

BY-LAWS OF

THE CHARTER REVIEW COMMISSION

Preamble

The purpose of the Charter Review Commission (“Commission”) is to conduct a review of the Charter of the City of Columbus and to determine whether to recommend changes to it, and, if so, to report its recommendations, or lack thereof, to the Mayor and President of City Council.

ARTICLE 1: Meetings

1.1 Meetings

1.1.1 Regular meetings of the Commission shall be held at such places within the City and at such times as shall be determined by the Members of the Charter Review Commission (“Members”). The Co-Chairs shall jointly preside, separately preside or shall appoint a Member to preside. The presiding Member(s) shall conduct an orderly proceeding but is not required to follow Robert’s Rules of Order.

1.1.2 Special meetings of the Commission may be called by the Co-Chairs of the Commission or by at least three Members. Special meetings shall be held at such places within the City and at such times as the person(s) calling the meetings shall establish. The Co-Chairs shall jointly preside, separately preside or shall appoint a Member to preside. The presiding Member(s) shall conduct an orderly proceeding but is not required to follow Robert’s Rules of Order.

1.1.3 The Commission shall take official action and conduct all deliberations upon official business in accordance with the general laws of Ohio pertaining to the requirements for open meetings of public bodies. All public meetings of the Commission shall be announced with appropriate public notice.

- 1.1.4 The Commission may hold public hearings at which interested persons may participate by oral comments and/or by submitting written comments addressing the Commission and answering questions thereof. The Co-Chairs shall jointly preside, separately preside or shall appoint a Member to preside. The presiding Member(s) shall conduct an orderly proceeding but is not required to follow Robert's Rules of Order.

1.2 Notice of Meetings

- 1.2.1 The Members need not be specifically notified of regular meetings after the meeting schedule has been established. Notice of the time, place and purpose of each special meeting of the Commission shall be given to each Member either by personal delivery or by mail, facsimile, or other electronic means at least two days before the meeting. Notice of the reconvening of an adjourned meeting need not be given to the Members if the time and place to which it is adjourned are announced at such adjourned meeting.

- 1.2.2 Notice of the time, place, and purpose of any meeting of the Commission may be waived, either before or after the holding of such meeting by any Member. The attendance of any Member at any such meeting without protest, before the commencement of the meeting shall be deemed to be a waiver of notice of such meeting.

- 1.2.3 The Commission shall not hold a special meeting unless it gives advance notice to the news media that have requested notification except in the event an emergency requiring immediate action. In the event of an emergency, the person calling the meeting or the Secretary shall attempt to notify the news media that have requested notification immediately of the time, place and purpose of the meeting.

1.3 Quorum, Presence, Action

A majority of the Members of the Commission shall constitute a quorum. The affirmative vote of the majority of the Commission shall be necessary for any action to be taken by the Commission. No vacancy in the

Membership of the Commission shall impair the rights of the quorum to exercise all rights and perform all duties of the Commission. A Member must be physically present at a meeting to be considered present and to vote at the meeting and for purposes of determining whether a quorum is present at the meeting.

1.4 Minutes

The minutes of regular or special meetings of the Commission shall be promptly recorded and open to public inspection at the office of the Secretary of the Commission. The minutes need only reflect the general subject matter of discussions and actions taken.

1.5 Public Comment

- 1.5.1 A person wishing to offer public comment at a public hearing must submit a speaker's slip on the day of the hearing, no later than the time established by the Co-Chairs and announced in the public notice for such meeting. The slip must list the person's name, address, organization represented, and the subject to be addressed.
- 1.5.2 Public comment must adhere to the requirements of Columbus City Code Section 111.12(4), except that the Co-Chairs, or Member presiding over the meeting, shall have the right to preserve the order and decorum of the hearing.
- 1.5.3 Public comments shall be limited to three (3) minutes, unless waived by the Co-Chairs, or Member presiding over the meeting.
- 1.5.4 The order of public comment shall be as determined by the Co-Chairs, or Member presiding over the meeting.
- 1.5.5 Interested persons are requested, but not required, to provide to the Secretary six (6) copies of their comments, along with any supporting or supplemental information, prior to speaking.

ARTICLE 2: OFFICERS

2.1 General

The Commission shall consist of five (5) Members jointly appointed by the Mayor and the President of City Council. Co-Chairs shall be selected by the Commission's appointing authorities. The Members shall serve without compensation. The Commission shall appoint a Secretary who need not be a Member.

2.2 Appointment, Term of Office

The Members shall hold office, including the office of Co-Chair, at the pleasure of the appointing authority.

2.3 Chair

The Co-Chairs shall jointly or separately preside at all meetings of the Commission, and in general shall perform all duties incident to the office of the Co-Chair and such other duties as may be prescribed by the Commission from time to time. The Co-Chairs may determine an order for separately presiding over successive meetings, or may make such determination from time-to-time, at the discretion of the Co-Chairs.

2.4 Vice Chair

The Co-Chairs shall jointly appoint a Vice Chair. In the absence of both Co-Chairs or in the event of their inability or refusal to act, the Vice Chair shall perform the duties of the Co-Chairs, and when so acting, shall have all the powers of and be subject to all restrictions upon the Co-Chairs.

2.5 Secretary

The Secretary shall: (a) cause the minutes of the proceedings of the Commission to be kept; (b) cause all notices to be duly given in accordance with the provisions of these By-Laws; (c) be custodian of the records of the Commission; and (d) in general perform all duties incident to the office of Secretary and such other administrative duties as are set

forth in these By-Laws or as from time to time may be assigned by the Co-Chairs or by the Commission.

ARTICLE 3: Amendment or Repeal

3.1 Amendment or Repeal of By-Laws

These By-Laws may be amended or repealed at any regular or special meeting of the Commission by the affirmative vote of a majority of the entire Commission, if notice of such meeting states that such amendment or repeal is to be considered thereat.