

## Bylaws\*

### I. Commission

#### A. Parliamentary Procedure

Robert's Rules of Order (newly revised) shall govern the meetings of MORPC.

#### B. Quorum

1. A quorum shall be defined as those members present and eligible to vote at any board meeting and/or committee meeting (except for the Franklin County Planning Area Subcommittee). An affirmative vote of a majority of the quorum is necessary for any action taken. A lesser number of members may, however, adjourn any meeting.
2. A quorum for the Franklin County Planning Area Subcommittee shall not be less than five members and/or alternates appointed by the chair of the Commission who are present and eligible to vote. Any action of the FCPAS shall require a majority vote of the members voting.\*\*

### II. Administrative Committee

#### A. Membership

1. In 1998, one-half of the members shall be appointed for a one-year term and one-half members for a two-year term by the Commission at the annual meeting. Thereafter, members shall be appointed for two-year terms by the Commission at the annual meeting. Nominees shall be from recommendations by the Nominating Committee, with input from the officers and Administrative Committee. Any currently serving member may be reappointed to an additional two terms of two years each (maximum membership of six years).
2. Voting *Ex-Officio* members shall consist of the current officers, the most recent past chair willing to serve, selected committee chairs and working group chairs during the tenure of their groups.
3. The Nominating Committee shall attempt to encourage a diversity of membership representation on the Administrative Committee by taking into consideration the following constituency groups:
  - a) Representation from Columbus, suburbs, counties, villages and townships
  - b) Members who are electeds and nonelecteds
  - c) Members who are full-time (career) and part-time public officials
  - d) Residency within Franklin and out of county
4. The vice chair of the Commission shall chair the Administrative Committee.

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\* Adopted by the Mid-Ohio Regional Planning Commission through Resolution No. 1-98, January 22, 1998

\*\* Revised by adoption of Resolution No. 17-99 by the Mid-Ohio Regional Planning Commission on November 18, 1999

#### B. Administrative Committee Duties

1. The Administrative Committee shall:
  - a) Review, study and approve operational policy and routine financial and administrative matters.
  - b) With the Commission, develop and recommend public policy matters for discussion, input and approval.
  - c) Develop, monitor and recommend changes to the Commission in the overall strategic direction of the organization.
  - d) Generally meet monthly.
  - e) Be responsible other duties as may be delegated or assigned to it by the Commission.
2. The Administrative Committee shall act on behalf of the full Commission with regard to personnel matters. Such authority shall include but not be limited to the following:
  - a) Establishing an annual compensation policy within amounts budgeted and appropriated by the Commission for salaries and benefits
  - b) Reviewing and adopting personnel policies to be maintained in an employee guidebook
  - c) Making final and binding decisions on discrimination grievances as required by MORPC's Affirmative Action program
  - d) Establishing proper level of personnel decision-making authority for the executive director and directors and monitor staff personnel activities monthly
3. The Administrative Committee shall periodically review and recommend revisions to the Commission's general administrative policies and rules. All individual general administrative policies and rules shall be reviewed at least once every four years.

**C. Financial Authorizations**

1. The authority to make obligations or enter into agreements shall be:
  - a) Department heads for obligations up to \$1,000
  - b) Executive director for obligations of \$1,001 to \$19,999
  - c) Executive director for obligations of \$20,000 to \$50,000 if the expense is included in the current approved operating or capital budget
  - d) Executive director plus an Administrative Committee resolution for obligations and agreements greater than \$50,000 if the expense is included in the current approved operating or capital budget

- e) Executive director plus a MORPC board resolution for all obligations and agreements greater than \$50,000 if the expense is **not** included in the current approved operating or capital budget.
2. The following signatures shall be required on all vouchers and purchase orders:
- a) Finance director on all vouchers and purchase orders
  - b) Executive director on all vouchers and purchase orders over \$1,000
  - c) Commission chair (or alternate officer) shall sign on all vouchers and purchase orders greater than \$25,000
  - d) Executive director on all vouchers payable to the finance director, regardless of amount. That on all vouchers payable to the executive director or any MORPC board member, regardless of amount, the signature of the Commission chair is required. If the Commission chair is unavailable, an alternate officer may sign; however, no official can approve and sign for his/her own voucher. Furthermore, no official can be the sole approval authority for any individual transaction. If the voucher is payable to the Commission chair, the signature of the vice chair, secretary or the chair of the Administrative Committee is required.
  - e) If an emergency exists in the absence of the finance director, the accounting manager may sign purchase orders and vouchers as an alternate. If an emergency exists in the absence of the executive director, the director of Transportation or the director of CD&ES may sign purchase orders and vouchers as an alternate. **Definition of an emergency in this context shall be:**

