

RESOLUTION NO. 2020-1

AMENDING THE BYLAWS OF THE GREATER CLEVELAND REGIONAL  
TRANSIT AUTHORITY

WHEREAS, the Board of Trustees of the Greater Cleveland Regional Transit Authority ("Board") established Bylaws ("Bylaws") for the Greater Cleveland Regional Transit Authority ("Authority") on May 25, 1976 pursuant to Resolution No. 1976-178; and

WHEREAS, the Bylaws have been amended from time to time, most recently in 2019; and

WHEREAS, in 2018, the Board established an Ad Hoc Bylaws Review Committee ("Committee") that has met periodically since July 2018 to conduct a comprehensive review of the Bylaws; and

WHEREAS, the Committee has recommended amendments to various sections of the Bylaws; and

WHEREAS, on October 1, 2019 and January 9, 2020, the Board Committee of the Whole met to review and consider the recommendations; and

WHEREAS, the Board wishes to adopt revisions to the Bylaws.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Greater Cleveland Regional Transit Authority, Cuyahoga County, Ohio:

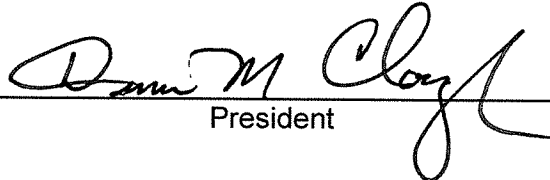
Section 1. That the Bylaws of the Greater Cleveland Regional Transit Authority are hereby amended to read as provided in Attachment A to this resolution.

Section 2. That the Board of Trustees hereby waives the fourteen-day period provided for in Article X, Section 2, Amendments and Prior Legislation, of the current Bylaws.


Section 3. That this resolution shall become effective immediately upon its adoption.

Attachment: Bylaws of the Greater Cleveland Regional Transit Authority (as amended)

Adopted: January 21, 2020

  
President

Attest:

  
Interim Secretary-Treasurer

**Attachment A**  
**BYLAWS**  
**OF THE**  
**GREATER CLEVELAND REGIONAL TRANSIT AUTHORITY**

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**BYLAWS**  
**OF THE**  
**GREATER CLEVELAND REGIONAL TRANSIT AUTHORITY**

**ARTICLE I**  
**General Provisions**

**Sec. 1. Principal Office.** The principal office of the Greater Cleveland Regional Transit Authority (hereinafter referred to as the "Authority"), its Board of Trustees (hereinafter sometimes referred to as the "Board"), and its Secretary-Treasurer, shall be located at 1240 West 6th Street, Cleveland, Ohio 44113. (Res. 1988-38. Passed 2-16-88.)

**Sec. 2. Additional Offices.** The Board may establish additional offices at such other places, within the territory served by the Authority, as shall be designated from time to time by the Board in order to further the purposes of the Authority and the efficiency of its operation. (Res. 1988-38. Passed 2-16-88.)

**Sec. 3. Compensation of Members.** All members of the Board shall be compensated and shall be reimbursed for reasonable expenses as provided by law, by the agreement by which this Authority was established and by resolutions of the Board not inconsistent therewith. (Res. 1988-38. Passed 2-16-88.)

**Sec. 4. Oath of Office.** Before entering into their official duties, each member of the Board shall take and subscribe to an oath or affirmation that the Board member will honestly, faithfully, and impartially perform the duties of a Board Trustee, and will not be personally interested, directly or indirectly, in any contract let by the Authority.

**Sec. 5. Conduct and Accountability.** Board members shall conduct themselves in accordance with all applicable laws, rules and regulations, including the Authority's Code of Ethics. Each member of the Board shall conduct the business of the Authority in a manner consistent with their fiduciary responsibility to the Authority.

## ARTICLE II

## Officers

**Sec. 1. Officers Generally.** The officers of the Authority shall be President, Vice-President, Secretary-Treasurer, and such other officers as the Board of Trustees may from time to time designate. The President and Vice-President shall be members of the Board and shall be elected to their offices. The Secretary-Treasurer shall be appointed by the Board and shall not be a member of the Board. As determined by the Board, all other officers may or may not be members of the Board and shall be appointed to their offices by the Board. (Res. 1988-38. Passed 2-16-88; Res. 2019-22. Passed 2-19-19.)

**Sec. 2. Terms of Office.** The President and Vice-President shall be elected at the annual meeting of the Board and shall take office on their election. The terms of the President and Vice-President elected shall be one year and until their successors take office. The President and Vice-President shall serve no more than three (3) consecutive one (1) year terms. After serving three (3) consecutive one (1) year terms as President or Vice-President, a member of the Board may not be elected to the same office of President or Vice-President for two (2) years. If either the President or the Vice-President, who was a member of the Board when they were elected to office, ceases to be such a member, they shall also cease to be such officer. (Res. 1988-38. Passed 2-16-88.)

**Sec. 3. Resignations.** Any officer may resign from the position as such officer by giving written notice of such resignation to the President of the Board, provided that in the event of resignation of the President, such written notice shall be given to the Vice-President. The resignation shall be effective as of the time or upon the event stated in such written notice, or, if there is no such time or event stated, then as of the date of the receipt of the written notice of resignation by the proper officer. Notice of the resignation shall be transmitted promptly to the other members of the Board by the officer receiving such resignation. Resignations shall not require acceptance by the Board. (Res. 1988-38. Passed 2-16-88.)

**Sec. 4. Removal.** All officers of the Board shall serve at the pleasure of the Board and shall be subject to removal by the Board at any time. (Res. 1988-38. Passed 2-16-88.)

**Sec. 5. Vacancies.** Any vacancy in the office of President or Vice-President of the Board shall be filled for the unexpired term by majority vote of the Board in the same manner as the original election of such officer. (Res. 1988-38. Passed 2-16-88.)

**Sec. 6. President.** The President shall preside at all meetings of the Board. The President shall perform all duties commonly incident to the position of presiding officer

of a board or commission and all duties commonly incident to the position of chair of a board or commission. The President has authority (without impairment of any authority specifically granted by the Board to any other person) to sign all contracts, releases, notes, bonds and other documents and instruments to be executed on behalf of the Authority. The President shall perform such other duties and have such other authority as may be provided from time to time by the Board. (Res. 1988-38. Passed 2-16-88.)

**Sec. 7. Vice-President.** The Vice-President shall perform the duties and have the authority of the President during the absence or inability of the President to perform such duties and during any period while the office of President is vacant. The Vice-President shall preside at all meetings of the Board when and while the President vacates the chair. When performing the duties and having the authority of the President, the Vice-President shall have all powers of the President. The Vice-President shall perform such other duties and have such authority as the Board may from time to time provide. At any meeting at which both the President and Vice-President are absent, the Board, by a majority vote of those present, may elect a member of the Board to serve as presiding officer for that meeting. If the Vice-President is elected to fill a vacancy in the office of the President, the office of Vice-President shall thereupon be deemed to be vacant and shall be filled in the manner provided in these Bylaws. (Res. 1988-38. Passed 2-16-88.)

**Sec. 8. Secretary-Treasurer.**

(a) The Secretary-Treasurer shall be the Fiscal Officer of the Authority, who shall fulfill the responsibilities of the office of Secretary-Treasurer as required by Ohio Revised Code Section 306.42.

(b) As Fiscal Officer of the Authority, the Secretary-Treasurer:

(1) Shall, before receiving any moneys, give a compensated surety bond to and in favor of the Authority in the penal sum of one hundred thousand dollars (\$100,000). Such bond shall be conditioned upon the faithful performance of the duties of the office and shall be executed by sureties satisfactory to the Authority. The cost of such bond and any other bonds required by these Bylaws shall be paid by the Authority.

(2) Shall attend all meetings of the Board and keep and attest to accurate records of the proceedings; shall have custody of and maintain all minutes, resolutions, records, documents and files of the Authority as true and exact copies thereof and shall affix to such certification, if required, any seal of the Authority, which seal shall be maintained in the Secretary-Treasurer's custody.

(3) Shall cause to be kept accurate books of account of all transactions on behalf of the Authority;

(4) Shall have the care and custody of the funds of the Authority and may, on behalf of the Authority, endorse for deposit or collection all drafts, checks, notes and other instruments and orders for the payment of money to the Authority, or its order, and sign receipts therefor;

(5) May sign, on behalf of the Authority, all vouchers for payments to be made by the Authority and checks, drafts, bonds, notes and other obligations of the Authority for the payment of money by the Authority in the manner and to the extent provided in these Bylaws;

(6) Shall, from time to time, allocate and reallocate the funds of the Authority to inactive, interim, active or special funds, and invest such funds, as provided or permitted by law or as authorized by the Board;

(7) Shall be Secretary to all committees and, when directed by the chair of any committee, shall cause minutes of each meeting to be kept;

(8) Shall have such authority and perform such other duties as may be required by or delegated by the Board or as are conferred by law or incident to the office of Secretary or Treasurer and the office of Fiscal Officer of an authority, board or commission.

(9) Shall be deemed to have discharged responsibilities designated under these Bylaws if discharged by an assistant or other person properly authorized by the Secretary-Treasurer, except as to any duty which under the law can be discharged only personally by the Secretary-Treasurer or Fiscal Officer of an authority. (Res. 1988-38. Passed 2-16-88; Res. 1999-145. Passed 10-26-99; Res. 2019-22. Passed 2-19-19)

**Sec. 9. Assistants.** The Board may appoint from time to time such assistants to the Board as it deems appropriate. Such assistants may perform any and all of the duties and have the authority and powers as shall be delegated and assigned to them from time to time by the Board, subject only to limitations imposed by law. Such assistants may include, but are not limited to, secretarial assistants, clerical assistants and a legal advisor to the Board, who may be a member of the Legal Affairs Division of the Authority. (Res. 1988-38. Passed 2-16-88; Res. 1999-145. Passed 10-26-99.)



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ARTICLE III

Meetings

**Sec. 1. Quorum.** For meetings of the full Board, a majority of the appointed members of the Board of Trustees shall constitute a quorum and the affirmative vote of a majority of the appointed members of the Board shall be necessary for any action taken by the Board, provided that less than a quorum may adjourn a meeting of the Board. For committee meetings, a majority of the appointed members of the committee shall constitute a quorum. (Res. 1988-38. Passed 2-16-88.)

**Sec. 2. Meeting Places.** All meetings of the Board shall be held at its principal office, at such other place as may be designated by the President at a preceding meeting or as designated in the notice of the meeting, as hereinafter provided. (Res. 1988-38. Passed 2-16-88.)

**Sec. 3. Meetings Generally.** The annual meeting of the Board shall be at the first regular meeting in March in each year. Regular meetings of the Board shall be held at the principal office of the Authority on the third Tuesday of each calendar month, and regular Committee meetings shall be held on the first Tuesday of each calendar month, at an hour established by resolution of the Board, unless another date and/or hour for such meeting is designated by motion of the Board duly adopted at a preceding regular meeting. Special meetings of the Board may be called at any time by resolution or by the President, Vice-President or any two members of the Board. The officer or member calling the meeting shall give notice, or cause the same to be given, to the other members of the Board of the date, hour and place of the meeting. Such notice may be given at least twenty-four hours prior to the meeting, in person, by telephone, electronically or by any other means reasonably calculated to provide at least twenty-four hours advance notice prior to the meeting. If notice is by letter, such letter shall be sent by first class mail and shall be sent at least forty-eight hours prior to the meeting. Notice of a meeting need not be given to any member of the Board who was in attendance at the meeting when the resolution calling the special meeting was adopted or if such notice was waived by the member of the Board in writing before, during or after such meeting, or if the member of the Board shall be present at the meeting. Any meeting shall be a valid meeting without notice having been given if all of the members of the Board are present at such meeting. (Res. 1999-57. Passed 4-20-99; Motion 3-27-01. Effective 6-1-01.)

