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# By-Laws

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Columbus South Side Area Commission

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Columbus South Side Area Commission

(Aka: Commission or CSSAC)

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# **By-Laws of The Columbus South Side Area Commission**

## **INTRODUCTION**

**THESE BY-LAWS** establish the procedures under which The Columbus South Side Area Commission shall execute those duties and functions set forth in and with authority granted under Chapters 3109 and 3111 of the Columbus City Code (hereinafter abbreviated as “C.C.”) and Sections 60, 61 and 121 of the Columbus City Charter.

### **Purpose**

The purpose of this Commission is to afford additional voluntary citizen participation in decision-making in an advisory capacity to the City Administration and City Council as provided in C.C. Section 3109.01; and to facilitate communication, understanding, and cooperation among citizens, neighborhood groups, city officials and staff, and other stakeholders by performing those functions and duties set forth in C.C. Section 3109.14. The Commission shall not endorse any candidate for public office.

### **Article I. Name**

The name of this organization shall be The Columbus South Side Area Commission, hereinafter referred to as the “Commission” or “CSSAC”.

### **Article II. Commission Area**

The area served by the Commission (the “Commission Area”) shall be all incorporated areas of the City of Columbus, excluding those areas already made part of an Area Commission as set forth in C.C. Chapter 3111, and any area as hereafter adopted by the Commission and approved by the Columbus City Council (“Council”), as follows:

Beginning at the intersection of the centerlines of Lathrop Street and East Livingston Avenue; thence easterly along the centerline of East Livingston Avenue to its point of intersection with the centerline of Studer Avenue; thence southerly along the centerline of Studer Avenue to its point of intersection with the centerline of first alley running parallel to and lying south of Livingston Avenue, otherwise known as Denton Alley; thence westerly along centerline of Denton Alley to its point of intersection with the centerline of first unnamed alley running parallel to and lying east of Linwood Avenue; thence southerly along the centerline of the first unnamed alley running parallel to and lying east of Linwood Avenue to its point of intersection with the centerline of second unnamed alley running parallel to and lying north of E. Whittier Street; thence easterly along the centerline of second unnamed alley running parallel to and lying north of E. Whittier Street to its point of intersection with centerline of Studer Avenue; thence southerly along the centerline of Studer Avenue to its point of intersection with the centerline of Whittier Street; thence easterly along the centerline of Whittier Street to its point of intersection with Rhoads Avenue and continuing thereon along the extended centerline of Whittier Street to Memory Lane; thence easterly along the centerline of Memory Lane to its point of intersection with Alum Creek Drive and continuing thereon along the extended centerline of Memory Lane to the

West bank of Alum Creek; thence southerly along the West bank of Alum Creek to its point of intersection with the centerline of State Route 104; thence westerly along the centerline of State Route 104 to its point of intersection with the centerline of Refugee Road; thence westerly along centerline of Refugee Road to its point of intersection with the centerline of Lockbourne Road; thence southerly along the centerline of Lockbourne Road to its point of intersection with the centerline of State Route 104; thence westerly along the centerline of State Route 104 to the East bank of the Scioto River; thence northerly along the East bank of the Scioto River to its point of intersection with the centerline of Greenlawn Avenue; thence easterly along the centerline of Greenlawn Avenue to its point of intersection with the centerline of South High Street; thence northerly along the centerline of South High Street to its point of intersection with the centerline of Thurman Avenue; thence easterly along the centerline of Thurman Avenue to its point of intersection with the centerline of South Pearl Street; thence southerly along the centerline of South Pearl Street to its point of intersection with the centerline of Nursery Lane; thence easterly along the centerline of Nursery Lane to its point of intersection with the centerline of Blackberry Alley; thence northerly along the centerline of Blackberry Alley to its point of intersection with the centerline of Whittier Street; thence westerly along the centerline of Whittier Street to its point of intersection with the centerline of Jaeger Street; thence northerly along the centerline of Jaeger to its point of intersection with Kossuth Street; thence easterly along the centerline of Kossuth Street to its point of intersection with the centerline of South Grant Avenue; thence northerly along the centerline of South Grant Avenue to its point of intersection with the centerline of East Sycamore Street; thence easterly along the centerline of East Sycamore Street to its point of intersection with the centerline of Brust Street; thence northerly along the centerline of Brust Street to its point of intersection with the centerline of East Beck Street; thence easterly along the centerline of East Beck Street to its point of intersection with the centerline of Lathrop Street; thence northerly along the centerline of Lathrop Street to its point of intersection with the centerline with East Livingston Avenue, the point of beginning.

## Article III Membership

**Section 1. Members.** There shall be sixteen (16) members of the Commission who shall be known as “Commissioners.” Fourteen (14) of the Commissions are elected by general election as provided in Article VIII. One (1) Youth Commissioner is appointed by the Chair and elected by majority vote of the Commission and One (1) Commissioner who shall be nominated by the Parsons Area Merchants Association and approved by majority vote of the commission. All members shall have equal standing as a Commission member. Unless otherwise provided herein, each Commissioner shall reside, have employment, or ownership in real property in the Commission Area; District Commissioners shall reside within their District Area; be duly appointed by the Mayor with the concurrence of Council; and serve without compensation. Commissioners shall have resided, have employment, or ownership in real property in the Commission within the Commission Area at least six (6) months prior to their nomination and election and shall maintain their residency in the Commission Area at all times they is serving as a Commissioner. Unless otherwise adopted and approved in accordance with Article XI herein, Commissioners shall be elected and appointed as follows:

- Nine (9) members; one (1) from each of the nine (9) Districts as set forth in Addendum A, attached hereto and incorporated herein by reference, or any amendment thereto, to represent such District;
- One (1) member elected at-large who is a resident of the Commission Area, either as a tenant or homeowner, to represent residents, who will be designated as “At-Large Resident ”;
- One (1) member elected at-large who is a business owner who resides in, or who’s business resides within the Commission Area, to represent businesses or organizations which provide or promote tangible services or substantial economic benefit to the Commission Area, who will be designated as “At-Large Business”;
- One (1) member elected at-large who is a worker or employee within the Commission Area, to represent labor/workers, who will be designated as “At-Large Labor”;
- One (1) member elected at-large who is a resident of the Commission Area, to represent individuals or entities organized for religious, social or other public interest purposes, who will be designated as “At-Large Religious & Social Services”;
- One (1) member elected at-large who is a resident of the Commission Area, to represent individuals or entities organized for educational purposes, who will be designated as “At-Large Education”; and
- One (1) member who shall be nominated by the Parsons Area Merchants Association, who will be designated as a recognized Neighborhood Community Revitalization District.
- One (1) member who shall be appointed by the Chair and elected by the Commission who is a resident of the Commission Area and under the age of 18 at the time of appointment, to represent the area’s youth, and who will be designated as “At-Large Youth”.

