

GREATER HILLTOP AREA COMMISSION BYLAWS
(Revised March 3, 1998)

ARTICLE I: MEMBERSHIP

A. The Greater Hilltop Area Commission (GHAC) shall consist of fifteen members. All members shall be appointed by the Mayor of the City of Columbus with the concurrence of city council.

1. Twelve of the members, who shall reside in the incorporated area of the City within the Greater Hilltop Commission Area as described in Section 3111.05 of the Columbus City Code, shall be selected at-large according to Selection Rules adopted by the GHAC. Four members shall be selected annually. In the event that a vacancy is being filled in accordance with the provisions contained in Article I, Section F(B)(2) of these bylaws, the number of members selected annually will increase by the number of vacancies being filled.

2. Three of the members, who may reside, work, or own real property in the Greater Hilltop area, shall be nominated for appointment to the Commission by its members. These nominations shall be made at the special meeting immediately following the last regular public meeting of the Commission year. One nomination shall be made annually, unless more are needed to fill any unexpired appointed terms.

3. Failure to maintain residence, employment, or ownership of real property in the Commission area shall be deemed a resignation and the Secretary shall immediately notify the Mayor and the City Clerk of such resignation. The vacant position shall be filled in accordance with the provisions contained in Article I, Section F.

B. All members shall have equal voting rights.

C. The Commission year shall commence after the adjournment of the July regular public meeting and end with the adjournment of the regular public meeting of the following July.

D. All GHAC members shall serve without compensation.

E. Terms of office for all members shall be three years. Members selected or nominated to complete an unexpired term shall serve only the number of years required to complete the original member's term.

F. Member vacancies shall be filled according to the following procedures:

1. The position shall remain vacant until the next selection or annual nomination if the current Commission roster, including the subject vacancy, contains at least fourteen members. In the event less than fourteen members remain in good standing, the vacancy shall be filled in the following manner:

A. If the vacancy occurs with less than four months remaining in the Commission year, the position shall be filled at the next selection or annual nomination.

B. If the vacancy occurs with four or more months remaining in the Commission year, the Chair shall declare the position vacant at the next public meeting of the full Commission; and

for (1). a replacement shall be nominated by the remaining members appointment within thirty days of the declared vacancy to fill the position until the next selection or annual nomination, and;

(2). a replacement shall be chosen at the next selection or annual nomination to fill the remainder of the term if one or more years remain in the term.

2. The chair of the Government and Legislation Committee shall provide a written report to the full Commission listing the names of each Commission member, the type of position occupied (selected or appointed), and the date the term expires at the next regularly scheduled Commission meeting following any change in membership. This report must be revised periodically and reported to the full Commission as vacancies occur and are filled.

3. No member shall represent the GHAC in it's official actions except as specifically authorized by the Chairperson, Vice-Chairperson, or a majority vote of the members. This shall not be construed as a restriction upon the rights of individual members to represent their own views before public or private bodies, whether in agreement or disagreement with official actions of the GHAC.

ARTICLE II: OFFICERS

A. The officers of the Greater Hilltop Area Commission shall be:

1. Chairperson;
2. Vice-Chairperson;
3. Secretary; and
4. Treasurer.

B. Officers shall be elected for a term of one year.

C. Election of officers shall be held in a Special Meeting immediately following the adjournment of the final regular public meeting of the Commission year. A quorum of members must be present to conduct the Special Meeting. This Special Meeting shall consist of all Commission members who will be serving in the next Commission year and over which shall be presided by the current Chairperson, who will retain voting rights only if serving in the coming Commission year. The presiding Chairperson shall request, from the floor, nominations for each office, votes shall be cast, and the offices filled by a vote of the majority of members present in the order in which they appear in Article II, Section A.

D. The duties of the officers shall be as follows:

1. The Chairperson shall preside at all regular and special meetings of the full GHAC. The Chairperson shall prepare an agenda for such meetings and appoint chairpersons and members to all standing, special, select, ad-hoc, and other subcommittees. Standing committee appointments should be made at the first regular meeting following the election of officers. The chairperson shall perform other duties associated with the position as required.

2. The Vice-Chairperson shall perform the duties of the Chairperson in the absence of that officer and shall perform such special duties that may arise, at the request of the Chairperson or the majority vote of the members.

3. The Secretary shall call and record the roll, record all voting results, record the minutes of Commission meetings, maintain a file of Commission correspondence and other records as directed by the Chairperson or a majority vote of the members. Additionally, the Secretary shall provide a quarterly attendance roster to the Commission. Minutes of all regular and special meetings, voting results, and attendance records shall be maintained by the Secretary at a public facility for examination by any interested party.

4. The Treasurer shall receive, disburse, and record all funds of the Commission. Expenditures over \$20.00 require the advance permission from the Chairperson. Quarterly financial records shall be furnished by the Treasurer for inclusion in the Commission records and maintained for public examination.

ARTICLE III: MEETINGS

A. Regular public meetings shall be held on the first Tuesday of each month at 7:00 p.m. at a public place to be designated by the Chairperson. Proper notice shall be made in local publications if this meeting date, time, or location is changed.

B. Special meetings may be called by the Chairperson, Vice-Chairperson, or upon the written request of at least six members. The purpose of the meeting, date, and location shall be stated in the call. Notice of a Special meeting shall be given to each member. Except in an emergency, at least three days written notice shall be given to each member of the Commission. Special meetings are open to the public and must be held in a public place.

C. All meetings of the Commission are open to the public including those held by any standing, special, select, ad-hoc, or other committee of the Commission.