**Sec. 4. Minutes and Resolutions.**

(a) Action of the Board shall be by resolution or motion. Resolutions shall be in written or typewritten form. On passage of each motion or resolution, the vote of each

member present shall be entered in the minutes of the meeting, provided that a unanimous vote may be recorded as such in the minutes.

(b) The minutes of each meeting of the Board shall be recorded and kept by the Secretary-Treasurer for such purpose. With respect to each meeting, there shall be shown in the minutes the date and place at which the meeting was held, the names of the members present, a summary of business transacted and a record of each vote taken. The minutes will be signed by the President or other member of the Board presiding at the meeting and shall be attested by the Secretary-Treasurer. A resolution adopted shall be identified by appropriate reference to the number and title of such resolution.

(c) Each resolution adopted by the Board will be numbered, signed by the member of the Board presiding at the meeting, attested by the Secretary-Treasurer and maintained by the Secretary-Treasurer. Resolutions shall be annually numbered consecutively beginning with the number one. Each resolution shall bear as a prefix to its number the year in which it was adopted.

(d) As provided by law, the minutes of Board meetings and Board resolutions shall be open to the inspection of the public at all reasonable times. (Res. 1988-38. Passed 2-16-88.)

**Sec. 5. Public Meetings.** All meetings of the Board, except executive sessions held for purposes required or permitted by law, shall be open to the public, and no person shall be excluded from any meeting except for conduct which unreasonably interferes with the orderly conduct of the meeting. (Res. 1988-38. Passed 2-16-88.)

**Sec. 6. Rules of Procedure.** Until otherwise provided, meetings of the Board shall be conducted in accordance with Robert's Rules of Order, subject to Section 7. (Res. 1988-38. Passed 2-16-88.)

**Sec. 7. Conduct of Meetings.** Meetings of the Board shall be conducted in accordance with the following procedures:

(a) **Vote.** Actions may be taken by voice vote, except that the presiding officer may, and upon the request of any member shall, require any vote to be taken by roll call. Any member of the Board shall be permitted to change his or her vote until the roll call has been verified and the result declared. A motion for reconsideration on any vote may be made by any member who was in the majority on such vote. Such motion must be made not later than the close of the meeting following the one at which such vote was taken.

(b) Division of Question. If any question contains two or more divisible propositions, the presiding member may, and upon request of a member shall, divide the same.

(c) Order of Business. Unless otherwise ordered by the presiding officer or consented to by motion, the business of regular meetings of the Board shall be transacted in the following order:

1. Roll call
2. Submission of minutes of preceding meetings
3. Reports and communications from officers
4. Other reports and communications
5. Reports of standing committees
6. Reports of other committees
7. Consideration of pending resolutions and motions
8. Introduction of new resolutions and motions
9. Other business
10. Adjournment.

(d) Motions. Motions shall be presented, seconded and acted upon, in accordance with recognized parliamentary procedures. Upon request of any member, any motion shall be reduced to writing. Any motion may be withdrawn by the movant with the consent of the second, before it has been amended or voted upon. All motions which have been entertained by the presiding member shall be entered upon the minutes of the meeting. (Res. 1988-38. Passed 2-16-88.)

**Sec. 8. Absence of Secretary-Treasurer.** If neither the Secretary-Treasurer nor their designee is present at a meeting, the presiding member may designate a person, who need not be a member of the Board, as acting Secretary to record the minutes of the meeting and attest to any resolution adopted at such meeting. The acting Secretary may also certify as to the authenticity of any resolution adopted at such meeting or to the correctness of a copy or extract of the minutes of such meeting. (Res. 1988-38. Passed 2-16-88.)

**Sec. 9. Rules for Notification of Meetings.** The following Rules are hereby adopted, pursuant to Ohio R.C. 121.22(F), for the purposes of establishing a reasonable method for any person to determine the time and place of all regularly scheduled meetings and the time, place and purpose of all special meetings; making provisions for giving advance notice of special meetings to the news media that have requested notification; and making provisions for persons to request and obtain reasonable advance notification of all meetings at which any specific type of public business is to be discussed. These Rules are in addition to any applicable legal requirements as to notices to members of the Board or to others in connection with specific meetings or specific subject matters.

(a) Definitions. As used in these Rules:

- (1) "Day" means calendar day.
- (2) "Meeting" means any prearranged discussion of the public business of the Authority by a majority of the members of the Board.
- (3) "Notification" means notification given electronically, orally, either in person, or by telephone, directly to the person for whom such notification is intended, or by leaving an oral message for such person at the address, or if by telephone at the telephone number, of such person as shown on the records kept by the Secretary-Treasurer under these Rules.
- (4) "Post" means to post, in an area and by a method (including electronically), accessible to the public, during usual business hours. Physical posting at the principal office of the Authority shall be at the following location:

Entrance Lobby  
1240 West 6th Street  
Cleveland, Ohio 44113

A notice identifying the locations at which notifications will be posted pursuant to these Rules shall be published by the Secretary-Treasurer within five calendar days after the adoption of these Rules.

(5) "Special meeting" means a meeting which is neither a regular meeting nor an adjournment of a regular meeting to another time or day to consider items specifically stated on the original agenda of such regular meeting.

(6) "Written notification" means notification in writing which is mailed, sent electronically or delivered to the address of the person for whom such notification is intended, as shown on the records kept by the Secretary-Treasurer under these Bylaws, or in any way delivered to such person. If mailed, such notification shall be mailed by first class mail, deposited in a U.S. Postal Service mailbox not later than two days prior to the day of the meeting to which such notification refers, provided that at least one regular mail delivery day falls between the day of mailing and the day of such meeting.

(b) Notice of Regular and Organizational Meetings.

(1) The Secretary-Treasurer shall post the times and places of regular meetings of the Board for each calendar year not later than two days prior to the day of the first regular meeting of the calendar year. The Secretary-Treasurer shall check

at reasonable intervals to ensure that such times and places remain so posted during such calendar year. If at any time during the calendar year the time or place of regular meetings, or of any regular meeting, is changed on a permanent or temporary basis, the time and place of such changed regular meetings shall be posted by the Secretary-Treasurer at least twenty-four hours before the time of the first changed regular meeting.

(2) The Secretary-Treasurer shall post the time and place of the annual meeting of the Board at least twenty-four hours before the time of such annual meeting.

(3) Upon the adjournment of any regular or special meeting to another day, the Secretary-Treasurer shall promptly post notice of the new time and place of such adjourned meeting.

(c) Notice of Special Meetings.

(1) Except in the case of a special meeting referred to in paragraph (d)(4) hereof, the Secretary-Treasurer shall, not later than twenty-four hours before the time of a special meeting, post the time, place and purposes of such special meeting.

(2) The notice provided for in this subsection and the notifications provided for in subsection (d) hereof shall state such specific or general purposes then known to the Secretary-Treasurer which are intended to be considered at such special meeting and may state, as an additional general purpose, that any other business as may properly come before the Board at such meeting may be considered and acted upon.

(d) Notice to News Media of Special Meetings.

(1) Any news organization that desires to be given advance notification of special meetings shall provide to either the Secretary-Treasurer or the Authority's media relations representative a written request therefor. Except in the event of an emergency requiring immediate official actions, as referred to in subsection (d) hereof, a special meeting shall not be held unless at least twenty-four hours advance notice of the time, place and purposes of such special meeting is given to the news organizations that have requested such advance notification in accordance with paragraph (d)(2) hereof.

(2) News organization requests for such advance notification of special meetings shall specify the name of the news organization; the name, and business and email addresses of the person to whom written notifications to the news organization may be mailed, sent electronically or delivered; the names, business and email addresses and telephone numbers (including addresses and telephone numbers at

which notifications may be given either during or outside of business hours) of at least two persons to either one of whom oral or electronic notifications to the news organization may be given; and at least one telephone number which the request identifies as being monitored, and which can be contacted at any hour for the purpose of giving oral or electronic notification to such news organization.

Any such request shall be effective from the date of submission to the Secretary-Treasurer or the Authority's media relations representative, until the Secretary-Treasurer or the Authority's media relations representative receives written notice from such news organization canceling or modifying such request. A request shall not be deemed to be made unless it is complete in all respects and unless such request may be conclusively relied on by the Board, the Authority and the Secretary-Treasurer.

(3) The Secretary-Treasurer shall give oral or written notification, or both, as the Secretary-Treasurer determines, to the news organizations that have requested such advance notification, in accordance with paragraph (d)(2) hereof, of the time, place and purposes of each special meeting, at least twenty-four hours prior to such special meeting.

(4) In the event of an emergency requiring immediate official action, a special meeting may be held without giving twenty-four hours advance notification to the requesting news organizations. The persons calling such meeting, or any one or more of such persons or the Secretary-Treasurer on their behalf, shall immediately give oral or written notification, or both, as the person giving such notification determines, of the time, place and purposes of the special meeting to news organizations that have requested advance notification in accordance with paragraph (d)(2) hereof. The minutes or the call, or both, of any special meeting shall state the general nature of the emergency requiring immediate official action.

(e) Notification of Discussion of Special Types of Public Business.

(1) Any person, upon written request and as provided herein, may obtain reasonable advance notification of all meetings at which any specific type of public business is scheduled to be discussed.

(2) Such person shall submit a written request to the Secretary-Treasurer, specifying the person's name and the address(es) (including email address) and telephone number(s) at or through which the person can be reached during and outside of business hours; the specific type of public business the discussion of which the person is requesting advance notification; and the number of calendar months (not to exceed twelve) which the request covers. Such request may be canceled by request from such person to the Secretary-Treasurer.

(3) If the person making the request under this section cannot be reached by electronic means, then the following shall apply: Each such written request shall be accompanied by stamped self-addressed Number 10 envelopes sufficient in number to cover the number of regular meetings during the time period covered by the request. The Secretary-Treasurer shall notify in writing the requesting person when the supply of Number 10 envelopes is running out, and if the person desires notification after the supply has run out, the person must deliver to the Secretary-Treasurer an additional reasonable number of stamped self-addressed envelopes as a condition to receiving further notifications. Such requests may be modified or extended only by filing a new request with the Secretary-Treasurer. A request shall not be deemed to be made unless it is complete in all respects and unless such request may be conclusively relied on by the Authority, the Board and the Secretary-Treasurer.

(4) The Secretary-Treasurer shall give such advance notification under this subsection by written or oral notification, or both, as the Secretary-Treasurer determines.

(5) The contents of written notification under this paragraph may be a copy of the agenda of the meeting. Written notification under this paragraph may be accomplished by giving advance written notification, by copies of the agendas, of all meetings of the Board that are the subject of such request.

(f) Notification Generally.