**“A time urgency which occurs**

- 1) to meet a deadline or commitment, or**
- 2) to take advantage of a discount or opportunity, or**
- 3) to avoid a penalty.”**

**III. Land Use Planning Advisory Committee (LUPAC)\***

**A. Purpose and Responsibilities of the LUPAC\*\***

- 1. a. LUPAC has been delegated the responsibility to review “small” township rezoning cases in unincorporated areas of Franklin County and make a recommendations as required by Section 519.12(E) of the Ohio Revised Code to the township on behalf of the MORPC board.

\* Section added by adoption of Resolution No. 8-01 by the Mid-Ohio Regional Planning Commission on April 19, 2001.

\*\* Updated by adoption of Resolution No. 29-01 by the Mid-Ohio Regional Planning Commission on 11/15/01.

- b. The purpose of the LUPAC is to review rezoning cases in Franklin County for townships with township zoning.

- c. All “large” township rezoning cases shall be forwarded directly to the MORPC board for review and recommendation. (See MORPC Board Review below.)
  - d. Small rezoning cases will be defined as those with less than 100 lots proposed. Large rezoning cases will be defined as those with greater than 100 lots proposed or cases using a wastewater treatment system other than conventional on-site or central sanitary sewer system.
2. LUPAC is also delegated the responsibility to review township zoning text amendments and recommend action to the MORPC board.
  3. LUPAC shall also serve as a resource to the MORPC board to review and recommend policies on a wide range of land use issues including, but not limited to, land use related legislative initiatives, local, county and regional land use plans and development code revisions.

#### **B. Meetings**

1. LUPAC shall meet as necessary to hear small township rezoning cases and township zoning text amendments. Their meeting dates shall be adopted annually (no later than July) upon input from the township zoning officers (i.e., when township meeting dates are held).
2. Quorum will be met by a simple majority of the members being present.
3. LUPAC recommendations on small township rezoning cases shall be forwarded to the respective township on behalf of the MORPC board as required by Section 519.12(E) of the Ohio Revised Code.
4. LUPAC recommended action on township zoning text amendments shall be forwarded to the MORPC board for consideration.

#### **C. MORPC Board Review**

1. Large township rezoning cases shall be reviewed by the LUPAC. The LUPAC will forward recommendations to the MORPC board for action.
2. Only MORPC board members from within Franklin County shall vote on recommendations on large township rezoning cases or township zoning text amendments. MORPC board recommendations shall be forwarded to the respective township as required by Section 519.12(E) of the Ohio Revised Code.
3. The MORPC board shall hear large township rezoning cases and make its recommendation at a regularly scheduled Commission meeting. The MORPC chair shall call a special Commission meeting to hear a large township rezoning case if necessary to comply with the township public hearing date as specified in the Ohio Revised Code.

#### **D. LUPAC Members, Appointments and Officers**

1. LUPAC shall be comprised of five (5) MORPC board members from within Franklin County as

follows:

- 1 - Franklin County Engineer
  - 1 - Franklin County at-large representative
  - 1 - Franklin County municipality
  - 2 - Franklin County townships
2. The MORPC chair, upon input from the MORPC executive director and LUPAC chair, shall appoint LUPAC members and alternates annually (no later than May).
  3. LUPAC members shall elect a chair and vice chair annually (no later than July).
  4. Alternates may be used when a majority will not be reached by the LUPAC members or when members will be unable to attend. Alternates should be from Franklin County and will be appointed by the chair of the Commission. Alternates will have the ability to vote.

#### **IV. Policy Committee\***

##### **A. Name**

The name of this committee shall be the Policy Committee for the Columbus Area Transportation Study.

##### **B. Origin**

The Policy Committee is provided for in the Prospectus to the annual Planning Work Program.