Newly-created commission seats may be nominated and appointed by the Commission as if filling a vacancy as outlined in Section 7 of this article for terms to coincide with the Election Schedule in Addendum D.

**Section 2. Terms.** All terms shall be for a period of three (3) years. All terms shall expire on the last day of the month of December in different years. The term of elected members, or members nominated by the Commission to fill a vacancy, shall commence no sooner than thirty (30) days after notice of nomination has been received by the Mayor's Office and be for no more than the time left in the term of said vacancy.

**Section 3. Representation.** No Commissioner shall represent the Commission in its official actions before any other public body or official, except as specifically authorized by the Commission. Any unauthorized representation shall be deemed as a resignation from the Commission and notice of such resignation shall be communicated to the Mayor, unless two-thirds of those members present and voting determine that extenuating circumstances justify that such Commissioner remain in office. The foregoing shall not be construed as a restriction upon the right of the individual members to represent their own views before public or private bodies, whether in agreement or disagreement with the official action of the Commission.

**Section 4. Disqualification.** Members shall maintain their residence, employment, or ownership in real property in the Commission area (or portion thereof) from which they were elected and appointed. Failure of a member to maintain their residence, employment or ownership in real property in the Commission area (or portion thereof) from which they were elected and appointed, shall be deemed as a resignation from the Commission and notice of such will be communicated to the Mayor, unless two-thirds of those members present and voting determine that extenuating circumstances justify that such Commissioner remain in office.

**Section 5. Attendance.** Members shall, so far as possible, be regular in attendance. A member's absence from three (3) consecutive regular meetings or from a total of four (4) regular meetings in any one calendar year shall be deemed as a resignation from the Commission and notice of such resignation shall be communicated to the Mayor, unless two-thirds of those members present and voting determine that extenuating circumstances justify that such Commissioner remain in office. The Secretary shall deliver written notice by hand delivery, electronic mail or U.S. Mail to such Commissioner after their second consecutive absence or third absence in a calendar year setting forth the provisions of this Section. Excused absence will still count towards the amount of absences permitted by rule. Extenuating Circumstances will be taken into consideration (such as Death in the Family, etc.).

**A. Tardiness.** Those Commissioners who are tardy less than ½ hour from Roll Call will still be counted as attending. Any Commissioner arrival later than ½ hour from Roll Call will be considered as an absence.

**Section 6. Rules, Laws and By-Laws.** The Commission and the Commissioners shall adhere to all relevant and applicable local, state, and federal laws and these By-Laws. Failure to adhere to such laws and these By-Laws shall be deemed as a resignation from the Commission and notice of such resignation shall be communicated to the Mayor, unless two-thirds of those members present and voting determine that extenuating circumstances justify that such Commissioner remain in office. A Commissioner's failure to serve a full term without due cause shall be documented by the Secretary and such Commissioner shall thereafter be disqualified from seeking another office on the Commission for a period of three (3) years.

**Section 7. Vacancies.** The Commission shall nominate, by letter to the Mayor pursuant to C.C. Section 3109.11, one (1) candidate to fill any vacancy caused by death, resignation or disqualification for the remainder of the unexpired term within 60 days of vacancy. Unless the unexpired term is due to expire within sixty (60) days of said vacancy.

**Section 8. Ethics.** As a duly sworn-in Commissioner of the Columbus Southside Area Commission, all Commissioners are covered and must abide by the City of Columbus ethics policy. Commissioners and committee members must interact in a truthful, respectful, and professional manner with other commissioners and the public at large. Attendees at meetings of the commission or committees are expected to adhere to these same provisions.

## Article IV. Officers

**Section 1. Officers.** The Officers of the Commission shall be the Chair, Vice Chair, Secretary and Treasurer. It is desirable, but not required, that all Officers must have served no less than one year on the Commission to be eligible.

**Section 2. Election of Officers.** Nominations for officers will occur at the January meeting and will be open to all commissioners on the commission. Election of officers will then be held at the beginning of the January meeting, immediately after all new commissioners are seated. A Chair Pro Tempore will be chosen at the November meeting in the event that the current chair will not be a part of the commission in the January meeting to preside over the election of Officers. Commission officers shall serve without compensation for a term of one year.

**Section 3. Chair** The Chair shall preside at all meetings of the Commission; in consultation with the Commissioners, represent the Commission before public bodies and at public hearings; appoint Standing and Special Committees of the Commission; serve as an ex-officio member of all committees; coordinate the actions of officers and committee chairpersons; and perform other duties associated with the office as necessary and appropriate or as may be assigned by the Commission. The Chair, in consultation with the Commissioners, shall prepare the agenda for the regular meetings of the Commission and the Executive Committee. The Chair, in consultation with the Commissioners, shall direct, delegate and appoint the chairperson of standing committees. Persons elected as Chair are required to have served no less than one year on the Commission to be eligible.

**Section 4. Vice-Chair.** The Vice-Chair shall assist the Chair: perform the duties of the Chair in their absence; and perform such other duties as may be assigned by the Commission. The Vice-Chair shall be the liaison between the Commission and any volunteers or staff hired or assigned to the Commission.

**Section 5. Secretary:** The Secretary shall maintain an accurate and objective record of Commission meetings and meetings of the Executive Committee and provide for the reporting of minutes; maintain records of all votes of the Commission and the Executive Committee; call the roll at all Commission meetings and Meetings of the Executive Committee; coordinate the preparation and distribution of the Commission's agenda in aid of the Chair; maintain all records of the Commission and any other such records as the Commission may direct; and perform related duties as may be demanded by the Secretary's office. The voting records and minutes of all public Commission meetings shall be open to public examination and forwarded to the City as provided in C.C. Section 3109.07. In the absence of both the Chair and the Vice-Chair, the Secretary shall call the meeting to order and preside until the immediate election of a Chair Pro Tempore. The Secretary shall provide written notice of a Commissioner's absences, provide written notice to the Mayor of any nomination or vacancy; and shall send written notice to the Board of Zoning Adjustment or other appropriate entity of zoning-related actions of the Commission. For the recording of all minutes a Scribe may be used that is not a Commissioner.