(1) Any person may, by visit or telephone, email or electronically, contact the Authority's Secretary-Treasurer during regular office hours to determine, based on available information the time and place of regular meetings; the time, place and purposes of any then known special meetings; and whether or not the available agenda of any such future meeting states that a specific type of public business, identified by such person, is to be discussed at such meeting.

(2) Any notification provided herein to be given by the Secretary-Treasurer may be given by any person acting in behalf of or under the authority of the Secretary-Treasurer.

(3) A reasonable attempt at notification shall constitute notification in compliance with these Bylaws.

(4) A certificate by the Secretary-Treasurer as to compliance with these Rules shall be conclusive upon the Authority. (Res. 1988-38. Passed 2-16-88.)

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**ARTICLE IV**  
**Powers and Duties**

**Sec. 1. Appointment of Personnel.** Notwithstanding the enumeration of various officers and the delineation of their duties in these Bylaws, the Board of Trustees may from time to time create such additional positions of employment as it may deem desirable or necessary. As determined by the Board, these positions may or may not be subject to the Authority's Personnel Policies and Procedures. The General Manager shall appoint individuals to these positions and shall enumerate their duties. (Res. 1988-38. Passed 2-16-88.)

**Sec. 2. Salary Ranges.** The Board will set salary ranges for each grade of classified positions, as well as the salary ranges for all unclassified positions, subject to any legal or contractual limitation. The salary ranges will include both minimum and maximum compensation for each grade of classified positions and each unclassified position, with the maximum salary for each being not less than 150 percent of the minimum salary. The General Manager will determine the salary of each individual employee within the salary range determined by the Board for that grade or position. (Res. 1988-38. Passed 2-16-88.)

**Sec. 3. Employees.** To provide a sound, comprehensive and uniform system of personnel administration for the Authority, whereby effectiveness and economy in the personal services rendered, and fairness to the employees and the public alike may be promoted, and employment in the system may be rendered attractive as a career to persons qualified to serve therein, the Board shall adopt rules governing appointment and promotion in the Authority. The Rules so established shall remain and continue in effect until amended or rescinded by the Board of Trustees. (Res. 1988-38. Passed 2-16-88.)

**Sec. 4. Professional Consultants.** The Board may from time to time engage professional consultants or advisors as it may deem desirable or necessary. Such professional consultants shall be employed at compensation established by the Board and shall serve at the pleasure of the Board unless they are governed by specific contracts of engagement. The Board may authorize the General Manager to employ professional consultants and advisors and, except as the Board has otherwise established, prescribe their duties and conditions for performing services for the Authority. (Res. 1988-38. Passed 2-16-88.)

**Sec. 5. Delegation of Duties.** There is reserved to the General Manager the authority, from time to time, to delegate, transfer or assign duties of employees to the extent permitted by law and in conformity with the Personnel Policies and Procedures established by the Board. (Res. 1988-38. Passed 2-16-88.)



## **Sec. 6. Execution of Instruments.**

(a) Deeds, Leases, Contracts and Other Agreements. Deeds, leases, contracts, agreements and all other documents, except those referred to in subsection (b) hereof, shall be signed by the officer or other person specified in any pertinent statute as the officer or other person required to execute such instruments. If no such statutory requirement exists, such instruments may be signed by the President or Vice-President, by the Secretary-Treasurer, and by the General Manager. The Board may at any time or from time to time designate one or more of its members or any other employee or officer to execute any such instrument for and on behalf of the Authority.

(b) Checks. Drafts. Etc. Checks shall be executed by the signature of the General Manager and the Secretary-Treasurer, which signatures may be facsimile signatures. Drafts, notes, bonds and any other instruments requiring the payment of money shall be executed by the Secretary-Treasurer.

(c) Purchase Orders. Purchase orders for materials and services for which expenditures have been authorized may be signed by the President, the Vice-President, the Secretary-Treasurer, the General Manager, and the Deputy General Manager - Finance and Administration, of the Authority, as provided in Article VII, Section 3. A facsimile signature may be used in certifying the availability of funds as required by law. (Res. 1999-145. Passed 10-26-99.)

**Sec. 7. Reimbursement for Expenses.** Any member of the Board who properly incurs expenses in the course of their official duties shall be reimbursed for such expenses so incurred, upon vouchers approved by the President, or, in the President's absence, by the Vice-President, and by the Secretary-Treasurer. All officers and employees who properly incur expenses in the course of their official duties shall be reimbursed for such expense so incurred upon vouchers approved by the General Manager or a Deputy General Manager. (Res. 1988-38. Passed 2-16-88; Res. 1999-145. Passed 10-26-99.)

## **ARTICLE V**

### **Official Seal**

**Sec. 1. Adoption.** The Authority may adopt an official seal, which shall be maintained at the principal office of the Authority. (Res. 1988-38. Passed 2-16-88.)

**Sec. 2. Failure to Affix.** Failure to affix the seal of the Authority to any document or instrument shall in no manner affect the validity of such document or instrument. (Res. 1988-38. Passed 2-16-88.)

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**ARTICLE VI**  
**Committees**

**Sec. 1. Standing Committees.** The standing committees of the Board shall be as follows: Board Governance; Operational Planning and Infrastructure; Organizational, Services and Performance Monitoring; Audit, Safety Compliance and Real Estate; and External and Stakeholders Relations and Advocacy. The Audit, Safety Compliance and Real Estate Committee shall meet quarterly for a full briefing on audits. The President shall appoint members to such standing committees, naming one of the committee's members as chair. Board members may chair only one standing committee at a time. Committee chairs shall serve no more than three (3) consecutive, one year terms on the same committee. If the President fails to appoint members to a committee or name a chair of a committee, then the Board shall appoint such Board members or name a chair as the case may be. The President and Vice-President shall each be an ex-officio member of each committee. (Res. 1998-76. Passed 6-16-98.)

**Sec. 2. Other Committees.** The Board may, from time to time, create additional committees of its members as it deems necessary. If the President fails to appoint members of a committee or name a chair of a committee, then the Board shall appoint such members or name a chair as the case may be. The President and Vice-President shall each be an ex-officio member of each committee. (Res. 1988-38. Passed 2-16-88.)

**Sec. 3. Meetings.** In the absence of a chair, a quorum of any committee being present, a temporary chair shall be selected by a majority vote of the members present. Each committee may establish a procedure for calling committee meetings, the conduct of such meeting, the undertaking of committee activities, and the preparation of committee reports, provided, that notification of meetings of such committee shall be given, and such meetings shall be conducted, in accordance with Section 9 of Article III of these Bylaws. (Res. 1988-38. Passed 2-16-88.)

**Sec. 4. Special Advisory Committees.** The Board may create Special Advisory Committees. The President shall appoint members of the Special Advisory Committees naming a chair of each. Members of Special Advisory Committees need not be members of the Board. If the President fails to appoint members to a Special Advisory Committee or a chair thereof, then the Board shall appoint such members or chair as the case may be. Each Special Advisory Committee shall establish a procedure for calling and giving notice of that committee's meetings, the conduct of its meetings and the preparation of its reports including the procedure to be used in such preparation. The President of the Board or a Board member designated by him or her shall be an ex-officio member of each Advisory Committee. (Res. 1988-38. Passed 2-16-88.)

**ARTICLE VII**  
**Appropriations and Contracts**

**Sec. 1. Appropriations.** Appropriations and budget procedure shall be in accordance with the Ohio Revised Code. (Res. 1988-38. Passed 2-16-88.)

**Sec. 2. Contracts.** Contracts shall be entered into in accordance with the applicable provisions of the Ohio Revised Code and these Bylaws. (Res. 1988-38. Passed 2-16-88.)

**Sec. 3. Expenditures.** Expenditures in excess of the amount specified by law shall be authorized by the Board. Expenditures of the amount allowed by law or less for which moneys have been appropriated may be made on authorization of the President or, in the President's absence, by the Vice-President, or by the General Manager, or, in the absence of the General Manager, by the Acting General Manager. (Res. 1999-145. Passed 10-26-99.)

**Sec. 4. Equal Employment Opportunity.** The Authority shall take affirmative action to ensure that all terms and conditions of employment, including, but not limited to, recruitment, appointments, promotion, upgrading, demotion, discipline, layoff or termination, compensation, benefits, transfers, training, apprenticeships and educational opportunities, shall be administered, and that all employees are treated during their employment, without regard to race, color, religion, sex, national origin or ancestry, age, or disability, provided said disability does not inhibit essential job performance. Further, it is the Authority's intent to comply with appropriate federal and state laws, rules and regulations pertaining to the treatment of minorities, women, disabled persons, and all veterans in all facets of the Authority's activities.

**Sec. 5. Nondiscrimination in Contracts, Purchase Orders and Agreements.** All contracts, purchase orders or agreements subject to the Urban Mass Transportation Act of 1964, as amended, (49 U.S.C. 1601 et seq.) shall be subject to all rules and/or regulations issued pursuant thereto regarding nondiscrimination in federally assisted programs of the United States Department of Transportation.

In all solicitations, either by competitive bidding or negotiations, made by the Authority for work to be performed under a contract, subcontract, purchase order or agreement, including, but not limited to, procurement of materials, services or equipment, the Authority shall receive an affidavit from the supplier that the supplier does not and will not discriminate in its employment practices because of race, religion, color, sex or national origin. The Authority will include in its specifications in connection such contract, subcontract, purchase order or agreement, a requirement that prior to an award of such contract, subcontract, purchase order or agreement that

an affirmative action plan to provide equal employment opportunities must be provided to the Authority for its consideration. (Res. 1988-38. Passed 2-16-88.)

## ARTICLE VIII General Manager

**Sec. 1. Appointment and Authority.** The General Manager shall be appointed by the Board and shall be the Chief Executive Officer of the Authority. The General Manager:

- (a) Shall have full authority to manage the properties and business of the Authority, except for those powers and authorities reserved to the Board;
- (b) Shall direct the enforcement of all resolutions, rules and policies of the Board relative to the general operation of the Authority;
- (c) Shall prepare and submit to the Board the annual budget and appropriation measures and amendments thereto;
- (d) May sign and execute contracts and agreements necessary and proper for the performance of the General Manager's duties, subject to Article VII, Section 3;
- (e) Shall do all things necessary for the proper implementation of the policies and programs of the Board;
- (f) Shall report to and counsel with the President of the Board and, in the President's absence, the Vice-President, on questions of procedure, policy or practice;
- (g) May hire, fire, promote and demote all personnel, within the bounds of law, contract, and the Personnel Policies and Procedures, except as provided in Article IX, Sections 4, 5 and 6, of these Bylaws;
- (h) Shall develop performance assessment criteria and oversee the conducting of annual performance reviews for all personnel;
- (i) Shall determine the salaries of all personnel within the salary ranges approved by the Board of Trustees, other than those salaries determined by operation of law or contract;
- (j) Shall coordinate and be responsible for communication with and assignment of work to the Legal Affairs Division of the Authority;
- (k) May, as Chief Executive Officer, direct the Legal Affairs Division to prosecute, defend, settle or compromise all suits and claims for and on behalf of the Authority arising out of the operation of the Authority;

(l) Shall perform such other duties as may be required by law or as may be imposed on the General Manager by the Board;

(m) Shall execute all checks; and

(n) Shall be deemed to have discharged the responsibilities of the General Manager under these Bylaws by authorizing the same to be discharged by an assistant or other person. (Res. 1988-38. Passed 2-16-88; Res. 1999-145. Passed 10-26-99; Res. 2019-22. Passed 2-19-19)

## ARTICLE IX

### Administration and Employment

**Sec 1. Employment Generally.** The General Manager is hereby authorized to employ from time to time on a temporary basis craftsmen and clerical personnel as may be necessary to carry out the operations and programs of the Authority. The General Manager's dealings with permanent and/or full-time employees shall be governed by the Personnel Policies and Procedures as adopted by the Board. The General Manager shall fix the amount, if any, to be paid as reasonable and necessary expenses in connection with the employment of persons employed, including, but not limited to, expenses of such person incurred in moving from a former location to undertake such employment. All personnel must be paid from appropriations made for such personnel by the Board or from appropriations made by the Board for operating expenses or capital improvements when the services of such personnel are utilized with respect thereto. (Res. 1988-38. Passed 2-16-88.)

