

MID-OHIO REGIONAL PLANNING COMMISSION

BYLAWS

SECTION I – COMMISSION

A. PARLIAMENTARY PROCEDURE

On matters not addressed by the Articles of Agreement or Bylaws, Robert’s Rules of Order (current version) shall serve as procedural guidance for all meetings of the Mid-Ohio Regional Planning Commission (MORPC) and its committees.

Hybrid or virtual meetings and voting may be allowed at meetings of MORPC and committees in accordance with applicable laws and MORPC policies.

B. REPRESENTATION

Representatives to the COMMISSION shall be selected as follows:

1. Representation on the COMMISSION

- a) Representation for municipalities and for the unincorporated portions of townships shall be based upon the entire population of the municipality or the unincorporated portion of the township as reported in the most recent U.S. Census or MORPC estimate.
- b) Representation for counties shall be based upon the entire population of the villages and unincorporated portions of townships within that county plus 10% of the population of the cities within that county as reported in the most recent U.S. census or MORPC estimate. In addition, the county engineer’s office of counties which are entirely within the MORPC Metropolitan Planning Organization boundary shall be represented on the COMMISSION.
- c) Representation on the COMMISSION for full membership shall be determined based upon Table 1: Full Member Representation.

Table 1: Full Member Representation		
Representatives	Full Member Population Range	
	Minimum	Maximum
1	1	10,000
2	10,001	40,000
3	40,001	60,000
4	60,001	80,000
5	80,001	100,000
6	100,001	120,000
7	120,001	140,000
8	140,001	160,000
9	160,001	180,000
10	180,001	200,000
11	200,001	250,000
12	250,001	300,000
13	300,001	400,000
14	400,001	500,000
15	500,001	and up

- d) Representatives to the COMMISSION shall represent the best interests of MORPC and the region and, if serving in their official capacity on behalf of their member government, shall represent the interests of their member government.

- e) Associate members shall have such representation as may be established by the COMMISSION.

2. Appointing Authority

- a) Full member representatives shall be appointed and submitted to MORPC in writing by the mayor, chief executive officer, council president serving as mayor, or legislative body as determined by the local unit of government.
- b) Associate member representatives shall be appointed by such means as may be established by the COMMISSION.

C. FINANCIAL PROVISIONS AND APPORTIONMENT OF COSTS

Each year the COMMISSION shall adopt a fee schedule by August 31 to be used in assessing members for the upcoming calendar year. In every year evenly divisible by five, the COMMISSION shall establish a five-year fee schedule which it shall not exceed when adopting fees for each upcoming year. Each year the COMMISSION shall provide a non-binding estimate of fees for the next five (5) years for members to use in their financial planning.

Each participating municipality, participating county and member township shall contribute annually according to the fee schedule adopted by the COMMISSION. When per-capita fees are used, each member township shall contribute based on the population used to calculate its representation in Section I.B.

The contribution for the first year of membership shall be paid during the month following the execution of an agreement between the member and the COMMISSION, and shall amount to that part of the appropriate annual participation cost pro-rated on the basis of the balance of the time remaining in that calendar year.

In addition each participating full member shall contribute not more than seven (7) cents per capita of its population equal to the population used to calculate its representation in Section I.B. The funds so contributed shall be set aside in a separate fund to amortize lease payments on the building or buildings housing the COMMISSION'S offices and shall be used for no other purpose. In the event that the COMMISSION decides that further capital improvements are needed after this lease is paid out, the seven cents per capita will continue to be committed to such purpose. If they are not needed, then these contributions shall cease.

Associate members shall contribute at the rate and in the manner as may be established at the time they become a participant, but this rate and manner may be revised by the COMMISSION from time to time.

When per-capita fees are used in assessing annual member fees, all current year population figures for municipalities, townships and counties shall be based on the latest U.S. Census when available, or an estimate thereof made by the COMMISSION.