**Section 6. Treasurer.** The Treasurer shall be the Fiduciary Agent for the commission and shall have the care and custody of all monies belonging to the Commission and shall be solely responsible for such monies; shall cause to be deposited in a regular business bank all funds received from the City or



any other funds; be one of two or more Officers who shall sign checks on behalf of the Commission and in no event shall a check or other disbursement of monies be signed or authorized in advance of a real and tangible need; shall render at regular intervals and at the Commission's Annual Meeting a written account of the finances of the Commission which reports shall be physically affixed to the minutes of the Commission of such meeting; and, shall exercise all duties incident to the office of Fiduciary Agent, including compliance with all fiscal requirements within the Memorandum of Agreement with the City.

**Section 7. Officer Vacancy.** The Vice- Chair shall fill a vacancy in the office of Chair. A vacancy in any other position shall be filled in the same manner as the original officer election process provided in Section 2 of this Article.

## Article V. Meetings

**Section 1. Regular Meetings.** Regular meetings of the Commission shall be held at 6:30 p.m. on the fourth (4<sup>th</sup>) Tuesday of each month unless otherwise directed by a majority vote of the Commission. All Commission meetings shall be held in the Commission Area in a regular meeting place which shall be an appropriate large room convenient for members and the public. The commission meeting will typically last no longer than one hundred fifty (150) minutes or 2½ hours. The Commission shall provide to its constituents and the City Administration seven (7) days advanced notice of any change in the meeting time or place handled one or more of the following ways - by publication in a newspaper of general circulation in the Commission Area, by door-to-door notice, or through electronic media (which may include email, social media such as Facebook, and website pages). All Commission meetings are open to the general public and shall comply with the open meeting requirements set forth in C.C. Chapter 121, and the provisions of the Ohio Open Meetings Act, Ohio Revised Code Section 121.22, as applicable.

The Commission may meet via digital forum while the City of Columbus is under a public health or other emergency order, or as deemed necessary to protect the public health and welfare. In such cases, proper public notice shall be given and accommodations made to ensure proceedings are open to the public. All Commission business and votes taken under such conditions shall carry the full weight of votes conducted during in-person meetings.

**Section 2. Annual Meeting.** The Annual Meeting shall be the Commission's regularly scheduled meeting in the month of January at which time the Commission shall elect Commissioner Officers

**Section 3. Recess.** The Commission shall not hold a regular meeting during the month of August unless two-thirds of those members present and voting determine that extenuating circumstances justify that the Commission meet during the month of August.

**Section 4. Special Meetings.** Special Meetings may be called by the Executive Committee, the Chair or by a majority of the Commissioners in a regular or special meeting. The special meeting's purpose, date, time and location shall be stated in the meeting notice. No business will be considered at a special meeting unless it was included in the meeting notice and a quorum is present.

In the case of a special meeting, the Commission shall provide to its constituents and the City Administration three (3) days advance written notice of the proposed special meeting handled one or more of the following ways - by publication in a newspaper of general circulation in the Commission Area, by door-to-door notice, or through electronic media (which may include email, social media such as Facebook, and website pages).

**Section 5. Notice of Meetings.** All meetings shall be open to the public and notice shall be handled one or more of the following ways - published at least seven (7) days in advance in a newspaper of general circulation in the Commission Area, by door-to-door notice or through electronic media (including email and website pages) and, as applicable, in the City Bulletin.

**Section 6. Quorum:** Nine (9) members of the total membership of the Commission shall constitute a quorum for the conduct of business at all Commission meetings. Nothing herein shall prevent the adjournment of any such meeting to a later specified date, regardless of the presence of a quorum.

**Section 7. Voting.** Unless otherwise provided herein, and provided a quorum is present, a majority vote of Commissioners or Standing Committee members present at the meeting shall be required to approve or disapprove any action thereof. Unless otherwise provided herein, a tie vote shall result in disapproval. Any issue shall be stated in the positive form when presented for a vote. Commissioners will vote in the best interest of the South Side based on their understanding of the topic brought before the commission, while taking into consideration the outcome of the vote taken by the City recognized neighborhood association(s) (CRNA). All Commissioners should strongly consider whether or not there is a personal conflict of interest when voting on any legislation, and, if so, should abstain from voting on that legislation.

All (non-Committee) voting processes must be done during a Commission meeting and in a public forum. Voting results of the Commission and its committees are public records. Voting via email is not permitted. All Commission business and votes taken during a digital meeting as provided for in Section 1 of this Article shall carry the full weight of votes conducted during in-person meetings.

**Section 8. Order of Business.** The Order of Business for Commission meetings shall be as follows, with time limits provided for each agenda item:

- Roll call
- Pledge of Allegiance
- Approval of Minutes
- Reading of Correspondence
- City Liaison Report
- Standing Committee Reports
- Special Committee Reports
- Reports of Officers
- District Reports
- Informational & Public Presentations
- Old Business
- New Business
- Public Comments and Announcements
- Adjournment

**Section 9. Presentations.** The Chair shall recognize all members of the public who wish to address the Commission concerning issues under discussion. The Chair may uniformly limit debate to an equal amount of time for each side of an issue; and when appropriate, the issue will be referred by the Chair to the proper Committee for action and report at the next Commission meeting. Debate and comment time will be conducted as follows, unless the Chair deems time limits should be adjusted based on evening's agenda:

1. Informational Presentations will be limited to ten (10) minutes for each presentation with an additional five (5) minutes for questions from the commissioners. Requests for informational presentations must be submitted to the Chair within fourteen (14) days of the meeting that they wish to present. A limit of three (3) informational presentations will be permitted at any given meeting.
2. Zoning Variance Presentations will be limited to a total of ten (10) minutes for each presentation with an additional ten (10) minutes for questions from the commissioners. Zoning presentations should only be placed on the meeting agenda by the Zoning Chairperson. A civic association representative may have up to five (5) minutes to speak on behalf of the civic association.
3. Public Comments on zoning presentations will be limited to three (3) people in favor and three people opposed, and each will be permitted three (3) minutes of speaking time. In the event that there is a large number of individuals wishing to speak, speaker slips will be made available prior to the meeting and will be chosen on a first turned in basis.
4. Public Announcements will be limited to two (2) minutes per person who wishes to share general information on a public topic. This will be limited to the amount of time available at the end of the meeting.

