Mobile Food Vending Advisory Board Bylaws

ARTICLE I- Name. The Mobile Food Vending Advisory Board as established in Columbus City Code Chapter 573, shall be referred to herein as the "MFV Board" or the "Board".

ARTICLE II- Purpose. The MFV Board was originally established in 2014 and re-established in 2023, and consists of representatives of the City of Columbus (the city), the mobile food vending industry, interested parties and the public at large.

Section 1. Per City Code Section 573.165 – Powers of the Board:

The purpose of the board shall be to advise the City in the administration of mobile food vending.

(a) The board shall have the authority to advise on rules and regulations governing the following:

(1) The mobile food vending unit size, description, requirements, and prohibited equipment;

(2) Adding, removing, amending, or otherwise altering congestion and commercial zones;

(3) The limitation of reservations in congestion and commercial zones;

(4) The creation of designated mobile food vending locations;

(5) The creation of mobile food vending courts;

(6) The electronic reservation system and reservation fees for use of the electronic reservation system;

(7) The designation of a parking space as unavailable for mobile food vending; or

(8) Any other matter that should reasonably, necessarily, and consistently be presented to the board for advisement.

(b) The board shall help identify and evaluate designated mobile food vending spaces and courts.

(c) The board shall at least once a year conduct a review of all zones, designated mobile food vending locations, mobile food vending courts, limitations regarding reservations, and spaces designated as unavailable for mobile food vending. The board may otherwise conduct such a review at any regular meeting of the board at the discretion of the board. The board shall do all of the following in conducting and concluding such review:

(1) Hold at least one (1) public meeting to hear requests from the public for additions, deletions, amendments, or other changes to mobile food vending zones, current and requested designated spaces, current and requested mobile food vending courts, reservations, and spaces designated as unavailable for mobile food vending;

(2) Establish by rule a uniform process to solicit input regarding the aforementioned from at least one (1) affected business association, area commission, special improvement district or similar organization impacted by such review, and to consider objections to the aforementioned; and

(3) Forward its written recommendations on the same to the Director, and the director of public service, who shall consider the recommendations as provided for in relevant sections of this code.

(d) The Chair of the Mobile Food Vending Board shall submit for review to members of the board, not less than thirty (30) days prior to promulgation, all proposed rules regarding mobile food vending, unless otherwise stated in this chapter. The board shall forward its recommendations in writing to the director or designee promulgating such rule, who shall consider the recommendations as provided for in relevant sections of this code.

ARTICLE III. MEMBERS.

Section 1.

(A) Per City Code Section 573.16 – Mobile Food Advisory Board:

There is created a Mobile Food Vending Advisory Board, which shall consist of seventeen (17) members as follows:

(a) The city of Columbus representatives shall consist of:

(1) A representative from the department of building and zoning services, appointed by the Director;

(2) A representative from the department of public service, appointed by the Director of Public Service; and

(3) A representative from Columbus City Council, appointed by the Council President.

(4) A representative from Columbus Division of Fire, appointed by the Director of Public Safety;

(5) A representative from Columbus Department of Health, appointed by the Columbus Health Commissioner

(b) The appointed members shall consist of the following, appointed by the Director:

(1) A representative from the Columbus tourism industry;

(2) Two (2) representatives from the Columbus community that are not otherwise represented on the Mobile Food Vending Advisory Board;

(3) A representative from a business association, special improvement district, area commission or other similar organization serving congested areas north of 670 in the city of Columbus;

(4) A representative from a business association, special improvement district, area commission or other similar organization serving congested areas south of 670 in the city of Columbus; and

(5) A representative from a city of Columbus restaurant.

(6) Two (2) representatives from the Columbus food truck industry who operate in the public right of way;

(7) Two (2) representatives from the Columbus food truck industry who operate only on private property; and

(8) Two (2) representatives from the pushcart industry.

(c) The representative from the department of building and zoning services shall serve as chairperson of the board. In his or her absence, the representative from the Department of Public Service shall serve as chairperson.

B. Per City Code Section 573.166 - Board members' terms; compensation:

The City representatives shall serve during their incumbency. All other members shall serve for a term of six (6) years and until the successor have been appointed and have qualified. All members shall serve without compensation.

C. Per City Code Section 573.167 – Board Vacancies:

573.167 - Board vacancies:

(a)The board shall declare a vacancy in board membership if any member:

(1)Resigns, dies or becomes incapacitated;

(2)Has been convicted of a violation of any provision of Chapter 573;

(3)Fails to attend three (3) successive meetings of the board; or

(4)Fails to attend four (4) meetings of the board during the term of office.