D. QUORUM

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

E. CODE OF ETHICS

All members of the COMMISSION and all committees included within these Bylaws shall be aware of and governed by the current Code of Ethics adopted by MORPC, and shall annually attest that they

have no conflict of interest in continuing to serve the COMMISSION. The Chair of the COMMISSION in consultation with the Executive Director may remove an appointed member of any committee for a violation of the current Code of Ethics adopted by MORPC.

SECTION II – EXECUTIVE COMMITTEE

A. MEMBERSHIP

1. Members are appointed for staggered two-year terms by the COMMISSION at the annual meeting, generally held in the second quarter of each calendar year. Nominees shall be recommended by the Nominating Committee, with input from the officers and Executive Committee. Any member may be reappointed to two additional two-year terms (maximum Executive Committee membership of six consecutive years).
2. Additional voting members shall consist of the current officers and selected committee chairs and working group chairs during the tenure of their groups. Any such member who has already served the maximum Executive Committee tenure of six years may be appointed by the COMMISSION to additional one-year terms while serving a term as an officer or selected committee chair.
3. The Nominating Committee shall attempt to encourage a diversity of membership representation on the Executive Committee by taking into consideration the following constituency groups:
 - a) Representation from Columbus, suburbs, counties, villages and townships
 - b) Members who are elected and nonelected
 - c) Members who are full-time (career) and part-time public officials
4. The vice chair of the COMMISSION shall chair the Executive Committee.
5. In the event of a vacancy on the Executive Committee, the COMMISSION may receive nominations from the Nominating Committee as well as from the floor at a meeting of the COMMISSION, and may appoint a successor to fill the unexpired term created by the vacancy. This process shall occur as necessary, but generally not more than once between annual meetings. Otherwise, a vacancy may be filled at the next annual meeting as part of the annual nominating process.
6. In the event the offices of chair, vice chair, or secretary become vacant, the COMMISSION will appoint an interim replacement subject to Section V.B. of the Articles of Agreement. The vacancy shall be filled at the next annual meeting or a meeting of COMMISSION not more than 5 months from the date of the vacancy.

B. EXECUTIVE COMMITTEE DUTIES

1. The Executive Committee shall:
 - a) Review, study and approve operational policy and routine financial and administrative matters as necessary.
 - 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) Meet monthly as necessary, and the Chair may call special meetings as necessary.

- e) Be responsible for other duties as may be delegated or assigned to it by the COMMISSION.
 - f) Establish a public comment policy and a hybrid or virtual meetings policy for meetings of the COMMISSION and its committees, as well as any other procedural policies.
2. The Executive 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 annual compensation limits 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) Subject to the Articles of Agreement, establishing proper level of personnel decision-making authority for the executive director and directors and monitor staff personnel activities monthly.
3. The Executive Committee shall periodically review and recommend revisions to the COMMISSION's general administrative policies and rules.

SECTION III – FINANCIAL AUTHORIZATIONS

- A. The COMMISSION shall at least annually approve an operating and capital budget and authorize appropriations.
- B. Subject to an approved budget and appropriation, the authority to enter into agreements shall be:
- 1. Executive director for agreements up to \$125,000.
 - 2. Executive director plus an Executive Committee resolution for agreements greater than \$125,000.
- C. The following approvals shall be required to authorize the obligations of funds for goods and services (e.g. purchase order) and for the approval of payments (e.g. invoices):
- 1. Finance director shall authorize all obligations and payments.
 - 2. Chief operating officer shall authorize all obligations and payments over \$15,000.
 - 3. Executive director shall authorize all obligations and payments greater than \$35,000.
 - 4. COMMISSION chair (or alternate officer) shall authorize all obligations and payments greater than \$75,000.
 - 5. Executive director shall authorize all payments (e.g. reimbursements) to the chief operating officer, regardless of amount.
 - 6. Chief operating officer shall authorize all payments (e.g. reimbursements) to the finance director, regardless of amount.
 - 7. The COMMISSION chair shall approve all payments (e.g. reimbursements) to the executive director or any MORPC COMMISSION member, regardless of amount. If the COMMISSION chair is

unavailable, an alternate officer may approve; however, no official may authorize or sign for his/her own expenditure or payment. Furthermore, no official may be the sole approval authority for any individual transaction. Another officer shall authorize all payments (e.g. reimbursements) to the COMMISSION chair.

