

## **SOUTH LINDEN AREA COMMISSION**

St. Stephen's Community House  
The Carter Conference Room  
1500 Seventeenth Avenue  
Columbus, Ohio 43211  
(614) 294-6347

# **BY-LAWS**

## **Of Record with City of Columbus**

*(Effective September 19, 2017)*

These by-laws shall establish the order of procedures under which the South Linden Area Commission (SLAC) shall be governed.

### **ARTICLE I. PURPOSE**

The purpose shall be to upgrade living conditions by working with the citizens, businesses, government officials, churches, social services agencies, and the educational community in the area and to inform and educate the community on programs, organizations, agencies and activities that would benefit the community.

### **ARTICLE II. GEOGRAPHICAL AREA**

The geographical area shall be bounded by the center line of Hudson Avenue on the north; the railroad tracks immediately south of Bonham Avenue on the south; Interstate Route 71 on the west; and first railroad tracks east of Cleveland Avenue from Hudson Avenue south to southern boundary of the area except that between the center lines of 25<sup>th</sup> Avenue and 17<sup>th</sup> Avenue the eastern boundary shall be Joyce Avenue.

### **ARTICLE III. MEMBERSHIP OF COMMISSIONERS**

A. The Commission shall consist of thirteen (13) members, one member to be elected to represent each of the thirteen districts. The members shall be selected in accordance with Commission Election Rules and appointed in accordance with Chapter 3109 of the Columbus City Code.

1. If any district should fail to elect a commissioner at a regularly scheduled election, the commissioners from the districts who were elected at a regularly scheduled election shall, by majority vote, select a commissioner who shall be recommended to the Mayor for appointment. Such commissioner agrees to serve in an "at-will" interim capacity, having the same rights and privileges as all members of the Area Commission. "At-will" means that the appointment may be rescinded with or without cause; and without prejudice, by either said commissioner or a majority vote of the Area Commission at a regularly scheduled meeting, or special meeting. The interim period shall be for six (6) months to ensure compatibility and functionality of the Area Commission in fulfilling its purpose responsibly in accordance with City Code Chapter 3313.14 and Article I herein.
2. Such commissioner shall be referred to as an at-large commissioner. Only individuals who are either a resident, own or operate a business or are employed within the boundaries of the South Linden Area Commission shall be eligible to be appointed as an at-large commissioner. No more than three (3) at-large commissioners residing outside of the commission area boundaries shall serve on the Commission at any one time.
3. The Commissioner shall be elected for a term of two (2) years. Terms of the first session of Commissioners shall be determined by lot. Six (6) Commissioners shall serve one year; seven (7) Commissioners shall serve two years.

B. If any Commissioner should miss three(s) consecutive meetings without an excused absence, they would be considered as having resigned. If there are extenuating circumstances, the Commissioner may appeal to the Area Commission for reconsideration prior to the next meeting. On failure or absence of such appeal the Area Commission shall upon a majority vote instruct the Area Commission secretary to notify the Mayor by letter requesting that the Commissioner be removed and a replacement selected by the Area Commission for appointment by the Mayor.

1. If a Commissioner moves his/her place of residence from his/her district but remains within the South Linden area he/she shall continue to serve until his/her term expires.

*Adopted at a regular meeting of the South Linden Area Commission Effective September 19, 2017*

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2. Each member shall reserve his or her rights to express his or her personal views publicly or privately, **but no member shall represent the SLAC in an official capacity unless authorized by a majority of the Area Commission at a regular or special meeting.**

### ARTICLE IV. OFFICERS

- A. The officers will serve a term of one (1) year. Officers to be elected must be Area Commission members and shall be elected at the first meeting after election of commissioners. Officers may serve more than two (2) consecutive terms in any given elected office.
- B. **Chairperson:** The Chairperson shall preside at meetings of the Area Commission, prepare the agenda for Area Commission meetings, and in consultation with the other Commission members; and appoint standing and special committees of the Area Commission.
- C. **Vice-Chairperson:** The Vice-Chairperson shall perform the duties of the Chairperson in the Chairperson's absence, and such other duties as may be assigned by the Area Commission.
- D. **Secretary:** The Secretary shall be responsible for recording votes and recording minutes of Area Commission meetings and hearings; with such assistance as necessary; distributing minutes to Area Commission members; maintaining a file of minutes and such other records as the Area Commission may direct. The minutes of all Area Commission meetings shall be open to the public's examination.
- E. **Assistant Secretary:** The Assistant Secretary will perform the duties of the Secretary in the Secretary's absence and such other duties as may be assigned by the Area Commission.

