

RESOLUTION
ARTICLES OF AGREEMENT
AND
BYLAWS
OF
KNOX COUNTY
REGIONAL PLANNING COMMISSION

ADOPTED AUGUST 1971

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SUBSEQUENT AMENDMENTS SHOWN AS (MONTH/YEAR)

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**RESOLUTION
FOR THE CREATION OF A REGIONAL PLANNING COMMISSION IN THE
COUNTY OF KNOX**

WHEREAS a municipality, villages and townships are experiencing a number of problems which are of a scale larger than their boundaries and,

WHEREAS a number of opportunities for the improvement in the health, safety, and welfare of the citizens of Knox County require a coordination of effort to achieve the fullest benefit for the citizens of said County, and,

WHEREAS the City and Village Councils and Boards of Township Trustees recognizing that problems and opportunities exist at a scale larger than the city, villages and townships also recognize the need for study and advice from a knowledgeable source to guide them in developmental matters related to this larger scale, and,

WHEREAS the City or Village Councils and Boards of Trustees recognize the need for coordinated action toward the solution of large-scale problems and the utilization of the large-scale opportunities, now, therefore,

BE IT RESOLVED by the Board of County Commissioners, Knox County, that a Regional Planning Commission be formed in conformance to sections 713.21, 713.23, 713.24, 713.25, 713.26 and 713.27 of the Ohio Revised Code, to be known as the KNOX COUNTY REGIONAL PLANNING COMMISSION based upon the following articles of agreement.

ARTICLE I: AREA TO BE COVERED

Section 1.01 The Articles of Agreement shall govern the establishment, powers, duties, financing and membership of the Knox County Regional Planning Commission, hereinafter referred to as “the COMMISSION.”

Section 1.02 The COMMISSION shall be the official regional planning agency for its area of jurisdiction as defined herein.

Section 1.03 The area for which the COMMISSION shall be created and maintained and which shall be that area of jurisdiction of the COMMISSION shall be all of Knox County, including villages, townships and cities.

ARTICLE II: MEMBERSHIP (1/08)

Boards of Township Trustees and Municipal Planning Commissions may join with the Board of Knox County Commissioners as members of the COMMISSION by being subscribers in good standing to these Articles of Agreement. Members appoint representatives and alternates in pairs to conduct the affairs of the COMMISSION. The COMMISSION shall consist of the following:

Section 2.01 One representative selected by the Board of County Commissioners to serve at the Board's pleasure.

Section 2.02 A representative for each 2,000 inhabitants, or fraction thereof, up to a maximum of four (4), appointed by each member in good standing, to serve at the pleasure of the member.

Section 2.03 Representatives and alternates may be elected office-holders or citizens who reside in, or who hold an appointed position in, the appointing member.

Section 2.04 The following shall be appointed as ex officio representatives without vote: the County Engineer, any City or Village Engineer, Administrator of Knox County Soil and Water Conservation District, president of Mount Vernon-Knox County Area Chamber of Commerce, president of Knox County Farm Bureau, Knox County Commissioner of Health, director of Knox County Emergency Management Services, chair of Knox County Park District, president of Knox County Airport Authority, Knox County Extension Office of Professional Development Staff, and Water and Wastewater Superintendent of Knox County.

Section 2.05 The chairperson of the COMMISSION may appoint additional ex officio representatives without vote, providing each appointee has been recommended to the chairperson by at least one member of the COMMISSION.

Section 2.06 An alternate may vote at a meeting of the COMMISSION only in the absence of his/her corresponding representative; otherwise, the duties and responsibilities of representatives and alternates are identical.

ARTICLE III: POWERS AND DUTIES

The powers and duties of the COMMISSION shall be to provide for the improvement of the health, safety and welfare of Mt. Vernon/Knox County region by exercising the powers and fulfilling the duties as described herein:

Section 3.01 To develop, maintain and provide, as a united area-wide body, plans and programs for the orderly, convenient and attractive development of the region for living and working.

