

VEHICLE FOR HIRE ADVISORY BOARD BYLAWS

APPROVED: JULY 30, 2026

ARTICLE I- Name. The Vehicle for Hire Advisory Board as established in Columbus City Code Chapter 585, shall be referred to herein as the “VFH Board” or the “Board”.

ARTICLE II- Purpose. The VFH Board was re-established in 2023, and consists of representatives of the City of Columbus (the city), the transportation industry, interested parties and the public at large.

Section 1.:

(A) Per City Code Section 585.07 – Powers of the Board

The Board shall advise the License Section on the rules and regulations governing the inspection of all vehicles for hire and their appurtenances and any other matters that arise under and are reasonable and consistent with [Chapters 585](#) through 594. The Director retains all authority to approve and promulgate rules and regulations pursuant to Columbus City Code [Chapter 501](#).

(B) Per City Code Section 585.08 - Taxicab, livery and alternative vehicle license moratorium.

The Board shall meet at least once a year to conduct a public meeting to recommend to city council the total number of taxicabs, livery vehicles and alternative vehicles that may be licensed within the city based on consideration of public convenience and necessity. The Board's recommendation shall be based upon the following factors:

- (1) Public demand for taxicab, livery and alternative vehicle service;
- (2) Adequate service for the public by existing licensed taxicab, livery and alternative vehicle service and other forms of mass transportation;
- (3) The relationship of the total number of licenses to the revenue of the existing license holders and the effect on the wages or compensation, hours, or conditions of service of drivers of taxicabs, livery vehicles and alternative vehicles;
- (4) Metropolitan area population and statistics including tourist population, new construction starts, retail sales, geographical expansion, and passenger landings at Port Columbus International Airport;
- (5) The effect on traffic congestion and the safety of existing vehicular and pedestrian traffic; and

- (6) Such other factors as the Board find to be relevant.

The Board shall forward its recommendation to city council, which shall determine the total number of taxicabs, livery vehicles and alternative vehicles that may be licensed within thirty (30) days of receiving the recommendation.

(c) The Chair of the Vehicle for Hire Board shall submit for review to members of the board, not less than thirty (30) days prior to promulgation, all proposed rules regarding vehicle for hire 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 585.03 – Vehicle for Hire Board Created

(a) There is created a Vehicle for Hire Board consisting of sixteen (16) members, appointed by the Director. The positions are as follows:

- (1) The Director or a representative;
- (2) The City Auditor or a representative;
- (3) The chairperson of the public safety committee of the City Council or a representative;
- (4) An owner of a taxicab(s) licensed by the city;
- (5) A taxicab driver licensed by the city;
- (6) The owner of a livery or liveries licensed by the city;
- (7) A livery driver licensed by the city;
- (8) The owner of one (1) or more alternative vehicle(s) licensed by the city (such as a pedicab, commercial quadricycle, micro-transit vehicle, or other similar vehicle licensed under [Title 5](#) of the Columbus City Codes);
- (9) An alternative vehicle driver licensed by the city;
- (10) A representative from the Department of Public Service;
- (11) A representative from the Division of Police;
- (12) A member of the Chamber of Commerce or a representative;

(13) A member of the Columbus Regional Airport Authority or a representative;

(14) A member of Experience Columbus or a representative; and

(15) A private citizen.

(b) No individual listed in sections 585.03(a)(1)—(3) and sections 585.03(a)(10)—(16) may be appointed to the Board if the appointee has any financial interest in the vehicle for hire industry. This shall not limit those representative members listed in sections 585.03(a)(4)—(9).

(B) Per City Code Section 585.13 – 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 [Chapters 587](#) through 594;

(3) Has been found to be in violation of any provision of [Chapters 587](#) through 594;

(4) Fails to attend three (3) successive monthly meetings of the Board;

(5) Fails to attend four (4) monthly meetings of the Board during the term of office; or

(6) At the discretion of the Director.

(b) If a vacancy of a member is declared, the Director shall appoint a new board member within thirty (30) days of the vacancy. The newly appointed member shall serve the remaining unexpired term.

(C) Per City Code Section 585.14 - Meetings; hearings.

The Board shall meet at least quarterly, at a time and place designated by the Board chair. The Board shall perform all duties necessary to fulfill requirements assigned to the Board in [Chapters 585](#) through 594. 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.

(D) Per City Code Section 585.09 Voting; quorum.

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 shall be necessary to approve or deny any application, or to enact any other item of business. The Director 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) Per City Code Section 585.11 – Board Officers.

The Director or the Director's representative shall serve as chairperson of the Board. In the Chair's absence, the appointed representative of City Council shall serve as vice chairperson.

(F) Per City Code Section 585.12 – Board members' terms; compensation

The Director and the City Auditor shall serve during the Director's and City Auditor's incumbency. The chairperson of the public safety committee of City Council shall serve as long as the chairperson holds this position on City Council. All other members shall serve for a term of six (6) years and until their successors have been appointed and have qualified. All members shall serve without compensation.

(E) Attendance.

1. In addition to the City Code requirements, the Chairperson shall encourage regular and timely attendance by each Board member. Except in the case of an unforeseen emergency, it shall be the duty of each Board member to attend every Board meeting, or to notify the Chair, or his /her 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 VFH 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)** 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.
- (D)** The Chair has the responsibility for establishing the agenda and ensuring minutes of the meetings are recorded and kept.
- (E)** If the chair is unavailable, the Vice-Chair shall assume all duties.
- (F)** Any correspondence to the board will be directed to the Chair for response.
- (G)** City of Columbus License Section Staff will assist the chair/vice chair with administrative duties involving the Board.
- (H)** 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.
- (I)** 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.
- (J)** All 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 VFH 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 VFH 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 VFH Board are considered public record and open to review upon request. All meetings will be recorded and available to access upon request. Any VFH 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 VFH Board meeting 10 days prior to such meeting in order to be considered for discussion at that meeting. The Chair will disseminate the proposed changes at least 5 days prior to the next meeting at which a vote on the bylaws will be conducted.

(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 585.99 - Penalties related to board activities:

No penalty shall be assessed for any violation of [Chapter 585](#). All procedure violation charges shall be filed by an interested party with the chairperson of the Board of License Appeals who will hear such charges.

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

Signature on file

Chairperson

Date