**Section 10. Dissenting or Concurring Reports:** Dissenting or concurring reports may be filed with the Secretary by any Commissioner and shall be attached to the majority report.

## Article VI. Committees

**Section 1. Commission Members.** The Chair shall seek Commissioner volunteers (or appoint Commission members if needed) to any Standing Committee or Special Committee giving due consideration to individual preferences and subject to approval by a majority vote of the Commission. The Chair shall be an ex-officio member of all committees, Standing and Special. All commissioners shall serve on at least one committee.

**Section 2. Committee Chairperson.** The Chair shall seek Commissioner volunteers (or appoint Commission members if needed) as Committee Chair. It is desirable, but not required, that all Committee Chairs must have served no less than one year on the Commission. Each Chairperson is responsible for seeking Non-Commission Members, to be appointed by majority vote of the Commission, to serve on their committees. Committee members shall be limited such that no more than 3 members (Commission and Non-Commission) having residence within one Commission District serve on a single committee to avoid over- or under-representation.

**Section 3. Committee Member Terms.** The appointed term of committee members shall expire at the next Annual Meeting in January. The Commission Chair, subject to Commission approval, may remove committee members at any time.

**Section 4. Non-Commission Members.** Non-Commission member appointees shall reside, work or own property within the Commission Area and shall have full voting privileges in all proceedings of the committee to which they are appointed.

**Section 5. Standing Committees:** The Standing Committees and their responsibilities shall be:

- A. The Executive Committee.** Officers and Committee Chairpersons shall serve as the Executive Committee to prepare the agenda for Commission meetings in aid of the Chair, determine the date and time of any special meeting, and plan the direction and scope of Commission activities. The Executive Committee shall meet at least once a month (within the week prior to the monthly Commission meeting) at a regularly established time, date and location, or more often if necessary, to conduct necessary and appropriate business.
- B. The Zoning, Building and Code Enforcement.** The Zoning, Building and Housing Committee shall regularly receive for review from the development regulation division, prior to adoption by governmental bodies, copies of applications and notices of all public hearings related to re-zonings, special permits, variances, demolitions, and zoning appeals regarding property located wholly or partially within the Commission Area in accordance with C.C. Section 3109.14, and provide comments and recommendations thereto, and approve or disapprove thereof, based on comparison to the Comprehensive Plan and any pertinent area plans. The Committee shall fully review all applications for any proposed plans, variances or special permits, including demolition permits, request additional information and make on-site investigations as necessary or appropriate. Committee members shall be fully informed about the City zoning code and variance application process. The Zoning, Building and Code Enforcement Committee shall meet on the second (2<sup>nd</sup>)

Saturday of the month at 10:00 a.m. at the, at the site of the pending zoning application, or at the discretion of the Committee Chair,

At a regularly established time, date and location, or more often if necessary, to conduct necessary and appropriate business. The Committee shall report such business at the next regular meeting of the Commission and provide an annual committee report at the Commission's Annual Meeting.

Any and all developers, planners, lawyers, public advocates or representatives, or any other such person, making an application or request to the City for any zoning, building or housing related issue will be required to address the Commission. Applications and requests will only be placed on the agenda of the Commission once the CRNA(s) within whose jurisdiction such application or request resides has been notified of such application or request in accordance with its respective by-laws, rules or regulations, and has been provided an opportunity to approve or disapprove thereof, in accordance with the CSSAC Zoning Policy, attached hereto as Addendum B.

Demolition permit applications will be distributed to the Zoning Committee Chair by the City. It is understood by the Commissioners on zoning matters, that they shall follow the current city code. Once a demolition permit is issued, the Zoning Chair shall notify the Zoning Committee, the Area Commissioner and CRNA President(s) of the affected area. The Chairperson shall give ten (10) business days for objection(s). If no objections are made, the Chairperson shall recommend the demolition. If there are objections, a discussion shall be held at the next scheduled Commission meeting. Emergency demolitions are issued by the City if it is determined the building is an immediate safety issue for the residents of the area. In the event of an emergency demolition, the Zoning Committee Chair will notify the appropriate CRNA(s) of the City's intentions. See policies for demolitions and zoning in Addendum B.

**C. The Public Services and Planning Committee.** The Public Services and Planning Committee shall review the adequacy and operation of all public services, including but not limited to utilities, safety, infrastructure, health, parks, and emergency response, provided by the City and other public agencies to the Commission Area, and recommend priorities and improvements thereto. The Committee shall make themselves aware of all relevant city codes that apply to the Commission Area and all decisions of the Committee shall be made in accordance therewith. The Public Services and Planning Committee shall receive and review existing and proposed area plans; and recommend guidelines for the comprehensive social, economic, commercial, and physical developments of the Commission Area. The Committee shall examine local legislation substantially affecting the area to implement plans in the Commission Area and shall develop means for citizen participation in any planning which affects the Commission Area. The Public Services and Planning Committee shall meet at least once a month, or at the discretion of the Committee Chair, at a regularly established time, date and location, or more often if necessary, to conduct necessary and appropriate business. The Committee shall report such business at the next regular meeting of the Commission and provide an annual Committee report at the Commission's Annual Meeting.

**D. The Public Relations Committee.** The Public Relations Committee shall conduct all public relations activities, including but not limited to establishing media contacts, advertising the existence of the Commission, coordinating news and press releases, newsletters, and correspondence, and any other duties as requested by the Commission. The Committee shall aid in the development of community identity and shall promote the active cooperation and participation of all segments of the Commission Area, including residents, organizations, associations, businesses, and institutions.

The Public Relations Committee shall meet at least once a month, or at the discretion of the Committee Chair, at a regularly established time, date and location, or more often if necessary, to conduct necessary and appropriate business. The Committee shall report such business at the next regular meeting of the Commission and provide an annual committee report at the Commission's Annual Meeting.