**Sec. 2. Position of Permanent Employment.** The Board shall establish positions of permanent employment from time to time for such management, professional and technical personnel as may be necessary to carry out the operations and program of the Authority. The General Manager is hereby authorized to employ and discharge with cause personnel for such positions and to prescribe their authority and duties. No such employment shall occur unless the Board has first created the position and established the compensation range for such grade, if the position is classified, or for such position, if it is unclassified. (Res. 1988-38. Passed 2-16-88.)

**Sec. 3. Table of Organization; Establishment of Departments; Salaries.** The General Manager may from time to time establish a table of organization and create such departments as the General Manager may deem necessary to carry on the functions of the Authority. Except as above provided, and as by the pay plans for hourly and salaried employees, salaries of all personnel employed shall be fixed by the General Manager within the salary ranges prescribed by the Board and shall be reviewed by the General Manager annually. (Res. 1988-38. Passed 2-16-88.)

**Sec. 4. General Counsel, Deputy General Manager for Legal Affairs.** The General Counsel, Deputy General Manager for Legal Affairs (“General Counsel”) shall oversee and manage the Legal Affairs Division, handling all legal services for the Authority. The General Counsel shall provide legal advice and counsel to management as well as directly to the Board. The Board and individual Board members shall have the right to go directly to the General Counsel for legal advice. The General Counsel shall respond to requests for legal advice from the Board and Board members, and shall notify the Board and Board members if those requests are in conflict with the General Counsel’s responsibilities to management. The General Counsel shall serve as the Parliamentarian for Board meetings. The hiring of the General Counsel shall be made by the General Manager after consultation with and approval of the Board. The General Manager shall consult with the Board regarding salary, promotion, demotion, and termination of the General Counsel.

**Sec. 5. Internal Audit Department.** Notwithstanding any other provision of these Bylaws, the Board shall maintain an Internal Audit Department, led by an Executive Director of Internal Audit, who shall report functionally to the Board of Trustees and administratively to the General Manager. The Board of Trustees shall review and approve the Internal Audit Charter and audit plan. The Executive Director of Internal Audit shall also respond to requests for assistance from the General Manager, so long as those requests are not inconsistent with the Executive Director’s responsibilities to the Board. (Res. 2019-24. Passed 2-19-19)

**Sec. 6. Personnel Decisions Regarding Executive Director of Internal Audit.**

All personnel decisions regarding the Executive Director of Internal Audit, including, but not limited to, hiring, firing, promoting, demoting and salaries, shall be made by the Board. The Board shall conduct the performance evaluation of the Executive Director of Internal Audit in consultation with the General Manager. (Res. 1988-38. Passed 2-16-88. Res. 2019-24. Passed 2-19-19.)

**Sec. 7. Personnel Provisions; Fringe Benefits.** Except as above provided, office hours, hours of work, holidays, vacations, sick leave, payment in lieu of vacation or sick leave, military leave, funeral attendance, leave of absence without pay, medical insurance, jury duty and reimbursement of expenses shall be established by the General Manager. (Res. 1988-38. Passed 2-16-88.)

## **ARTICLE X**

### **Construction, Codification and Indemnification**

**Sec. 1. Construction and Severability.** Each of such sections as are herein set forth and each provision thereof shall be construed, if possible, in a manner consistent

with the rules for statutory construction contained in the Ohio Revised Code, General Provisions and applicable laws of the United States. If any clause, provision, paragraph, subdivision, division or section hereof is held to be invalid, such holding of invalidity shall not affect the remaining clauses, provisions, paragraphs, subdivisions, divisions or sections, and these Bylaws shall be construed and enforced as if such illegal or invalid clause, provision, paragraph, subdivision or section had not been contained herein. (Res. 1988-38. Passed 2-16-88.)

**Sec. 2. Number, Gender and Tense.** As used in these Bylaws, unless the context otherwise requires:

- (a) The singular includes the plural, and the plural includes the singular.
- (b) Words of one gender include the other genders, and include persons of nonbinary gender.
- (c) Words in the present tense include the future. (Res. 1988-38. Passed 2-16-88.)

**Sec. 3. Codification.** All amendments to these Bylaws, or to the Personnel Policies and Procedures, and all other resolutions adopted by the Board of Trustees relating to the governance, organization, personnel procedures or creation or discontinuation of positions of employment shall be caused to be incorporated in the amended document, and/or codified, by the Board. (Res. 1988-38. Passed 2-16-88.)

**Sec. 4. Indemnification.** Each member of the Board and each officer or employee of the Authority who was or is a party, or is threatened to be made a party, to any threatened, pending or completed civil, criminal, administrative or investigative action, suit or proceeding, other than an action by the Authority, by reason of the fact that such person is or was a trustee, officer or employee of the Authority, may be indemnified by the Authority against expenses, including attorney's fees, costs of investigation, court costs, judgments, fines and amounts paid in settlement actually and reasonably incurred by such person in connection with such action, suit or proceeding, if such person acted in good faith, in a manner that such person reasonably believed to be in the discharge of the official duties of their office or employment, for a lawful purpose and not for a private purpose and in accordance with these Bylaws and other applicable rules, regulations and policies of the Authority, and, with respect to any criminal action or proceeding, if such person had no reasonable cause to believe that their conduct was unlawful.

The termination of any action, suit or proceeding by judgment, order, settlement or conviction, or upon a plea of nolo contendere or its equivalent, shall not create, of itself, a presumption that the person did not act in good faith, in a manner that such person reasonably believed to be in the discharge of the official duties of their office or

employment and for a lawful purpose and not for a private purpose, nor, with respect to any criminal action or proceeding, a presumption that the person had reasonable cause to believe that their conduct was unlawful.

Any person who expects to make a claim for indemnification under this section shall give written notice of the existence and nature of the action, suit or proceeding to which the person is a party, or threatened to be made a party, to the General Manager (or, if the General Manager is the person who expects to seek indemnification, to another officer designated to act in the General Manager's place) before incurring substantial expenses in connection with such action, suit or proceeding, and shall thereafter furnish to the officer to whom such notice was given such further information concerning the status of the action, suit or proceeding and costs incurred and expected to be incurred by the person in connection therewith, as the officer to whom the notice was given shall, from time to time, reasonably request.

No claim for indemnification under this section will be considered unless it is filed not later than one year from the date on which the action, suit or proceeding to which it pertains has been completed, or on which a final judgment, decree or order has been rendered and the period for any appeal from the same has expired.

Any attorney's fees paid by the Authority under this section shall not exceed reasonable amounts for the actual services rendered and shall not in any case exceed amounts calculated in accordance with the Authority's schedule of fees for outside counsel to the Authority in effect at the time of the performance of the legal services for which payment is claimed.

Except with the written approval of the General Manager (or, if the General Manager is the person seeking indemnification, another officer designated to act in the General Manager's place) given prior to the commencement of such legal services and upon good cause shown, no payments for attorney's fees and expenses under this section will be made with respect to a single action or proceeding to more than a single law office. Any statement for attorney's fees and expenses of a law office submitted in connection with a claim for indemnification shall be in such detail as the General Manager or other officer having responsibility for the initial review of such statement shall require. No payment will be made for attorney's fees or other expenses that are determined by the Authority to be duplicative or not reasonably necessary. As used in this section, "law office" means a law firm that is a partnership of attorneys, a legal professional association or an attorney who is a sole practitioner together with employees who are attorneys.

Attorney's fees and other expenses incurred by a member of the Board or by an officer or employee in defending any action, suit or proceeding referred to in this section may be paid by the Authority as they are incurred, in advance of the final disposition



of the action, suit or proceeding, as authorized by the Board in the specific case, upon receipt of a commitment, satisfactory to the Board, by or on behalf of the Board member, officer or employee, to repay the amount if it ultimately is determined that the Board member is not entitled to be indemnified by the Authority.

This section does not create any legal obligation on the part of the Authority toward any member of the Board or to any officer or employee. The decision in each case as to whether indemnification will apply shall be within the sole discretion of the Board as provided herein. This section may be revoked or amended by the Board at any time, and nothing herein shall be construed as constituting a condition or benefit of employment or as an emolument of office.

Any indemnification under this section shall inure to the benefit of the indemnified person's heirs, executors and administrators.

This section does not apply in the case of any action, suit or proceeding in which the Authority has the duty to indemnify members of the Board or officers or employees as provided in Ohio R.C. 2744.07, or any other provision of the Ohio Revised Code now in effect or enacted hereafter that provides for the circumstances under which the Authority has such a duty. (Res. 1993-58. Passed 3-16-93.)

## ARTICLE XI

### Amendments and Prior Legislation

**Sec. 1. Review and Revision.** These Bylaws, the Personnel Policies and Procedures, and all other resolutions adopted by the Board of Trustees relating to the governance, organization, personnel procedures or creation or discontinuation of positions of employment, as codified in the Codified Rules and Regulations of the Greater Cleveland Regional Transit Authority ("Code") shall be subject to review and revision by the Board of Trustees every three years. This does not preclude the Board of Trustees from revising specific policies or from adding additional policies should the Board of Trustees determine that the best interests of the public and/or the Authority would be served by making such a revision.

**Sec. 2. Amendments.** These Bylaws and the Code may be amended from time to time by a majority vote of the members of the Board of Trustees, provided that no proposed amendment shall be considered unless a written copy of such proposed amendment has been furnished to each member of the Board at least fourteen days prior to the meeting at which the proposed amendment is to be considered. Such fourteen-day period may be waived if all members of the Board consent thereto either by a specific statement of such waiver by each member entered in the minutes of the meeting at which such amendment is considered or by a written waiver of such period executed either before or after such meeting, or by a combination of the foregoing.

Amendments or revisions to these Bylaws and the Code may be initiated or proposed by any member of the Board or by the General Manager of the Authority.

Proposed amendments or revisions to these Bylaws and the Code shall be subject to review and study by the appropriate committee of the Board. The committee shall make recommendations on any proposed amendment or revision to the Board. The Board must approve any amendment or revision by majority vote, as defined in these Bylaws, before said amendment or revision will become official policy of the Authority. (Res. 1988-38. Passed 2-16-88.)

**Sec. 3. Prior Legislation.** Any Bylaw or part thereof heretofore adopted by the Board, which by law, by its terms, was to be effective until the adoption by the Board of comprehensive bylaws, or is inconsistent with any of the provisions of the Bylaws adopted by this resolution, is hereby repealed. (Res. 1988-38. Passed 2-16-88.)

