

**ADMINISTRATIVE RULES  
FOR THE MAD RIVER  
TOWNSHIP  
ZONING COMMISSION**

## **Introduction**

The Zoning Commission shall be the advisory body to the Mad River Township Board of Trustees in regard to zoning, and make recommendations on all matters relative to the Zoning Ordinance upon which the Zoning Commission must act.

In its advisory capacity, the Zoning Commission may seek advice and information from the legal counsel, professional planning and zoning consultants, and/or such other sources that may be available.

The Zoning Commission shall consist of five members appointed by Mad River Township Board of Trustees. Terms shall be for five years. Any vacancy shall be filled in the same manner for the unexpired portion of the term.

The following rules of procedure are hereby adopted by the Mad River Township Zoning Commission.

## **1.0 Officers**

The Zoning Commission shall select from its membership a Chairperson, Vice Chairperson and a Clerk who will perform the usual duties pertaining to such office.

### **1.1 Selection**

At the organizational meeting, usually in January of each year, the commission will pick its officers from its membership. All officers are eligible for re-election.

### **1.2 Tenure**

The Chairperson, Vice Chairperson and Clerk shall take office immediately following their selection and shall hold office for a term of one year or until their successors are selected and assume office.

### **1.3 Duties**

#### **A. Chairperson**

The Chairperson will preside at all meetings, appoint committees and perform such other duties as may be ordered by the Zoning Commission.

The Chairman will submit the meeting attendance record to the Fiscal officer within one week after each meeting.

Within one week of after each meeting, prepare and submit a summary of annual out-of-pocket expenses associated with the above duties. Expenses to include: postage, envelopes, CD or other minutes recording media, and printed/copied pages at the rate of 5 cents per page.

#### **B. Vice Chairperson**

The Vice Chairperson shall act in the capacity of the Chairperson in his/her absence and in the event the office of the Chairperson becomes vacant, the Vice Chairperson shall succeed to his office for the unexpired term and the Zoning Commission shall select a successor to the office of Vice chairperson for the unexpired term.

#### **C. Clerk**

The Clerk will record and maintain minutes of the meetings, maintain all records and perform such other duties as the Zoning Commission may determine. The Clerk will send a draft copy of the minutes of each meeting to the Zoning Commission members and the Mad River Township board of Trustees and Fiscal Officer within 2 week after a meeting. The Clerk shall act as Chairperson in the absence of the Chairperson and Vice Chairperson.

Within one week of after each meeting, prepare and submit a summary of annual out-of-pocket expenses associated with the above duties. Expenses to include: postage, envelopes, CD or other minutes recording media, and printed/copied pages at the rate of 5 cents per page.

#### **D. Members Generally**

The remaining members are to attend scheduled meetings of the Zoning Commission and cast a yes or no vote on all seconded motions. All members should abstain from voting when the outcome of the vote could directly benefit that member; this avoids the appearance of impropriety.

## **2.0 Meetings**

The Zoning Commission meeting is on call for the first Monday of every month beginning at 7:00 p.m. at the Mad River Township Building subject to formal business to be considered. Special meetings may be called at the request of the Chairperson. Notice of the special meeting shall be sent by the Zoning Chairperson to the members seven (7) days prior to such meeting and shall state the purpose and time of the meeting via Email and/or Phone call.

## **2.1 Public**

All regular and special meetings, subcommittee meetings, hearings, records and accounts shall be open to the public, and shall comply with the ORC121.22 Public meetings-expectations.

## **2.2 Quorum**

A total of Three (3) members will constitute a quorum. Without a quorum, no business will be transacted and no official action on any matter will take place. An affirmative vote of the majority of the total number of members will be required for the exercise of the powers or functions conferred or imposed upon the Zoning Commission.

## **2.3 Order of Business**

Agenda. The Zoning Chairperson will prepare an agenda for each meeting. and send it to each commissioner at least 2 days before the meeting. The order of business shall be as follows:

- a. Call to order
- b. Roll call
- c. Approval of minutes from last meeting
- d. Organizational Considerations
- e. Old Business
- f. New Business
- g. Adjourn

## **2.4 Motions**

Motions may be made by anyone on the commission. The Chairperson will restate the motion before a vote is taken.

## **2.5 Voting**

Voting will be recorded by yes and no. Every member of the commission is required to cast a vote upon each motion. However, a member may abstain if the member believes there is a conflict of interest. A member who elects to abstain from voting shall state the reason for the

abstention at the time of voting. During the discussion of the matter under consideration, a member who plans to abstain from the voting should so inform the commission so that other commission members can properly weigh the opinions given by a member who believes a conflict of interest exists.

## **2.6 Zoning Commission Action**

Action by the Zoning Commission on any matter on which a hearing is held will not be taken until the hearing has been conducted.

## **2.7 Parliamentary Procedure**

Robert's Rules of Order, Revised, will govern the Zoning Commission meetings in all cases where these rules do not provide the procedures to be followed.

## **2.8 Minutes**

The Clerk will take minutes of the meetings of the Zoning Commission. Written (hard copy) minutes must at least include: names of attending Members, proposed and seconded motions for vote by the Zoning Commission, the votes cast by each Zoning Commission Member (including abstentions), and actions taken by the Zoning Commission. The Clerk will send a draft copy of the minutes of each meeting to the Zoning Commission members and Mad River Township board of Trustees and Fiscal Officer within 2 week after a meeting.

## **2.9 Comprehensive Zoning Hearings**

Upon the adoption of a motion, or the certification of a resolution, or the filing of an application, the zoning commission sets a date for a public hearing.

- a. The public hearing shall be not less than 20 nor more than 40 days from the date of the certification of the resolution, or the date of adoption of a motion, or the date that the application was filed.
- b. Notice of the public hearing must be given by the zoning commission by one publication in one or more newspapers of general circulation in the township at least 10 days before the date of the hearing.
- c. Legal Notice for any meeting of the Zoning Commission is to be posted on the Township website. To do this, email the Legal Notice to the Fiscal Officer with a request for its publication on the township website.

## **3.0 Meeting Attendance**

Zoning Commission members are expected to attend all regular and special meetings of the Zoning Commission. If a member will not be available for the meeting member shall notify the Zoning Chairperson prior to 6:00p.m. on the day of the meeting.

## **4.0 Amendments**

These rules may be amended at any regular or special meeting by a two-thirds vote of the members present.

## Attendance Record

**Date:** \_\_\_\_\_

Chairperson	
Co Chairman	
Clerk	
Member	
Member	

### Guest


Amendments:

1.3 Duties

A. Chairperson

Add paragraph 2: The Chairperson will submit the meeting attendance form to the Fiscal officer within one week after each meeting

Change paragraph 3: By mid-December to Within one week of after each meeting

C: Clerk

Change paragraph 2: By mid-December to Within one week of after each meeting

Remove paragraph 3: Biannually prepare and submit an end-of-year report to the Fiscal Officer. Report to include, for each meeting of the Zoning Commission during that year, a listing of the Zoning Commission members in attendance.

2.3 Order of Business

Change Clerk to Chairperson

5.0 Amendments

Section 5.0 Amendments changed to 4.0 Amendments to align with the format of the document

Add Attendance record sheet to document.

Date amendments adopted by zoning commission: January 7, 2019