

**BYLAWS
OF THE
LOGAN-UNION-CHAMPAIGN
REGIONAL PLANNING
COMMISSION**

Last Revision: January 1, 2007

SECTION I TITLE AND REGION

Article 1.01 Title

The title or name of the Commission shall be the "LOGAN-UNION-CHAMPAIGN REGIONAL PLANNING COMMISSION".

Article 1.02 The Region

The Region for which the Regional Planning Commission shall be created and maintained (hereafter referred to as the Logan-Union-Champaign Region) is all of Logan County, Ohio; Union County, Ohio and Champaign County, Ohio, exclusive of any territory within the limits of any municipality not having a planning commission. Upon establishment of a Planning Commission in any such municipalities, the territory of said municipality shall become part of the Logan-Union-Champaign Region.

SECTION II MEMBERSHIP

The Logan-Union-Champaign Regional Planning Commission shall consist of the following members:

Article 2.01 County Officials and County Members

The chairman of the Logan, Union and Champaign Counties Boards of Commissioners or their designee, and the County Engineers of the three counties. Each member shall serve during his tenure of office. In addition, six county members-at-large should be appointed by the Boards of County Commissioners--two from each county. Each appointed member-at-large shall serve a term of three (3) years.

Article 2.02 Municipal Membership and Township Members

A representative of each of the municipal corporations participating in the Regional Planning Commission, which representative shall be designated by the Planning Commission of said municipality subject to approval by the Mayor for such term as such Planning Commission and Mayor may elect; except that each municipality of city status shall be entitled to two representatives, one representing the elected officials, the Mayor or his designee, and one representing membership from the City at large. Such members shall hereafter be referred to as "Municipal Members".

Each township participating in the Regional Planning Commission shall also designate one representative who shall be referred to as a "Township Member".

Article 2.03 Citizen Members

Three (3) citizens from each of the participating counties, shall be designated by each of the Boards of County Commissioners for a term of three years each, commencing on January 1st whose terms shall be so arranged that the terms of one member shall expire each year. Such members shall hereafter be referred to as "Citizen Members".

Article 2.04 Authority to Remove Representative (s)

Any Board of County Commissioners, Board of Township Trustees or the Planning Commission, subject to the approval by the Mayor, of any municipality affected or concerned shall have the authority to remove at any time their appointed representative (s) to the Regional Planning Commission for reasons they deem sufficient.

Article 2.05 Vacancy in Membership

Any vacancy occurring among the County, Municipal Citizen, or Township Members shall be filled for the unexpired term in the in same manner in which the said Member was originally designated or chosen.

SECTION III OFFICERS AND COMMITTEES

Article 3.01 Executive Committee and Officers

The Executive Committee of the Logan-Union-Champaign Regional Planning Commission shall consist of the President, immediate past President, First Vice-President, Second Vice-President, Treasurer, Secretary and not less than three members of the Commission who shall be selected from their number at the Annual meeting. Each member's term shall be from January 1 to December 31, inclusive.

In the event a vacancy occurs in such committee by resignation, disqualification, or otherwise, it shall be filled by appointment of the President subject to confirmation by the Executive Committee, for the unexpired term. In the event of a vacancy in the office of the President, the First Vice-President shall assume the vacancy of the President, the Second Vice-President in turn shall assume the vacancy of the First Vice-President and a Second Vice-President shall be elected from the membership of the Commission to fill the unexpired term. In addition, the County Engineer of any county and the City Engineer of any Municipality or their appointed representative participating in the Regional Planning Commission shall be members of the Executive Committee. The District Deputy Directors from Districts Six and Seven of the Ohio Department of Transportation, or their appointed Representative, and any Chairman of a Study Committee who is not already an elected member of the Executive Committee shall be members of the Executive Committee, Ex-Officio, without vote. All the powers and duties of the Logan-Union-Champaign Regional Planning Commission, except as otherwise provided in the Laws of Ohio or by the terms of these Bylaws shall be possessed and exercised by the Executive Committee.

Article 3.02 Standing Committees

At the first regular Executive Committee meeting in each calendar year, the President shall appoint the following Standing Committees with confirmation by the Executive Committee. The chairman of each committee shall be a member of the Commission.