In the absence of the finance director, the associate finance director or equivalent staff member serving as the acting finance director shall have temporarily have the same authority as the finance director. In the absence of the chief operating officer, the staff member serving as the acting chief operating officer shall temporarily have the same authority as the acting chief operating officer. In the absence of the executive director, the chief operating officer or alternately designated acting executive director shall temporarily have the same authority as the executive director.

SECTION IV – 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 recommendations as required by Section 519.12(E) of the Ohio Revised Code to the township on behalf of the MORPC COMMISSION.
- 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 COMMISSION for review and recommendation. (See MORPC COMMISSION 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 COMMISSION.
3. LUPAC shall also serve as a resource to the MORPC COMMISSION 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.
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 COMMISSION 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 COMMISSION for consideration.

C. MORPC COMMISSION REVIEW

1. Large township rezoning cases shall be reviewed by LUPAC. LUPAC will forward

recommendations to the MORPC COMMISSION for action.

2. Only MORPC COMMISSION members from within Franklin County shall vote on recommendations on large township rezoning cases or township zoning text amendments. MORPC COMMISSION recommendations shall be forwarded to the respective township as required by Section 519.12(E) of the Ohio Revised Code.
3. The MORPC COMMISSION 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 COMMISSION 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.

SECTION V – CENTRAL OHIO METROPOLITAN PLANNING ORGANIZATION BOARD

A. NAME

The name of this committee shall be the Central Ohio Metropolitan Planning Organization Board, also known as the Transportation Policy Committee, for the Mid-Ohio Regional Planning COMMISSION.

B. ORIGIN

The Central Ohio Metropolitan Planning Organization Board is provided for in the federally required Prospectus to the annual Planning Work Program.

C. PURPOSE

The Central Ohio Metropolitan Planning Organization Board for the Mid-Ohio Regional Planning COMMISSION 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 Central Ohio Metropolitan Planning Organization Board is the forum for cooperative decision-making that will be taking the required approval actions as the MPO. The metropolitan area, per 23 United States Code §134 and 49 United States Code §5303, 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. 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.

E. MEMBERSHIP

Representation on the Central Ohio Metropolitan Planning Organization Board shall consist of local elected officials or their representatives, officials of public agencies that administer or operate major modes of transportation in the transportation study area, and appropriate State transportation officials, and such other local elected officials, public transportation agencies, or appropriate State officials as determined by the Central Ohio Metropolitan Planning Organization Board. The transportation study area is that portion of central Ohio that has been identified and mutually agreed to be included in it by the Central Ohio Metropolitan Planning Organization Board and the Governor of Ohio, acting through the Ohio Department of Transportation, subject to the approval of the United States Department of Transportation.

Representation shall be determined as follows:

1. Full members of the COMMISSION that are located wholly or partially within the boundaries of the transportation study area. These members will have the same representatives on the Central Ohio Metropolitan Planning Organization Board as they have on the MORPC COMMISSION.
2. The Commissioners of any county that is not a member of the COMMISSION, but which has territory within the transportation planning area and which has entered into a commitment to participate in the 3C process for that territory, shall be entitled to one representative on the Central Ohio Metropolitan Planning Organization Board.
3. Cities, villages and townships 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 Central Ohio Metropolitan Planning Organization Board, selected by the city, village or township.
4. Transportation Agencies:

In addition to the community representatives detailed above, the Central Ohio Metropolitan Planning Organization Board 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 such as, but not limited to:
 - i. Central Ohio Transit Authority
 - ii. Columbus Regional Airport Authority
 - iii. Delaware Area Transit Agency
 - iv. Licking County Transit Board
 - v. Lancaster Public Transit System
- 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) Each transportation agency 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 Central Ohio Metropolitan Planning Organization Board.
- f) Other local elected officials or their representatives, public transportation agencies, or appropriate state officials as determined by the Central Ohio Metropolitan Planning Organization Board including officers of the COMMISSION in the event that the officer is not already a member of the Central Ohio Metropolitan Planning Organization Board and the current chairperson of the MORPC Community Advisory Committee.