Plans and programs referred to in these Articles of Agreement or in the Bylaws of the COMMISSION may be changed, supplemented or abolished at the discretion of the COMMISSION, but no plans or programs shall be adopted, changed, supplemented or abolished without a public hearing.

Section 3.02 To effect and maintain sound public policies for residential, commercial, industrial, agricultural, recreational and cultural resources.

Section 3.03 To develop and coordinate all levels of government for the planning or transportation routes and facilities to improve both the internal and external circulation patterns and accessibility.

Before approving or recommending the approval of any subdivision plat or zoning change, the COMMISSION shall determine whether any such plat or zoning change is or will be affected by or in conflict with, any highway plan within the region or county as provided by Section 5511.01, Ohio Revised Code, as amended and effective November 14, 1967, or any subsequent revision thereof.

Section 3.04 To make available past, current and projected information and analysis of the economic, social and physical characteristics of the region.

Section 3.05 To coordinate and develop plans and policies for utilities and for the conservation of land, water and air.

Section 3.06 To further the cooperation of governmental and private agencies in the region, and to maintain for public use a library of planning reports, studies, area-wide maps and such ordinances controlling development as may have been adopted by the County, municipalities and townships.

Section 3.07 To express policy for development by the preparation and maintenance of a long-range comprehensive plan and other reports, available to the public, to serve all municipalities and townships, as a guide. Such plans and reports shall be coordinated with plans and ordinances adopted by the County, municipalities or townships so as not to duplicate the programs of members.

Section 3.08 To give suggestions and advice to legislative and elected officials or to citizens concerned with development of a comprehensive plan or with matters directly related to a comprehensive plan or to its implementation.

Section 3.09 To represent the region in matters pertaining to federal, state and other applications for public funds or reviews for public projects.

Section 3.10 To study problems of area development common to two or more members including, but not limited to, matters affecting health, safety, welfare, education, economic conditions and regional development

Section 3.11 To act as a review agency, to make recommendations for action consistent with the COMMISSION's policy for development to members and other public agencies conducting programs within the area.

Section 3.12 The COMMISSION may provide planning assistance and do planning work, including surveys, land use studies, urban renewal plans, technical services and other elements of comprehensive planning programs in and for any county, municipality or township within the region.

Section 3.13 The COMMISSION may enter into contracts, and determine and charge fees for these services.

Section 3.14 The COMMISSION may also prepare and sell maps, reports, bulletins or other material and establish charges therefore.

Section 3.15 The COMMISSION shall have the powers and duties as provided in the Revised Code of Ohio in Section 713.23 et seq.

ARTICLE IV: FINANCIAL PROVISIONS

The cost of maintaining the Knox County Regional Planning Commission shall be apportioned in the following manner:

Section 4.01 Each member (municipality or township) shall contribute funds annually, based on population. The contributions from all municipalities and townships shall be twenty-five

(25) cents per capita. These funds shall be paid into a non-general, line item account in the Office of the Knox County Auditor.

Section 4.02 The Board of County Commissioners shall contribute, in kind administrative support, office and meeting space, utilities and one dollar per capita for each member of the population of the entire County.

Section 4.03 The Secretary of the COMMISSION shall prepare projections of estimated population in conjunction with the preparation of each succeeding annual budget. The formula for projecting population for each member shall be based on the most current available data. The most recent U.S. Census Data shall be the base line and yearly updates from the Ohio Department of Development shall equal the population estimate.

The determination of the population and the per-capita fee for each upcoming year shall be approved by the COMMISSION in October, starting in 1998.

All references to population and to voting in this document and in the Bylaws of the COMMISSION are to the aforementioned determinations as approved for each calendar year. (12/02)

Section 4.04 Contributions from members shall be paid before the first regular meeting in February of each year. (1/08)

Voting privileges will be suspended for any member that has not met its financial obligations by the 15th of March of each calendar year. Payment must be made prior to the reinstatement of voting rights. The COMMISSION shall send out a second and final notice for payment on March 1st.

