

**BYLAWS OF THE
COMMUNITY ADVISORY COMMITTEE
OF THE**

MID-OHIO REGIONAL PLANNING COMMISSION

ARTICLE I

Section 1. NAME

The name of this committee shall be the Community Advisory Committee of the Mid-Ohio Regional Planning Commission.

Section 2. ORIGIN

The Community Advisory Committee is provided for in the Public Involvement Process (PIP; such PIP as is required under 23 CFR §Sec 450.316), which sets out participation requirements for Metropolitan Transportation Planning and Programming.

Section 3. PURPOSES

The purpose of the CAC is as follows:

1. To ensure appropriate and timely advice to the Transportation Policy Committee, which is the Metropolitan Planning Organization as defined in the Public Involvement Process. The CAC also advises the staff.
2. To serve as the primary body representing public opinion on the goals, objectives, policies, system plans/programs or individual project plans/programs relating to improvement in transportation.
3. To permit continuous interaction and two-way communication between participants and staff about the planning process from problem identification through all developmental phases to resolution.
4. To ensure that all plans and programs give adequate consideration to possible social, economic, energy and environmental issues.
5. To implement that part of the Public Involvement Process relating to public participation.

Section 4. DUTIES AND RESPONSIBILITIES

The CAC shall:

1. Hold regular meetings with the staff of the Metropolitan Planning Organization (MPO) to become familiar with the planning process, priorities, funding requirements, state and federal guidelines and requirements, long- and short-range plans, and transportation issues.
2. Provide funding and policy recommendations to the Transportation Policy Committee.
3. Work with the planning staff during preparation of long- and short-range plans and familiarize

itself with planning terminology and procedures.

4. Review and recommend methodology for obtaining input to the planning process.
5. Review the various phases of the Metropolitan Transportation Plan, Transportation Improvement Program (TIP), and special studies; including methodology, projections, assumptions, and recommended plans and programs prior to submission to the Transportation Policy Committee.
6. Designate one or more representatives of the CAC to any MPO-related advisory committees convened to provide input into the planning process.
7. Establish special subcommittees as may be required to provide supplemental advice necessary to facilitate review and consensus.
8. Represent CAC on other committees in the communities, as appointed.
9. Communicate information to the public within geographic districts and act as a liaison between public and staff.
10. Participate at area meetings soliciting public comments, which are utilized in the decision-making process at CAC meetings.
11. Communicate public reaction and desires to staff, elected officials, and the Transportation Policy Committee of MORPC.
12. Recruit qualified new or replacement members.

Section 5. MEMBERSHIP

- A. In keeping with Purpose 2, the membership of the CAC shall be broad-based and shall include representation from the general citizenry, populations that are traditionally underserved with transportation, environmental interests, businesses, and others. Members may represent multiple constituencies from among any of the above categories.
 - i. General Citizens in the planning area
No less than 50% of CAC membership should be drawn from geographic representation. Geographic representation will be drawn from the Transportation Planning area with representatives of the following types of development areas (boundaries to be considered approximate):
 - a. "Central City" of the City of Columbus including the historical districts (intended to represent the portion of the city developed before automobiles became influential in development patterns)
 - b. "Inner Ring" of the City of Columbus (intended to represent the portion of the city outside the "Central City" developed before freeways became influential in development patterns)
 - c. "Outer Ring" of the City of Columbus (intended to represent the portion of the city outside the "Inner Ring" developed when freeways became influential in development patterns)
 - d. "First suburbs" – first ring of suburbs surrounding a "Central City" that have little opportunity to expand geographically and are mostly

developed; especially those suburbs developed before automobiles became influential in development patterns

- e. "Developing suburb" – a developing residential area outside the "Central City" that has an opportunity to expand geographically and has development patterns heavily influenced by the availability of the automobile
- f. "Exurbia/rural" – towns and low-density areas beyond the "Central City" and its contiguous suburbs

The attached map shows the approximate boundaries of these six types of development areas. Unincorporated areas will be grouped with the appropriate type of development area. The rationale for dividing the geography of the Transportation Planning Area into these development categories is that they have similar types of infrastructure installed and face similar infrastructure and growth issues. It is a goal to have two representatives for each type of development area, but areas with higher population will have more.