**E. The Education Committee.** The Education Committee shall review existing pertinent area plans and make recommendations for comprehensive Education development of the Commission area. The Committee shall examine local legislation, school plans and issues affecting the Commission area, supervise any interns assigned to the Commission, and develop means for citizen participation in education decisions, which affect the Commission area. It shall also regularly receive, review, and make recommendations at the Commission meetings on all education issues pertaining to the Commission area. This Committee shall review the adequacy and operation of all public, private, and charter schools in the Commission area. Committee members shall make themselves aware of school board policies; local, state & federal laws governing education that may or may not apply to the Commission area. It shall also establish and maintain an education contacts list; and shall promote the active cooperation and participation of all segments of the Commission area including residents, organizations, associations, businesses and agencies. The Education Committee shall meet at least once a month, or at the discretion of the Committee Chair, at a regularly established time, date and location, or more often if necessary, to conduct necessary and appropriate business.

The Committee shall report such business at the next regular meeting of the Commission and provide an annual committee report at the Commission's Annual Meeting.

**F. Other Committees.**

**Section 6. Special Committees.** The Commission or the Chair may establish a Special Committee for a specific purpose by a majority vote of the Commission at any meeting. The size, duration, scope, and duties of any Special Committee shall be specified in the motion to create the Special Committee.

Special Committees may be terminated by conditions set forth in the initiating action, or by a subsequent majority vote of the Commission.

**Section 7. Notice.** All committee meetings shall be open to the public, and notice shall be handled in one or more of the following ways - published at least seven (7) days in advance in a newspaper of general circulation in the Commission Area, by door-to-door notice or through electronic media (which may include email, social media such as Facebook, and website pages) and delivered in conjunction with the notice of the monthly Commission meeting. Committee findings and reports shall be submitted for consideration at the next regular meeting of the Commission.



## Article VII. Elections

**Section 1. Election Procedure.** All District Commissioners, the At-Large Resident, At-Large Business, At-Large Labor, At-Large Religious & Social Services, and At-Large Education Commissioners shall be elected by general election from the Commission Area. All Commissioners shall be registered to vote with the Franklin County Board of Elections, with the exception of the At-Large Youth Commissioner who is exempt from the voter registration requirement due to age. Commissioners shall be elected to serve as a delegate to the Commission to represent a specific geographic area as defined in these By-Laws or the Commission's Election Rules and shall represent all interests within the Commission Area and the interests within the Commissioner's respective area of representation. The Elections Committee shall present final election results to the Commission at its next meeting following the general election in the same year.

The Commission shall accept such results by a simple majority vote of the Commissioners present and voting. The Secretary shall submit approved election results to the Mayor for appointment and concurrence of Council.

**Section 2. Elections Committee.** The Elections Committee shall consist of one (1) appointed commissioner to serve as chairperson (who is not up for reelection) along with at least one (1) Commissioner and up to three (3) area residents appointed by the Chairperson with the approval of the Commission at the regular meeting in July of each year (due to August Recess). Candidates for election, and individuals substantially connected with a candidate for election shall not be an election official, a member of the Elections Committee or polling staff in the year or years in which the candidate's name appears on the ballot. Vetting of qualifications for election is the responsibility of the committee as set forward in the election committee procedures and election packet.

**Section 3. Elections Committee Responsibilities.** The Elections Committee shall accept any reasonably necessary volunteer assistance with the election process; provide for printing and distributing necessary forms, including, but not limited to petitions, ballots, and tallies; receive petitions and signed copies of the Commissioner Job Description Synopsis; locate polling places; certify persons who have qualified as candidates; conduct the election; hear and decide complaints concerning the election or campaign; and certify the winning candidates to the Commission pursuant to C.C. Section 3109.08 and all other activities incidental thereto. The Elections Committee shall properly notice and post a list of seats opening for District and At-large Commissioner at least 30 days prior to the start of the elections process. This list shall also be posted publicly via electronic means.

**Section 4. Election Process.** Elections shall be by secret ballot and determined by plurality vote if three or more candidates vie for a single position; otherwise, a majority of votes cast shall elect. Any natural person eighteen (18) years of age or older who resides or owns real property in the Commission area (or portion thereof) may be an eligible elector. Electors must show proof of residency by providing a State Issued Identification Card or a utilities bill with the address of the individual wishing to vote that is located within the district. Electors need not be registered with the Franklin County Board of Elections, but must be certified by the Elections Committee as an eligible elector. The Elections Committee shall conduct each election on the first Saturday in November or as otherwise hereafter determined by a majority vote of the Commission.

**Section 5. Election Rules.** The Elections Committee shall recommend and the Commission shall approve by two-thirds majority vote of a quorum the Election Rules for governing the Commission elections and shall thereafter be attached hereto as an addendum. Such rules shall include but not be limited to the following provisions: polling places, hours, and dates; ballot qualifications; candidate qualifications; petition qualifications; voter qualifications; campaign procedures; polling procedures; and tallying election results. Such rules shall be consistent with these By-Laws and all other relevant and applicable local, state, and federal laws.

Such rules shall not be changed during the ninety (90) days before an election nor the thirty (30) days after an election. The Commission may amend the Election Rules without action by the Elections Committee in the same manner as an amendment of these By-Laws. Election Rules and any amendments shall be submitted to the City ninety (90) days prior to the election.

## **Article VIII. Public Records**

The Commission shall adhere to all public record requirements in the Ohio Revised Code and Columbus City Code. The Commission shall maintain and make available for prompt inspection any public records in their possession. Storage of all records for the Columbus South Side Area Commission will be maintained at the South Side Pride Center located at 280 Reeb Avenue, Columbus, Ohio 43207 or at its subsequent re-location. Additional copies of minutes and By-Laws can be received by requesting copies be sent via email or regular mail by contacting the Recording Secretary by email with a copy to the Chairperson and Vice Chairperson.

## **Article IX. Parliamentary Procedures**

All requests for letters of support or opposition on zoning issues must be presented to the CRNA(s) that the request is located in prior to being placed on the Columbus South Side Area Commission agenda. Any demolition requests after being shared with the CRNAs will be on the next commission agenda. Emergency demolition requests will be shared with CRNA(s) and will be on the next commission agenda as informational only.

Any issue deemed to need immediate action will be taken into consideration by the Commission at a special meeting prior to the upcoming monthly meeting. The Commission will still follow all procedures, as stated above but emergency situations cannot call for any electronic media voting.

