

We, the stakeholders of the West Scioto Area Commission, submit this petition for the formation of an Area Commission to afford voluntary citizen participation in decision-making in an advisory capacity and to facilitate communication, understanding and cooperation between neighborhood groups, city officials, and developers.

We are the persons who reside or own property in Columbus bounded:

On the North:

I-270 eastward along the centerline of Cemetery Road to Hilliard Cemetery Road, crossing Dublin Road and continuing east on Carriage Lane extending across the Scioto River to centerline of SR-33.

On the East:

South on SR-33 to I-670.

On the South:

I-670 West to the South bank of the Scioto River. At the alley west of Shultz Ave. the boundary extends south, down to where the line would intersect I-70. Then continuing west along I-70.

On the West:

North from I-70 along the eastern-most railroad track of the Buckeye Rail Yards until Scioto Darby Creek Road, continuing in an easterly direction until the intersection with I-270, then continuing north to the centerline of Cemetery Road.

Size: 6,694.4 acres (or 10.46 square miles)

Estimated Number of Housing Units: 10,206 [9,619 (94.1%) occupied; 599 (5.9%) vacant] centerline of SR-33.

On the East:

South on SR-33 to I-670.

On the South:

I-670 West to the South bank of the Scioto River. At the alley west of Shultz Ave. the boundary extends south, down to where the line would intersect I-70. Then continuing west along I-70.

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This Task Force will not change the importance of existing community organizations; it will enhance and empower these organizations. As a Commission, we would provide direct community input before decisions are made on issue that could affect our communities' safety and property values

- Petition Signatures [printed names, signatures, street addresses, and signing dates for more than five hundred (500) residents or property owners in the proposed commission area]

The entirety of this petition packet (including the items listed above) will be filed with the City Clerk.

In accordance with City Code 3109, the proposed by-laws and selection procedure for the area commission to be created shall be reasonable and consistent with this code and applicable law

~~West Madison Wesley Commission~~

~~Wesley Wesley~~

~~West Madison Wesley Commission~~

~~West Madison Wesley Commission~~

~~West Madison Wesley Commission~~





The following individuals have agreed to serve on the Task Force for the West Scioto Area Commission from the time it is established by City Council until the Area Commission is formally organized.

1. **Rita Cabral, Resident of Scioto Woods, 3470 Rosburg Drive, Columbus, OH 43228, 614-272-8649, [ritacab@aol.com](mailto:ritacab@aol.com)**

United Way of Central Ohio.

Calling the Scioto Woods neighborhood home since 2008, Rita has two children (sons) now deceased, and Avery (and two half-siblings) (Alicia and Lynn)

2. **Jessica Pyschel, Resident of Mesure Hall, 3238 Mesure Drive, Columbus, OH 43205-4005, [jpschelp@comcast.net](mailto:jpschelp@comcast.net)**

Jessica grew up in Maryland. She completed her Bachelor's degree at Southwestern University and received her Master's in Public Administration at Ohio State University.

She has worked in various capacities for the past 15 years, including as a project manager for the development of the Scioto Woods neighborhood. She is currently working as a project manager for the development of the Scioto Woods neighborhood.

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**3. Jaime Grinch, Resident of Scioto Woods, 3506 Aaron Drive, Columbus, OH 43228, 614-633-8071,**

Jaime was born in a wing of a Columbus hospital (Grant) that was later blown up. While attending The Wellington School for high school, he earned the rank of Eagle Scout. His Eagle project, "Saving the Trees," focused on planting ~1,500 American chestnut and 200 American elm saplings on reclaimed, abandoned mining land in the Wayne National Forest as part of a U.S. Forest Service research project involving a new blight-resistant strain of chestnut.

After graduation, he attended Georgia Southern University, becoming a Brother and President of Phi Iota Alpha Fraternity Inc. while earning a Bachelor of Science degree in Justice Studies. He returned to Columbus after graduation and has been working with children ever since. Jaime also has been involved in the work of the West Scioto Area community group working to form an area commission.

**4. Carla J. (Jo) Leppert, Resident of Scioto Woods, 3373 Littler Lane, Columbus, OH 43228, 614-203-0788,**

Born into a Navy family and raised in Akron, Ohio, Jo graduated high school and attended Ohio University and then, after moving to Columbus, The Ohio State University. While raising three children, she secured a position as secretary to the President and Vice President of a small Hilliard firm providing pharmaceuticals, evaluations, and supplies to nursing care facilities. Jo also worked for Cardinal Health's human resource department in Dublin, eventually working with expatriate employees until she retired.