Section 4.05 The Regional Planning Commission may accept, receive and expend funds, grants and services from agencies or departments of the Federal Government, the State of Ohio, local governments or civic sources, and contract with respect thereto and provide such information and reports as may be necessary to secure such financial aid. (1/08)

ARTICLE V: WITHDRAWAL

Section 5.01 Any member may withdraw in accord with Ohio Revised Code 713.21 as amended. (For information: Members may withdraw at the end of any budget year, provided that they meet all fiscal obligations. It is understood that nonmembers cannot benefit from the activities of the COMMISSION.)

ARTICLE VI: AMENDMENT

Any article of the Articles of Agreement may be amended, added to or deleted in accordance with the procedure as follows:

Section 6.01 An amendment may be proposed by any five (5) representatives appointed by members in good standing. The text of the proposed amendment shall be delivered to the secretary at least thirty (30) days in advance of the next regular meeting. The secretary shall include the proposed amendment as new business in the agenda for the next regular monthly meeting of the COMMISSION.

Section 6.02 The proposed amendment shall be presented at the next regular meeting. The amendment shall become a part of the Articles of Agreement when adopted by two-thirds (2/3) of those present at the regular monthly meeting of the COMMISSION.

ARTICLE VII: TIME OF TAKING EFFECT

Section 7.01 This resolution shall take effect at the earliest date allowed by law.

BYLAWS FOR THE KNOX COUNTY REGIONAL PLANNING COMMISSION

SECTION I: ORGANIZATION

The COMMISSION is organized to exercise its powers, to meet its duties and to fulfill its responsibility to improve the health, safety and welfare of Knox County through committees. Therefore, the foremost responsibility of representatives and alternates is active participation in the work of one or more committees of the COMMISSION. (12/02)

Article 1.01 Offices and Committees

The COMMISSION shall have the offices of chairperson, vice chairperson, treasurer, secretary, and an Executive Committee and standing committees for Land Use, Transportation, Social Improvement, Economic Improvement, Nomination and Education-Outreach. The chairperson of the COMMISSION shall establish such other committees as may be needed.

Article 1.02 Election

Officers shall be elected or confirmed annually for a one-year term as the first order of business at the regular meeting in March and shall be installed as the next item of business after the election results are confirmed. Only representatives shall hold elective office in the COMMISSION. (12/02)

Article 1.03 Ohio Law 713.21

Any representative or alternate may hold any other public office and may serve as a member of a city, village and/or county planning commission except as otherwise provided in the charter of any city or village.

Article 1.04 Chairperson, Term and Duties (1/08)

The chairperson shall be elected and serve until a successor is elected and installed. The chairperson's duties shall be to appoint all members, including the chairperson of each committee, unless otherwise specified elsewhere in this document; to call and conduct all meetings of the COMMISSION; to compile the agenda for each meeting in conjunction with the secretary; to execute all contracts of the COMMISSION; to insure all COMMISSION business is handled in an efficient and orderly manner; to prepare, in conjunction with the officers of the COMMISSION and the chairpersons of committees, an annual report on the work and the direction of the COMMISSION for distribution to all members of the COMMISSION in February; and to perform such other duties as the COMMISSION from time to time may direct.

Article 1.05 Vice Chairperson, Term and Duties (1/08)

The vice chairperson shall be elected and serve until a successor is elected and installed. The vice chairperson's duties shall be to serve as chairperson when the chairperson of the COMMISSION is absent or disabled. The vice chairperson shall also serve as the chairperson of the Bylaw Review Committee whose members are appointed by the chairperson of the COMMISSION. When the chairperson and the vice chairperson are absent or unable to perform their duties temporarily, the COMMISSION shall elect a chairperson pro tempore.