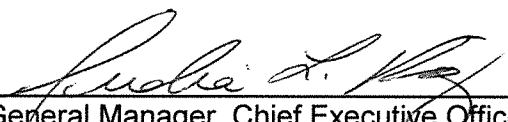


Greater Cleveland Regional Transit Authority  
**STAFF SUMMARY AND COMMENTS**

TITLE/DESCRIPTION: <b>AMENDING THE BYLAWS OF THE GREATER CLEVELAND REGIONAL TRANSIT AUTHORITY</b>	Resolution No.: 2020-1
	Date: January 16, 2020
	Initiator: Board of Trustees/Legal Department
ACTION REQUEST: <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input type="checkbox"/> Information Only <input type="checkbox"/> Other _____	

- 1.0 PURPOSE/SCOPE: This resolution will amend the Bylaws of the Greater Cleveland Regional Transit Authority.
- 2.0 DESCRIPTION/JUSTIFICATION: The Bylaws were adopted on May 25, 1976, pursuant to Resolution No. 1976-178 and have been amended from time to time, most recently in 2019. The Ad Hoc Bylaws Review Committee ("Committee") of the Board of Trustees ("Board") has met periodically since July 2018 to review the Bylaws and discuss revisions that might be needed. The work of the Committee has been completed. As a result of the review, the Committee recommended amendments to various sections of the Bylaws, as outlined on the red-line version attached hereto.
- The recommendation was considered by the Committee of the Whole and has been referred to the Board of Trustees for action.
- 3.0 PROCUREMENT BACKGROUND: Does not apply.
- 4.0 AFFIRMATIVE ACTION/DBE BACKGROUND: Does not apply.
- 5.0 POLICY IMPACT: Adoption of the resolution will result in clear, accurate and current Bylaws that reflects the current operations of the Board and the Authority.
- 6.0 ECONOMIC IMPACT: Does not apply.
- 7.0 ALTERNATIVES: Not adopting this resolution. Not adopting this resolution would result in the recommendations of the Committee not being adopted and the Bylaws remaining without appropriate updates and revisions.
- 8.0 RECOMMENDATION: This resolution was discussed by the Board of Trustees Committee of the Whole at a special meeting on January 9, 2020. It is recommended that this resolution be adopted.
- 9.0 ATTACHMENT A: Redline copy of revisions to the Bylaws

Recommended and certified as appropriate to the availability of funds, legal form and conformance with the Procurement requirements.

  
\_\_\_\_\_  
General Manager, Chief Executive Officer

Attachment A

BYLAWS

OF THE

GREATER CLEVELAND REGIONAL TRANSIT AUTHORITY

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BYLAWS  
OF THE  
GREATER CLEVELAND REGIONAL TRANSIT AUTHORITY

ARTICLE I  
General Provisions

**Sec. 1. Principal Office.** The principal office of the Greater Cleveland Regional Transit Authority (hereinafter referred to as the "Authority"), its Board of Trustees (hereinafter sometimes referred to as the "Board"), and its Secretary-Treasurer, shall be located at 1240 West 6th Street, Cleveland, Ohio 44113. (Res. 1988-38. Passed 2-16-88.)

**Sec. 2. Additional Offices.** The Board may establish additional offices at such other places, within the territory served by the Authority, as shall be designated from time to time by the Board in order to further the purposes of the Authority and the efficiency of its operation. (Res. 1988-38. Passed 2-16-88.)

**Sec. 3. Compensation of Members.** All members of the Board shall be compensated and shall be reimbursed for reasonable expenses as provided by law, by the agreement by which this Authority was established and by resolutions of the Board not inconsistent therewith. (Res. 1988-38. Passed 2-16-88.)

**Sec. 4. Oath of Office.** Before entering into their official duties, each member of the Board shall take and subscribe to an oath or affirmation that the Board member will honestly, faithfully, and impartially perform the duties of a Board Trustee, and will not be personally interested, directly or indirectly, in any contract let by the Authority.

**Sec. 5. Conduct and Accountability.** Board members shall conduct themselves in accordance with all applicable laws, rules and regulations, including the Authority's Code of Ethics. Each member of the Board shall conduct the business of the Authority in a manner consistent with their fiduciary responsibility to the Authority.

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**ARTICLE II****Officers**

**Sec. 1. Officers Generally.** The officers of the Authority shall be President, Vice-President, Secretary-Treasurer, and such other officers as the Board of Trustees may from time to time designate. The President and Vice-President shall be members of the Board and shall be elected to their offices. The Secretary-Treasurer shall be appointed by the Board and shall not be a member of the Board. As determined by the Board, all other officers may or may not be members of the Board and shall be appointed to their offices by the Board. (Res. 1988-38. Passed 2-16-88; Res. 2019-22. Passed 2-19-19.)

**Sec. 2. Terms of Office.** The President and Vice-President shall be elected at the annual meeting of the Board and shall take office on their election. The terms of the President and Vice-President elected shall be one year and until their successors take office. The President and Vice-President shall serve no more than three (3) consecutive one (1) year terms. After serving three (3) consecutive one (1) year terms as President or Vice-President, a member of the Board may not be elected to the same office of President or Vice-President for two (2) years. If either the President or the Vice-President, who was a member of the Board when they were elected to office, ceases to be such a member, they shall also cease to be such officer. (Res. 1988-38. Passed 2-16-88.)

**Sec. 3. Resignations.** Any officer may resign from the position as such officer by giving written notice of such resignation to the President of the Board, provided that in the event of resignation of the President, such written notice shall be given to the Vice-President. The resignation shall be effective as of the time or upon the event stated in such written notice, or, if there is no such time or event stated, then as of the date of the receipt of the written notice of resignation by the proper officer. Notice of the resignation shall be transmitted promptly to the other members of the Board by the officer receiving such resignation. Resignations shall not require acceptance by the Board. (Res. 1988-38. Passed 2-16-88.)

**Sec. 4. Removal.** All officers of the Board shall serve at the pleasure of the Board and shall be subject to removal by the Board at any time. (Res. 1988-38. Passed 2-16-88.)

**Sec. 5. Vacancies.** Any vacancy in the office of President or Vice-President of the Board shall be filled for the unexpired term by majority vote of the Board in the same manner as the original election of such officer. (Res. 1988-38. Passed 2-16-88.)

**Sec. 6. President.** The President shall preside at all meetings of the Board. The President shall perform all duties commonly incident to the position of presiding officer



of a board or commission and all duties commonly incident to the position of chair of a board or commission. The President has authority (without impairment of any authority specifically granted by the Board to any other person) to sign all contracts, releases, notes, bonds and other documents and instruments to be executed on behalf of the Authority. The President shall perform such other duties and have such other authority as may be provided from time to time by the Board. (Res. 1988-38. Passed 2-16-88.)

Sec. 7. Vice-President. The Vice-President shall perform the duties and have the authority of the President during the absence or inability of the President to perform such duties and during any period while the office of President is vacant. The Vice-President shall preside at all meetings of the Board when and while the President vacates the chair. When performing the duties and having the authority of the President, the Vice-President shall have all powers of the President. The Vice-President shall perform such other duties and have such authority as the Board may from time to time provide. At any meeting at which both the President and Vice-President are absent, the Board, by a majority vote of those present, may elect a member of the Board to serve as presiding officer for that meeting. If the Vice-President is elected to fill a vacancy in the office of the President, the office of Vice-President shall thereupon be deemed to be vacant and shall be filled in the manner provided in these Bylaws. (Res. 1988-38. Passed 2-16-88.)

#### Sec. 8. Secretary-Treasurer.

(a) The Secretary-Treasurer shall be the Fiscal Officer of the Authority, who shall fulfill the responsibilities of the office of Secretary-Treasurer as required by Ohio Revised Code Section 306.42.

(b) As Fiscal Officer of the Authority, the Secretary-Treasurer:

(1) Shall, before receiving any moneys, give a compensated surety bond to and in favor of the Authority in the penal sum of one hundred thousand dollars (\$100,000). Such bond shall be conditioned upon the faithful performance of the duties of the office and shall be executed by sureties satisfactory to the Authority. The cost of such bond and any other bonds required by these Bylaws shall be paid by the Authority.

(2) Shall attend all meetings of the Board and keep and attest to accurate records of the proceedings; shall have custody of and maintain all minutes, resolutions, records, documents and files of the Authority as true and exact copies thereof and shall affix to such certification, if required, any seal of the Authority, which seal shall be maintained in the Secretary-Treasurer's custody.

(3) Shall cause to be kept accurate books of account of all transactions on behalf of the Authority;

(4) Shall have the care and custody of the funds of the Authority and may, on behalf of the Authority, endorse for deposit or collection all drafts, checks, notes and other instruments and orders for the payment of money to the Authority, or its order, and sign receipts therefor;

(5) May sign, on behalf of the Authority, all vouchers for payments to be made by the Authority and checks, drafts, bonds, notes and other obligations of the Authority for the payment of money by the Authority in the manner and to the extent provided in these Bylaws;

(6) Shall, from time to time, allocate and reallocate the funds of the Authority to inactive, interim, active or special funds, and invest such funds, as provided or permitted by law or as authorized by the Board;

(7) Shall be Secretary to all committees and, when directed by the chair of any committee, shall cause minutes of each meeting to be kept;

(8) Shall have such authority and perform such other duties as may be required by or delegated by the Board or as are conferred by law or incident to the office of Secretary or Treasurer and the office of Fiscal Officer of an authority, board or commission.

(9) Shall be deemed to have discharged responsibilities designated under these Bylaws if discharged by an assistant or other person properly authorized by the Secretary-Treasurer, except as to any duty which under the law can be discharged only personally by the Secretary-Treasurer or Fiscal Officer of an authority. (Res. 1988-38. Passed 2-16-88; Res. 1999-145. Passed 10-26-99; Res. 2019-22. Passed 2-19-19)

**Sec. 9. Assistants.** The Board may appoint from time to time such assistants to the Board as it deems appropriate. Such assistants may perform any and all of the duties and have the authority and powers as shall be delegated and assigned to them from time to time by the Board, subject only to limitations imposed by law. Such assistants may include, but are not limited to, secretarial assistants, clerical assistants and a legal advisor to the Board, who may be a member of the Legal Affairs Division of the Authority. (Res. 1988-38. Passed 2-16-88; Res. 1999-145. Passed 10-26-99.)

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**ARTICLE III****Meetings**

**Sec. 1. Quorum.** For meetings of the full Board, a majority of the appointed members of the Board of Trustees shall constitute a quorum and the affirmative vote of a majority of the appointed members of the Board shall be necessary for any action taken by the Board, provided that less than a quorum may adjourn a meeting of the Board. For committee meetings, a majority of the appointed members of the committee shall constitute a quorum. (Res. 1988-38. Passed 2-16-88.)

**Sec. 2. Meeting Places.** All meetings of the Board shall be held at its principal office, at such other place as may be designated by the President at a preceding meeting or as designated in the notice of the meeting, as hereinafter provided. (Res. 1988-38. Passed 2-16-88.)