A resident of Scioto Woods for four and a half years, Jo has spent her time working with the Scioto Woods Civic Association and the Hilliard Area Garden Club as well as enjoying family, traveling, and biking. Last year Jo became involved in area development issues and is working with other neighbors to form an area commission. She also completed the 12-week Citizen Police Academy course.

**5. Anita (Hari) Ruiz, Resident of Scioto Woods, 3506 Aaron Drive, Columbus, OH 43228, 614-276-0021,**

Growing up in a military family, Hari called several places home including Okinawa, Massachusetts, and Maryland. After graduating high school in Maryland, she earned a B.A. degree in English from the University of Maryland and worked for several years in the benefits processing area of the information technology industry. Hari relocated to Ohio to attend The Ohio State University, where she earned a Master's degree in Landscape Architecture and a Master of Science degree in Environmental Science and Management.

While serving in the public sector after graduation, including at the Ohio Environmental Protection Agency, she and her husband raised their son. Now a retired public servant, Hari volunteers with the Columbus Green Team as well as the Branch Out Columbus 2020 and Audubon at Home programs. She also serves on the Task Force to form an area commission for the West Scioto Area and participates in the 2016 Neighborhood Leadership Academy conducted by the United Way of Central Ohio.

**6. Larry H. Weber, Resident of Cider Mill, 3903 Cider Mill Drive, Columbus, OH 43204, 614-276-1235, [lhweber@columbus.rr.com](mailto:lhweber@columbus.rr.com)**

Larry H. Weber, a lifetime Ohio resident, has lived on the west side of Columbus with his wife, daughter and various extended family members since 1981. He earned a Bachelor of Business Administration from the University of Cincinnati (UC) with a dual major in Management and Accounting and went on to complete a Master of Education degree in Business Education, also at UC. Larry completed many postgraduate courses in Educational Administration from Ohio State and Ashland Universities.

Following five years as a career-technical instructor of Accounting and Computing for both the Cincinnati and Columbus school districts, Larry was promoted to a position of Curriculum Coordinator/Job Developer for Columbus Public Schools. He served as an educational administrator for over 30 years with one of the premier workforce development institutions in Ohio, C-TEC in Newark. Before becoming an educator, he worked in various capacities in manufacturing and as a Tax Auditor for the State of Ohio. In retirement, Larry serves as an educational consultant for the Delaware Area Career Center and is an active member of the West Scioto Area task force.

**7. Richard (Rick) Wellman, Resident of Golfview Woods, 3652 Inverary Drive, Columbus, OH 43228, 614-403-1445, [rich4956@yahoo.com](mailto:rich4956@yahoo.com)**

Richard "Rick" Wellman and his wife have lived in the Golfview Woods (GW) neighborhood in the West Scioto Area since 2004. He has worked for thirty years at the Honda plant in Marysville.

Since 2007, after reporting their car was broken into, Rick and his wife have been active in running the GW neighborhood blockwatch. Rick has found serving their neighbors and helping to keep crime down in the area through community awareness to be rewarding. With the start of the neighborhood's Facebook page and the Nextdoor Neighbor app, the face of the blockwatch changed, making information dissemination easier and faster. In early 2015, representatives from the early West Scioto Area (WSA) group spoke at one of the GW blockwatch meetings. Rick has been involved with WSA ever since and would like to continue serving the community through the WSA commission.



**WEST SCIOTO AREA COMMISSION**

**BY-LAWS**

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## **West Scioto Area Commission By-laws**

These By-laws establish the procedure under which the West Scioto Area Commission shall execute those duties and functions set forth in and with authority granted under Chapter 3109 and 3111 of the Columbus City Codes (herein abbreviated as C.C.).

### **Article I – Name**

The name of this organization shall be the West Scioto Area Commission, herein referred to as the “Commission.”

### **Article II – Area**

#### On the North:

I-270 eastward along the centerline of Cemetery Road to Hilliard Cemetery Road, crossing Dublin Road and continuing east on Carriage Lane extending across the Scioto River to centerline of SR-33.

#### On the East:

South on SR-33 to I-670.

#### On the South:

I-670 West to the South bank of the Scioto River. At the alley west of Shultz Ave. the boundary extends south, down to where the line would intersect I-70. Then continuing west along I-70.