(Revised 11/11)

Article 1.06 Treasurer, Term and Duties

The treasurer shall serve until such time as a successor is elected and installed. The treasurer shall be the fiscal officer for the COMMISSION and responsible for keeping all fiscal records for the COMMISSION and for submitting a monthly report to the COMMISSION of its financial condition.

- a) The treasurer shall review all invoices, payrolls, requisitions, budgets and grants; shall prepare an annual financial report for distribution to all members of the COMMISSION; and shall prepare a proposed budget for the succeeding year for consideration at the November meeting of the COMMISSION.
- b) All expenditures, commitments or contracts for expenditures or disbursements up to \$500.00 shall be authorized by the treasurer or in his/her absence by the secretary of the COMMISSION. All expenditures, commitments or contracts for expenditures or disbursements between \$500.01 and \$1000.00 shall be authorized in writing by the treasurer or in his/her absence by the secretary and by the chairperson or vice chairperson of the COMMISSION.
- c) All expenditures, commitments or contracts for expenditures or disbursements in excess of \$1000.01 require approval by a majority of the COMMISSION.
- d) In no case shall any person authorize an expenditure to reimburse him/herself.

Article 1.07 Secretary, Term and Duties

The secretary shall be a designated employee of the COMMISSION. The secretary shall keep a record of the proceedings of the COMMISSION, handle all correspondence in an effective manner, assist the Chairperson in preparing the agenda, maintain the files of the COMMISSION, and perform such other duties as the COMMISSION from time to time may direct.

Article 1.08 Executive Committee (1/08)

The Executive Committee shall be composed of the Chairperson, Vice Chairperson and

Treasurer of the COMMISSION.

- a) The Executive Committee shall oversee all financial matters including preparation of an annual financial report and a proposed budget for each succeeding year.
- b) The Executive Committee shall conduct a written evaluation of the Secretary of the COMMISSION at least annually on the Secretary's anniversary of employment and report to the full COMMISSION. The Committee shall conduct or may authorize the Secretary to conduct a written evaluation of each of the COMMISSION's other employees at least annually on the employee's anniversary of employment. When the Secretary conducts such evaluations, the Committee shall report them to the COMMISSION.
- c) The Executive Committee may meet with the staff of the COMMISSION at any time for any purpose pertaining to the powers and duties of the COMMISSION.

Article 1.09 Committees, General Considerations (1/08)

- a) All committees shall report their findings to the COMMISSION for a final decision. The COMMISSION may not delegate to any one committee or to any group of committees the authority to make final decisions on behalf of the COMMISSION. The COMMISSION shall not make a final decision on any matter related to the administration of regulations unless the committee, if any, responsible for oversight of those regulations has submitted a written recommendation on the matter. All actions of committees shall be reported in writing to the COMMISSION no later than the next meeting or within thirty (30) days from the date of the action, whichever is earlier.
- b) Chairpersons of committees shall report to the COMMISSION no less than quarterly. Summaries of such reports shall be submitted to the secretary for inclusion in the agenda for the meeting at which the full report of the committee will be presented. Full reports of committees shall be included in the minutes of the meeting at which the report was given.
- c) Standing Committees and Special Committees shall be composed of at least three (3) appointees as determined by the Chairperson, except as otherwise provided in this document. The determination of the Chairperson shall be informed by the scope of the responsibilities assigned to each committee and by the history of each committee's having met its responsibilities.
- d) Members of Standing Committees shall be appointed each April for a one-year term.
- e) Chairpersons, on behalf of their respective committees, are responsible for contacting and utilizing ex officio representatives to the COMMISSION.
- f) Members in good standing may recommend individuals with special expertise to the chairperson of the COMMISSION for membership on a committee.
- g) Members of a committee may recommend a chairperson for appointment by the

Chairperson of the COMMISSION.

Article 1.10 Special Committees, Membership, Term and Duties (1/08)

The chairperson from time to time may appoint such other special committees as may be needed. Members of such special committees shall serve until completion of the assigned charge or until the next regular meeting in March, at which time they shall either disband or be reappointed by the newly elected chairperson of the COMMISSION.