## **Article X. Parliamentary Authority**

Latest Edition of Robert's Rules of Order Newly Revised shall govern in all cases to which they are applicable and not inconsistent with these By-Laws and any special rules of order the Commission may adopt.

## **Article XI. Amendment of By-Laws**

Section 1. Procedure. These By-Laws may be amended as permitted in C.C. Section 3109.14 at any regular meeting of the Commission by an affirmative vote of two-thirds of the Commissioners provided that the amendment was properly submitted in writing at the previous regular Commission meeting. The Recording Secretary shall file any approved amendment immediately after its adoption with the City Clerk for publication in the City Bulletin. Such amendment shall take effect ten (10) days after such publication per C.C. Section 121.05. Section 2. Review. In May of every even numbered year, the Commission By-Laws shall be reviewed by a Special Committee appointed by a majority vote of the Commission to determine whether revisions or amendments should be made thereto.

These By-Laws are adopted this 23rd day of June, 2020.

**THE COLUMBUS SOUTH SIDE AREA COMMISSION**

Signature: James E. Griffin

Name: James Griffin

Columbus South Side Area Commission Chair

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Signature: 

Name: Erin E. Synk

Columbus South Side Area Commission Vice-Chair

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Signature: 

Name: Tom Less

By-Laws Review Committee Representative

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Adopted this 23rd day of June, 2020.

This adopted version of the Columbus South Side Area Commission By-Laws negates all previously distributed copies of this document.

To avoid future misinterpretations, version conflicts, etc. these By-Laws shall have a filename that includes their year of amendment. In addition, only the Chair and the By-Laws Review Committee will have access to the original .doc file for amendment purposes. All distributed copies will be in a 'clean' (non red-line/strikeout) .pdf format or paper printed copy, so it shall be easier for anybody to be able to view and/or open them.

# **Addendum A**

## **By-Laws of the Columbus South Side Area Commission**

In accordance with **Article V** of the By-Laws and the Election Rules, one (1) Commissioner shall be elected from each of the nine (9) Districts set forth below to represent such District or geographic area identified therein. The District Commissioners shall be elected by a majority vote of the persons who reside or own real property in such District, and each District Commissioner shall maintain their residency in the District from which he or she was elected. Failure to maintain such residency shall constitute resignation from the Commission pursuant to **Article IV** of the By-Laws.

### **District 1**

#### **Boundary Description:**

Starting at the Northeast corner of E. Whittier Street and Jaeger Street; Proceeding North on Jaeger Street (east of the street centerline) to Kossuth Street; Proceeding East on Kossuth Street to S. Grant Avenue; Proceeding North on S. Grant Avenue to E. Sycamore Street; Proceeding East on E. Sycamore Street to Brust Street; Proceeding North on Brust Street to E. Beck Street; Proceeding East on E. Beck Street to Lathrop Street; Proceeding North on Lathrop Street to E. Livingston Avenue; Proceeding East on E. Livingston Avenue (south of the street centerline) to Parsons Avenue; Proceeding South on Parsons Avenue (west of the street centerline) to E. Whittier Street; Proceeding West on E. Whittier Street (north of the street centerline) to Jaeger Street.

**Association in district: Schumacher Place Civic Association**

### **District 2**

#### **Boundary Description:**

Starting at the Northeast corner of E. Whittier Street and Parsons Avenue; Proceeding North on Parsons (east of the street centerline) to E. Livingston Avenue; Proceeding East on E. Livingston Avenue (south of the street centerline) to Studer Avenue; Proceeding South on Studer Avenue (west of the street centerline) to first alley west of Studer Avenue, otherwise known as Denton Alley; Proceeding West on alley running parallel to and lying south of Livingston Avenue otherwise known as Denton Alley (north of the street centerline) to its point of intersection with the; centerline of first unnamed alley running parallel to and lying east of Linwood Avenue; Proceeding South on the first unnamed alley running parallel to and east of Linwood to its point of intersection with the centerline of second unnamed alley running parallel to and lying north of E. Whittier Street; Proceeding East on the second unnamed alley running parallel to and lying north of E. Whittier Street (south of the alley centerline) to its point of intersection with the centerline of Studer Avenue; Proceeding South on

Studer Avenue (west of the street centerline) to its point of intersection with the centerline of E. Whittier Street. Proceeding west on E. Whittier Street (north of the street centerline) to the east centerline of Parsons

**Association in district: Southern Orchards Civic Association**

### **District 3**

#### **Boundary Description:**

Starting at the Northeast corner of State Route 104 and the Scioto River; Proceeding North along the Scioto River (east of river centerline) to Greenlawn Avenue; Proceeding East on Greenlawn Avenue (south of the street centerline) to South High Street; Proceeding North on South High Street to Thurman Avenue (east of the street centerline); Proceeding East on Thurman Avenue to South Pearl Street (south of the street centerline); Proceeding South on South Pearl Street to Nursery Lane (west of the street centerline); Proceeding East of Nursery Lane to Blackberry Alley (south of the street centerline); Proceeding North on Blackberry Alley to Whittier Street (east of the street centerline); Proceeding East on E. Whittier Street (south of the street centerline) to Parsons Avenue; Proceeding South on Parsons Avenue (west of the street centerline) to the unnamed alley between Morrill Avenue and Hinman Avenue; Proceeding West on the unnamed alley between Morrill Avenue and Hinman Avenue (north of the street centerline) to 4<sup>th</sup> Street; Continuing East across the properties located between 4<sup>th</sup> Street and 3<sup>rd</sup> Street to High Street; Proceeding South on High Street (west of the street centerline) to State Route 104.

**Association in district: Merion Village Association**

### **District 4**

#### **Boundary Description:**

Starting at the Northeast corner of Frebis Avenue and Parsons Avenue; Proceeding North on Parsons Avenue (east of the street centerline) to E. Whittier Street; Proceeding East on E. Whittier Street (south of the street centerline) to Lockbourne Road; Proceeding South on Lockbourne Road (west of the street centerline) to Frebis Avenue; Proceeding West on Frebis Avenue (north of the street centerline) to Parsons Avenue.