(b)If a vacancy occurs, the Director shall have authority to appoint a new board member of the same category as the vacated category for whom such new board member is replacing. The newly appointed board member shall serve the remaining unexpired term.

(c) Any member appointed to the Board in an owner/operator capacity must be licensed by the City with the corresponding Mobile Food Vending license for their appointed seat prior to their appointment and through the duration of their term.

(D) Per City Code Section 573.168 - Meetings; hearings; voting quorums:

(a)The board shall meet at least quarterly, at a time and place designated by the board chair. If a quorum cannot be assembled on the designated meeting date, then the meeting can be postponed until a time that a quorum can be assembled.

(b)All members of the board will be voting members. Eight (8) members of the board, or however so many sitting members of the board constitutes fifty percent (50%) of the total current members plus one, shall constitute a quorum for the transaction of business and a majority vote

of those members present at the annual review public meeting shall be necessary to recommend any changes to zones, designated spaces, or courts. The chair shall be counted as a vote if necessary to complete the requirements for a quorum, but otherwise will vote only in the event of a tie vote.

(E) Attendance.

1. In addition to the City Code requirements, the Chairperson shall encourage regular and timely attendance by each Commission member. Except in the case of an unforeseen emergency, it shall be the duty of each Commission member to attend every Commission meeting, or to notify the Secretary, or his designated staff person, of the member's inability to attend and to do so in a timely manner.

2. Any Board Member who misses three (3) successive meetings may be requested by the Director to submit a letter of resignation, unless there are unusual circumstances involved.

(F) Removal.

In addition to the City Code requirements, the mayor, with the concurrence of council, may at any time remove any member so appointed, for inefficiency, neglect of duty or malfeasance in office, having first given to such member a copy of the charges and an opportunity to be heard in person or by defense counsel, before the council, and such removal shall be final.

(**G**) Resignation.

Any member who, for any reason, seeks to voluntarily resign from the MFV Board shall do so by submitting a written letter of resignation to the Chair. The Chair shall notify the Director of Building and Zoning Services, requesting replacement by a representative of the same category as the resigning member and the replacement shall serve out the remainder of the unexpired term.

ARTICLE IV- Board Meetings – supplemental provisions.

Section 1.

A. Meetings will be held once a quarter at 4252 Groves Road. The meeting dates and times for the year will be determined at the first quarterly meeting.
B. Notice of a regular meeting shall be published in the City Bulletin prior to each meeting and will appear on the License Section Website at https://new.columbus.gov/Business-Development/Business-Licenses-Resources.
C. The Chair may call additional meetings as needed for business of an emergency nature. The Chair has the responsibility for establishing the agenda and ensuring minutes of the meetings are recorded and kept.
D. If the chair is unavailable, the Vice-Chair shall assume all duties.
E. Any correspondence to the board will be directed to the Chair for response.
F. City of Columbus License Section Staff will assist the chair/vice chair with administrative duties involving the Board.

G. Meetings of the Board shall be open to the public. Generally, regular meetings shall be conducted in accordance with these bylaws. Where the bylaws are silent, Robert's rules of Order may be consulted.
H. The Board shall allow public discussion under New Business. Any speaker, internal or external, bringing forth remarks during "New Business" will be limited to three (3) minutes to complete their remarks. The Chairperson will monitor the time limit and advise the speaker when they are approaching the allotted time limit.
I. All MFV Board members shall act in a respectful, civil and professional manner while discharging their duties as Board members.

Section 2.

A. Representatives of the city may send a person in their absence, but the appointed member will be considered absent. The alternate city representative will have no voting power and will only be recognized when a topic needs their department's input as determined by the Chair.

B. All votes are verbal votes, but any member can call for a roll call vote.

C. Each member appointed to the MFV Board has a duty to disclose potential conflicts of interest with respect to matters before the Board. A Board member with a potential conflict of interest must recuse themselves from speaking on and/or voting on the matter of conflict. A member with a potential conflict of interest shall notify the Chair as soon as practicable.

Section 3. The Board may utilize and conduct virtual and hybrid meetings to facilitate the efficient business of the Board in compliance with R.C. 121.221.

A. The Board shall provide notification of meetings held under this section to the public and to the media that have requested notification of a meeting by reasonable methods by which any person may determine the time, location, agenda of the meeting and the manner by which the meeting will be conducted, except in the event of an emergency requiring immediate official action. In the event of an emergency, the Board shall immediately notify the news media that have requested notification of the time, place, and purpose of the meeting.