### ARTICLE V. MEETINGS

- A. The regular meetings of the South Linden Area Commission (SLAC) shall be on the Third (3<sup>rd</sup>) Tuesday of each month (except August) at 7:00pm and shall be open to the public.
- B. Special meetings may be called by the chairperson or by a majority of members. The subject of the meeting shall be stated in the call, and only the subject for which the meeting is called shall be discussed and acted upon.
- C. A quorum shall consist of seven (7) members of the [Area] Commission.
- D. The Order of Business of SLAC meetings shall be as follows, unless otherwise directed by the majority of the SLAC:
1. Call To Order
  2. Invocation and Pledge of Allegiance
  3. Attendance Roll Call
  4. Minutes of Previous Meeting
  5. Correspondence
  6. Standing Committee Reports
  7. Special Committee Reports
  8. Old Business
  9. New Business
  10. Announcements
- E. The Chairperson may recognize members of the public who wish to address the Area Commission concerning issues under discussion. The Chairperson may set a uniform time limit of three (3) minutes for each speaker. Under new business anyone wishing to address the Area Commission shall submit a speaker's slip to the Area Commission regarding the subject matter and shall be recognized by the Chairperson.

### ARTICLE VI. COMMITTEES

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- A. Appointment of members of the SLAC to Standing Committees shall be made by the Chairperson with approval of the Area Commissioners. Appointments shall be for the term of the Chairperson.
- B. The Vice-Chairperson of the SLAC shall be an ex-officio member of all Committees, Standing and Special, with the same rights and privileges as other members of those committees.
- C. Appointment of residents and non-residents to SLAC Committees may be made by the Chairperson with approval of the Area Commission members. After appointments are approved, the members of each Committee shall select a Committee Chairperson.
- D. **The Standing Committees shall be:**
  - 1. **Special Events:** Is responsible for planning social and community activities (i.e., Christmas Parade and other special events).
  - 2. **Development and Community Planning:** Will address physical needs or changes in the community and be responsible for zoning reviews.
  - 3. **Environmental Control:** Will review such areas as, but not limited to, Public Services Performance and Environmental Blight.
  - 4. **Public Safety:** Will address problems of the community dealing with all aspects of personal safety, neighborhood safety, and children's safety. Crime awareness and recreation (facilities and their safety) would also be addressed by this committee.
  - 5. Any other special committees the Chairperson and Area Commission deem necessary to carry out the objectives of the Area Commission and the community.

### ARTICLE VII. PARLIAMENTARY AUTHORITY

The Parliamentarian will be appointed by the Chairperson with approval of the Area Commissioners. Appointment shall be for the term of the Chairperson. Except as otherwise specified, meetings of the Area Commission shall be conducted according to the latest current revision of Robert's Rules of Order.

### ARTICLE VIII. AMENDMENT

These By-Laws may be amended at a regular meeting. By-Laws may be amended after having been read at two (2) consecutive meetings. The Secretary shall certify any amendment to the City Clerk immediately after its adoption and no amendment shall take effect in less than thirty (30) days after approval by the Area Commission.

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# Rules of Election

DATE:	
HOURS:	
POLLING PLACE:	

**ELECTION COMMITTEE:**

1. The Committee shall have all necessary authority to conduct the general election, including the counting of ballots.
2. The Committee shall be composed of up to seven (7), but not less than three (3) members who are South Linden residents and who are appointed by the Area Commission at its first meeting in October of each year or any time prior to the conduct of the general elections. The Area Commission will designate one member of the Election Committee to serve as Chairperson.
3. Candidates for election to the Area Commission shall not be members of the Election Committee or polling staff in the years in which their names will appear upon the ballot for the general election.