Article 1.11 Land Use Committee (1/08)

All matters related to the use of land shall be referred to this committee for review and for recommendations to the COMMISSION. This committee shall oversee development, maintenance and availability of a comprehensive set of plans for the use of land in Knox County. Such plans shall be referred to collectively as the Comprehensive Plan. Such plans shall be kept in the COMMISSION'S main place of business, Suite #221, 117 East High Street, Mount Vernon, Ohio. The COMMISSION shall elect the chairperson of the Committee annually in March, without exclusion from any other elected office.

Article 1.12 Transportation Committee (1/08)

All matters related to transportation shall be referred to this committee for review and for written recommendations to the COMMISSION.

Article 1.13 Social Improvement Committee (1/08)

All matters related to social improvement shall be referred to this committee for review and for written recommendations to the COMMISSION.

Article 1.14 Economic Improvement Committee (1/08)

All matters related to economic improvement shall be referred to this committee for review and for written recommendations to the COMMISSION.

Article 1.15 Nominating Committee (1/08)

The Nominating Committee shall prepare a list of nominees selected from the representatives of the COMMISSION on or before February 1 of each year. Nominees shall be one (1) or more for each office of chairperson, vice chairperson and treasurer and for chairperson of the Land Use Committee. The Chair of the Committee shall call for additional nominations from the floor at the COMMISSION'S meeting in February. At the end of the meeting in February, nominations shall be closed. The list of nominees shall be mailed to each representative and alternate of the COMMISSION at least seven (7) days prior to the regular meeting in March.

If the position of chairperson, vice chairperson, treasurer or chairperson of the Land Use

Committee becomes vacant, between the date of the annual election in March and January 31st of the following calendar year, the Nominating Committee shall prepare a list of one or more nominees for a special election to fill each vacant position. The list of nominees shall be mailed to each representative and alternate of the COMMISSION at least seven (7) days prior to the regular meeting at which the Committee shall present it for vote.

Article 1.16 Education-Outreach Committee (1/08)

Matters related to education shall be referred to this committee for review and for written recommendation to the COMMISSION. In addition the Education-Outreach Committee shall hold an annual institute in January of each year to acquaint new representatives and new alternates with the Bylaws and Powers and Duties of the COMMISSION, and shall assess the interests of new representatives and alternates relative to the work of the COMMISSION. The Education-Outreach Committee especially shall develop and shall implement, in conjunction with other committees of the COMMISSION, effective mechanisms to foster the goals of the COMMISSION throughout Knox County and to build consensus with and among public constituencies for those goals. The chairperson of the Education-Outreach Committee, or his/her designee, shall serve as parliamentarian for the COMMISSION, making sure that the business of the COMMISSION is conducted according to these Bylaws, Ohio Revised Code and Robert's Rules of Order.

SECTION II: MEETINGS AND HEARINGS

Article 2.01 Monthly (Regular), Emergency and Executive Meetings

The COMMISSION shall hold regular monthly meetings during each year. Unless otherwise directed by vote of the COMMISSION, such meetings shall be held on the third Thursday of each month at 7:30 P.M. at 112 or 117 East High Street, Mount Vernon, Ohio.

Regular meeting – a noticed, official meeting open to the public during which the COMMISSION deliberates and may take substantive votes on specific items. (7/99)

Emergency meeting – in the event of a true emergency, the chairperson, with the assent of a majority of the representatives contacted by telephone, may call an emergency meeting without notice. Such a meeting is open to the public. Publicly accessible minutes shall carry the specific justification for such meeting. (12/02)

Executive meeting – a noticed official meeting, closed to the public, whose topics of deliberation are truly confidential in nature; there shall be neither deliberation nor vote on items on an agenda before the COMMISSION. (7/99)

Article 2.02 Order of a Meeting (7/99)

1. Sign in.
2. Call to order and determination of quorum.
3. Approval of the minutes of the previous meeting.
4. Items carried over from a previous agenda:
 - a) matters regarding the comprehensive plan
 - b) matters regarding capital improvements
 - c) matters regarding subdivision of land
 - d) matters regarding zoning of land
 - e) matters regarding other regulatory action
5. Items of the present agenda, presented in same order as above.
6. Other business
7. Review of the COMMISSION's calendar and announcement of future meetings.
8. Request of the chairperson for a motion to adjourn.