**Association(s) in district: Edgewood Civic Association, Ganthers Place Civic Association, Southside CAN, and Thurman Square Civic Association**

### **District 5**

#### **Boundary Description:**

Starting at the Northeast corner of Moler Road and Lockbourne Road; Proceeding North on Lockbourne Road (east of the street centerline) to E. Whittier Street; Proceeding East on E. Whittier

Street (south of the street centerline) to its point of intersection with Rhoads Avenue; Continuing East along the extended centerline of Whittier Street to Memory Lane; Proceeding East along the centerline of Memory Lane to its point of intersection with Alum Creek Drive; Proceeding East along the extended centerline of Memory Lane (south of street centerline) to the West bank of Alum Creek; Proceeding South along the West bank of Alum Creek (west of the creek) to the extended imaginary line of the parking lot that intersects Alum Creek Drive; Proceeding Southwest along the extended imaginary line of the parking lot and continuing on the parking lot to Alum Creek Drive; Proceeding West on Winslow Drive (north of the street centerline) from its' point of intersection with the parking lot and Alum Creek Drive and across an imaginary line which crosses a field and railroad tracks and reconnects with Universal Road; Continuing West along Universal Road (north of the street centerline) to Fairwood Avenue; Proceeding North on Fairwood Avenue (east of the street centerline) to Moler Road; Proceeding West on Moler Road (north of the street centerline) to Lockbourne Road.

**Association in district: Deshler Park Civic Association**

## **District 6**

### **Boundary Description:**

Starting at the Northeast corner of Woodrow Avenue and Parsons Avenue; Proceeding North on Parsons Avenue (east of the street centerline) to Frebis Avenue; Proceeding East on Frebis Avenue (south of the street centerline) to the unnamed alley between S. Champion Avenue and Oakwood Avenue; Proceeding South on the unnamed alley between S. Champion Avenue and Oakwood Avenue (east of the alley centerline) to the extended imaginary centerline of the unnamed alley south of Woodrow Avenue; Proceeding West on the extended imaginary centerline of the unnamed alley south of Woodrow Avenue (north of the alley centerline) to Parsons Avenue.

**Association in district: Vassor Village Civic Association**

## **District 7**

### **Boundary Description:**

Starting at the Northeast corner of Parsons Avenue and Marion Road; Proceeding North on Parsons Avenue (east of the street centerline) to the unnamed alley south of Woodrow Avenue; Proceeding East on the unnamed alley south of Woodrow Avenue (south of the alley centerline) to the unnamed alley between S. Champion Avenue and Oakwood Avenue; Proceeding North on the unnamed alley between S. Champion Avenue and Oakwood Avenue to Frebis Avenue; Proceeding East on Frebis Avenue (south of the street centerline) to Lockbourne Road; Proceeding South on Lockbourne Road (west of the street centerline) to Moler Road; Proceeding East on Moler Road (south of the street centerline) to Fairwood Avenue; Proceeding South on Fairwood Avenue (west of the street centerline) to Universal Road; Proceeding East on Universal Road across an imaginary line which crosses railroad tracks and a field and reconnects with Winslow Drive into Alum Creek Drive and crosses parking lot to Alum Creek; Proceeding South on Alum Creek to State Route 104; Proceeding

West on State Route 104 (north of the street centerline) to Refugee Road; Continuing West on Refugee Road (north of the street centerline) to Lockbourne Road; Proceeding North on Lockbourne Road (east of the street centerline) to Marion Road; Proceeding West on Marion Road (north of the street centerline) to Parsons Avenue.

**Association in district: Innis Gardens Village Civic Association**

## **District 8**

### **Boundary Description:**

Starting at the Northeast corner of High Street and Woodrow Avenue; Proceeding 6 parcels North on High Street (east of the street centerline); Proceeding East from the 6th parcel north of High Street cutting across properties to 3rd Street; Continuing East across the properties located between 3rd Street and 4th Street to the unnamed alley between Morrill Avenue and Hinman Avenue; Proceeding East from the unnamed alley between Morrill Avenue and Hinman Avenue (south of the street centerline) to Parsons Avenue; Proceeding South on Parsons Avenue (west of the street centerline) to Woodrow Avenue including all parcels with Woodrow Avenue addresses; Proceeding West on Woodrow Avenue including all parcels with Woodrow Avenue addresses to High Street.

**Association in district: Hungarian Village Society**

## **District 9**

### **Boundary Description:**

Starting at the Northeast corner of High Street and State Route 104; Proceeding North on High Street (east of the street centerline) to Woodrow Avenue excluding all parcels with Woodrow Avenue addresses; Proceeding East on Woodrow Avenue excluding all parcels with Woodrow Avenue addresses; Proceeding South on Parsons Avenue (west of the street centerline) to Marion Rd; Proceeding East on Marion Road (south of the street centerline) to Lockbourne Rd; Proceeding South on Lockbourne Road (west of the centerline) to State Route 104; Proceeding West on State Route 104 (north of the street centerline) to High Street.

**Association in district: Reeb-Hosack/Steelton Village Association, Stambaugh-Elwood Association**

**Parsons Area Merchants Association (PAMA) is located in all Districts of the CSSAC**



## **Addendum B**

### **Columbus South Side Area Commission Zoning Policy**

The following are the steps to follow in order to complete the process for variances within the Columbus South Side Area Commission (CSSAC) boundaries.

Council Variances or BZA Applications:

1. File application for demolition or variance with the City Buildings Department.
2. Contact the CSSAC Zoning Chair, by email at (zoning chair email) to alert them that an application has been filed.
3. Receipt of application from the City is necessary for the process to continue. No requests for variance will be considered until the application has been received by the CSSAC Zoning Chair from the city buildings department.
4. Once the application has been received, an email or phone call will be sent to the applicant and area civic association representative informing them of the application and explanation of the request. Zoning Chair will forward application to each of the committee members and presidents of affected civic associations. Further, if the application is located on a border of an adjacent area commission, the Zoning Chair shall notify said area commission. The civic association will have 45 days to return a recommendation to CSSAC.
5. If the Zoning Chair determines a project is of significant magnitude to warrant additional notice and discussion, the Zoning Chair may issue appropriate 7-day public notice of a special, informational meeting to discuss the application, which the applicant is required to attend. The affected civic associations may request a public meeting via the Zoning Chair, which will be approved at the sole discretion of the Zoning Chair. Special meetings shall be conducted at a public location and open to the general public.
6. Following special meetings as outlined in step 5 or in the event special meetings are not warranted, the applicant must attend the next scheduled civic association meeting to present the reasons for the request. Applicants are required to appear before the civic association no more than one time per application.
7. Upon considering the request, the civic association will issue a recommendation and send notice via email to the CSSAC Zoning Chair (zoning chair email) within 3 business days containing the completed City of Columbus approved zoning form including the outcome of

the vote and additional reasons or concerns of the Civic Association regarding the application. In the event a civic association fails to respond within 45 days or request additional time, the Commission will proceed as if the civic association has no objections to the request.

