

THE CITY OF COLUMBUS GREATER HILLTOP AREA COMMISSION BYLAWS

(Hereafter referred to in this document as The Greater Hilltop Area Commission or GHAC)

Bylaws Approved November 14, 2017

Article I: MEMBERSHIP

A. The Greater Hilltop Area Commission shall consist of fifteen members. All members shall be appointed by the Mayor of the City of Columbus with concurrence of City Council.

1. Twelve members, who shall reside in the Greater Hilltop Area as described in Section 3111.05 of the Columbus City Code, shall be selected at large according to the Selection Rules adopted by the GHAC. Four members shall be selected annually. Selected members must maintain residence in the Greater Hilltop Area until the completion of their term.

2. Three members who need not be residents of the Greater Hilltop Area May be nominated for appointment to the commission by its members. One nomination shall be made annually, unless more are needed to fill any unexpired appointed terms. These nominations shall be made at the July regular commission meeting for the following year. Qualifications for this seat are that the applicant must be 18 years old or older and either live in the Greater Hilltop or work or own property in the Greater Hilltop. In order to be appointed to the Commission all applicants for the appointment **must** be present at the Commission meeting.

B. All members shall have equal voting rights.

C. The commission year shall commence September 1st of each year and end on August 31st of each year.

D. All GHAC members shall serve without compensation.

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

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

1. The Chairperson shall declare the position vacant at the next public meeting of the full Commission.

2. At the regularly scheduled monthly meeting of the Commission following that declaration, a replacement may be nominated by the remaining members for appointment of the declared vacancy to fill the position.

3. As noted in Article 1, Section A. Sub-section 2: In order to be appointed to the Commission an applicant for the appointment must be present at the Commission meeting.

G. The Commission Secretary shall keep a record listing the names of each Commission member, the type of position occupied (selected or appointed), and the date the term expires at the next regularly scheduled Commission meeting following any change in membership. This report must be revised as vacancies arise and are filled.

H. The absence of any Commission member from four regular meetings in any twelve-month period shall be deemed a resignation unless a petition is made to the Commission, either in person or in writing, and accepted by the GHAC at the next regular meeting of the Commission following the fourth absence. In the event of multiple petitions, each will be considered individually.

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

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

I. After the third absence, the Secretary shall give written notice to the member in question; noting the number of absences and any additional absence in the Commission year may subject them to removal.

J. COMMISSIONER REMOVAL for any reason other than voluntary resignations or absences will adhere to the following procedure.

1. For any person to seek the removal of a Commission member, they must present their concern, reasons and any relevant documentation to the Government and Legislation Committee.

2. The Government and Legislation Committee will determine if the alleged cause for removal is sufficient to bring to the floor of a general commission meeting.

3. Any request to remove a commissioner brought before the full commission, must obtain a minimum two-thirds majority vote of commissioners in attendance to recommend to the Office of the Mayor, the removal of a commission member. Anything less will not result in recommendation for removal.

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

Article II: OFFICERS

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

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

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

C. Election of officers shall be held at the regular Commission meeting in September. This meeting shall consist of all commission members who will be serving in the next commission year and shall be presided over by the previous Chairperson who will retain voting rights only if serving in the coming commission year. The presiding Chairperson shall request from the floor nominations for each office, votes cast, and offices filled in the order in which they appear in Article II section A. If the previous Chairperson is unavailable the officer to preside will follow the order of officers in Article II section A.

D. The Duties of the officers are as follows:

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

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

3. The Secretary shall call and record the roll, record all voting ~~all~~ results, record the minutes of regular commission meetings, maintain a file of commission correspondence and other records as directed by the Chairperson or a majority vote of its members. Additionally, the secretary shall provide a quarterly attendance roster to the Commission. Minutes of all regular and special meetings, voting results and attendance records shall be maintained by the Secretary.

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

ARTICLE III: MEETINGS

A. Generally Regular public meetings shall be held on the first Tuesday of each month beginning no earlier than 7:00 p.m. and end no later than 10:00 p.m. at a public place to be designated by the Chairperson. Proper notice shall be made if the meeting date, time, or location is changed.

B. Special meetings may be called by the Chairperson, Vice-Chairperson, or upon the written request of at least six members. The purpose of the meeting, date, and location shall be stated in the call. Notice of a Special meeting shall be given to each member of the Commission and all interested parties through the Email Distribution list. The Email Distribution list shall be kept by the Chairperson and is subject to change. Except in an emergency, at least three days notice shall be given to each Commission member and announced through the Email Distribution list. To join the Email Distribution List contact the Commission Chairperson.

C. All meetings of the Commission are open to the public including those held by any standing, special, select, ad-hoc, or other committee of the Commission. No meetings may be held by email or through social media and are expressly prohibited.

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

E. The Order of Business of Commission meetings shall be set by the Chairperson.

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

G. Members may file written dissenting opinions with the Secretary no later than 24 hours before the commencement of the following full GHAC meeting.