F. OFFICERS

The officers of the Central Ohio Metropolitan Planning Organization Board shall be the same as those of the COMMISSION and shall serve in the same roles and for the same terms. The chair may appoint such special committees or task forces, advisory councils, or working groups as may be necessary from time to time in order to perform the purpose of the Central Ohio Metropolitan Planning Organization Board, or as the Central Ohio Metropolitan Planning Organization Board may otherwise direct. The chair shall preside at all meetings of the Central Ohio Metropolitan Planning Organization Board. The vice chair shall serve as chair during any absence of the Chair and shall assist the Chair in performance of duties. It shall be the duty of the secretary to ensure that a full record of the proceedings of the Central Ohio Metropolitan Planning Organization Board is prepared and kept, and they shall perform such other duties as the Central Ohio Metropolitan Planning Organization Board may from time to time direct.

G. SUBCOMMITTEES

The Central Ohio Metropolitan Planning Organization Board is advised by three standing subcommittees:

1. The Community Advisory Committee is provided for in the Public Involvement Process (as is required under federal transportation planning regulations), which sets out participation requirements for Metropolitan Transportation Planning and Programming.
2. The Transportation Advisory Committee is to provide technical advice to the Central Ohio Metropolitan Planning Organization Board as defined in the biennial Agreement between the Mid-Ohio Regional Planning COMMISSION and the State of Ohio, Department of Transportation, for Urban Transportation Planning and Transportation Programs.
3. The MPO Funding Committee is to provide advice to the Central Ohio Metropolitan Planning Organization Board, the Transportation Advisory Committee (TAC), and the Community Advisory Committee (CAC) on the development and execution of the processes used to allocate MORPC-attributable federal funds to projects and project sponsors.

The Central Ohio Metropolitan Planning Organization Board shall adopt guidelines to govern the subcommittees, the selection process for subcommittee members, and establish terms to encourage diverse involvement in subcommittee membership and leadership.

H. MEETINGS

The Central Ohio Metropolitan Planning Organization Board will meet monthly as necessary.

SECTION VI – REGIONAL POLICY ROUNDTABLE

A. NAME

The name of this committee shall be the Regional Policy Roundtable for the Mid-Ohio Regional Planning COMMISSION.

B. ORIGIN

The Regional Policy Roundtable is a standing committee to evaluate and advise the COMMISSION on legislative issues and public policy matters of regional importance at the local, state, and federal level.

C. PURPOSE

The Regional Policy Roundtable seeks to develop a public policy agenda that aims to reflect the objectives and ideals of both MORPC's members and the greater community. The public policy agenda will be reviewed and adopted by the COMMISSION. The COMMISSION and MORPC staff will utilize the public policy agenda to proactively advocate for policies and opportunities to enhance the quality of life in central Ohio and advance the region.

The Regional Policy Roundtable will identify new public policy areas, legislation, and issues of interest. The Roundtable will research and provide recommendations to the COMMISSION on positions on legislative and executive issues.

D. 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.

E. MEMBERSHIP

Representation on the Regional Policy Roundtable shall consist of members from the COMMISSION, MORPC subcommittees and working groups, business community, non-profit organizations, education sector, and residents in the REGION.

The Regional Policy Roundtable shall adopt guidelines for membership, the selection process, and establish terms to encourage diverse involvement in subcommittee membership and leadership.