#### On the West:

North from I-70 along the eastern-most railroad track of the Buckeye Rail Yards until Scioto Darby Creek Road, continuing in an easterly direction until the intersection with I-270, then continuing north to the centerline of Cemetery Road.

### **Article III – Purpose**

- A. The purpose of this Commission shall be to afford additional voluntary citizen participation in decision making in an advisory capacity to the City Administration and City Council and to facilitate communication, understanding, and cooperation between neighborhood groups, city officials, and developers.

The Commission shall:

1. In the interests of local planning for local needs, identify and study problems and requirements of the Commission Area in order to:
  - a) Create plans and policies which will serve as guidelines for future developments of the Area,
  - b) Bring the problems and needs of the Area to the attention of appropriate Government agencies or residents and local officials, and
  - c) Recommend solutions and/or legislation.
2. Aid and promote communication within the Commission Area and between it and the rest of the City by means of:
  - a) Regular, special and interim meetings of the Commission, which are open to the public,
  - b) Public forums and surveys to provide an opportunity for area residents, businesses and organizations, institutions and governments to comment,
  - c) Initiating proposals and supporting those introduced by individual citizens or area organizations that will enhance the quality of life enjoyed by area residents and preserve the unique residential and commercial mix of the Area, and
  - d) Promoting and encouraging business functions, methods of operation, architectural appearance, and locations are consistent with the character and requirement of the Area.
3. Initiate, review and recommend criteria and programs for the preservation, development, and enhancement of the Commission Area, including but not limited to parks, recreation areas, sidewalks, streets and traffic by means of:
  - a) Reviewing the proposed Capital Improvements Budget and proposing new items and changes relating to the Area,
  - b) Making recommendations for restoration and preservation of the historical and environmental elements within the Area, and
  - c) Receiving and reviewing for recommendation prior to the adoption by governmental bodies, any new or revised comprehensive plan affecting the Area.
4. Recommend priorities for and review government services and operation of the various government departments in the Commission Area by means of:

- a) Requesting and receiving from departments or agencies periodic reports concerning governmental services in the Area,
  - b) Meeting with administrative heads of any department or agencies or any of their subordinates to obtain additional information deemed necessary for the Commission to fulfill its functions,
  - c) Requesting and receiving from departments or agencies, prior to implementation, full reports on any proposed changes,
  - d) Reviewing and evaluating pending legislation substantially affecting the area prior to its consideration by Council, and
  - e) Review and comment on zoning issues and demolition presented to the Commission.
5. Recommend persons from Commission Area for nominations to membership on City boards and Commission that make decisions or recommendations affecting the Commission Area.
- a) The Commission shall not endorse any candidate for public office.

## **Article IV – Membership**

- A. Appointment. All Commissioners shall be appointed by the Mayor of the City of Columbus with concurrence of City Council in accordance with C.C. 3109. The Secretary shall notify the Mayor of all nominations, elections, and vacancies within ten (10) days of such action.
1. Should the Mayor neither approve nor disapprove the action within thirty (30) days of notifications, the actions shall be deemed approved until notice from the Mayor as specified in C.C. 3109.
  2. A copy of each notice shall be sent to the City Council in care of the City Clerk.
- B. Members. The Commission shall consist of nine (9) Commissioners. A maximum of three (3) Commissioners may reside within townships in the Commission Area. Each Commissioners shall serve without compensation.
1. Six (6) At-Large Elected Commissioners shall be selected from the Commission Area. Each Commissioner shall reside in the Commission Area. Elected Commissioners must maintain residence in the Commission Area until the completion of their term. The six (6) Commissioners shall be selected in accordance with the selection Rules adopted by the West Scioto Area Commission.

2. Two (2) At-Large Commissioners shall either be employed by or own a business within the Commission Area and shall be nominated by the Commission. The two (2) individuals nominated by the Commission may be from, but not limited to, the following: one (1) representative from the Commission Area's public school districts including South-Western City School District, Hilliard City Schools, Upper Arlington Schools, or Columbus City Schools; and one (1) representative of religious, social or other public interest organizations.
3. One (1) At-Large Commissioner shall be a high school student who resides within the Commission Area and shall be nominated by the Commission.
4. The Commission must maintain a minimum two-thirds (2/3) majority of the Commissioners who are residents of the City of Columbus.
5. All Commissioners shall be required to attend at least one commission-related training opportunity per term but preferably annually.