1. Budget and Finance
2. Transportation
3. Zoning and Subdivision

The chairman and members of each Standing Committee shall serve during the calendar year in which they are appointed. In the event of a vacancy in any committee by resignation, disqualification, or otherwise, the vacancy shall be filled by appointment by the President of the Commission subject to confirmation by the Executive Committee. Standing Committees shall have such powers and duties as the Commission shall determine and direct.

Article 3.03 Special Committees

The President may appoint special committees, with confirmation by the Executive Committee, to study issues pertinent to the Commission or region.

SECTION IV MEETINGS

Article 4.01 Meetings of Commission

The Logan-Union-Champaign Regional Planning Commission shall hold an Annual meeting in the month of November of each year, at a place selected by the Executive Committee, for the election of officers and Executive Committee and for organizational purposes. Special meetings for any purpose may be called by the President or by any three (3) members of the Commission. The Secretary shall mail or deliver written notice of each annual or special meeting to each member of the Commission not less than ten (10) days prior to each meeting. Notices of special meetings shall state the purpose and by whose authority the meeting was called.

Article 4.02 Meetings of Executive Committee

The Executive Committee shall provide by its own rule for any regular or special meeting it deems necessary and in the absence of any regularly scheduled meetings, the Executive Committee shall meet upon the call of the President or in his absence upon the call of the Vice-Presidents. The Secretary of the Commission shall mail or deliver written notices of any meeting of the Executive Committee at least five (5) days prior to said meeting.

Article 4.03 Quorum

At any meeting of the Logan-Union-Champaign Regional Planning Commission, a quorum shall consist of twenty (20) participating members; however, a lesser number may adjourn any meeting. At any meeting of the Executive Committee, a quorum shall consist of a majority of all voting members thereof.

SECTION V POWERS AND DUTIES OF THE REGIONAL COMMISSION

Article 5.01 Plans

The powers and duties of the Logan-Union-Champaign Regional Planning Commission to plan duplicate those of the Ohio Revised Code Section 713.23, Powers and Duties of County and Regional Planning Commissions.

Article 5.02 Amendments to Plans

The plans or maps may be changed, supplemented, or abolished from time to time at the discretion of the Commission, but no plans or maps shall be adopted, changed, supplemented, or abolished without a public hearing thereon if necessary. Such hearing shall be advertised in accordance with any applicable section of the Ohio Revised Code.

Article 5.03 Community Assistance

The Commission may undertake for any participating township, any participating county, or any participating municipality the study, planning, mapping, recommendations and other reports on public improvements or the use of land within the boundaries of such township, county, or municipality. Any study, planning, mapping, recommendations or other report so undertaken shall be on advice or recommendation to, and subject to adoption by such township, county, or municipality.

Article 5.04 Other Powers

The Commission shall have the authority to provide necessary services to any participating or non-participating county, municipality, Township, or other governmental entity and shall have all other powers and duties now or hereafter provided by law for Regional Planning Commissions as found in the Ohio Revised Code.

SECTION VI POWERS AND DUTIES OF OFFICERS, EXECUTIVE COMMITTEE AND OTHER COMMITTEES

Article 6.01 Powers of Executive Committee

All of the powers and duties of the Regional Planning Commission, except as otherwise provided in the Ohio Revised Code, or in the terms of these Bylaws, shall be possessed and may be exercised by the Executive Committee but always subject to review by the Commission as a whole as hereinafter provided.

Article 6.02 Action by the Executive Committee

Upon any action by the Executive Committee in accordance with Section 713.23 et. seq. of the Ohio Revised Code, or any change, supplement or abolition thereof, the Commission shall forward within ten (10) days to all members minutes of all actions of the Executive Committee. Any ten (10) members of the Commission by petition may, within ten (10) days after the mailing or delivering of his or her copy, serve written demand on the Secretary of the Commission for a special meeting of the Commission to review such action in which case the Secretary shall call such special Commission meeting to be held not more than fifteen (15) days after the receipt of such demand. At such special meeting, such action may be modified or disapproved by a concurring vote of a majority of the total membership of the Commission.