Article 2.03 Hearings of the COMMISSION (7/99)

Public hearing – a noticed, official hearing, the expressed and limited purpose of which is to provide an equitable opportunity for the public to speak on matters before the COMMISSION, for which publicly accessible minutes must be prepared. The COMMISSION may neither deliberate nor take a substantive vote during a public hearing.

Working session – a noticed official hearing open to the public to discuss specific matters before the COMMISSION. The intent of the working session is informational. The COMMISSION may neither deliberate nor take a substantive vote during a working session.

Article 2.04 Order of a Public Hearing (7/99)

1. Sign in sheets, by agenda item, listing printed name, signature, address of persons wishing to testify, and indication of support or opposition to items.
2. Call to order and determination of quorum.
3. Presentation by the staff or committee member summarizing the item.
4. Testimony of agencies related to the item.
5. Presentation by the applicant.
6. Testimony of the proponents.
7. Testimony of the opponents.
8. Concluding comments of the applicant.
9. Concluding comments of the staff or committee member.
10. Request of the chairperson for motion to close the public hearing.

Article 2.05 Conduct of Representatives and Alternates (12/02)

Representatives and alternates of the COMMISSION shall take such time as needed to prepare themselves for hearings and meetings.

A representative or alternate with a conflict of interest on an item before the COMMISSION, must state that a conflict of interest exists and withdraw from participation in the public hearing, working session, emergency meeting or regular meeting on that item.

The interests of that representative or alternate may be presented by a specifically designated substitute or legal agent at the public hearing or working session, and testimony entered into public record.

Participation of a representative or alternate under cloud of conflict of interest is cause for removal.

Article 2.06 Conduct of Persons before the COMMISSION (1/08)

During all public hearings and working sessions, members of the public shall be given equitable opportunity to speak. Comments should be addressed to the item before the COMMISSION. Where a comment is irrelevant, inflammatory or prejudicial, the chairperson may instruct the COMMISSION to “disregard” the comment, which nevertheless remains in the public record.

During all regular and emergency meetings of the COMMISSION, the public may be present but shall remain silent unless specifically invited by the chairperson to provide comment.

During all COMMISSION proceedings, members of the public have the obligation to remain in civil order. Any conduct that interferes with the equitable rights of another to provide comment or that interferes with the proper execution of the COMMISSION’s affairs may be ruled by the chairperson as out-of-order and the offending person directed to remain silent. Once having been so directed, if a person persists in disruptive conduct, the chairperson may entertain a motion to “eject” the offending person from the hearing or meeting. When the person fails to comply with the successful motion to eject, the chairperson may then call upon civil authority to physically remove the individual from the chamber for the duration of hearing or deliberation on that item.

Article 2.07 Notice of Meeting (12/02)

The secretary shall mail or deliver an agenda for each regular or special meeting to each member, representative, alternate and ex officio representative not less than seven (7) days prior to each meeting.

Article 2.08 Meetings of Committees

The time, place and frequency of meetings of committees shall be determined, in compliance with the Ohio Revised Code, by mutual agreement of the constituent members.

Article 2.09 Quorum (12/02)

At any meeting of the COMMISSION, a quorum shall consist of not less than forty percent (40%) of the representatives and the alternates substituting for absent representatives; a lesser number, however, may adjourn the meeting. The quorum for any committee of the COMMISSION shall be a simple majority of the regular members.

