

# **VICTORIAN VILLAGE COMMISSION BY-LAWS**

## **PREAMBLE**

These Bylaws establish the rules under which the Victorian Village Commission, hereinafter referred to as the Commission, shall execute those duties and functions set forth in, and with the authority granted under, Chapters 3319 and 3316, Columbus City Codes. It is the intent of these Bylaws to clarify, simplify, and facilitate the operation and procedures of the Commission.

## **ARTICLE I Membership**

- A.** The Commission shall consist of seven (7) members appointed by the Mayor of the City of Columbus with the concurrence of Council as specified in Section 3319.39 of the Columbus City Code. All members shall serve without compensation.

Four (4) members of the Commission shall be recommended by the Victorian Village Society, one (1) shall be a designee of Council; one (1) shall be a member of the administrative staff of the Mayor or a designee thereof. It is recommended that the Commission include at least one (1) architect; one (1) business person from the commercial area located in or adjacent to the district; one (1) attorney licensed to practice law in the State of Ohio, and that each member of the Commission reside in, own a business within a building in, or own property in the Victorian Village.

- B.** All appointment terms shall be for a period of three (3) years beginning July 1 of the year in which the appointment is made, except that an appointment to fill a vacancy shall be effective immediately for the balance of the unexpired term.
- C.** The Commission shall recommend the architect member from registered architects attuned to the values of preservation. Suggestions may be sought from the Columbus Chapter, American Institute of Architects. The Commission shall recommend the business member from the commercial area located in or adjacent to the district. Suggestions may be sought from the Short North Business Association.
- D.** Notification of all recommendations for membership in the Commission shall be certified by the Commission Chair and submitted in writing to the Mayor's office, through channels defined by the Mayor's staff.
- E.** If any of the four (4) members who reside in, own a business within a building in, or own property in the Victorian Village fail to continue to meet that particular membership criteria, the Secretary of the Commission shall so inform the Mayor, unless two-thirds (2/3) of those commissioners present and voting determine that extenuating circumstances justify the member's continuing to hold office.
- F.** A member who is absent without excuse from three (3) consecutive regular meetings, or from six (6) regular meetings in a twelve (12) month period, will be considered as having resigned from the Commission, and notice of such will be communicated to the Mayor. A member subject to removal because of absenteeism may seek re-instatement by requesting a hearing of the Commission at which it shall be determined:
1. whether the member is in violation of the rule; and

2. whether there are extenuating circumstances which justify re-instatement of the member.

If the Commission finds in favor of the subject member, notice of such finding shall be certified to the Mayor.

- G. A vacancy caused by death, resignation, disqualification, or other means shall be filled by mayoral appointment of a person with qualifications similar to those of the former member whose unexpired term is being filled. The Commission will recommend persons for the Mayor's consideration.
- H. No member shall represent the Commission in its official actions except as specifically authorized by a majority at a regular or special meeting. This shall not be construed as a restriction upon the right of individual members to represent their own views before public or private bodies, whether in agreement or disagreement with the official action of the Commission.

## **ARTICLE II**

### **Officers and Elections**

- A. A Chair and a vice Chair shall be elected from the members of the Commission, shall have voting privileges, and shall serve at the pleasure of a majority of the Commission.
- B. A Member of the Mayor's administrative staff shall serve as Secretary to the Commission, but shall not be considered as a member of the Commission.
- C. The Columbus Historic Preservation Officer shall serve as the Fiscal Agent to the Commission.
- D. Officers shall perform the duties prescribed by these Bylaws and by other rules adopted by the Commission.
- E. The Chair shall:
  1. Preside at all regular and special meetings.
  2. Prepare an agenda, which shall include all items known in advance as due to be discussed, and all items submitted in writing at the time of the meeting.
  3. Make a final determination of which seats are vacant, for the purpose of determining whether a quorum is in attendance.
  4. Appoint pro tempore officers when absence of the regular officers leave the Chair or Secretarial functions vacant, or lacking that, selection of pro tempore officers shall be by the members of the Commission.
- F. The Vice Chair shall preside and perform the duties of the Chair in the absence of that officer.
- G. The Secretary shall, for Public record:
  1. Keep and permanently file all resolutions placed in motion, as well as a record of actions taken.
  2. Take the roll at each meeting.
  3. Keep on file all general correspondence of the Commission.
  4. Announce all meetings to the general public, and to individuals, upon their request, in conformance with law.
- H. The Fiscal Agent shall prepare and sign all forms necessary for expenses to be paid from funds provided to the Commission by the City of Columbus.

