

CLINTONVILLE AREA COMMISSION

BY-LAWS

These by-laws shall establish the order of procedures under which the Clintonville Area Commission (CAC) shall execute those duties and functions set forth in and with the authority granted under Chapter 3316, Columbus City Codes, 1959.

I. MEMBERSHIP

A. Members shall be those persons specified in section 3316.01 of the Columbus City Codes.

B. No member shall represent the CAC in its official actions, except as specifically authorized by a majority at a regular or special meeting. This shall not be construed as a restriction upon the right of individual members to represent their own views before public or private bodies, whether in agreement or disagreement with the official action of the CAC.

II. OFFICERS

The officers shall be a chairperson, a vice chairperson, and a secretary. The officers shall be elected at the annual meeting and shall serve for a term of one year.

A. Chairperson: The Chairperson shall preside at meetings of the Commission, prepare the agenda for Commission meetings, and, in consultation with the other commission members appoint standing and select committees of the commission.

B. Vice-Chairperson: The Vice-Chairperson shall perform the duties of the Chairperson in the Chairperson's absence.

C. Secretary: The secretary shall be responsible for recording votes and taking minutes of Commission meetings; distributing minutes to Commission members; maintaining a file of minutes and such other records as the Commission may direct; and receiving and disbursing all funds of the Commission. The minutes of all public Commission meetings shall be open to the public's examination.

III. MEETINGS

A. The regular meetings of the CAC shall be on the first Thursday of each month and shall be open to the public.

B. The first regular meeting in May shall be known as the annual meeting and shall include election of officers.

C. Special meetings may be called by the chairperson or by a majority of members in a regular or special meeting, and shall be called upon written request of at least three (3) members. The purpose of the meeting, date,

and location shall be stated in the call. Except in cases of emergency at least three days notice shall be given for a special meeting. Special meetings shall be open to the public.

D. A quorum shall consist of six members of the commission. A majority of commission members present and voting shall be required to approve a motion, except as otherwise provided.

E. The order of business of CAC meetings shall be as follows unless otherwise directed by a majority of the CAC:

1. Minutes of previous meeting
2. Standing committee reports
3. Special committee reports
4. Old business
5. New business
6. Announcements

F. The chairperson may recognize members of the public who wish to address the CAC concerning issues under discussion. Time limits for such presentations may be set by the chairperson in consultation with the other commission members.

G. Dissenting or non-concurring reports may be filed with the Secretary by a CAC member and shall be attached to the majority report.

IV. PUBLIC HEARINGS

A. Hearings may be held for specific purposes with the approval of the CAC at a regular or special meeting.

B. In cases in which a public hearing is to occur at such time that action must be taken prior to a CAC meeting, said hearing may be conducted and recommendations may be reported by the CAC chairperson or the chairperson's designee to the appropriate Board, Commission, or Council, and the CAC at its next meeting.

V. COMMITTEES

A. Appointments of members of the CAC to Standing Committees shall be made by the Chairperson in consideration of the individual members. Appointments shall be for the period of time until the next annual meeting and shall be subject to the approval of a majority of the CAC.

B. The Chairperson of the CAC shall be an ex-officio member of all Committees, Standing and Special, with the same rights and privileges as other members of those committees.

C. Appointment of non-members to CAC committees shall be made by the Chairperson upon the recommendations made by those CAC members appointed to the particular Committee, and shall be for the period or time until the next annual meeting. Appointments shall be subject to the approval of a majority of the CAC.

D. After appointments are approved, the members of each Committee shall select a Committee Chairperson, who need not be a CAC member.

E. The Standing Committees shall be:

PLANNING COMMITTEE

a. The planning Committee shall review all current area plans, including functional plans such as the thoroughfare plan, and prepare comprehensive social, physical, commercial, and economic planning recommendations for the area to be presented to various government bodies and to the City and to Council for review, comment, and adoption. The committee shall determine what Federal, State, and Local funds may be available to implement plans in the Clintonville Area and shall develop arenas for citizen participation in the planning process.

b. The committee shall regularly receive, review, and make recommendations on all applications for rezoning, variances, and other zoning adjustment appeals and special permits located wholly or partially in the Clintonville Area.

PHYSICAL SERVICES COMMITTEE

a. The physical services committee shall recommend priorities for and review the adequacy and appropriateness of physical services provided by the City and other public and private agencies in the Clintonville Area, including, but not limited to housing, transportation, traffic, streets (repair and maintenance), sanitation, natural resources, sidewalks, and recreational facilities.

b. The committee shall review existing codes, statutes, and quasi-legislative rules; enforcement practices; and administrative procedures and make recommendations on and for proposed changes.

SOCIAL SERVICES COMMITTEE

a. The social services committee shall receive, review, and make recommendations on the adequacy and appropriateness of social services provided by the City and other public and private agencies in the Clintonville Area, including, but not limited to, employment, education, services to the elderly and disabled, youth related problems, and other social concerns.

b. The committee shall review existing social service

policies and practices and administrative procedures and may make recommendations on and for proposed changes.

F. Special Committees may be established for specific purposes by a majority of the CAC at any meeting. Membership on a special committee may be accorded to CAC members or to non-members. Special committees may be terminated by conditions set forth in the initiating action, or by a subsequent majority vote of the CAC.

G. All findings of CAC Committees which result in proposed actions or resolutions shall be submitted at a regular or special meeting of the CAC for consideration. In cases in which a public hearing is to occur at such a time that action must be taken prior to a CAC meeting, said hearing may be conducted and recommendations may be reported by the CAC chairperson or the chairperson's designee to the appropriate Board, Commission, or Council, and to the CAC at its next meeting.

VI. PARLIAMENTARY AUTHORITY

Except as otherwise specified, meetings of the commission shall be conducted according to the latest current revision of Robert's Rules of Order.

VII. AMENDMENT

These by-laws may be amended at any regular meeting upon prior written notice of the proposed amendment(s) by any Commission member.

CLINTONVILLE AREA COMMISSION DISTRICTS