Article 2.10 Voting (1/08)

No vote may be taken in the absence of a quorum.

All actions of the COMMISSION shall be by resolution. Voting shall be by roll call and the secretary shall keep, or cause to be kept, a record of each vote showing the ayes, nays, abstentions or absences.

An affirmative vote by a majority of representatives present at a meeting of the COMMISSION shall be necessary to adopt all resolutions.

****Abstentions shall be counted with the majority vote.****

Article 2.11 Minutes (12/02)

Written minutes of all meetings of the COMMISSION shall be furnished by the secretary of the COMMISSION to all representatives, alternates and ex officio representatives, and to the Clerks of municipal councils and townships, along with the agenda for the next regularly scheduled monthly meeting of the COMMISSION. Minutes of every special meeting shall be furnished with the agenda for the next regularly scheduled monthly meeting unless that special meeting is held within ten (10) days of the regularly scheduled meeting, in which case minutes from the special meeting shall be distributed at the next regular meeting or shall be furnished with the minutes of that next regular meeting.

Article 2.12 Compliance with R.C. 121.22, Open Meeting Law (1/08)

All monthly (regular), emergency and executive meetings of the Knox County Regional Planning Commission and of all committees thereof shall be held only after the date, time, location, and subject matter shall be posted in the COMMISSION'S main place of business, Suite 221, 117 East High Street, Mount Vernon, Ohio 43050, and a copy of the notice shall be provided to any news organization, which has requested notice.

No meeting shall be held by the COMMISSION or any committee thereof except in compliance with the notice provisions of this rule.

Any person may file with this COMMISSION a written request to be notified whenever a specific type of public business is listed as the purpose of a meeting of the Commission.

Such person shall supply stamped, self-addressed envelopes for the purpose of receiving this notice.

The Chairperson of each committee shall cause to prepare a notice of the date, time, location, and subject matter of all meetings of his/her committee. No meeting shall be held earlier than twenty-four hours after the notice is given as provided in these rules, except in the case of an emergency. In this event, any news organization that has requested notice shall be notified by telephone, fax or e-mail of the date, time, location, and purpose of the emergency meeting.

SECTION III: POWERS AND DUTIES

Article 3.01 Powers

The COMMISSION shall have the powers and duties set forth in Section 713.22 of the Ohio Revised Code as amended and effective November 18, 1969.

Article 3.02 Duties

To provide information to officials, departments, agencies and instruments of federal, state and local governments and the public at large, to foster public awareness and understanding of the objectives of the regional plan and the functions of regional and local planning and to stimulate public interest and participation in the orderly, integrated development of the region.

Article 3.03 Scope

The COMMISSION shall execute all other powers and duties necessary and proper for the discharge of its duties.

SECTION IV: AMENDMENTS

The Bylaws of the COMMISSION may be amended from time to time only in accord with the following procedure:

Article 4.01 Initiation (12/02)

Before a proposed amendment for the Bylaws may be considered by the COMMISSION one of the following must occur: The chairperson of the COMMISSION may recommend to the COMMISSION adoption of the amendment, or a petition for the amendment signed by at least five (5) representatives of members in good standing may recommend adoption of the

amendment.

All amendments shall be delivered to the secretary at least thirty (30) days in advance of the next regular meeting of the COMMISSION. The secretary shall include the proposed amendment as new business in the agenda for the next regular monthly meeting of the COMMISSION.

Article 4.02 Bylaw Review Committee

The chairperson of the COMMISSION may appoint a Bylaw Review Committee at any time to review the Bylaws and to report back to the COMMISSION on the need for any change.

Article 4.03 Adoption of Amendments

An affirmative vote of two-thirds (2/3) of those present at a regular, monthly meeting having a quorum shall be necessary for approval of each amendment.

Article 4.04 Time of Taking Effect

The amendment shall become a part of these bylaws when adopted by the COMMISSION.

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