- I. Election of officers shall be at the first regular meeting in July of each year. Election of persons to be recommended by the Commission for full term membership should be at the first regular meeting in April. Elections shall be by ballot and require a majority vote. The ballot for election of recommendees shall include a choice for no recommendation.

### **ARTICLE III**

#### **Meetings**

- A. The normal, regular meetings of the Commission shall be held on the second Wednesday of each month.
- B. Contingent, regular meetings of the Commission, when convened, shall be held on the second Thursday of the month. The Chair may call such meetings only for the purpose of hearing applications and only to: 1) avoid a holiday falling on or near a normal regular meeting; or 2) relieve an overload of business at another meeting. Three Commission members may call such meetings for any purpose.
- C. Victorian Village Commission Business Meetings shall be held one week prior to the regular monthly commission meeting, and conducted in accordance with the Open Meetings Act (R. C. 121.22). The Victorian Village Commission Business Meetings shall be held at 12:00 noon on the Thursday before the regular commission meeting unless otherwise announced by the Chairman or City Historic Preservation Office Staff and published at least one (1) week in advance of the Business Meeting.
- D. Special meetings of the Commission may be called by the Chair or by three members in a regular or special meeting. A type of special meeting is an emergency meeting. Meetings of committees of the Commission are special meetings, subject to the requirements of article III. E.
- E. Emergency meetings of the Commission may be called by the Chair or three members for the purpose of acting to prevent significant damage or alteration to structures, to prevent costly delays of construction, or to prevent substantial detriment in situations of similar magnitude that might occur to a property if immediate action is delayed. If the circumstances are not detrimental in a physical sense, emergency meetings should not be called to expedite resolution of problems that could have been foreseen.
- F. All meetings shall be open to the public. Regular meetings shall be announced in the City Bulletin, stating the plan of meeting dates, time, and location. Special meetings shall be announced in the City Bulletin, stating the date, time, location, and purpose. Emergency special meetings shall be announced in accordance with law. Individual requests for advanced notice of meetings shall be honored by furnishing the agendas for meetings at least 24 hours prior to meetings.
- G. *Consistent with Columbus City Code section 3119.07, the Commission shall take official action only by a majority of the members voting on the question on the table during a public meeting at which there is a quorum. A quorum exists when a majority of the members appointed to and serving on the Commission are present at the meeting. When a quorum is lacking, no business can be acted on other than to adjourn a meeting.*

## **ARTICLE IV**

### **Other Rules**

- A. The rules contained in the current edition of Roberts Rules of Order Newly Revised shall govern the Commission in all cases to which they are applicable and in which they are not inconsistent with these Bylaws, Procedures, and any special rules of order the Commission may adopt.
- B. The Commission may adopt written Procedures as a part of the Bylaws. Any procedure may be suspended during a meeting by a majority vote, unless otherwise noted in the text of that Procedure.
- C. Funds or personnel, such as interns, provided to the Commission by the City of Columbus shall not be committed to projects without a majority vote of the Commission.

## **ARTICLE V**

### **Amendment of Bylaws**

- A. These Bylaws may be amended as follows:
    - 1. Proposed amendments must be submitted in writing at a regular meeting.
    - 2. Adoption of the proposed amendment shall be by an affirmative vote at the next regular meeting following its submission, of two-thirds (2/3) of the non-vacant membership as defined under Section I, Subsection A.
  - B. Procedures may be adopted, amended, or removed at any regular or special meeting by a majority vote unless otherwise restricted in the text of that procedure.
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**Adoption by the Victorian Village Commission on the 8<sup>th</sup> day of September, 1983**

**Stanley D. Sells, Chairman**

**Attest: Martha C. Trout, Secretary**

**Amended:**       5/1992 to interchange second and fourth Thursday meetings.  
                  3/1993 to add second April meeting.  
                  4/13/1995 to add emergency and contingent meetings, to create the  
                                Fiscal Officer, to remove default appointment of members, to  
                                authorize procedures, and to make minor revisions.  
                  11/11/2004 to add Business Meetings, and revise meeting schedule.  
                  11/10/2005 to alter Membership from 9 to 7 members.  
                  06/12/2018 to change the meeting day and remove reference to the meeting  
                                location  
                  06/14/2023 to update the quorum language to reflect City Code and make  
                                them consistent amongst Commissions.