- ii. Transportation disadvantaged or underserved, for example:
Low-income
Minorities
Senior Citizens/Veterans
Children/Youth/Minor Students (Youth Commission)
Mental/Physical Disabilities
College Students (OSU, Columbus State)
- iii. Environmental, for example:
Environmental
Historic/Archaeological
Pedestrians and Bicyclists
Health Organizations
- iv. Business, for example
Real Estate/Developers/Realtors
Small Businesses
General Business
Media
- v. Transportation Providers, for example
Yellow Cab, American Red Cross, National Church Residences Center for Senior Health
- vi. General Interest

B. Membership Selection and Appointment

- a. Membership shall consist of a representative, designated or otherwise, from the populations listed. To the extent possible members will be drawn from recognized organizations that themselves are representative of the populations or interests they are intended to represent.
- b. Membership of the CAC shall not exceed 24 representatives.

- c. Members shall be determined upon nomination by the Executive Director, MORPC Directors or the CAC Chair and appointed by the CAC Chair and the Executive Director.
 - d. Members' terms shall end the December of their second calendar year. Appointments may happen throughout the year and re-appointments shall be effective for a two (2) year term beginning in January.
- C. Attendance: Regular attendance is vital to the effective functioning of the CAC. Members who miss more than 3 consecutive meetings or more than 6 meetings per year will have their memberships re-evaluated and are subject to dismissal. Absences may be excused at the discretion of the Chair.

ARTICLE II

Organization

Section 1. OFFICERS & DURATION

The officers shall consist of a Chair, Vice-chair and a Secretary. Terms of office for Chair and Vice-chair shall start at the first meeting of odd numbered calendar years and shall be for 2 years and limited to 2 consecutive terms of office. The Secretary will be a MORPC staff person appointed by the Executive Director and shall serve until replaced.

Section 2. DUTIES OF OFFICERS

1. Chair - Presides at all meetings of the CAC and appoints subcommittees as needed. The Chair acts as liaison between the CAC and the staff and Transportation Policy Committee of MORPC and as such is expected to attend all meetings of the Transportation Policy Committee. The Chair supervises the conduct of the CAC's business and activities. Acts as mediator when necessary. Conveys the opinions of the CAC to MORPC's Transportation Policy Committee through membership in the Transportation Policy Committee. The Chair updates the CAC on the decisions of the Transportation Policy Committee.
2. Vice-chair - Acts in place of the Chair when necessary and presides at meetings when the Chair temporarily vacates the Chair, or is absent from a meeting. The Vice-chair is expected to attend the Transportation Policy Committee when the Chair is unable to do so. If the Chair is unable to continue the duties of the seat, then the Vice-chair assumes that position. Vice-chair serves as a member of the Complete Streets Appeals Committee pending appointment by the Chair of the Transportation Policy Committee.
3. Secretary - Records the minutes and attendance, prepares required reports, notifies members of meetings and such other duties as required or directed by the CAC. Secretary reviews minutes of meetings. Secretary shall also have available at each meeting a copy of the bylaws and a book on parliamentary procedure.

Section 3. ELECTION

1. The Chair of the CAC, at the September meeting of each even numbered year shall appoint a nominating committee consisting of at least 3 members to develop a slate of candidates for next term's Chair and Vice-chair.
2. The nominating committee shall present a slate of candidates at the November meeting. Upon presentation of the slate of candidates, additional nominations may be made from the floor. Following close of nominations, the Chair and Vice-chair shall be elected by the CAC.
3. The secretary of the CAC shall be appointed from MORPC staff by the Executive Director.
4. If a vacancy in the office of Chair occurs prior to the end of term, the Vice-chair will assume the duties and responsibilities of Chair for the remainder of the term.

5. If a vacancy occurs in the office of Vice-chair prior to the end of term, a special election shall be called to fill the vacant position.

ARTICLE III

Meetings

Section 1. CAC MEETING TIMES AND ESTABLISHMENT OF THE AGENDA

The CAC shall generally hold regular monthly meetings on the 2nd Monday prior to the Transportation Policy Committee. The Transportation Policy Committee generally does not meet in August. The calendar of CAC meetings including date, time and place, shall be set each year and shall consider the dates of Transportation Policy Committee meetings, holidays, and other events such as election days. During the year monthly meeting dates, times, and places may be moved if conditions warrant. Monthly meetings may be canceled by the Chair if there is no business scheduled. The Chair may call special meetings as required.

At least 2 weeks prior to the CAC meeting the Secretary shall poll the MPO staff and CAC officers for agenda items for that month. From the responses the Secretary shall compile a draft agenda and circulate it to MPO staff and CAC officers. The Chair shall have at least 1 day to review and comment on the agenda.