C. Terms. The term of membership of the elected and appointed officials described in Article IV, Sections B1 and B2 above shall be three (3) years. The term of membership of the appointed official described in Article IV, Section B3 above shall be two (2) years. All terms shall expire during the last regular meeting in the year that the term expires.

1. Upon first establishment of the Commission, terms shall be staggered as determined by lot, one-third (1/3) of the initial Commissioners shall serve for one (1) year; one third (1/3) for two (2) years; and the remaining one-third (1/3), for three (3) years or until their successors are appointed. The appointed high school student shall be one of the Commissioners serving for two (2) years. Upon expiration of each initial Commissioner's term and thereafter, each Commissioner shall serve as described in Article IV Sections B1, B2 and B3 above to maintain continuity of experienced representation.

D. Commission Representation. No Commissioner shall represent the Commission in its official actions before any other public body or official, except as specifically authorized in writing by the Commission. This shall not be construed as a restriction upon the right of the individual Commissioners to represent their own views before public or private bodies, whether in agreement or disagreement with the official action of the Commission.

E. Disqualification. Commissioners shall maintain their residence, employment or business in the Commission Area from which they were elected or appointed. Failure of a Commissioner to maintain his or her residence, employment or business in the

Commission Area, shall be deemed a resignation and the Secretary shall notify the Mayor, city Clerk and the Director of the Department of Neighborhoods.

- F. Attendance. The year starts with the annual meeting in May. Commissioners shall, so far as possible, be regular in attendance. Attendance shall also include participation by means of communication or media equipment if all persons participating can hear each other and participate. A Commissioner's absence from three (3) regular meetings in any one (1) year shall be deemed a resignation from the Commission, unless a written petition has been received by the Chairperson of the Commission. The Commission must act upon the petition when it is received at either the next regularly scheduled meeting or the following regularly scheduled meeting. The petition must be made in writing and received by the Chairperson at least eight (8) days prior to the next regular meeting following the third absence. The petition is to request that some or all the absences be excused due to extenuating circumstances. The nature of the extenuating circumstances shall be explained. If the Commission accepts, by majority vote, all or a portion of the absences may be excused. If a petition is not received, it shall be deemed a resignation from the Commission and notice of such will be communicated to the City of Columbus. After the second missed meeting, the secretary will remind the Commissioner of the attendance policy in writing within seven (7) days after the second missed meeting. After the third missed meeting, the Secretary will remind the Commissioner in writing within seven (7) days after the third missed meeting about the need to submit a petition to the Chairperson if the Commissioner would like to maintain their position. Commissioners shall, as soon as possible, inform either the Chairperson or the Secretary, prior to the meeting, when they know they will be absent.
- G. Vacancies. The Commission shall nominate one (1) or more candidates to fill any vacancy caused by death, resignation, disqualification, or other means for the remainder of the unexpired term by letter to the Mayor pursuant C.C. 3109. Vacancies shall be filled for the unexpired term by the Chairperson within thirty (30) days of the declared vacancy, with approval by the Commissioners by majority vote.

## **Article V – Officers**

- A. The officers of the Commission shall be: Chairperson, Vice-Chairperson, Secretary and Treasurer. At the first meeting of the Commission, officers shall be elected by majority vote of the Commissioners. Thereafter, election of officers shall be at the annual meeting. Officers shall serve one (1) year, or until a successor is elected. A Commissioner may serve a maximum of three (3) consecutive terms as Chairperson. There is no limit to the number of terms a Commissioner may serve in the same office as

Vice-Chairperson, Secretary or Treasurer. Each officer shall have the right to vote on any question barring any conflict of interest (see Article VI, Section H). All officers shall be Commissioners.