Article 6.03 Duties of Special Committees

All standing and special committees appointed by the President with approval of the Executive Committee, shall study and report to the Executive Committee on the project, improvement or general topic assigned to it.

Article 6.04 Powers and Duties of Officers

The President shall preside at all meetings of the Commission and the Executive Committee and, except to the extent as hereinafter and/or otherwise provided, sign all written contracts and obligations of the Commission. In addition the Treasurer shall also sign all written contracts and obligations of the Commission. It shall be the President's duty to see that the transaction of all business is in accordance with the law and these by laws and rules of procedure. He or she shall be, ex-officio, a member of all standing committees and shall perform all the duties incident to the office, and such other and further duties as may from time to time be required or requested of him by the Commission or the Executive Committee.

The Vice-Presidents in order shall perform all the duties of the President in case of his absence or disability and such other and further duties as may from time to time be required or requested of him by the Commission, the Executive Committee, or the President.

In case the Vice-Presidents and President are absent or unable to perform their duties, the Commission or the Executive Committee may appoint a president Pro Tempore.

The Secretary shall keep or supervise the keeping of minutes of all meetings of the Commission and Executive Committee in books provided for that purpose and shall perform such other and further duties as may be required or requested of him or her by the Commission or the Executive Committee. The Secretary shall also forward copies of the minutes of the meeting of the Executive Committee and the Commission to each member.

The Treasurer shall present all budget and financial reports to the Commission and the Executive Committee; he shall also serve as chairman of the Budget and Finance Committee and shall perform such other and further duties in connection with the financial operation of the Commission as may be requested of him or her by the Commission or Executive Committee.

SECTION VII FINANCIAL PROVISIONS

Article 7.01 Submission of Budget

A budget for maintaining the Regional Planning Commission shall be submitted to the participating governmental bodies by July in each calendar year in accordance with the budget basis of the Ohio Revised Code. The amounts to be paid to the Regional Planning Commission by the participating governmental bodies shall be apportioned.

Article 7.02 City, Village, and Township Cooperating Contribution

All Cities, Villages, and Townships cooperating in the Regional Planning Commission, shall contribute in each calendar year based on a per capita rate established by the Executive Committee. The rate shall be established annually and be based upon the most recent United States Census of Population or the most recent published estimate of population from the Office of Strategic Research at the Ohio Department of Development. Such contribution is due in January of each year.

Article 7.03 County Cooperating Contribution

Each County cooperating in the Regional Planning Commission, shall contribute in each calendar year based on a per capita rate established by the Executive Committee. The rate shall be established annually and be based upon the most recent United States Census of Population or the most recent published estimate of population from the Office of Strategic Research at the Ohio Department of Development. Such contribution is due in January of each year.

Article 7.04 Financial Limitation

The allocations or appropriations established by the preceding two articles shall be limited by and not exceed the budget as prepared by the Commission.

Article 7.05 Authority to Receive Grants

The Regional Planning Commission may accept, receive and expend funds, grants and services from the Federal government or its agencies, from departments, agencies, and instrumentalities of state or local government or from civic sources and contract with respect thereto, and provide such information and reports as may be necessary to secure such financial aid.

Article 7.06 Certification of Appropriation

The Executive Committee shall, at its first meeting in each calendar year, make appropriations for its expenses for that year, which appropriations may be modified or supplemented from time to time during the year, but shall at no time exceed the total amount received or due from the three counties, from cooperating municipalities, from public agencies, from the Federal government or from other sources.

Article 7.07 Expenditures and Disbursements

All disbursements of the Regional Planning Commission shall be made by voucher drawn on the Auditor of Logan County signed as hereinafter provided.

All purchase orders for expenditures or disbursements shall be authorized jointly by the President (or in his absence by the Vice Presidents in order) and the Treasurer.

Any bills and payment thereof shall be authorized and approved jointly by the Treasurer and Secretary.

SECTION VIII RESERVED FOR FUTURE USE

SECTION IX PLANNING SERVICES

Article 9.01 Planning Services Agreement

The Director is hereby authorized to undertake planning services with any member of the Regional Planning Commission. All contracts and charges for services rendered shall be approved, at the recommendation of the Director, by the action of the Executive Committee.