F. OFFICERS

The chair of the Regional Policy Roundtable shall be a full member representative of the COMMISSION and is selected and documented by the COMMISSION chair and executive director. They will serve a two-year term at the pleasure of the COMMISSION chair and executive director.

The vice chair of the Regional Policy Roundtable shall be a full member representative of the COMMISSION and is selected by the COMMISSION chair and executive director. They will serve a two-year term at the pleasure of the COMMISSION chair and executive director.

G. MEETINGS

The Regional Policy Roundtable will meet as necessary. Quarterly meetings are recommended.

SECTION VII – REGIONAL SUSTAINABILITY ROUNDTABLE

A. NAME

The name of this committee shall be the Regional Sustainability Roundtable for the Mid-Ohio Regional Planning Commission.

B. ORIGIN

The Regional Sustainability Roundtable is a standing committee to evaluate and advise the COMMISSION on matters of regional importance pertaining to environmental and fiscal sustainability. It may address topics such as air quality, energy, environmental infrastructure, greenways, innovative land use regulations and tools, water quality, sustainable growth and planning, related transportation research innovations, and regional systems.

C. PURPOSE

The Regional Sustainability Roundtable's primary purpose is to advise and guide a diverse community of local governments and stakeholders along with MORPC working groups and staff on environmentally and economically sustainable practices, opportunities, and tools that support regional growth and vitality in the Central Ohio region. To do so, the Roundtable shall regularly adopt goals, objectives and strategies to further the regional goals outlined in the Metropolitan Transportation Plan and other plans as appropriate. The objectives and strategies shall be consistent with other MORPC adopted strategic plans, public policy agenda, and sustainability agreements. The COMMISSION and MORPC staff will utilize the goals to support existing related agency programs, with a focus on those in the Planning Department, and to seek out opportunities to assist local governments, enhance the quality of life in Central Ohio, and advance the region. The Regional Sustainability Roundtable will research and provide recommendations to the Commission as guided by the annual goals and as determined by the Roundtable.

D. 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.

E. MEMBERSHIP

Membership shall be nominated by the Executive Director, MORPC Department Directors, or Roundtable members and appointed by the Roundtable Chair and Executive Director.

Members shall serve staggered two-year terms with the option to renew upon being nominated and approved by the Roundtable Chair and Executive Director.

Representation on the Regional Sustainability Roundtable shall include at least 12 members. All members shall be located within the MORPC Region. Due consideration shall be given to the make-up of the Roundtable to ensure no one entity is over-represented on the Roundtable. The Regional Sustainability Roundtable composition shall consist of the following:

1. A Chair and Vice Chair from COMMISSION.
2. One appointed representative from each subcommittee established in section G (subcommittees).
3. At least three representatives from Sustainable2050 (one small community/Township representative, one large community representative, and one associate/organizational member representative).

4. A minimum of three other seats including representatives from various stakeholder groups in the region, including but not limited to the business community, non-profit organizations, government, education sector, and community members.

Under the guidance of the Executive Director and Committee Chair the Regional Sustainability Roundtable may adopt guidelines to establish the size limit of the Committee, and provisions to encourage diverse involvement in subcommittee membership and leadership.

F. OFFICERS

The chair of the Regional Sustainability Roundtable must be a full member representative of the COMMISSION and is selected and documented by the COMMISSION Chair and Executive Director. They will serve a two-year term at the pleasure of the COMMISSION Chair and Executive Director.

The Vice Chair of the Regional Sustainability Roundtable must be a full member representative of the COMMISSION and is selected by the COMMISSION Chair and Executive Director. They will serve a two-year term at the pleasure of the COMMISSION Chair and Executive Director.

G. SUBCOMMITTEES

The Regional Sustainability Roundtable is advised by standing subcommittees, advisory councils, or working groups as established by the Roundtable Chair and Executive Director to address key regional issue areas such as energy, air quality, greenways, water quality and resources, or other working groups as needed.