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

I. Any procedural challenges may only be made by a Commissioner.

ARTICLE IV: VOTING PROCEDURES FOR APPOINTMENTS AND OFFICER ELECTIONS

A. A majority of members in attendance is required to nominate for appointment or elect an officer.

B. If more than two candidates are seeking nomination to fill a vacant seat or election to an officer position and no majority favors a particular candidate after the ballot, then any tie shall be determined by lot as defined in Section C while any plurality would continue to the next voting round. Another vote shall be cast between the remaining candidates receiving the most votes on the previous ballot. If no candidate garners a majority on this vote, the previous procedure will continue until a candidate is selected.

C. Lot is placing ballots for tied candidates in a central location or container and having the acting Secretary pick one random ballot.

ARTICLE V: PUBLIC HEARINGS

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

B. A Commission sponsored public hearing may be held for a specific purpose by the Commission as a whole or by a committee duly authorized by the Commission. Notice of a Commission sponsored public hearing shall be communicated to each Commission member and published on Commission official website.

C. A report shall be presented by the Chairperson of the public hearing at the following full Commission meeting to report the results.

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

ARTICLE VI: COMMITTEES

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

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

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

D. All committee members appointed by the chair shall have equal voting rights on said appointed committee. Non appointed members and public can attend committee meetings but do not have voting rights on that committee.

E. Official notification of all committee meetings shall be made to its members by the committee Chairperson at the full Commission meeting prior to the announced meeting date. Copies of all committee correspondence shall be forwarded to the Commission Chairperson and filed by the Secretary.

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

G. The standing committees of the GHAC shall be:

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

H. Special, select, ad-hoc, or other committees may be established for a specific purpose by the Chairperson of the Commission or by a majority vote of the members. Individuals other than Commission

members may be appointed in an advisory capacity only to serve on these committees.

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

ARTICLE VII: ENDORSEMENTS

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

ARTICLE VIII. AMENDMENTS TO THE BYLAWS

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

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

GREATER HILLTOP AREA COMMISSION SELECTION RULES

SELECTION DATE:

The annual selection for members of the Greater Hilltop Area Commission shall be held during the month of June, only if five or more petitions are filed. If four or less petitions are filed no election will be held.

Polling locations and times shall be announced no later than the June full Commission meeting.

GOVERNMENT AND LEGISLATION COMMITTEE:

The Government and Legislation Committee (hereafter identified as the committee) shall have all necessary authority to conduct the selection process in its entirety, including the counting of ballots.

The committee and its Chairperson shall be appointed by the Chairperson of the GHAC

Candidates for selection to the Commission shall not be members of polling staff in the year in which their names shall appear on the ballot for election.

CANDIDATE QUALIFICATIONS:

Each candidate shall be eighteen years of age or older.

Each candidate must be a resident within the Greater Hilltop Area, as described in section 3111.05 of the Columbus City Code at the time he or she commences circulation of their nomination petition.

Each candidate to be placed on ballot must file a nomination petition, completed pursuant to the requirements set forth below, for candidacy with the Committee at least thirty calendar days prior to the selection date.

Candidates in this non-partisan selection are not required to, in fact are encouraged NOT to declare any party affiliation.

Candidates need not be registered voters on the rolls of the Franklin County Board of Elections.

WRITE-IN CANDIDATES:

Write in candidates are not permitted.

PETITIONS:

Each candidate petition must be signed by at least twenty-five persons, eighteen years of age or older, and residing within the Greater Hilltop Area.

Each candidate of a petition must complete and execute the affidavit agreeing to compliance of selection rules of bylaws prior to its submission to the Committee.

Petitions shall be available at least sixty calendar days prior to the selection date.

Candidates will be notified of the certification of their petitions within seven days after the date petitions must be submitted to the committee.

Annual appointed seats for the following year may be filled by the current Commission through the appointment process at the regular July meeting.

SELECTION COMMITTEE DUTIES:

The duties of the committee shall be as follows:

1. Choosing a headquarter location and equipping the site for the committee.
2. Devising the petition form and any other necessary procedural information and arranging for its reproduction and distribution to candidates for Commissioner.
3. Certifying the submitted petitions for number of valid signatures, residency in the GHAC area, notifying the candidate of petition certification, and making a public announcement of the certified candidates.
4. Determining the number of polling places.
5. Choosing the location of polling places.
6. Determining the polling hours.
7. Devising the form and arranging the reproduction of the ballots.
8. Enlisting and assigning volunteers to staff the polling places.
9. Obtaining and distributing equipment and supplies required in the polling place.
10. Making final determination of challenges regarding the eligibility of candidates, eligibility of voters, cast ballots, and all other questions arising during the selection process.
11. Making all other necessary and appropriate arrangements and determinations with respect to the nomination and selection process.
12. Choosing the selection date.
13. Arranging for at least two non-commission members to be present as observers during the tabulation of ballots.

VOTER QUALIFICATIONS:

Each voter must be eighteen years old or older.

Each candidate must be a resident of the Greater Hilltop Commission Area.

The voter need not be registered voters on the rolls of the Franklin County Board of Elections.

Each voter must present written evidence of identification and current place of residence to a polling staff member prior to receiving a ballot.

