



BYLAWS OF THE CLINTON COUNTY REGIONAL PLANNING COMMISSION

Pursuant to Section 12 of the Resolution #278 dated January 22, 1971, the following bylaws are hereby adopted for the operation of the Clinton County Regional Planning Commission, herein 'Commission'.

SECTION I MEMBERSHIP

(prescribed by the creating resolution)

SECTION II OFFICERS AND COMMITTEES

2.01 Chair

The Chair shall preside over all meetings of the Commission, call special meetings, perform all acts and duties usually performed by an executive and presiding officer, authorize documents and agreements, employ the staff and consultants of the Commission, or other needs as directed by the Commission.

2.02 Vice Chair & Associate Vice Chair

In addition to the Chair, this Commission shall also choose a Vice Chair and an Associate Vice Chair. It shall be the duty of the Vice Chair to assist the Chair and to serve as Chair in his/her absence- and likewise the Associate Vice Chair to assist the Vice Chair and serve as Vice Chair in his/her absence. Both positions shall perform such other duties as directed by the Commission.

2.03 Secretary

The Secretary shall keep a record of all meetings of the Commission, and shall have general charge and supervision of the book and records of the Commission. He/She shall sign such papers as may be authorized or directed to by the Commission. He/She shall serve all notices as required by law. He/She shall coordinate an annual report of the Commission which shall be available to each participating member. Upon the election of his/her successor, the Secretary shall turn over to him/her all books and other property belonging to the Commission in their possession.

2.04 Treasurer

The Treasurer, in combination with the County Auditor as directed by statute, shall be the custodian of all funds belonging to and associated with the Commission. He/She shall make reports as required by law and inform the membership of the financial standing of the

Commission. Upon the election of his/her successor, the Treasurer shall turn over to him/her all books and other property belonging to the Commission in their possession.

2.05 Nominations & Elections

During the month of October of each year, the Chair shall appoint a Nominating Committee of three (3) voting members of the Commission, which Committee shall prepare a list of one (1) or more nominations for each office, selected from among the members of the Commission for its officers. Such list shall be provided to the membership of the Commission, and additional nominations may be made from the floor by any member of the Commission, before a final election of officers. Election shall be by secret ballot, with the tally made by the Nominating Committee at a regularly scheduled meeting before December 31st of each year. Without objection a unanimous vote may be cast for all non-opposed offices.

2.06 Officer Vacancies

If any executive office shall become vacant for any cause, the vacancy shall be filled immediately by an election to fill the unexpired remainder of the term at the next regular meeting of the Commission.

2.07 Officers & the Executive Committee

There shall be an Executive Committee of the Commission consisting of the executive office holders of Chair, Vice Chair, Associate Vice Chair, Secretary, and Treasurer. The Executive Director of the Commission shall serve as the clerk of the Executive Committee and perform any duties as assigned. Within sixty (60) days of the election of new officers, the Chair shall supply all officers with a copy of these bylaws. A quorum of the Executive Committee shall constitute a quorum of the Commission. All members of the Executive Committee may vote at all meetings.

2.08 Special Committees

Special committees may be appointed by the Chair with the majority approval of the Commission to address issues or topics of the Commission business.

2.09 Committee & Commission Reports

All reports of the Commission shall be approved by the Executive Committee before issuance and shall be available and on file with the Secretary and/or staff of the Commission in accordance with applicable laws, including ORC 121.22.

SECTION III POWERS & DUTIES OF THE COMMISSION

3.01 Regional Planning

(as prescribed by the Ohio Revised Code)

3.02 Community Assistance

The Commission may undertake for any cooperating political subdivision of the region the study, planning, mapping, and reports involving the use of land within the boundaries of such political subdivision and involving a planning or zoning project which is particularly or directly applicable and which is initiated by such political subdivision.

SECTION IV MEETINGS

4.01 Meetings of the Commission

The Commission shall hold regularly scheduled, open monthly meetings during each year, a quorum of the Executive Committee may elect to cancel a regularly scheduled monthly meeting. Said meetings shall be held at a date, time and place each month announced with the notice of the meeting. Special meetings may be called by the Chair, a quorum of the Executive Committee, or by any three (3) Commission members for any purpose. The Secretary shall give notice of each regular or special meeting to each member of the Commission not less than three (3) days prior to each meeting. Notices of special meetings shall state the purpose for which such meeting is called. All meetings shall be held in full compliance with ORC 121.22, the 'Sunshine Law'. Written minutes of each meeting shall be taken and will serve as the official record of meetings.