**Sec. 3. Meetings Generally.** The annual meeting of the Board shall be at the first regular meeting in March in each year. Regular meetings of the Board shall be held at the principal office of the Authority on the third Tuesday of each calendar month, and regular Committee meetings shall be held on the first Tuesday of each calendar month, at an hour established by resolution of the Board, unless another date and/or hour for such meeting is designated by motion of the Board duly adopted at a preceding regular meeting. Special meetings of the Board may be called at any time by resolution or by the President, Vice-President or any two members of the Board. The officer or member calling the meeting shall give notice, or cause the same to be given, to the other members of the Board of the date, hour and place of the meeting. Such notice may be given at least twenty-four hours prior to the meeting, in person, by telephone, electronically or by any other means reasonably calculated to provide at least twenty-four hours advance notice prior to the meeting. If notice is by letter, such letter shall be sent by first class mail and shall be sent at least forty-eight hours prior to the meeting. Notice of a meeting need not be given to any member of the Board who was in attendance at the meeting when the resolution calling the special meeting was adopted or if such notice was waived by the member of the Board in writing before, during or after such meeting, or if the member of the Board shall be present at the meeting. Any meeting shall be a valid meeting without notice having been given if all of the members of the Board are present at such meeting. (Res. 1999-57. Passed 4-20-99; Motion 3-27-01. Effective 6-1-01.)

**Sec. 4. Minutes and Resolutions.**

(a) Action of the Board shall be by resolution or motion. Resolutions shall be in written or typewritten form. On passage of each motion or resolution, the vote of each

member present shall be entered in the minutes of the meeting, provided that a unanimous vote may be recorded as such in the minutes.

(b) The minutes of each meeting of the Board shall be recorded and kept by the Secretary-Treasurer for such purpose. With respect to each meeting, there shall be shown in the minutes the date and place at which the meeting was held, the names of the members present, a summary of business transacted and a record of each vote taken. The minutes will be signed by the President or other member of the Board presiding at the meeting and shall be attested by the Secretary-Treasurer. A resolution adopted shall be identified by appropriate reference to the number and title of such resolution.

(c) Each resolution adopted by the Board will be numbered, signed by the member of the Board presiding at the meeting, attested by the Secretary-Treasurer and maintained by the Secretary-Treasurer. Resolutions shall be annually numbered consecutively beginning with the number one. Each resolution shall bear as a prefix to its number the year in which it was adopted.

(d) As provided by law, the minutes of Board meetings and Board resolutions shall be open to the inspection of the public at all reasonable times.\_\_(Res. 1988-38. Passed 2-16-88.)

**Sec. 5. Public Meetings.** All meetings of the Board, except executive sessions held for purposes required or permitted by law, shall be open to the public, and no person shall be excluded from any meeting except for conduct which unreasonably interferes with the orderly conduct of the meeting. (Res. 1988-38. Passed 2-16-88.)

**Sec. 6. Rules of Procedure.** Until otherwise provided, meetings of the Board shall be conducted in accordance with Robert's Rules of Order, subject to Section 7. (Res. 1988-38. Passed 2-16-88.)

**Sec. 7. Conduct of Meetings.** Meetings of the Board shall be conducted in accordance with the following procedures:

(a) **Vote.** Actions may be taken by voice vote, except that the presiding officer may, and upon the request of any member shall, require any vote to be taken by roll call. Any member of the Board shall be permitted to change his or her vote until the roll call has been verified and the result declared. A motion for reconsideration on any vote may be made by any member who was in the majority on such vote. Such motion must be made not later than the close of the meeting following the one at which such vote was taken.

(b) Division of Question. If any question contains two or more divisible propositions, the presiding member may, and upon request of a member shall, divide the same.

(c) Order of Business. Unless otherwise ordered by the presiding officer or consented to by motion, the business of regular meetings of the Board shall be transacted in the following order:

1. Roll call
2. Submission of minutes of preceding meetings
3. Reports and communications from officers
4. Other reports and communications
5. Reports of standing committees
6. Reports of other committees
7. Consideration of pending resolutions and motions
8. Introduction of new resolutions and motions
9. Other business
10. Adjournment.

(d) Motions. Motions shall be presented, seconded and acted upon, in accordance with recognized parliamentary procedures. Upon request of any member, any motion shall be reduced to writing. Any motion may be withdrawn by the movant with the consent of the second, before it has been amended or voted upon. All motions which have been entertained by the presiding member shall be entered upon the minutes of the meeting. (Res. 1988-38. Passed 2-16-88.)

**Sec. 8. Absence of Secretary-Treasurer.** If neither the Secretary-Treasurer nor their designee is present at a meeting, the presiding member may designate a person, who need not be a member of the Board, as acting Secretary to record the minutes of the meeting and attest to any resolution adopted at such meeting. The acting Secretary may also certify as to the authenticity of any resolution adopted at such meeting or to the correctness of a copy or extract of the minutes of such meeting. (Res. 1988-38. Passed 2-16-88.)

**Sec. 9. Rules for Notification of Meetings.** The following Rules are hereby adopted, pursuant to Ohio R.C. 121.22(F), for the purposes of establishing a reasonable method for any person to determine the time and place of all regularly scheduled meetings and the time, place and purpose of all special meetings; making provisions for giving advance notice of special meetings to the news media that have requested notification; and making provisions for persons to request and obtain reasonable advance notification of all meetings at which any specific type of public business is to be discussed. These Rules are in addition to any applicable legal requirements as to notices to members of the Board or to others in connection with specific meetings or specific subject matters.

(a) Definitions. As used in these Rules:

(1) "Day" means calendar day.

(2) "Meeting" means any prearranged discussion of the public business of the Authority by a majority of the members of the Board.

(3) "Notification" means notification given electronically, orally, either in person, or by telephone, directly to the person for whom such notification is intended, or by leaving an oral message for such person at the address, or if by telephone at the telephone number, of such person as shown on the records kept by the Secretary-Treasurer under these Rules.

(4) "Post" means to post, in an area and by a method (including electronically), accessible to the public, during usual business hours. Physical posting at the principal office of the Authority shall be at the following location:

Entrance Lobby  
1240 West 6th Street  
Cleveland, Ohio 44113

A notice identifying the locations at which notifications will be posted pursuant to these Rules shall be published by the Secretary-Treasurer within five calendar days after the adoption of these Rules.

(5) "Special meeting" means a meeting which is neither a regular meeting nor an adjournment of a regular meeting to another time or day to consider items specifically stated on the original agenda of such regular meeting.

(6) "Written notification" means notification in writing which is mailed, sent electronically or delivered to the address of the person for whom such notification is intended, as shown on the records kept by the Secretary-Treasurer under these Bylaws, or in any way delivered to such person. If mailed, such notification shall be mailed by first class mail, deposited in a U.S. Postal Service mailbox not later than two days prior to the day of the meeting to which such notification refers, provided that at least one regular mail delivery day falls between the day of mailing and the day of such meeting.

(b) Notice of Regular and Organizational Meetings.

(1) The Secretary-Treasurer shall post the times and places of regular meetings of the Board for each calendar year not later than two days prior to the day of the first regular meeting of the calendar year. The Secretary-Treasurer shall check

at reasonable intervals to ensure that such times and places remain so posted during such calendar year. If at any time during the calendar year the time or place of regular meetings, or of any regular meeting, is changed on a permanent or temporary basis, the time and place of such changed regular meetings shall be posted by the Secretary-Treasurer at least twenty-four hours before the time of the first changed regular meeting.

(2) The Secretary-Treasurer shall post the time and place of the annual meeting of the Board at least twenty-four hours before the time of such annual meeting.

(3) Upon the adjournment of any regular or special meeting to another day, the Secretary-Treasurer shall promptly post notice of the new time and place of such adjourned meeting.

(c) Notice of Special Meetings.

(1) Except in the case of a special meeting referred to in paragraph (d)(4) hereof, the Secretary-Treasurer shall, not later than twenty-four hours before the time of a special meeting, post the time, place and purposes of such special meeting.

(2) The notice provided for in this subsection and the notifications provided for in subsection (d) hereof shall state such specific or general purposes then known to the Secretary-Treasurer which are intended to be considered at such special meeting and may state, as an additional general purpose, that any other business as may properly come before the Board at such meeting may be considered and acted upon.

(d) Notice to News Media of Special Meetings.

(1) Any news organization that desires to be given advance notification of special meetings shall provide to either the Secretary-Treasurer or the Authority's media relations representative a written request therefor. Except in the event of an emergency requiring immediate official actions, as referred to in subsection (d) hereof, a special meeting shall not be held unless at least twenty-four hours advance notice of the time, place and purposes of such special meeting is given to the news organizations that have requested such advance notification in accordance with paragraph (d)(2) hereof.

(2) News organization requests for such advance notification of special meetings shall specify the name of the news organization; the name, and business and email addresses of the person to whom written notifications to the news organization may be mailed, sent electronically or delivered; the names, business and email addresses and telephone numbers (including addresses and telephone numbers at

which notifications may be given either during or outside of business hours) of at least two persons to either one of whom oral or electronic notifications to the news organization may be given; and at least one telephone number which the request identifies as being monitored, and which can be contacted at any hour for the purpose of giving oral or electronic notification to such news organization.

Any such request shall be effective from the date of submission to the Secretary-Treasurer or the Authority's media relations representative, until the Secretary-Treasurer or the Authority's media relations representative receives written notice from such news organization canceling or modifying such request. A request shall not be deemed to be made unless it is complete in all respects and unless such request may be conclusively relied on by the Board, the Authority and the Secretary-Treasurer.

(3) The Secretary-Treasurer shall give oral or written notification, or both, as the Secretary-Treasurer determines, to the news organizations that have requested such advance notification, in accordance with paragraph (d)(2) hereof, of the time, place and purposes of each special meeting, at least twenty-four hours prior to such special meeting.

(4) In the event of an emergency requiring immediate official action, a special meeting may be held without giving twenty-four hours advance notification to the requesting news organizations. The persons calling such meeting, or any one or more of such persons or the Secretary-Treasurer on their behalf, shall immediately give oral or written notification, or both, as the person giving such notification determines, of the time, place and purposes of the special meeting to news organizations that have requested advance notification in accordance with paragraph (d)(2) hereof. The minutes or the call, or both, of any special meeting shall state the general nature of the emergency requiring immediate official action.

(e) Notification of Discussion of Special Types of Public Business.

(1) Any person, upon written request and as provided herein, may obtain reasonable advance notification of all meetings at which any specific type of public business is scheduled to be discussed.

(2) Such person shall submit a written request to the Secretary-Treasurer, specifying the person's name and the address(es) (including email address) and telephone number(s) at or through which the person can be reached during and outside of business hours; the specific type of public business the discussion of which the person is requesting advance notification; and the number of calendar months (not to exceed twelve) which the request covers. Such request may be canceled by request from such person to the Secretary-Treasurer.



(3) If the person making the request under this section cannot be reached by electronic means, then the following shall apply: Each such written request shall be accompanied by stamped self-addressed Number 10 envelopes sufficient in number to cover the number of regular meetings during the time period covered by the request. The Secretary-Treasurer shall notify in writing the requesting person when the supply of Number 10 envelopes is running out, and if the person desires notification after the supply has run out, the person must deliver to the Secretary-Treasurer an additional reasonable number of stamped self-addressed envelopes as a condition to receiving further notifications. Such requests may be modified or extended only by filing a new request with the Secretary-Treasurer. A request shall not be deemed to be made unless it is complete in all respects and unless such request may be conclusively relied on by the Authority, the Board and the Secretary-Treasurer.