8. The CSSAC Zoning Chair will schedule the application for the next regularly scheduled Zoning Site Hearing. Site hearings are held the second Saturday of the month at 10 am. At that time the Zoning Committee will meet and determine a recommendation of the request to be presented at the upcoming CSSAC meeting, with consideration of the civic association's recommendation.
9. The applicant must attend the next regularly scheduled CSSAC meeting, which is scheduled the fourth Tuesday of each month. Location of the meeting is the . The meeting starts at 6:30 pm. Failure to attend the meeting will delay the application or result in a non-approval vote by the CSSAC. CSSAC offers the opportunity for members of the public to offer testimony regarding all zoning applications. The Commission will accept three speakers in favor and three opposed in addition to the representative of civic associations affected by the request. The civic association representative may have up to 5 minutes to speak. All comments will be limited to three minutes. The applicant will receive up to 10 minutes to present the project and respond to questions from commissioners and those raised by speakers.
10. Final decision will be made at the meeting unless the CSSAC asks for additional information regarding the request. The Commission will then table the request and bring it up for consideration at the next regularly scheduled commission meeting.
11. Following the Commission vote, all forms will be signed and sent to the appropriate City official for final submission of CSSAC recommendation on the request within three business days. Applicant shall provide Zoning Chair with completed forms excepting the fields of vote, comments, and signature.

Demolition Permits are handled as follows:

1. Submit application and payment to City Buildings Department.
2. Once received, the Zoning Chair will notify all Zoning Committee members and appropriate civic association presidents of said demolition request.
3. Any party has 10 business days to request additional information or to ask for a site hearing in the matter.
4. After the 10 days the Zoning Chair will visit the site to confirm the site address and give signature to party applying for the permit.
5. The Zoning Chair shall visually inspect the site 30 days later to ensure said demolition is complete.

All Zoning Committee members shall be sworn members and shall follow all South Side Area Commission Bylaws and Columbus City Code.

Although your request may be of an urgent nature to you, the CSSAC has put this process into place to protect the development and demolition of buildings in the area. Please understand that all

commissioners are volunteers and want to work with you to get things accomplished, while maintaining the integrity of the South Side of Columbus. It is important that you plan for this process in your timeline. The CSSAC highly recommends applicants engage the appropriate civic association early in the process, possibly before a formal application is submitted to the City, to ensure the process runs smoothly and as quickly as possible.

# **Addendum C**

## **Columbus South Side Area Commission**

### **Commissioner Job Description**

The following is a synopsis of the things that will be asked of you are appointed to the Columbus South Side Area Commission. Please be advised additional responsibilities may come into act during your appointment.

1. District Commissioners shall reside within their specified District boundaries, At-Large Commissioners shall reside, have employment, or ownership in real property in the Commission Area, within the South Side boundaries.
2. Serving their term for a period of three (3) years.
3. Reading/Reviewing the Bylaws for content (and possible amendments since the previously adopted copy).
4. Monthly attendance, so far as possible, at regular Commission meetings – which are held the 4th Tuesdays of each month (usually excluding August recess, unless a meeting is deemed necessary); along with any other regular or special meetings deemed an official Commission meeting. In addition, those appointed as an Officer to the Executive Committee will meet the Saturday prior to the Commission meeting. Absences from three (3) Consecutive meetings or from a total of four (4) regular meetings in any one calendar year shall be deemed as a resignation, as stated in the Columbus South Side Area Commission Bylaws.
5. Serve on at least one (1) committee per year, which includes attending that committee's meetings.
6. It is desirable, but not required, that Commissioners attend their own Civic Meetings to gather and relay information between organizations (i.e. District Reports).
7. A newly appointed Commissioner may be asked to Chair a committee (depending on their area of expertise) in addition to their regular responsibilities; otherwise Committee Chairs will be chosen from those who have served no less than one (1) year on the Commission.

# Addendum D

## Columbus South Side Area Commission

### Commission Seat Election Schedule

The following is a list of the future election years for each commission seat. Election groups are as follows:

- Election Group 1: Districts 1, 6, and 9; At-Large Business (BUS); At-Large PAMA (PAMA); At-Large Youth (YOU)
- Election Group 2: Districts 2, 4, and 7; At-Large Education (EDU); At-Large Religious-Social Services (RSS)
- Election Group 3: Districts 3, 5, 8; At-Large Resident (RES); At-Large Labor (LAB)

Year	Election Group	Year	Election Group
2020	1: 1, 6, 9, BUS, PAMA, YOU	2031	3: 3, 5, 8, RES, LAB
2021	2: 2, 4, 7, EDU, RSS	2032	1: 1, 6, 9, BUS, PAMA, YOU
2022	3: 3, 5, 8, RES, LAB	2033	2: 2, 4, 7, EDU, RSS
2023	1: 1, 6, 9, BUS, PAMA, YOU	2034	3: 3, 5, 8, RES, LAB
2024	2: 2, 4, 7, EDU, RSS	2035	1: 1, 6, 9, BUS, PAMA, YOU
2025	3: 3, 5, 8, RES, LAB	2036	2: 2, 4, 7, EDU, RSS
2026	1: 1, 6, 9, BUS, PAMA, YOU	2037	3: 3, 5, 8, RES, LAB
2027	2: 2, 4, 7, EDU, RSS	2038	1: 1, 6, 9, BUS, PAMA, YOU
2028	3: 3, 5, 8, RES, LAB	2039	2: 2, 4, 7, EDU, RSS
2029	1: 1, 6, 9, BUS, PAMA, YOU	2040	3: 3, 5, 8, RES, LAB
2030	2: 2, 4, 7, EDU, RSS	2041	1: 1, 6, 9, BUS, PAMA, YOU