The Regional Sustainability Roundtable may adopt bylaws to govern the subcommittees, the selection process of subcommittee members, and establish provisions to encourage broad involvement in subcommittee membership and leadership.

H. MEETINGS

The Regional Sustainability Roundtable will meet as necessary. Quarterly meetings are recommended.

SECTION VIII - CENTRAL OHIO RURAL PLANNING ORGANIZATION BOARD

A. NAME

The name of this committee shall be the Central Ohio Rural Planning Organization Board, also known as the Central Ohio Rural Transportation Planning Committee, for the Mid-Ohio Regional Planning COMMISSION.

B. ORIGIN

The Central Ohio Rural Planning Organization Board (CORPO) is provided for the federally and state sponsored "Rural Transportation Planning Organization" (RTPO) and is administered by an ODOT approved Planning Work Program at the Mid-Ohio Regional Planning Commission.

C. PURPOSE

CORPO is designated as the RTPO for Fairfield, Knox, Madison, Marion, Morrow, Pickaway and Union Counties surrounding the Columbus metropolitan planning area in the Mid-Ohio Regional Planning Commission's area of interest and designated by a COMMISSION agreement with the Ohio Department of Transportation. CORPO is the forum for cooperative decision-making that will be

taking the required approval actions as the RTPPO. The State of Ohio has designated the RTPPO area, per 23 USC § 135(m), as amended, to enhance the planning, coordination, and implementation of statewide strategic long-range transportation plans and transportation improvement programs, with an emphasis on addressing the needs of non-metropolitan areas of the State.

D. MEMBERSHIP

To be a member of the Central Ohio RTPPO, each County Board of Commissioners must execute a Memorandum of Understanding and resolution declaring membership in CORPO and the creation of a COUNTY SUBCOMMITTEE. All terms of Central Ohio RTPPO Membership are managed by the Memorandum of Understanding.

E. QUORUM

A quorum shall be defined as at least one representative from at least two thirds of the member counties in the RTPPO. When there is a quorum, an affirmative vote of a majority of the members present is necessary for any action taken.

F. MEMBERSHIP REPRESENTATION

Fourteen representatives on CORPO shall consist of two members from each COUNTY selected by the County Board of Commissioners for their respective county.

Seven additional representatives on CORPO shall consist of one member from each COUNTY SUBCOMMITTEE selected by the members of the COUNTY SUBCOMMITTEE from their respective COUNTY.

Members of CORPO shall serve at the pleasure of their appointing authority. A vacancy on CORPO shall be filled by the appointing authority that appointed such Member in the first instance.

Alternates may be used when CORPO members will be unable to attend. CORPO members shall notify the Secretary ahead of the meeting if they plan to send an alternate on their behalf with full member representation privileges.

Additional ex-officio representatives shall include appropriate State and Federal transportation officials.

G. OFFICERS

The officers of CORPO shall be selected from CORPO membership annually and announced at the first official meeting of CORPO. CORPO shall select the following officers: a Chairperson to preside over meetings and to certify all minutes of CORPO business meetings and a Vice-Chairperson to act on the Chairperson's behalf in his or her absence. CORPO Staff will serve as the Secretary.

H. MEETINGS

CORPO will meet at a minimum of once annually. Biannual meetings are recommended. Additional meetings may be called by the Chairperson or Vice-Chairperson, fulfilling the Chair's duties, or by any three (3) members of CORPO.

I. NOTICE

Notice of all public body meetings shall be mailed and/or electronically mailed at least one week in advance of the meeting date, whenever practical.

J. COUNTY SUBCOMMITTEES

CORPO is advised by COUNTY SUBCOMMITTEES. One COUNTY SUBCOMMITTEE represents each county.

