

UNIVERSITY IMPACT DISTRICT REVIEW BOARD

111 North Front Street, Third Floor
Columbus, Ohio 43215
P (614) 645-6096 F (614) 645-6675

BYLAWS

ARTICLE I – PREAMBLE

1.1 Establishment & Statutory Authority

The University Impact District Review Board (UIDRB), hereinafter referred to as the “Board”, was originally established by Ordinance 2054-1992, adopted by Columbus City Council on October 19, 1992. Called the University Area Review Board until 2017, it was renamed to its current name in conjunction with other code updates by Ordinance 1002-2017, adopted by the Columbus City Council on May 1, 2017.

These Bylaws govern the rules through which the Board shall execute those duties and functions set forth in, and with the authority granted under Columbus City Code Chapter 3325.

ARTICLE II – DUTIES

2.1 Duties

The Board’s duties as set forth in CC 3325 are as follows:

- A. To preserve, protect and enhance the urban environment and neighborhood characteristics of the University District;
- B. To hear, decide, and take action on applications for certificates of approval. The Review Board shall conduct such review for any projects requiring a certificate of approval as provided in C.C. Section 3325.111.
- C. To review applications for a zoning change, variance, or special permit that may cause a stated guideline to apply and to forward comments to the appropriate decision-making body; and
- D. To develop and promulgate guidelines pertaining to compatibility and appearance as necessary to clarify development objectives and enhance the development guidelines herein.

ARTICLE III – MEMBERSHIP

3.1 Appointment

The Board shall consist of seven Members appointed by the Mayor, with the concurrence of City Council. Board composition guidelines are outlined in CC 3325. Members serve at the discretion of the Mayor and may be removed at any time.

3.2 Compensation

Members shall serve without compensation.

3.3 Terms of Service

Appointments are for periods of three (3) years. A Member whose term has concluded shall not continue to serve on the Board unless his/her appointment has been renewed. Adjustments to terms may be made from

time to time to ensure that Member term expirations are staggered, provided that no term is longer than three (3) years.

3.4 Vacancies

Vacancies caused by death, resignation, disqualification, or any other means will be filled for the unexpired term in the same manner as the original appointment. In the event that an office (e.g. Chair, Vice Chair) becomes vacant, the Board shall elect a successor within two (2) regular meetings.

3.5 Resignation

Any Member desiring to resign shall submit their resignation in writing to the Mayor with a copy to Board staff.

3.6 Attendance

Regular and timely attendance is expected of each Member. Absence without just cause and without prior notice to the Board Chair or staff from three (3) consecutive regular meetings, or a total of five (5) regular meetings in a twelve (12) month period, shall be cause for removal.

ARTICLE IV OFFICERS

4.1 Election of Officers

The Board shall annually select a Chairperson who shall preside over its meetings and a Vice-Chairperson who shall serve in the absence of the Chairperson. Should neither the Chairperson nor Vice-Chairperson be available, staff may request that another Member serve as Chairperson. Officers shall be elected by a majority of quorum. In the event of a tie vote, a second vote shall be held using the same methodology. In the event of a consecutive tie vote, the Secretary shall cast the deciding vote.

4.2 Officer Term

Officers shall serve for one year and shall be limited to three (3) consecutive subsequent terms in the same Officer position. The term shall be considered to begin the first day after the annual election of Officers. Should no other Member choose to run for consideration of the office, the current office holder may continue to serve in the same capacity with timely written approval by the Planning Administrator for the City of Columbus. This approval shall be for only a one year term. Any subsequent and similar situation shall follow the same approval process.

4.3 Recall

Officers may be recalled for cause by a two-thirds vote of Board. Before any meeting at which a vote on recall will be made, the Officer must be provided notification of Board's intention to discuss his/her case and the opportunity to be heard at the meeting.

4.4 Vacancy

Should an office become vacant, Members shall elect a successor within the next two (2) regular meetings. The new Officer shall serve the remainder of his/her predecessor's term until the next annual election. The remainder of the term shall not count against an Officer's two (2) year consecutive term limit.

4.5 Chairperson Duties

The Chairperson shall preside at all meetings, serve as spokesman for Board, and, in consultation with other Members, appoint committees. The Chairperson shall ensure Board dispenses with business fairly and properly; and that meetings are conducted in an orderly a timely manner. The chairperson shall determine existence of a quorum, who is absent and whether those absent are excused.

4.6 Vice-Chairperson Duties

The Vice Chairperson shall assume the duties of Chairperson in the absence of that officer.

4.7 Staff

Board staff shall serve in the role of secretary and oversee all record keeping procedures.

4.8 Representation

No Member, except the chairperson, shall represent Board, unless specifically authorized by the Board or the Chairperson. When such representation is made, only the proceedings and acts of Board shall be communicated, and such incident shall be reported to Board at its next regular meeting. This provision is not intended to limit staff from communicating Board decisions and associated business.

ARTICLE V - MEETINGS

5.1 Regular Meetings

All regular meetings shall be open to the public and notice, stating the date, time and location, shall be published in the City Bulletin at least ten (10) days prior to such meeting. Notice of emergency meetings shall be provided as set forth in the Ohio Revised Code.