D. A quorum shall consist of a simple majority of the current membership roster.

E. The Order of Business of Commission meetings shall be as follows:

1. Call to Order
2. Pledge of Allegiance
3. Role Call
4. Approval of Minutes from Previous Meeting
5. Treasurer's Report
6. Zoning Requests
7. Announcements
8. Program
9. Officer Reports
10. Committee Reports
11. Old Business
12. New Business
13. Adjournment

F. Regular meetings shall begin no earlier than 7:00 p.m. and end no later than 10:00 p.m.. Adjustments to the agenda may be made at the discretion of the Chairperson, however, every effort should be made to conform to the written agenda.

G. The Chairperson may recognize members of the public who wish to address the Commission concerning issues under discussion. Uniform time limits for such presentations shall be determined by the Chairperson.

H. Members may file written dissenting opinions with the Secretary for any GHAC majority report of voting decision.

I. Robert's Rules of Order Newly Revised shall govern in all cases to which they are applicable and not inconsistent with the bylaws and any special rules of order the Commission may adopt.

J. The absence of any Commission member from five regular meetings in a Commission year shall be deemed a resignation unless a petition is made to the

Commission, either in person or in writing, and accepted by the GHAC at the next regular meeting of the Commission following the fifth absence.

1. If the petition is not accepted or no petition is made, the Secretary shall immediately notify the Mayor and City Clerk of the resignation. The resignation shall result in a vacancy that the Commission shall fill in accordance with the procedures outlined in Article I, Section F of these bylaws.

2. If the Commission accepts the petition by a majority vote, all or a portion of the absences may be excused and the member in question shall be returned in good standing.

K. After the fourth absence, the Secretary shall give written notice to the member in question, noting the number of absences and the member's rights and responsibilities under this Article.

ARTICLE IV: VOTING PROCEDURES TO FILL VACANT SEATS AND ELECT OFFICERS

A. A majority vote of members in attendance is required to nominate for appointment to fill a vacant seat or elect an officer. These votes shall be by secret ballot.

B. If more than two candidates are seeking nomination to fill a vacant seat or election to an officer position and no majority favors a particular candidate after the first ballot, then a second vote shall be cast between the two candidates receiving the most votes on the first ballot. If necessary, a run-off shall be held to determine these two candidates.

ARTICLE V: PUBLIC HEARINGS

A. For the purposes of this Article, a public hearing shall be defined as a hearing, meeting, or assemblage of the Commission, or a duly authorized committee, for the primary purpose of receiving public comment and testimony from persons residing, working, or owning real property in the GHAC area on a specific topic or issue.

B. A Commission sponsored public hearing may be held for a specific purpose by the Commission as a whole or by a committee duly authorized by the Commission. Written notice of a Commission sponsored public hearing shall be given each Commission member and advertised in local publications.

C. A report shall be presented by the chair of the public hearing at the next Commission meeting following a public hearing to report the results of the hearing. Written dissenting opinions may be presented to the Secretary for inclusion in the Commission's permanent records.

D. Any recommendations developed by the committee conducting a Commission sponsored public hearing must be approved by the full GHAC before being forwarded to the appropriate governmental body. Written dissenting opinions shall be included with these recommendations.

ARTICLE VI: COMMITTEES

A. Appointment and removal of committee members to any standing, special, select, ad-hoc, or other committee shall be made by the Chairperson.

B. The Chairperson shall select from among the members of each committee a committee chairperson.

C. All standing committee positions should be assigned at the first regular meeting of the commission year.

D. All commission committee members shall have equal voting rights within that committee.

E. Official notification of all committee meetings shall be made to its members by the committee chairperson. Copies of all committee correspondence shall be forwarded to the Commission Chairperson and filed by the Secretary.

F. The Chairperson of the Commission shall be an ex-officio member of all committees.

G. The standing committees of the GHAC shall be:

1. Community Relations,
2. Human Services and Education,
3. Planning and Economic Development,
4. Public Safety,
5. Government and Legislation,
6. Zoning,
7. Development Regulations and Public Service, and
8. Parks and Recreation.

H. Special, select, ad-hoc, or other committees may be established for a specific purpose by the Chairperson of the Commission or by a majority vote of the members. Individuals, other than Commission members, may be appointed in an advisory capacity only to serve on these committees.

I. All findings of committees which result in proposed action or resolutions shall be submitted for consideration by the Commission at a regular or special meeting.

J. Written dissenting opinions may be filed with the Secretary by Commission members and shall be attached to a committee's majority report.

ARTICLE VII: ENDORSEMENTS

A. The GHAC may not support nor endorse any individual candidate for any public office.

ARTICLE VIII: AMENDMENTS TO THE BYLAWS

A. These bylaws, except as otherwise specified, may be amended at a regular or special meeting of the Commission by an affirmative vote of two-thirds of the members present and voting, provided that the proposed amendment was submitted in writing at the previous regular meeting. In accordance with Chapter 3109.04 of the Columbus City Code, the approved amendment shall be filed immediately with the City Clerk. Such amendment shall take effect thirty days after publication in the City Bulletin.

B. Article I of these bylaws may be amended by a two-thirds majority of voters in a general Selection. A proposed amendment to said Article may be placed on the ballot by a petition signed by three hundred residents, employees, or owners of real property in the incorporated area of the City within the Greater Hilltop Area Commission as described in Section 3111.05 of the Columbus City Code. Persons signing the petition must be of voting age. In accordance with Chapter 3109.04 of the Columbus City Code, the approved amendment shall be filed immediately with the City Clerk. Such amendment shall take effect thirty days after publication in the City Bulletin.