Members desiring to add an item to the agenda of the monthly meeting should forward a list of such items and related handouts to the Chair and the Secretary at least 10 days prior to the meeting so they may be considered for inclusion on the agenda. All other items and handouts submitted later by the members may be discussed at the CAC's discretion.

Section 2. QUORUM

The quorum shall consist of one-third (1/3) of current membership. For the purposes of a quorum, current membership shall consist of participants who have accepted appointment to the CAC by MORPC and have not resigned that position nor been replaced by the Chair. A majority vote of a quorum of the voting membership shall be required for committee action.

Section 3. MINUTES AND AGENDAS

The minutes shall be recorded by staff and reviewed and approved for content by the Secretary. Copies will be mailed and/or electronically mailed to each member along with the new agenda prior to the next meeting.

Notice of meetings shall be mailed and/or electronically mailed at least 1 week in advance of meeting date, whenever practical.

Section 4. COMPENSATION

No member of the CAC will be compensated for participating in the meetings.

ARTICLE IV

Subcommittees

Section 1. FORMATION

Subcommittees shall be formed, when necessary, to provide supplemental advice on specific phases of the plan and program. These committees shall be responsible to the CAC.

Section 2. MEMBERSHIP

Subcommittee members and Chair, who shall be a member of the CAC, shall be appointed by the Chair of the CAC and shall be composed of any person with recognized competence in the subcommittee subject and may include members of the CAC and individuals from outside the CAC.

Section 3. DUTIES

Subcommittee will perform specific tasks assigned to it and will report its advice and recommendations to the CAC.

Section 4. MEETINGS

Subcommittee shall meet as determined by the Chair of the subcommittee of the CAC.

ARTICLE V

Conflict Resolution

Section 1. SUBCOMMITTEES

If conflict should arise between the staff and a subcommittee regarding procedure, methodology, projections, assumptions, recommended plans, or any other aspect which cannot be resolved, a full report expressing the subcommittee's and staff's viewpoints will be presented to the CAC by the Chair of the subcommittee.

Section 2. CAC

If conflict should arise between the staff and CAC regarding procedure, methodology, projections, assumptions, recommended plans, or any other issue which cannot be resolved, a full report expressing the CAC's viewpoints will be presented to the Transportation Policy Committee by the Chair of the CAC. Staff viewpoints should be presented by the Secretary of the CAC if there is a conflict.

ARTICLE VI

Bylaws and Rules of Order

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the committee in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the committee may adopt.

ARTICLE VII

Amendment

Section 1. HOW AMENDED

These articles may be amended by a majority vote of the CAC subject to approval of the Transportation Policy Committee.

ARTICLE VIII

Code of Ethics & Procedures

Section 1. All members shall be aware of and governed by the Code of Ethics adopted by the Planning Commission in Resolution 45-94 (attached).

Approved by the Policy Committee of the Mid-Ohio Regional Planning Commission on March 23, 1995.

Amended and approved by the Policy Committee of the Mid-Ohio Regional Planning Commission on December 16, 1999.

Amended and approved by the Policy Committee of the Mid-Ohio Regional Planning Commission on February 12, 2004.

Amended and approved by the Policy Committee of the Mid-Ohio Regional Planning Commission on November 10, 2011 and shall take effect on January 1, 2012.

Amended and approved by the Transportation Policy Committee of the Mid-Ohio Regional Planning Commission on May 8, 2014 and shall take effect on July 1, 2014.

Attachments:

- Geographical Map
- Code of Ethics



The information shown on this map is compiled from various sources made available to us which we believe to be reliable.
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2/28/2019



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MEMORANDUM

TO: Mid-Ohio Regional Planning Commission
Administrative Committee
Officers and Board Members

FROM: Charles J. Olimpio, Jr., director
Finance and Administration

DATE: October 6, 1994

RE: Proposed Resolution 45-94: **"ADOPTING A REVISED CODE OF ETHICS
FOR THE MID-OHIO REGIONAL PLANNING COMMISSION"**

As part of our systematic review of Commission policies this year, legal counsel has prepared this revised Code of Ethics to incorporate updates needed due to changes in the law. There were only two changes to the existing code:

1. Section 2 B - improved language regarding competitive bidding exclusions.
2. Section 2 E - added to prohibit improper influence over investment of public funds in any security, mortgage, etc.