- B. Chairperson. The Chairperson shall be a resident of the City of Columbus within the West Scioto Area and will preside at all meetings of the Commission; prepare the agenda for each meeting; in consultation with other Commissioners, appoint standing and special committees of the Commission; serve as an ex-officio member of all committees; coordinate the action of officer and committee chairperson; and perform other duties associated with the office as required.
- C. Vice-Chairperson. The Vice-Chairperson shall be a resident of the City of Columbus within the West Scioto Area; shall assist the Chairperson; perform all the duties of the Chairperson in his or her absence, or at the request of the Chairperson; and perform other such duties as may be assigned by the Commission.
- D. Secretary. The Secretary shall be a resident of the City of Columbus within the West Scioto Area; shall call and record roll; remind a Commissioner of his or her absences per Article IV, Section F; record and maintain accurate voting records and meeting summaries that shall be open to public examination; maintain such other records as the Commission may direct; notify the Mayor of any vacancy; perform related duties as may be assigned by the Commission; and in the absence of both the Chairperson and the Vice-Chairperson, call the meeting to order and preside until the immediate election of Chairperson pro tempore. The Secretary shall also maintain Public Records such as (emails, memos, meeting notes, minutes, etc.) that the Commission creates as the Commissioners go about Commission business. The records shall be available to the public at request.
- E. The Commission shall also abide by the City of Columbus's Record Retention schedule, which describes the dates and process for retaining and destroying documents.
- F. Treasurer. The Treasurer shall receive all funds and disburse all funds with the Commission's approval; cause all financial records of the Commission to be maintained and reported to the Commission at each regular meeting and to the City of Columbus as required; be responsible for assuring sound financial practices are maintained; and perform any other duties the Commission may require. The Commission shall provide for a reconciliation of the financial records of the accounts prior to each annual meeting.
- G. Vacancies. A vacancy in the office of the Chairperson shall be filled by the Vice-Chairperson. A vacancy in any other position shall be filled in the same manner as the original selection.

## Article VI – Meetings

- A. Regular Meetings. Regular meetings of the Commission shall be held on the third Thursday of each month at 7:00 p.m., unless otherwise directed by the majority vote of the Commission in sufficient time to notify constituents and the City Administration of such change. Each meeting shall be held in the Commission Area unless suitable facilities are unavailable. Commissioners may seek suitable facilities contiguous to the Commission Area. The facility will have an appropriately large room convenient for Commissioners and the public and will be chosen by the Commission as its regular meeting place unless otherwise specified at least fifteen (15) days prior to the meeting. Notice of the meeting with an agenda shall be published on the web site prior to changing meeting time or location.
- B. Interim Meetings. Interim meetings are held on the first Wednesday of each month at 7:00 p.m. The primary purpose of the interim meetings shall be to conduct zoning committee business. Other committees may use this date.
- C. Annual Meeting. The annual meeting shall be the first regular meeting in May.
- D. Special Meetings. Special meetings may be called by the Chairperson or by a majority of Commissioners present at any Commission meeting. The person or persons calling a special meeting shall give written notice of the special meeting's purpose, date, time, location and agenda to all Commissioners. No business will be considered at the special meeting unless it was stated when the meeting was called. Except in cases of emergency, three (3) days' notice shall be given for a special meeting. The Commission shall maintain a list of persons who have requested to be contacted prior to a Special meeting being called.
- E. All meetings shall be open to the public, and notice shall be published, when possible, at least seven (7) days in advance on the web site unless stated otherwise in these by-laws.
- F. Quorum: A majority of the current Commissioners shall constitute a quorum for conducting business.
- G. Voting: A majority of the Commissioners present and voting shall be required to approve any action. A tie vote is disapproval. The Chairperson shall state each issue in a positive form such as "The question before the Commission is," "Shall the application for \_\_\_\_\_ be approved?" and "Request approval for \_\_\_\_\_ be approved?"
- H. All votes shall be recorded, including Commissioner name and "yay" or "nay" vote.
- I. Conflict of Interest. Each Commissioner should determine for her/himself when s/he has a conflict of interest that warrants his/her recusal from participating and voting on a

particular matter before the Commission. Should a 'conflict/recusal' issue arise in an open Commission meeting, the meeting shall include full discussion, noting any motion, voting and reporting in the Minutes.

J. The order of business may be determined by the Chairperson. A suggested format is:

1. Call to Order
2. Reading and approval of previous meeting minutes
3. Invited Guests
4. Reports from officers and standing committees
5. Reports from special committees
6. Unfinished Business
7. New business
8. Program
9. Adjournment

K. The Chairperson shall recognize members of the public who wish to address the Commission concerning issues under discussion. The Chairperson shall uniformly limit debate to an equal amount of time for each side of the issue. Time limits may be set by the Commission. When appropriate, further action on the issue may be deferred to the next Commission meeting.

L. Dissenting or non-concurring reports may be filed with the Secretary by any Commissioner and shall be attached to the majority report.

M. Individual citizens or Commissioners may be asked to research a specific topic and report findings to the Commission.

N. Agenda. The agenda for each regular meeting shall set forth all matters for discussion. When possible, all matters for the agenda, including minutes and committee reports shall be submitted in writing to the Chairperson at least ten (10) days prior to a meeting. When possible, the Chair shall send all Commissioners a notice of the meeting including the agenda, minutes, and committee reports at least seven (7) days prior to the Commission meeting.