SECTION X PERSONNEL

The Executive Committee may employ a Director, planners, engineers, other professional services, and such other employees as are necessary for the performance of its functions as provided by the Ohio Revised Code.

Article 10.01 Planning Director

The Director shall be appointed by the Executive Committee for such term or at its pleasure as it by resolution shall approve.

Article 10.02 Appointment, Evaluation, & Duties of Director

The Director shall have charge of and manage the active business operations of the Regional Planning Commission; shall superintend and control the work to be done by its employees and sign all reports and recommendations of the Regional Planning Commission under the direction of the Commission or the Executive Committee, shall prepare budget and census reports based upon current U.S. Census and other available current population data, and shall keep active accounts of all property passing through his hands and shall do and perform all other duties incident to his office and such other duties as may from time to time be assigned to or requested of him by the Commission, the Executive Committee, or the Executive Officers. The Director may be elected as Secretary of the Commission.

The Executive Committee of the Regional Planning Commission shall interview the person(s) who have made application for the position of Director of the Regional Planning Commission and recommend to the Regional Planning Commission, to their best judgment, the one best qualified for the position of Director of the Regional Planning Commission.

The Executive Committee shall conduct an annual appraisal and evaluation of the Director of the Regional Planning Commission. The Executive Committee must act on any recommendations regarding salary adjustments.

Article 10.03 Other Employees

All other employees of the Regional Planning Commission shall be appointed by the Director and it shall be, to his or her best judgment, the one best qualified as a staff member. Other employees and staff members shall perform such duties as assigned by the Director of the Regional Planning Commission or the Executive Committee in the absence of the Director. The Director of the Regional Planning Commission shall also evaluate all other employees of the Commission at least once a year in writing and make the appropriate salary adjustments.

Article 10.04 Personnel Policy & Job Classifications

The Executive Committee shall adopt a personnel policy and classification of jobs, which shall establish a job description and appropriate wage or salary rates for each such classification. Such personnel policy, upon its adoption, may be amended by the Executive Committee from time to time.

SECTION XI AMENDMENT PROCEDURES

These by-laws may be amended from time to time only in accordance with the following procedure:

Article 11.01 Resolution Approving Amendments

A resolution approving the form of such proposed amendment shall be adopted by the Executive Committee at least fifteen (15) days in advance of the next annual or special meeting of the Commission or a petition signed by at least five (5) members setting forth the proposed amendment shall be delivered to the Secretary at least fifteen (15) days in advance of the next annual or special meeting of the Commission.

Article 11.02 Submission of Proposed Amendments

The Secretary shall thereafter, but not less than ten (10) days prior to the next annual or special meeting of the Commission, forward to each member of the Commission a copy of such proposed amendment together with a notice that it will be the subject of action at the next annual or special meeting of the Commission.

Article 11.03 Adopted Amendment

Such proposed amendment shall be presented at the next annual or special meeting of the Commission and be considered as moved and seconded for adoption. Such amendment shall be deemed adopted upon receiving the affirmative vote of a majority of the members of the Commission present at such meeting.

SECTION XII STATUTES AND SEVERANCE CLAUSE

Article 12.01 Inclusion of Statutes

All applicable Statutes of the State of Ohio are included in these By-laws and Rules of Procedure and made a part hereof.

Article 12.02 Inclusion of Severance Clause

The invalidity of any section or provision of the Resolution of Cooperation or By-laws and Rules of Procedure shall not invalidate any other section or portion thereof.

SECTION XIII WITHDRAWAL

Article 13.01 Municipal and County Membership Withdrawal

Any member municipality or County Commission of any cooperating county may withdraw their cooperation hereunder at any time by a resolution to do so and delivering a certified copy thereof approved by the legislative body of said county, city or village to the Secretary of the Regional Planning Commission twelve (12) calendar months prior to the actual date of withdrawal, and said withdrawal date shall be twelve (12) calendar months after receipt by the Secretary of the Regional Planning Commission of the withdrawal notice from the withdrawing member.

Such notice of withdrawal shall not relieve the withdrawing party of its obligation to contribute its share of the cost for the twelve (12) month period prior to the actual withdrawal date at a rate not to exceed the rate in effect on the date that the notice of withdrawal is received by the Secretary.