4.02 Meetings of Executive Committee

The Chair or a quorum of the Executive Committee may call for a special meeting in the absence or in addition to the regularly scheduled Commission meetings. Minutes of any Executive Committee meetings must be approved by the Commission at the following regularly scheduled meeting.

4.03 Quorum

At any meeting of the Commission or Executive Committee, a quorum shall consist of a majority of duly appointed members as prescribed in the creating resolution. If any member of the Commission misses three (3) consecutive meetings (including duly called special meetings) that member shall be deemed to have abandoned or terminated their membership on the Commission and the appointing authority may appoint a new member.

4.04 Voting

Only duly appointed members in accordance with the creating resolution shall have voting privileges- herein known as Planning Commissioners. Exofficio members shall not have voting privileges. All actions of the Commission or Executive Committee shall be by motion or resolution. With the exception of the approval of agenda and minutes, voting shall be by roll call and a member of the Executive Committee shall keep or cause to be kept a record of each vote showing the yeas, nays, or abstentions of any member.

4.05 Parliamentary Procedure

Unless otherwise specified by the Commission, Robert's Rules of Order shall govern the proceedings at the meetings of the Commission.

SECTION V CERTIFICATION AND ADOPTION OF A PLAN

5.01 Local Community Certificate

The Commission, after drafting and approving a regional or local plan affecting a political subdivision, shall provide a copy thereof to each political subdivision, including townships, and to the Board of Clinton County Commissioners.

5.02 Local Community Adoption

The legislative authority within any given political subdivision may adopt a regional or local plan drafted and approved by the Commission, and it shall thereupon have the same force and effect within such political subdivision as is provided by law or charter. Any said plan or change thereto not adopted by the local political subdivision, or the Board of Clinton County Commissioners in the case of unincorporated areas of the County, shall be of no effect as provided by law.

5.03 Filing with County Recorder

When so adopted, any plan drafted and approved by the Commission, shall be filed with the County Recorder in accordance with ORC 713.27 and any applicable laws.

SECTION VI STAFF

6.01 Executive Director

The Commission shall employ an Executive Director as the chief operating officer (COO) of the Commission. The Executive Director shall be the Planning Secretary of Clinton County pursuant to appointment by the Board of Clinton County Commissioners. The duties of the Executive Director shall be established in writing by the Executive Committee subject to approval or amendment of the Commission.

6.02 Other Employees & Support

Upon recommendation of the Executive Director and within budget limitations, the Commission may employ such other employees, consultants or contractors as may be necessary to carry out the work of the Commission. The duties of such other employees shall be established in writing by the Executive Director subject to approval of the Executive Committee.

6.03 Compensation & Terms

Compensation of all staff, including the Executive Director and any other employees, consultants or contractors employed by the Commission shall be set by the Executive Committee within budget limitations. All employees shall be at-will employees in the unclassified service of the Commission.

SECTION VII FINANCE

7.01 Budget

The Commission shall adopt a budget for its maintenance, apportioning amounts to be paid by the participating political subdivisions and the Clinton County Budget Commission for the following calendar year.

7.02 Expenditures & Disbursements

All disbursements of the funds held by the Commission shall be made by vouchers drawn on the Clinton County Auditor, including reimbursements to staff for allowable and documented costs personally incurred, or by the use of a procurement card, provided by the Clinton County Auditor, authorized up to a specified amount that is stated in writing by a quorum of the Executive Committee or full commission, provided that no one of them shall approve his own account.

7.03 Audit

An audit and examination of the financial records of the Commission shall be performed by the State of Ohio Auditor or their designee. A copy of such audit when complete shall be made a part of the permanent record of the Commission.

SECTION VIII AMENDMENTS

These bylaws may be amended at any time by majority vote of the Commission.

Approved, the _____ day of _____:

Chair

Secretary