Required and suggested representation shall be determined as follows:

1. Required: One of the two CORPO members appointed by the County Commissioners in accordance with F. above.
2. Required: The County Engineer.
3. Required: A representative of the chief executive officer of the City with the largest number of people as determined by the decennial census of the United States, residing within the boundaries of the county and not within a metropolitan planning organization.
4. Required: Full members the COMMISSION located wholly or partially within the boundaries of the subcommittee county.
5. Representation of other municipalities and townships that are located wholly or partially within the boundaries of the county.
6. Representation of any local or regional planning commission that is serving the county wholly or partially.
7. Representation of agencies that provide transportation services to the county wholly or partially, including:
 - a) Transit Agencies
 - b) Vehicle for Hire Companies
 - c) Providers serving individuals with disabilities
 - d) Providers serving seniors
 - e) Providers serving at-risk populations
8. Representation of the Ohio Department of Transportation District Office and/ or the County Garage.
9. Representation of business and general citizenry.
10. Any other representative that the Board of County Commissioners invites to participate.

SECTION IX – REGIONAL DATA ROUNDTABLE

A. NAME

The name of this committee shall be the Regional Data Roundtable for the Mid-Ohio Regional Planning Commission.

B. ORIGIN

The Regional Data Roundtable is a standing committee to evaluate and advise the COMMISSION on matters of regional importance pertaining to data analysis. It will evaluate data needs in the region and prioritize development of tools used for analysis. It will set data standards to enable data interoperability and assure data credibility. It will explore public/private partnerships and other collaboration opportunities around using data.

C. PURPOSE

The Regional Data Roundtable seeks to develop and maintain collaboration around data development, publishing and usage for the purpose of analysis to reflect the objectives and ideals of both MORPC's members and the greater community. The actions shall support other MORPC adopted strategic plans, and policy agendas. The COMMISSION and MORPC staff will utilize the data to support existing related agency programs, and seek out opportunities to assist local governments, enhance the quality of life in Central Ohio, and advance the region. The Regional Data Roundtable will research and provide recommendations to the Commission as guided by the annual goals and as determined by the Roundtable.

D. 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.

E. MEMBERSHIP

Membership shall be nominated by the Executive Director, MORPC Department Directors, or Roundtable members and appointed by the Roundtable Chair and Executive Director. All members shall serve two-year terms with the option to renew upon being nominated and approved by the Roundtable Chair and Executive Director.

Representation on the Regional Data Roundtable shall include at least 15 members. All members shall be located within the MORPC Region. Due consideration shall be given to the make-up of the Roundtable to ensure diverse representation from various entities throughout the region, especially from MORPC member communities.

The Regional Data Roundtable composition shall consist of the following:

1. A Chair from the COMMISSION.
2. A Vice-Chair.
3. Representation from an Associate MORPC Member.
4. Representation from the Central Ohio GIS User Group.
5. Representation from the Economic Development Community.
6. A minimum of five seats from community and business organizations including representatives from education, health, tech entrepreneurs, transportation, and other data-intensive sectors.
7. A minimum of six other seats including representatives from various stakeholder groups in the region, including but not limited to business, media, non-profits, and research organizations and community members.

To stagger the expiration of terms, one-half of the initial members shall serve for one-year terms and one-half of the members shall serve for two-year terms. Thereafter, as terms expire, all members shall serve two-year terms with the option to renew upon being nominated and approved by the Roundtable Chair and Executive Director.

Under the guidance of the Executive Director and Roundtable Chair, the Regional Data Roundtable may adopt guidelines to establish the size limit of the Roundtable, and provisions to encourage diverse involvement in subcommittee membership and leadership.

F. OFFICERS

The chair of the Regional Data Roundtable must be a full member representative of the COMMISSION and is selected and documented by the COMMISSION Chair and Executive Director. They will serve a two-year term at the pleasure of the COMMISSION Chair and Executive Director.

The Vice Chair of the Regional Data Roundtable is selected by the COMMISSION Chair and Executive Director. They will serve a two-year term at the pleasure of the COMMISSION Chair and Executive Director.

G. MEETINGS

The Regional Data Roundtable will meet as necessary. Quarterly meetings are recommended.