O. Discussion Limitation. Persons present at meetings who are not Commissioners shall have the right to participate in discussions of matters for consideration by Commission and the Chairperson shall recognize them for that purpose. The Chairperson shall determine the limitation of discussion.

P. Guests Speaking Time Limit. When guests are invited to speak to the Commission, time will generally be limited to fifteen (15) minutes, or at the discretion of the Chairperson.

- Q. Meeting Time Limit. Commission meetings shall be limited to not more than ninety (90) minutes unless deemed appropriate and approved by a majority of the Commissioners present.

## **Article VII – Committees**

- A. The Chairperson shall appoint Commissioners to standing committees giving due consideration to their individual preferences and subject to approval by a majority vote of the Commissioners.
- B. The Chairperson shall appoint non-Commissioners to Commission committees from recommendations by Commissioners appointed to that particular committee subject to approval by a majority vote of the Commissioners. Non-Commissioners appointed shall have full voting privileges in all proceedings of the committee to which they are appointed.
- C. Committee members shall serve at the pleasure of the Chairperson and their appointments shall expire at the next annual meeting unless extended by the Chairperson.
- D. The Chairperson shall be an ex-officio member of all committees, except the Nominating Committee and Elections Board.
- E. The Nominating Committee shall keep a list of potential candidates to recommend to the Commission for appointments and in case a vacancy occurs.
- F. After appointments are approved, the members of each committee shall select a Committee Chairperson from among the Commissioners appointed to the committee.
- G. Committees shall be formed as needed.
- H. Notice of all committee meetings and copies of all committee correspondence shall be filed with the Secretary and the Chairperson of the Commission. Committee findings that propose action or resolution shall be submitted at a regular meeting of the Commission for consideration.

## **Article VIII – Elections**

- A. The Elections Board shall consist of a minimum of three (3) Commission Area residents appointed by the Chairperson with the approval of the Commission at the regular meeting in July of each year. No individual running election night activities may be related to or have business interests with any candidate appearing on the ballot for the Commission.

- B. The Board shall appoint any necessary officers; provide for printing and distributing necessary for such as, but not limited to: petitions, ballots and tallies; receive petitions; certify persons who have qualified as candidates; locate polling places; conduct the election; tally the votes; hear and decide complaints concerning the election or campaign; and certify the winning candidates to the Commission pursuant to C.C. 3109 and the Selection Procedure, including all activities incidental thereto.
- C. Candidates for selection shall not be members of the Election Board or polling staffs in the year or years in which their names appear on the ballot.
- D. No election shall be scheduled if the number of candidates is less than the number of elected Commissioners with expiring terms.
- E. If the number of candidates is equal to the number of elected Commission expiring terms, no election shall be held and the candidates shall be considered to be elected.
- F. No write-in candidates shall be allowed.
- G. No elector shall cast more than one (1) ballot.
- H. Elections shall be by anonymous ballot and determined by plurality of vote if three (3) or more candidates vie for a single position, otherwise a majority of votes cast shall elect. Any person sixteen (16) years of age or older who is a Commission Area resident or owner of a business or property in the Commission Area may be an elector. Electors need not be registered with the Franklin County Board of Elections. The initial election shall be conducted by a Task Force. Thereafter, each election shall be conducted by the Elections Board on a Saturday in May prior to the annual May meeting or as otherwise hereafter determined by a majority vote of the Commission. Commissioners shall take office at the annual meeting.
- I. The Election Board shall adopt Election Rules for governing the elections by majority vote of its members provided such rules shall conform to these By-laws and Selection Procedure. The Election Board shall present the rules of election to the Commission for approval. Such rules shall not be changed during the ninety (90) days before an election nor thirty (30) days after an election.
  - 1. Amendment. The adoption of amendment of such Rules shall be presented to the Commission at the beginning of a regular meeting. Should the Commission not disapprove or table them prior to adjournment, such Rules take effect. The Commission may amend the Election Rules without action by the Elections Board in the same manner as an amendment of these By-laws.

## **Article IX – Amendment of By-laws**

These By-laws may be amended at any regular meeting of the Commission by an affirmative vote of two-thirds (2/3) of the Commissioners provided the amendment was submitted in writing and read at the previous regular meeting. The 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. 121.05.