B. The Board shall provide the public access to a meeting held under this section that the public would otherwise be entitled to attend, commensurate with the method in which the meeting is being conducted, including for example, livestreaming by means of the internet, television, cable, or public access channels, or by means of any other similar electronic technology. The Board shall ensure that the public can observe and hear the discussions and deliberations of all the members of the Board, whether the member is participating in person or electronically. Members of the Board shall have sufficient internet or other electronic connection to allow the member to be seen and heard clearly and shall be visible at all times.

C. All votes taken in the meeting shall be taken by roll call vote unless there is a motion for unanimous consent, and the motion is not objected to by a member of the Board. If a vote is taken unanimously, the Board shall provide the public with information on how the members of the Board voted, including any members who abstained from voting.

D. Any member of the Board who intends to attend a meeting by means of video conference or other similar electronic technology shall notify the chairperson of that intent not less than forty-eight hours before the meeting, except in the case of an emergency, defined as a family medical emergency requiring the member's remote attendance, inability to secure adequate transportation to the meeting, or other similar extenuating circumstances approved at the discretion of the chairperson.

E. As required by R.C. 121.221(B)(3)(e), as amended, a meeting by means of video conference or other similar electronic technology is prohibited if any of the following apply:

1. The meeting or hearing involves a vote to approve a major nonroutine expenditure as defined in the policy adopted by the Board under this section;

2. The meeting or hearing involves a vote to approve a significant hiring decision as defined by that policy;

3. The meeting or hearing involves a purpose to propose, approve, or vote on a tax issue or tax increase;

4. Excluding expense reimbursements to members for actual expenses incurred while fulfilling their duties, the members of the Board are compensated for their position as members of the Board, except when members are participating in a multi-party meeting, as defined in R.C. 121.221, if the multi-party meeting does not involve a vote to approve a major nonroutine expenditure or significant hiring decision or involve a purpose to propose, approve, or vote on a tax issue or tax increase;

5. The members of the Board are elected by vote of the general public to their positions as members, except when members are participating in a multi-party meeting if the multi-party meeting does not involve a vote to approve a major nonroutine expenditure or significant hiring decision or involve a purpose to propose, approve, or vote on a tax issue or tax increase.

(f) If, upon the notification of an upcoming meeting of a Board, and not later than forty-eight hours before the meeting, the greater of at least ten per cent of the members of the Board or two members of the Board, notifies the chairperson of the Board that an item in the agenda must be acted upon at a meeting conducted fully in person, upon the chairperson's acknowledgment of receipt of the notification, the Board shall take action on the item of the agenda only at a meeting conducted fully in person.

(g) The Board hereby incorporates by reference any and all changes to R.C. 121.221, and any amendments thereto, and hereby expresses its intent to adopt, by incorporation and operation of law, to the extent permitted, the minimum required standards and procedures as set forth herein.

ARTICLE V. Committees

(A) There are no standing committees assigned to the MFV Board.

(B) Any ad hoc committees, and number of members, will be determined by and members assigned by the Chair**.** The Chair will determine when the work of the ad hoc committee has been completed and will dissolve the committee.

ARTICLE VI. Public Records.

All records of the MFV Board are considered public record and open to review upon request. All meetings will be recorded and available to access upon request. Any MFV Board records fall under the Department of Building and Zoning Services Records Retention Policy for destruction.

ARTICLE VII. Amendments.

(A) Any amendments to these Bylaws are to be submitted to the Chair for discussion at the next regularly scheduled MFV Board meeting 10 days prior to such meeting in order to be considered for discussion at that meeting.

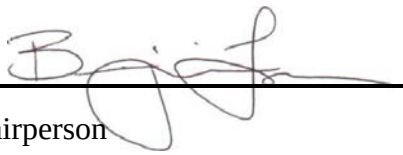
(B) The Board may make a recommendation on the inclusion of the amendment, but the Director of Building and Zoning Services has the final say.

ARTICLE VIII.

Per City Code Section 573.169 - Penalties related to board activities:

No penalty shall be assessed for any violation of Chapter 573 in the performance of a board member's duties. All procedural violation charges shall be filed by an interested party with the chairperson of the Board of License Appeals who will hear such charges relating to the actions of one (1) or more persons in their capacity as board members.

These Bylaws were approved and adopted by the Board on July 30, 2026 and become effective immediately upon signature of the Chairperson.



7/30/2026

Chairperson Date