**DUTIES OF THE ELECTION COMMITTEE:** In general, the Committee shall:

1. Determine the number of polling places and the area districts whose residents shall vote at each polling place or places.
2. Select location(s) for the polling place(s).
3. Enlist and assign volunteer workers to staff the polling place(s).
4. Obtain and distribute equipment and supplies required in the polling place(s).
5. Select a location for and equip "headquarters" for the Committee.
6. Design the form, arrange for the reproduction thereof, and distribute Candidate Application and Biographical Sketch, Statement of Candidacy and Petition for Nomination form, inclusive of the Declaration of Candidacy and Certificate of Validation for Area Commissioner.
7. Design the form, arrange for and supervise the reproduction of ballots.
8. Certify the adequacy of circulated petitions submitted by candidates and make public announcement of the names and districts of the certified candidates.
9. Make final determination of challenges of the eligibility of voters, make final determination of other questions arising during the general election process.
10. Tally the votes and certify the results to the Area Commission.
11. Make all other necessary and appropriate arrangements and determinations with respect to the nomination and election process.

**BALLOTS:**

1. The total number of ballots printed for each district shall be recorded by the Election Committee.
2. Upon each ballot there shall be prominently displayed the identifying number for the district of the candidates listed.
3. Each ballot shall carry a list, headed "Vote For One", of the names of candidates certified by the Election Committee as having been properly nominated, and with parentheses preceding each name.
4. The order of listing candidate names on the ballot of the area districts shall be determined by lot.

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5. No political party or organization other than the South Linden Area Commission (SLAC) shall be named on the ballot.

### **CANDIDATE QUALIFICATIONS:**

1. Each candidate shall be eighteen (18) years of age or older;
2. Each candidate must have no felony convictions and/or criminal record;
3. Each candidate must have a valid high school diploma or Graduate Equivalency Diploma (GED);
4. Each candidate must have lived in the South Linden Area for at least one (1) year;
5. Each candidate must be a resident of the area district for the representation of which he or she seeks to be elected at the time he or she commences circulating the Petition of Nomination; or
  - a) Own or operate a business; or be employed within the boundaries of the South Linden Area Commission; this does not allow for other individuals who may be retired and not business owners; or
  - b) Have a vested interest in the South Linden community. The term "vested interest" refers to an ongoing business or community association with the South Linden community;
6. Each candidate must file a Petition of Nomination, completed pursuant to the requirements set forth under subject heading: "Petition Qualification";
7. Each candidate must file a Petition of Nomination with the Election Committee at least fifteen (15) days prior to the general election;
8. Each candidate is not required to, in fact are urged not to, declare any political party affiliation. This general election is Non-partisan;
9. Each candidate shall be given a copy of the "Rules for Election";
10. Each "at-large" candidate must have "vested interest" in the South Linden Area Commission area and comply with paragraphs one, two, and four of heading "Candidate Qualification".

### **PETITION QUALIFICATION:**

1. Each petition shall be circulated personally by each certified candidate.
2. Each petition circulated must be completed and include a signed Affidavit at the end of the petition form prior to its submission to the election Committee.
3. Each petition must be signed by at least fifty (50) persons who are eighteen (18) years of age or older, and residing in the area district of candidacy.
4. With Proof of Disability, the Election Committee may grant exception to the requirement that a petition be circulated personally. Valid proof of disability must be in writing and on record with the Election Committee.

### **VOTER QUALIFICATION:**

1. Each voter must be eighteen (18) years of age or older.
2. Each voter must be a resident of an area district upon Election Day in the year for which the resident seeks to cast a vote.
3. Each voter must be a resident within the "South Linden" neighborhood area as described in Chapter 3315 of the Columbus City Code, at least thirty (30) days prior to Election Day.
4. Each voter shall vote only upon the ballot pertaining to the Election of a candidate in the district in which the voter resides.

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# Rules of Election

5. Each voter must present valid identification and place of residency to a polling place election volunteer who shall be designated for that purpose at the polls on Election Day.
6. Each voter shall cast ONLY One Ballot.