5.2 Special Meetings

A special meeting may be called by the Chairperson or by a majority of the Board. Subcommittee meetings shall be considered a special meeting. Notice of a special meeting, state the date, time location and purpose, shall be published in the City Bulletin at least once prior to the meeting.

5.3 Annual Meeting

An annual meeting shall be held at the regular meeting in January, or as soon thereafter as possible, and shall include election of officers, and approval of bylaws.

5.4 Quorum

A simple majority of Members appointed at any time shall constitute a quorum. If a quorum is not met within twenty minutes of the scheduled meeting time, roll may be called and the meeting adjourned. When a quorum is lacking, no business can be transacted other than to recess or adjourn. Members present at a meeting, but abstaining form action on a specific item, may be included for the purposes of establishing a quorum. Note that CC 3325.103 requires that four affirmative votes for a motion to pass.

5.5 Business Meetings

Commission business meetings shall be considered regular meetings and be held as needed. Business meetings may be called by the Chairpersons or Board staff. Such meetings may be used to do such things as

review upcoming applications, received informational briefings, discuss organizational issues, and review potential code and policy updates. No formal action may be taken at business meetings.

5.6 Agenda

An agenda shall be prepared and made available prior to each regular meeting. The Chairperson may reasonably modify the order of business unless overruled by a majority of the Members present.

5.7 Record of Meeting

A record of action shall be taken and maintained for each regular and special meeting, and, once approved, made available for public examination.

5.8 Public Speakers

Accommodation shall be made for Members of the public who wish to address the commission regarding an item of business before the Board. The Chairperson may reasonably limit the number of persons who may speak regarding any agenda item and may consistently and reasonably limit the amount of time each may speak. Any person who desires to address the Board shall submit a provided speaker's slip prior to the commencement of the meeting indicating the topic to be addressed.

ARTICLE VI -VOTING PROCEDURE

6.1 Voting

Approval by Board shall require an affirmative vote of four or more Members. The failure of a question to receive the required affirmative vote constitutes denial of the requested action. A Member who abstains from voting shall not be considered in determining a vote. A motion resulting in a tie vote fails.

6.2 Motions

Motions, when possible, shall be made in a positive form.

6.3 Votes on Applications

Applications may be approved, approved with conditions or denied in a manner consistent with CC 3325.

ARTICLE VII –ETHICS AND CONFLICT OF INTEREST

7.1 Purpose

As quasi-public officials, Members shall serve in a manner that fosters public trust, integrity, equity, and transparency. All Members must be fully informed of their duty to adhere to the highest ethical standards for the effective and efficient operation of City of Columbus government. These guidelines address conduct and work performance to prevent undue influence, conflicts of interest, favoritism, bias, and the appearance of impropriety.

7.2 Ethical Conduct Pledge

All Members will be required to sign a Pledge of Ethical Conduct, provided by the Mayor's Office. Staff shall retain a hard copy and electronic copy. A Member's reappointment triggers the requirement to reaffirm and re-sign the Pledge.

7.3 Notification When Conflict of Interest Exists

Members are required to comply with the Ohio Ethics Law and related statutes (Ohio Revised Code Chapter 102 and Sections 2921.41 and 2921.43). A Member shall inform the commission chair and staff at such time a situation presents itself in which his/her interests conflict with the fair, impartial, and objective performance of his/her duties and responsibilities as a Member.

ARTICLE VIII - PARLIAMENTARY AUTHORITY

8.1 Robert's Rules of Order

The current edition of "Robert's Rules of Order Newly Revised" shall govern the Board in all cases to which they are applicable and in which they are not inconsistent with Columbus City Codes, the Charter of the City of Columbus, the Ohio Revised Code, these Bylaws and any special rules of order the Board may adopt.

IX - AMENDMENT OF BYLAWS

9.1 Amendment of Bylaws

These Bylaws may be amended at any regular meeting of Board by the affirmative vote of at least four Members, provided that the amendment has been submitted in writing at the previous regular meeting. Any amendment proposed for adoption shall contain the entire Bylaws as amended and shall repeal the existing Bylaws.

ARTICLE X - SEVERABILITY

10.1 Severability

Invalidation of any article or section of any article shall not invalidate any other portion of these Bylaws.

ARTICLE XI - EFFECTIVE DATE

11.1 City Certification

Immediately upon adoption of these Bylaws, or any amended Bylaws, a certified copy thereof shall be filed with the City of Columbus Clerk for publication in the City Bulletin within ten (10) days. These Bylaws shall take effect the tenth day after publication.

ARTICLE XII - NONDISCRIMINATION

12.1 Nondiscrimination Policy

Board Members and officers shall be selected entirely on a nondiscriminatory basis with respect to age, sex, race, religion, national origin, and sexual orientation. It is the policy of Board not to discriminate on the basis of race, creed, ancestry, marital status, gender, sexual orientation, age, physical disability, veteran's status, political service or affiliation, color, religion, or national origin.

ARTICLE XIII - CERTIFICATE OF ADOPTION OF BYLAWS

13.1 Certification

I do hereby certify that the above stated Bylaws of University District Review Board were approved on _____ and constitute a complete copy of the Bylaws.

Chair: _____

Date: _____

Secretary: _____

Date: _____