(4) The Secretary-Treasurer shall give such advance notification under this subsection by written or oral notification, or both, as the Secretary-Treasurer determines.

(5) The request.

(f) Notification Generally.

(1) Any person may, by visit or telephone, email or electronically, contact the Authority's Secretary-Treasurer during regular office hours to determine, based on available information the time and place of regular meetings; the time, place and purposes of any then known special meetings; and whether or not the available agenda of any such future meeting states that a specific type of public business, identified by such person, is to be discussed at such meeting.

(2) Any notification provided herein to be given by the Secretary-Treasurer may be given by any person acting in behalf of or under the authority of the Secretary-Treasurer.

(3) A reasonable attempt at notification shall constitute notification in compliance with these Bylaws.

(4) A certificate by the Secretary-Treasurer as to compliance with these Rules shall be conclusive upon the Authority. (Res. 1988-38. Passed 2-16-88.)

## ARTICLE IV Powers and Duties

**Sec. 2. Salary Ranges.** The Board will set salary ranges for each grade of classified positions, as well as the salary ranges for all unclassified positions, subject to any legal or contractual limitation. The salary ranges will include both minimum and maximum compensation for each grade of classified positions and each unclassified position, with the maximum salary for each being not less than 150 percent of the minimum salary. The General Manager will determine the salary of each individual employee within the salary range determined by the Board for that grade or position. (Res. 1988-38. Passed 2-16-88.)

**Sec. 3. Employees.** To provide a sound, comprehensive and uniform system of personnel administration for the Authority, whereby effectiveness and economy in the personal services rendered, and fairness to the employees and the public alike may be promoted, and employment in the system may be rendered attractive as a career to persons qualified to serve therein, the Board shall adopt rules governing appointment and promotion in the Authority. The Rules so established shall remain and continue in effect until amended or rescinded by the Board of Trustees. (Res. 1988-38. Passed 2-16-88.)

**Sec. 4. Professional Consultants.** The Board may from time to time engage professional consultants or advisors as it may deem desirable or necessary. Such professional consultants shall be employed at compensation established by the Board and shall serve at the pleasure of the Board unless they are governed by specific contracts of engagement. The Board may authorize the General Manager to employ professional consultants and advisors and, except as the Board has otherwise established, prescribe their duties and conditions for performing services for the Authority. (Res. 1988-38. Passed 2-16-88.)

**Sec. 5. Delegation of Duties.** There is reserved to the General Manager the authority, from time to time, to delegate, transfer or assign duties of employees to the extent permitted by law and in conformity with the Personnel Policies and Procedures established by the Board. (Res. 1988-38. Passed 2-16-88.)

**Sec. 6. Execution of Instruments.**

(a) Deeds, Leases, Contracts and Other Agreements. Deeds, leases, contracts, agreements and all other documents, except those referred to in subsection (b) hereof, shall be signed by the officer or other person specified in any pertinent statute as the officer or other person required to execute such instruments. If no such statutory

requirement exists, such instruments may be signed by the President or Vice-President, by the Secretary-Treasurer, and by the General Manager. The Board may at any time or from time to time designate one or more of its members or any other employee or officer to execute any such instrument for and on behalf of the Authority.

(b) Checks. Drafts. Etc. Checks shall be executed by the signature of the General Manager and the Secretary-Treasurer, which signatures may be facsimile signatures. Drafts, notes, bonds and any other instruments requiring the payment of money shall be executed by the Secretary-Treasurer.

(c) Purchase Orders. Purchase orders for materials and services for which expenditures have been authorized may be signed by the President, the Vice-President, the Secretary-Treasurer, the General Manager, and the Deputy General Manager - Finance and Administration, of the Authority, as provided in Article VII, Section 3. A facsimile signature may be used in certifying the availability of funds as required by law. (Res. 1999-145. Passed 10-26-99.)

**Sec. 7. Reimbursement for Expenses.** Any member of the Board who properly incurs expenses in the course of their official duties shall be reimbursed for such expenses so incurred, upon vouchers approved by the President, or, in the President's absence, by the Vice-President, and by the Secretary-Treasurer. All officers and employees who properly incur expenses in the course of their official duties shall be reimbursed for such expense so incurred upon vouchers approved by the General Manager or a Deputy General Manager. (Res. 1988-38. Passed 2-16-88; Res. 1999-145. Passed 10-26-99.)

## ARTICLE V Official Seal

**Sec. 1. Adoption.** The Authority may adopt an official seal, which shall be maintained at the principal office of the Authority. (Res. 1988-38. Passed 2-16-88.)

**Sec. 2. Failure to Affix.** Failure to affix the seal of the Authority to any document or instrument shall in no manner affect the validity of such document or instrument. (Res. 1988-38. Passed 2-16-88.)

## ARTICLE VI Committees

**Sec. 1. Standing Committees.** The standing committees of the Board shall be as follows: Board Governance; Operational Planning and Infrastructure; Organizational, Services and Performance Monitoring; Audit, Safety Compliance and Real Estate; and External and Stakeholders Relations and Advocacy. The Audit, Safety Compliance and Real

Estate Committee shall meet quarterly for a full briefing on audits. The President shall appoint members to such standing committees, naming one of the committee's members as chair. Board members may chair only one standing committee at a time. Committee chairs shall serve no more than three (3) consecutive, one year terms on the same committee. If the President fails to appoint members to a committee or name a chair of a committee, then the Board shall appoint such Board members or name a chair as the case may be. The President and Vice-President shall each be an ex-officio member of each committee. (Res. 1998-76. Passed 6-16-98.)

**Sec. 2. Other Committees.** The Board may, from time to time, create additional committees of its members as it deems necessary. If the President fails to appoint members of a committee or name a chair of a committee, then the Board shall appoint such members or name a chair as the case may be. The President and Vice-President shall each be an ex-officio member of each committee. (Res. 1988-38. Passed 2-16-88.)

**Sec. 3. Meetings.** In the absence of a chair, a quorum of any committee being present, a temporary chair shall be selected by a majority vote of the members present. Each committee may establish a procedure for calling committee meetings, the conduct of such meeting, the undertaking of committee activities, and the preparation of committee reports, provided, that notification of meetings of such committee shall be given, and such meetings shall be conducted, in accordance with Section 9 of Article III of these Bylaws. (Res. 1988-38. Passed 2-16-88.)

**Sec. 4. Special Advisory Committees.** The Board may create Special Advisory Committees. The President shall appoint members of the Special Advisory Committees naming a chair of each. Members of Special Advisory Committees need not be members of the Board. If the President fails to appoint members to a Special Advisory Committee or a chair thereof, then the Board shall appoint such members or chair as the case may be. Each Special Advisory Committee shall establish a procedure for calling and giving notice of that committee's meetings, the conduct of its meetings and the preparation of its reports including the procedure to be used in such preparation. The President of the Board or a Board member designated by him or her shall be an ex-officio member of each Advisory Committee. (Res. 1988-38. Passed 2-16-88.)

## ARTICLE VII

### Appropriations and Contracts

**Sec. 1. Appropriations.** Appropriations and budget procedure shall be in accordance with the Ohio Revised Code. (Res. 1988-38. Passed 2-16-88.)

**Sec. 2. Contracts.** Contracts shall be entered into in accordance with the applicable provisions of the Ohio Revised Code and these Bylaws. (Res. 1988-38. Passed 2-16-88.)

**Sec. 3. Expenditures.** Expenditures in excess of the amount specified by law shall be authorized by the Board. Expenditures of the amount allowed by law or less for which moneys have been appropriated may be made on authorization of the President or, in the President's absence, by the Vice-President, or by the General Manager, or, in the absence of the General Manager, by the Acting General Manager. (Res. 1999-145. Passed 10-26-99.)

**Sec. 4. Equal Employment Opportunity.** The Authority shall take affirmative action to ensure that all terms and conditions of employment, including, but not limited to, recruitment, appointments, promotion, upgrading, demotion, discipline, layoff or termination, compensation, benefits, transfers, training, apprenticeships and educational opportunities, shall be administered, and that all employees are treated during their employment, without regard to race, color, religion, sex, national origin or ancestry, age, or disability, provided said disability does not inhibit essential job performance. Further, it is the Authority's intent to comply with appropriate federal and state laws, rules and regulations pertaining to the treatment of minorities, women, disabled persons, and all veterans in all facets of the Authority's activities.

**Sec. 5. Nondiscrimination in Contracts, Purchase Orders and Agreements.** All contracts, purchase orders or agreements subject to the Urban Mass Transportation Act of 1964, as amended, (49 U.S.C. 1601 et seq.) shall be subject to all rules and/or regulations issued pursuant thereto regarding nondiscrimination in federally assisted programs of the United States Department of Transportation.

In all solicitations, either by competitive bidding or negotiations, made by the Authority for work to be performed under a contract, subcontract, purchase order or agreement, including, but not limited to, procurement of materials, services or equipment, the Authority shall receive an affidavit from the supplier that the supplier does not and will not discriminate in its employment practices because of race, religion, color, sex or national origin. The Authority will include in its specifications in connection such contract, subcontract, purchase order or agreement, a requirement that prior to an award of such contract, subcontract, purchase order or agreement that an affirmative action plan to provide equal employment opportunities must be provided to the Authority for its consideration. (Res. 1988-38. Passed 2-16-88.)

## ARTICLE VIII General Manager

**Sec. 1. Appointment and Authority.** The General Manager shall be appointed by the Board and shall be the Chief Executive Officer of the Authority. The General Manager:

(a) Shall have full authority to manage the properties and business of the Authority, except for those powers and authorities reserved to the Board;

(b) Shall direct the enforcement of all resolutions, rules and policies of the Board relative to the general operation of the Authority;

(c) Shall prepare and submit to the Board the annual budget and appropriation measures and amendments thereto;

(d) May sign and execute contracts and agreements necessary and proper for the performance of the General Manager's duties, subject to Article VII, Section 3;

(e) Shall do all things necessary for the proper implementation of the policies and programs of the Board;

(f) Shall report to and counsel with the President of the Board and, in the President's absence, the Vice-President, on questions of procedure, policy or practice;

(g) May hire, fire, promote and demote all personnel, within the bounds of law, contract, and the Personnel Policies and Procedures, except as provided in Article IX, Sections 4, 5 and 6, of these Bylaws;

(h) Shall develop performance assessment criteria and oversee the conducting of annual performance reviews for all personnel;

(i) Shall determine the salaries of all personnel within the salary ranges approved by the Board of Trustees, other than those salaries determined by operation of law or contract;

(j) Shall coordinate and be responsible for communication with and assignment of work to the Legal Affairs Division of the Authority;

(k) May, as Chief Executive Officer, direct the Legal Affairs Division to prosecute, defend, settle or compromise all suits and claims for and on behalf of the Authority arising out of the operation of the Authority;

(l) Shall perform such other duties as may be required by law or as may be imposed on the General Manager by the Board;

(m) Shall execute all checks; and

(n) Shall be deemed to have discharged the responsibilities of the General Manager under these Bylaws by authorizing the same to be discharged by an assistant or other person. (Res. 1988-38. Passed 2-16-88; Res. 1999-145. Passed 10-26-99; Res. 2019-22. Passed 2-19-19)

**ARTICLE IX**  
**Administration and Employment**

**Sec 1. Employment Generally.** The General Manager is hereby authorized to employ from time to time on a temporary basis craftsmen and clerical personnel as may be necessary to carry out the operations and programs of the Authority. The General Manager's dealings with permanent and/or full-time employees shall be governed by the Personnel Policies and Procedures as adopted by the Board. The General Manager shall fix the amount, if any, to be paid as reasonable and necessary expenses in connection with the employment of persons employed, including, but not limited to, expenses of such person incurred in moving from a former location to undertake such employment. All personnel must be paid from appropriations made for such personnel by the Board or from appropriations made by the Board for operating expenses or capital improvements when the services of such personnel are utilized with respect thereto. (Res. 1988-38. Passed 2-16-88.)

