responsibility vested in the Board, there is a specific expectation that members of the Board understand and recognize the importance of attendance at meetings. Board members must make a sincere commitment to attend all Board meetings.

Sec. 6. Rules of Order. *Robert's Rules of Order Newly Revised* (aka "Robert's Rules"), when not in conflict with the provisions of these *Policies and Procedures*, shall be the rules of parliamentary procedure when the Board is in session.

Sec. 7. Agenda. Agendas for Board meetings shall briefly outline the topics to be discussed at the scheduled meeting.

7.1 Delivery of Agenda. To the extent possible, the Agenda for each meeting of the Board shall be provided to each member approximately two days prior to a scheduled meeting.

ACKNOWLEDGEMENT OF RECEIPT

POLICIES AND PROCEDURES FOR THE TROTWOOD COMPENSATION BOARD

I, _____, being a duly appointed and qualified member of the Compensation Board for the City of Trotwood, do hereby acknowledge receipt of the Policies and Procedures for the Trotwood Compensation Board.

Date: _____

By: _____
(signature)

Printed Name: _____