CJO/cl

Attachment: Resolution

RESOLUTION 45-94

ADOPTING A REVISED CODE OF ETHICS FOR THE MID-OHIO REGIONAL PLANNING COMMISSION

WHEREAS, the members and employees of the Commission are subject to the Ohio Ethics Law and related statutes; and

WHEREAS, it has been deemed appropriate that members, committee members and employees be aware of and abide by ethics appropriate to this Commission; and

WHEREAS, MORPC adopted a revised Code of Ethics on October 19, 1989, by Resolution 27-89; and

WHEREAS, as a part of our systematic review of Commission policies, this policy has been updated by legal counsel; now therefore

BE IT RESOLVED BY THE MID-OHIO REGIONAL PLANNING COMMISSION:

- Section 1. A. That no member, committee member or employee of the Commission shall receive or agree to receive directly or indirectly, compensation, anything of value or the promise of anything of value other than from the Commission or the governmental unit with which they serve and represents on the Commission, which compensation or thing of value is of such a character as to manifest a substantial and improper influence upon them with respect to their duties.
- B. That it shall not constitute a violation of this section for a member of the Commission to receive a partnership distributive share of fees for services rendered by another partner in any case, proceeding, application or other matter which comes before the Commission, provided that the member does not render personal services or appear before the Commission on the matter. The member, committee member or employee also must abstain from any vote, recommendation or discussion on the matter.
- Section 2. That no member, committee member or employee of the Commission shall:
- A. Authorize, or employ the authority or influence of their office to secure authorization of any public contract in which they, a member of their family, or any of their business associates has an interest.
- B. **During their term of office or within one year thereafter, occupy any position of profit in the prosecution of a public contract authorized by them or by the Commission, of which they are a member at the time of authorization, unless the contract was let by competitive bidding to the lowest and best bidder.**

- C. Have an interest in the profits or benefits of a public contract entered into by or for the use of the Commission.
- D. Have an interest in the profits or benefits of a public contract that is not let by competitive bidding when required by law, and that involves more than \$150 dollars.
- E. **Authorize or employ the authority or influence of their office to secure the investment of public funds in any share, bond, mortgage or other security, with respect to which they, a member of their family, or any of their business associates either has an interest, is an underwriter, or receives any brokerage, organization or servicing fees.**

Section 3. That no member, committee member or employee of the Commission shall take part in discussion, vote or use the authority or influence of their office on any case, proceeding, application or other matter which comes before the Commission in which they, a member of their family, any of their private business associates, or any private entity of which they are an owner or agent, has an interest which conflicts with the duties of the member. An interest is deemed to conflict with the duties of the member if the interest has the direct aim or purpose of profit or gain for the member, members of their family, their private business associates, or any private entity of which they are owner or agent. An interest is deemed not to conflict if there is an overriding public interest involved and the profit or gain of any private individual or entity is only incidental.

Section 4. That no present or former member, committee member or employee of the Commission shall represent a client, or act in a representative capacity, or any matter before the Commission or any other government agency in which they have personally participated while an officer or employee of the Commission. This prohibition will apply during Commission service and for one year thereafter.

Section 5. That if it appears that a member, committee member or employee of the Commission has violated or is about to violate this resolution, the chair of the Commission or any committee thereof, upon being apprised of the violation or potential violation shall rule that the member, committee member or employee in violation or about to be in violation is out of order and may not participate in vote, recommendation or discussion. If such violation has already occurred, the chair may take the matter up for reconsideration if such violation has had an effect on the recommendation or decision of the staff or any committee or the Commission.

- Section 6. A. That if a complaint is made to the Commission against a member, committee member or employee, the Commission shall give to the person against whom the complaint is made 10 days written notice of such complaint and direct the complaint to the Administrative Committee.
- B. The Administrative Committee shall seek advice from counsel on whether the member, committee member or employee has a conflict of interest and should abstain from any vote or recommendation. If necessary, the matter will be referred to the Ohio Ethics Commission or the appropriate prosecuting attorney for an advisory opinion or investigation.
- Section 7: That the executive director is authorized to take such other action and execute and deliver such other documents as, acting with the advice of legal counsel, he shall deem necessary and appropriate to carry out the intent of this resolution.
- Section 8: That this Commission finds and determines that all formal deliberations and actions of this Commission concerning and relating to the adoption of this resolution were taken in open meetings of this Commission.



John S. Ensign, Chair
Mid-Ohio Regional Planning Commission

Effective date: October 20, 1994
Submitted by: Administrative Committee
Prepared by: Baker & Hostetler, legal counsel
Authority: Ohio Revised Code 713.21, Chapter 102 and Section 2921.42
For action date: October 20, 1994