**Sec. 2. Position of Permanent Employment.** The Board shall establish positions of permanent employment from time to time for such management, professional and technical personnel as may be necessary to carry out the operations and program of the Authority. The General Manager is hereby authorized to employ and discharge with cause personnel for such positions and to prescribe their authority and duties. No such employment shall occur unless the Board has first created the position and established the compensation range for such grade, if the position is classified, or for such position, if it is unclassified. (Res. 1988-38. Passed 2-16-88.)

**Sec. 3. Table of Organization; Establishment of Departments; Salaries.** The General Manager may from time to time establish a table of organization and create such departments as the General Manager may deem necessary to carry on the functions of the Authority. Except as above provided, and as by the pay plans for hourly and salaried employees, salaries of all personnel employed shall be fixed by the General Manager within the salary ranges prescribed by the Board and shall be reviewed by the General Manager annually. (Res. 1988-38. Passed 2-16-88.)

**Sec. 4. General Counsel, Deputy General Manager for Legal Affairs.** The General Counsel, Deputy General Manager for Legal Affairs ("General Counsel") shall oversee and manage the Legal Affairs Division, handling all legal services for the Authority. The General Counsel shall provide legal advice and counsel to management as well as directly to the Board. The Board and individual Board members shall have the right to go directly to the General Counsel for legal advice. The General Counsel shall respond to requests for legal advice from the Board and Board members, and shall notify the Board and Board members if those requests are in conflict with the General

Counsel's responsibilities to management. The General Counsel shall serve as the Parliamentarian for Board meetings. The hiring of the General Counsel shall be made by the General Manager after consultation with and approval of the Board. The General Manager shall consult with the Board regarding salary, promotion, demotion, and termination of the General Counsel.

**Sec. 5. Internal Audit Department.** Notwithstanding any other provision of these Bylaws, the Board shall maintain an Internal Audit Department, led by an Executive Director of Internal Audit, who shall report functionally to the Board of Trustees and administratively to the General Manager. The Board of Trustees shall review and approve the Internal Audit Charter and audit plan. The Executive Director of Internal Audit shall also respond to requests for assistance from the General Manager, so long as those requests are not inconsistent with the Executive Director's responsibilities to the Board. (Res. 2019-24. Passed 2-19-19)

**Sec. 6. Personnel Decisions Regarding Executive Director of Internal Audit.**

All personnel decisions regarding the Executive Director of Internal Audit, including, but not limited to, hiring, firing, promoting, demoting and salaries, shall be made by the Board. The Board shall conduct the performance evaluation of the Executive Director of Internal Audit in consultation with the General Manager. (Res. 1988-38. Passed 2-16-88. Res. 2019-24. Passed 2-19-19.)

**Sec. 7. Personnel Provisions; Fringe Benefits.** Except as above provided, office hours, hours of work, holidays, vacations, sick leave, payment in lieu of vacation or sick leave, military leave, funeral attendance, leave of absence without pay, medical insurance, jury duty and reimbursement of expenses shall be established by the General Manager. (Res. 1988-38. Passed 2-16-88.)

## **ARTICLE X**

### **Construction, Codification and Indemnification**

**Sec. 1. Construction and Severability.** Each of such sections as are herein set forth and each provision thereof shall be construed, if possible, in a manner consistent with the rules for statutory construction contained in the Ohio Revised Code, General Provisions and applicable laws of the United States. If any clause, provision, paragraph, subdivision, division or section hereof is held to be invalid, such holding of invalidity shall not affect the remaining clauses, provisions, paragraphs, subdivisions, divisions or sections, and these Bylaws shall be construed and enforced as if such illegal or invalid clause, provision, paragraph, subdivision or section had not been contained herein. (Res. 1988-38. Passed 2-16-88.)



**Sec. 2. Number, Gender and Tense.** As used in these Bylaws, unless the context otherwise requires:

- (a) The singular includes the plural, and the plural includes the singular.
- (b) Words of one gender include the other genders, and include persons of nonbinary gender.
- (c) Words in the present tense include the future. (Res. 1988-38. Passed 2-16-88.)

**Sec. 3. Codification.** All amendments to these Bylaws, or to the Personnel Policies and Procedures, and all other resolutions adopted by the Board of Trustees relating to the governance, organization, personnel procedures or creation or discontinuation of positions of employment shall be caused to be incorporated in the amended document, and/or codified, by the Board. (Res. 1988-38. Passed 2-16-88.)

**Sec. 4. Indemnification.** Each member of the Board and each officer or employee of the Authority who was or is a party, or is threatened to be made a party, to any threatened, pending or completed civil, criminal, administrative or investigative action, suit or proceeding, other than an action by the Authority, by reason of the fact that such person is or was a trustee, officer or employee of the Authority, may be indemnified by the Authority against expenses, including attorney's fees, costs of investigation, court costs, judgments, fines and amounts paid in settlement actually and reasonably incurred by such person in connection with such action, suit or proceeding, if such person acted in good faith, in a manner that such person reasonably believed to be in the discharge of the official duties of their office or employment, for a lawful purpose and not for a private purpose and in accordance with these Bylaws and other applicable rules, regulations and policies of the Authority, and, with respect to any criminal action or proceeding, if such person had no reasonable cause to believe that their conduct was unlawful.

The termination of any action, suit or proceeding by judgment, order, settlement or conviction, or upon a plea of nolo contendere or its equivalent, shall not create, of itself, a presumption that the person did not act in good faith, in a manner that such person reasonably believed to be in the discharge of the official duties of their office or employment and for a lawful purpose and not for a private purpose, nor, with respect to any criminal action or proceeding, a presumption that the person had reasonable cause to believe that their conduct was unlawful.

Any person who expects to make a claim for indemnification under this section shall give written notice of the existence and nature of the action, suit or proceeding to which the person is a party, or threatened to be made a party, to the General Manager (or, if the General Manager is the person who expects to seek indemnification, to

another officer designated to act in the General Manager's place) before incurring substantial expenses in connection with such action, suit or proceeding, and shall thereafter furnish to the officer to whom such notice was given such further information concerning the status of the action, suit or proceeding and costs incurred and expected to be incurred by the person in connection therewith, as the officer to whom the notice was given shall, from time to time, reasonably request.

No claim for indemnification under this section will be considered unless it is filed not later than one year from the date on which the action, suit or proceeding to which it pertains has been completed, or on which a final judgment, decree or order has been rendered and the period for any appeal from the same has expired.

Any attorney's fees paid by the Authority under this section shall not exceed reasonable amounts for the actual services rendered and shall not in any case exceed amounts calculated in accordance with the Authority's schedule of fees for outside counsel to the Authority in effect at the time of the performance of the legal services for which payment is claimed.

Except with the written approval of the General Manager (or, if the General Manager is the person seeking indemnification, another officer designated to act in the General Manager's place) given prior to the commencement of such legal services and upon good cause shown, no payments for attorney's fees and expenses under this section will be made with respect to a single action or proceeding to more than a single law office. Any statement for attorney's fees and expenses of a law office submitted in connection with a claim for indemnification shall be in such detail as the General Manager or other officer having responsibility for the initial review of such statement shall require. No payment will be made for attorney's fees or other expenses that are determined by the Authority to be duplicative or not reasonably necessary. As used in this section, "law office" means a law firm that is a partnership of attorneys, a legal professional association or an attorney who is a sole practitioner together with employees who are attorneys.

Attorney's fees and other expenses incurred by a member of the Board or by an officer or employee in defending any action, suit or proceeding referred to in this section may be paid by the Authority as they are incurred, in advance of the final disposition of the action, suit or proceeding, as authorized by the Board in the specific case, upon receipt of a commitment, satisfactory to the Board, by or on behalf of the Board member, officer or employee, to repay the amount if it ultimately is determined that the Board member is not entitled to be indemnified by the Authority.

This section does not create any legal obligation on the part of the Authority toward any member of the Board or to any officer or employee. The decision in each case as to whether indemnification will apply shall be within the sole discretion of the

Board as provided herein. This section may be revoked or amended by the Board at any time, and nothing herein shall be construed as constituting a condition or benefit of employment or as an emolument of office.

Any indemnification under this section shall inure to the benefit of the indemnified person's heirs, executors and administrators.

This section does not apply in the case of any action, suit or proceeding in which the Authority has the duty to indemnify members of the Board or officers or employees as provided in Ohio R.C. 2744.07, or any other provision of the Ohio Revised Code now in effect or enacted hereafter that provides for the circumstances under which the Authority has such a duty. (Res. 1993-58. Passed 3-16-93.)

## **ARTICLE XI**

### **Amendments and Prior Legislation**

**Sec. 1. Review and Revision.** These Bylaws, the Personnel Policies and Procedures, and all other resolutions adopted by the Board of Trustees relating to the governance, organization, personnel procedures or creation or discontinuation of positions of employment, as codified in the Codified Rules and Regulations of the Greater Cleveland Regional Transit Authority ("Code") shall be subject to review and revision by the Board of Trustees every three years. This does not preclude the Board of Trustees from revising specific policies or from adding additional policies should the Board of Trustees determine that the best interests of the public and/or the Authority would be served by making such a revision.

**Sec. 2. Amendments.** These Bylaws and the Code may be amended from time to time by a majority vote of the members of the Board of Trustees, provided that no proposed amendment shall be considered unless a written copy of such proposed amendment has been furnished to each member of the Board at least fourteen days prior to the meeting at which the proposed amendment is to be considered. Such fourteen-day period may be waived if all members of the Board consent thereto either by a specific statement of such waiver by each member entered in the minutes of the meeting at which such amendment is considered or by a written waiver of such period executed either before or after such meeting, or by a combination of the foregoing.

Amendments or revisions to these Bylaws and the Code may be initiated or proposed by any member of the Board or by the General Manager of the Authority.

Proposed amendments or revisions to these Bylaws and the Code shall be subject to review and study by the appropriate committee of the Board. The committee shall make recommendations on any proposed amendment or revision to the Board. The

Board must approve any amendment or revision by majority vote, as defined in these Bylaws, before said amendment or revision will become official policy of the Authority.  
(Res. 1988-38. Passed 2-16-88.)

**Sec. 3. Prior Legislation.** Any Bylaw or part thereof heretofore adopted by the Board, which by law, by its terms, was to be effective until the adoption by the Board of comprehensive bylaws, or is inconsistent with any of the provisions of the Bylaws adopted by this resolution, is hereby repealed. (Res. 1988-38. Passed 2-16-88.)