SECTION X – CENTRAL OHIO ECONOMIC DEVELOPMENT DISTRICT GOVERNING BOARD

A. NAME

The name of this committee shall be the Central Ohio Economic Development District Governing Board (EDD BOARD) for the Mid-Ohio Regional Planning Commission (COMMISSION).

B. ORIGIN

The EDD BOARD is federally required as part of the Economic Development District designation by the U.S. Economic Development Administration as outlined in the CFR Title 13 Chapter III Part 304.

C. PURPOSE

The EDD BOARD's primary purpose is to review and approve activities listed in the Comprehensive Economic Development Strategy (CEDS) document and recommended by the Comprehensive Economic Development Strategy Committee.

D. PUBLIC ACCESSIBILITY

1. The EDD BOARD's meetings must be open to the public and the date and agenda of meetings must be posted in advance to allow the public a reasonable time to prepare to participate effectively.
2. The EDD Board and its members must comply with all Federal and State financial assistance reporting requirements and the conflicts of interest provisions set forth in CFR Title 13 Chapter III Part 302.17.

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

Representation on the EDD BOARD shall consist of full members of the COMMISSION who represent communities or interests that are located within the boundaries of the Central Ohio Economic Development District and officers of the COMMISSION in the event that the officer is not already a member of the EDD BOARD. The Central Ohio Economic Development District was approved by the U.S. Department of Commerce's Economic Development Administration in September 2023 and encompasses 11 counties within the Central Ohio area including Delaware, Fairfield, Franklin, Knox, Licking, Logan, Madison, Marion, Morrow, Pickaway, and Union Counties.

G. OFFICERS

The officers of the EDD BOARD shall be the same as those of the COMMISSION and shall serve in the same roles and for the same terms. The Chair may appoint such special committees or task forces,

advisory councils, or working groups as may be necessary from time to time in order to perform the purpose of the EDD BOARD, or as the EDD BOARD may otherwise direct. The Chair shall preside over all meetings of the EDD BOARD. The Vice Chair shall serve as Chair during any absence of the Chair and shall assist the Chair in performance of duties. It shall be the duty of the Secretary to ensure that a full record of the proceedings of the EDD BOARD is prepared and kept and shall perform such other duties as the EDD BOARD may from time to time direct.

H. SUBCOMMITTEES

The EDD BOARD shall be advised by a standing committee: the Comprehensive Economic Development Strategy Committee (CEDS COMMITTEE). MORPC, as the planning organization, must appoint the CEDS COMMITTEE as outlined in CFR Title 13 Chapter III Part 303.6. The CEDS COMMITTEE is responsible for the development, implementation, revision, or replacement of the Comprehensive Economic Development Strategy (CEDS) for the central Ohio region. The CEDS COMMITTEE will work closely with the BOARD on short-term and long-range planning, seeking appropriate funding opportunities and ensuring regional alignment on projects.

The EDD Board shall adopt guidelines to govern the subcommittee and establish terms to encourage diverse involvement in subcommittee membership and leadership.

I. MEETINGS

The EDD BOARD will meet twice annually or as necessary.

SECTION XI – TIME OF TAKING EFFECT

These Bylaws shall supersede any prior action of the COMMISSION inconsistent with such Bylaws, and may only be modified by the approval of the Commission at a duly noticed meeting.

These Bylaws shall be effective immediately upon the approval of the COMMISSION.

AMENDMENTS

Amended April 19, 2001 by adoption of Resolution 8-01

Amended November 15, 2001 by adoption of Resolution 29-01

Amended April 21, 2005 by adoption of Resolution 13-05

Amended November 10, 2011 by adoption of Resolution 46-11

Amended September 19, 2013 by adoption of Resolution 21-13

Amended June 12, 2014 by adoption of Resolution 16-14

Amended October 13, 2016 by adoption of Resolution 18-16

Amended June 12, 2025 by adoption of Resolution 10-25