No voter shall cast more than one ballot.

POLLING STAFF:

The polling staff for each polling location shall consist of at least two Greater Hilltop Area residents chosen by the Committee. These residents must live within the Greater Hilltop Area at the time of the selection.

The polling staff member shall require evidence of voter qualification, including name, address, and age in advance of ballot distribution.

The polling staff member shall keep a register of voters names and addresses at the respective polling location and shall deliver completed registers to the Committee at its headquarters at the same time the ballots are delivered.

The presiding member of the staff of each polling location shall be designated by the Committee prior to the selection date and the Committee shall set forth the authority of each presiding member.

CAMPAIGN PROCEDURES:

Campaigning within one hundred feet of any entrance to a polling site is prohibited.

It is the candidate's responsibility to remove any poster, flyers, or other campaign materials within forty-eight hours following the selection.

BALLOTS:

The total number of ballots reproduced shall be recorded by the committee.

Each ballot shall contain a list, headed by "Vote for Not More Than "#" Names" of candidates certified by the Committee as having been properly nominated. Preceding each name shall be "(_____)" in which voters may place a mark indicating their selection. # = Number of open seats

The order of listing of candidates names on the ballot shall be random.

No political party or organizations, other than the GHAC, shall be named on the ballot.

BALLOT TABULATION:

The tabulation of ballots shall be done by the Committee at its headquarters immediately following the close of the voting and transportation of the ballots to the headquarters.

Each candidate or a designated agent for that candidate may be present at the ballot tabulation.

Results of the ballot tabulation shall be presented by the Committee to the Commission at its next full meeting after the selection date for certification. Notice of ballot certification shall be forwarded to the Office of the Mayor no later than ten days after the certification of results or the resolution of all challenges, whichever is later.

RESULTS:

The candidates receiving the most votes cast shall be declared winners, providing they have met all qualifications. All positions filled are subject to the requirements contained in Article 1 of the GHAC bylaws.

Appointed seats shall be filled pursuant to Article 1 Section A (2) of the GHAC with one seat being filled annually. Vacant Seats due to resignations or removal of a commissioner from the office shall be filled pursuant to the By-Laws Article 1 Section F.

In the event of a tie, follow Article 4 procedures.

SECURITY OF BALLOTS:

Each ballot shall be deposited immediately in the sealed ballot box at the polling location.

Ballot boxes shall remain sealed until delivered to designated headquarters location and counting begins.

Counting shall begin after all ballot boxes and their register of voters' names and addresses are delivered by a polling staff member to the committee at its headquarters.

All ballots shall be placed in a container after the counting has been completed.

CHALLENGES:

Any challenges to the selection procedures or the selection results must be made in written form to the Government and Legislation Committee Chairperson, Commission Chair, or the Commission Liaison no more than seventy-two hours after the tabulation of results. The committee shall make every effort to

resolve all challenges within thirty days of receipt of the written challenges.

COMPLIANCE:

Material non-compliance of these selection rules by any candidate as determined by the Government and Legislation committee will result in disqualification.

Any candidate disqualified prior to vote will be stricken from the ballot.

Vacancies created by candidate disqualification after voting shall be filled pursuant to the By-Laws Article I, Section F.

**PETITION FOR CANDIDATE SEEKING NOMINATION TO
THE GREATER HILLTOP AREA COMMISSION**

(To be filed with the GHAC Government and Legislation Committee)

WE, THE UNDERSIGNED QUALIFIED ELECTORS OF THE GREATER HILLTOP AREA, CITY OF COLUMBUS, COUNTY OF FRANKLIN, AND THE STATE OF OHIO, HEREBY PRESENT FOR A PLACE UPON THE BALLOT:

(Candidate name)

AN ELECTOR OF SAID AREA, WHOSE RESIDENCE IS:

(Candidate address)

Candidate Contact Information:

email: _____ phone number: _____

AS A CANDIDATE SEEKING NOMINATION FOR THE OFFICE OF COMMISSIONER FOR THE GREATER HILLTOP AREA COMMISSION, TO BE VOTED FOR AT THE ELECTION NEXT HEREAFTER TO BE HELD.

EACH SIGNER HERETO, HEREBY PLEDGES HIMSELF TO SUPPORT AND VOTE FOR THE CANDIDATE WHOSE NAME IS HEREIN PRESENTED FOR A PLACE UPON THE BALLOT, AND STATES THAT HE HAS SUBSCRIBED TO NO MORE THAN ONE NOMINATION FOR EACH OF THE PLACES TO BE FILLED.

Candidate name _____

USE INK

NAME OF SIGNER (Please Print)

ADDRESS OF RESIDENCE

DATED

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Statement of Understanding and Agreement

I hereby state that I have completely read and fully understand the duties and responsibilities of a member of the Greater Hilltop Area Commission, as described in the bylaws of said Commission.

I further agree to comply with all Articles and bylaws, with the special attention to Article I, Section G. I understand that my failure to attend the required number of meetings may result in my disqualification for continued membership on this Commission.

Printed name

Signature

Date