##### **C. Purpose**

The Policy Committee for the Columbus Area Transportation Study is designated as the "Metropolitan Planning Organization" (MPO) for the Columbus metropolitan planning area as authorized in federal transportation planning regulations and under agreement with the Ohio Department of Transportation. The Policy Committee is the forum for cooperative decision-making that will be taking the required approval actions as the MPO. The metropolitan area, per 23 U.S.C. 134 and section 8 of the Federal Transit Act, as amended, must have a continuing, cooperative, and comprehensive ("3C") transportation planning process that results in plans and programs that consider all transportation modes and supports metropolitan community development and social goals. These plans and programs shall lead to the development and operation of an integrated, intermodal transportation system that facilitates the efficient, economic movement of people and goods. The MPO, in cooperation with the State and with operators of publicly owned transit services, shall be responsible for carrying out the metropolitan transportation planning process.

##### **D. Parliamentary Procedure**

Robert's Rules of Order shall govern the meetings of the Policy Committee.

##### **E. Quorum**

A quorum shall be defined as those members present and eligible to vote at any meeting. An affirmative vote of a majority of the quorum is necessary for any action taken.

## F. Membership

In general, representation on the Policy Committee is limited to representatives of jurisdictions and transportation-related agencies in the transportation study area. The transportation study area includes all of Delaware and Franklin counties, the city of Pataskala, and the incorporated and unincorporated areas within the boundaries of Etna Township and the former Lima Township in Licking County, and Bloom and Violet townships in Fairfield County.

Specific representation policies for the Policy Committee are detailed below:

### 1. Full MORPC Members (already represented on the Commission):

Counties, municipalities and townships that are located wholly or partially within the boundaries of the transportation study area and are full members of MORPC will have the same representation on the Policy Committee as they have on the MORPC Commission.

### 2. Transportation Program Members Only (not members of the Commission):

#### Cities

Cities that are located wholly or partially within the boundaries of the transportation study area that are dues-paying members of the transportation program but are not full members of MORPC are entitled to one representative each on the Policy Committee, selected by the city.

#### Counties, Villages and Townships

Representation on the Policy Committee for non-Franklin County, non-Commission member counties, villages and townships that are dues-paying members of the transportation program will be based on a formula consisting of the nearby county's population within the transportation study area, excluding any Commission represented areas and transportation program member cities, divided by the full Franklin County population per representative. Fractions less than one-half will be rounded down; equal to or more than one-half will be rounded up. A minimum of one representative per county will be appointed for the area outside the Commission area. Selection of the representative(s) will be by the county's board of commissioners.

### 3. Transportation Agencies:

In addition to the community representatives detailed above, the Policy Committee will offer representation (1 representative per entity) to the following transportation-related entities:

- a) Major authorities or agencies operating per the Ohio Revised Code, whose primary function is to provide transportation services or operate transportation facilities within the transportation study area:
  - Central Ohio Transit Authority
  - Columbus Regional Airport Authority
  - Delaware Area Transit Agency
  - Licking County Transit Board

- b) The Ohio Department of Transportation
  - c) The Ohio Environmental Protection Agency
  - d) Others, or modifications to the above, as may be required or recommended by the U.S. Department of Transportation or the Ohio Department of Transportation
  - e) The Ohio Department of Transportation may designate a primary representative and an alternate representative who may be seated at such times as the primary representative is unable to participate in the Policy Committee.
4. Other:
- a) The current chairperson of the MORPC Citizen Advisory Committee will also be a member of the Policy Committee
  - b) Officers of the Commission in the event that the officer is not already a member of the Policy Committee
  - c) Other members as recommended by the Policy Committee

#### **G. Officers**

The officers of the Policy Committee shall be the same as those of the Commission and shall serve in the same roles and for the same terms.

#### **H. Meetings**

Meetings will generally be held immediately preceding the meeting of the Commission.

#### **I. Code of Ethics**

All members shall be aware of and governed by the Code of Ethics adopted by MORPC in Resolution 45-94, effective October 20, 1994.

### **V. Time of Taking Effect**

These bylaws shall supercede any prior action of the Commission inconsistent with such bylaws. These bylaws shall be effective upon the approval of the Commission.

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\* *Section IV Policy Committee was added by adoption of Resolution No. 13-05 by the Mid-Ohio Regional Planning Commission on April 21, 2005.*