## **WITNESSES:**

1. A group or an individual supporting or opposing any issue or candidate on a ballot may be represented by a witness in the appropriate polling place.
2. No witness or other person shall directly or indirectly campaign for issues or candidates within a polling place.

## **POLLING STAFF:**

1. The staff for each polling place shall consist of two (2) South Linden Area residents chosen by the Election Committee
2. The polling staff chosen shall require evidence of qualifications to vote from each voter in advance of voting.
3. The polling staff shall keep a register to reflect a list of names, addresses, and area district number of those who cast ballots.
4. A presiding member of the staff of each polling place shall be designated by the Election Committee prior to the election and the committee shall set forth the authority of each presiding member.

## **COUNTING OF BALLOTS:**

1. The Election Committee shall count all ballots at its "headquarters" immediately following the conclusion of all voting and the transportation of all ballots to the "headquarters".
2. Witnesses, as heretofore described, may be present at the counting.
3. Results of the counting shall be certified by the Election Committee to the Area Commission within ten (10) days after the Election Day in each election year and shall, thereafter, be certified by the Chairperson of the Area Commission to the Office of the Mayor, 90 W. Broad Street, Columbus, Ohio 43215, within thirty (30) days after having received certification from the Election Committee.

## **RESULTS:**

1. The candidate receiving a plurality of votes cast in each district shall be the winner in his or her district.
2. In the event of a tie vote in any district, the winner shall be decided by lot only after recount of the ballots for that district.

## **SECURITY OF BALLOTS:**

1. In the polling places, each voter shall fold the ballot and hand it to one of the polling place staff for immediate deposit in a sealed ballot box.
2. Ballot boxes shall remain sealed until counting begins.
3. Counting shall begin after each ballot box is delivered by a polling place staff member to the Election Committee at its "headquarters".

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4. All voted ballots for each district shall be placed in a sealed container after counting has been completed.
5. The sealed containers shall be kept in a secure place until two (2) weeks after the Election, at which time the ballots may be destroyed under the supervision of the Election Committee.
6. Ballots not used in the Election shall be handled in the same manner as voted ballots.

## AREA DISTRICTS:

Area Districts shall be as determined and described in Attachment A, which is made part of these Rules.

## CERTIFIED CANDIDACY:

Eligible and Qualifying Candidates of Area Districts certified for the current general election shall be as determined and described in Attachments B or C, which is made part of these Rules.

# ATTACHMENT A

## The Thirteen (13) Districts Shall Be:

### DISTRICT 1

Conrail on the South, the center line of Windsor Avenue on the North, the center line of Cleveland Avenue on the West, and Conrail (old PRR) on the East.

### DISTRICT 3

The center line of Cleveland Avenue on the West, Conrail on the East, the center line of Windsor Avenue on the South, and the center line of 17<sup>th</sup> Avenue on the North.

### DISTRICT 5

The center line of Cleveland Avenue on the West, the center line of Joyce Avenue on the East, the center line of 17<sup>th</sup> Avenue on the South, and the center line of 25<sup>th</sup> Avenue on the North.

### DISTRICT 7

The center line of the alley between 19<sup>th</sup> and 20<sup>th</sup> Avenues on the South, the center line of the alley between 24<sup>th</sup> and 25<sup>th</sup> Avenues on the North, the center line of the Hamilton Avenue on the West, and the center line of Cleveland Avenue on the East.

### DISTRICT 9

The center line of 25<sup>th</sup> Avenue on the South, the center line of Hudson Avenue on the North, the center line of Cleveland Avenue on the West, and Conrail on the East.

### DISTRICT 11

The center line of Medina on the East, the center of Hamilton Avenue on the West, the center line of the alley between 24<sup>th</sup> and 25<sup>th</sup> Avenues on the South, and the center line of Hudson Street on the North.

### DISTRICT 13

### DISTRICT 2

I-71 on the West, the center line of Cleveland Avenue on the East, the center line of the alley between 13<sup>th</sup> and 14<sup>th</sup> Avenues on the North, and Conrail on the South.

### DISTRICT 4

The center line of Cleveland Avenue on the East, I-71 on the West, the center line of the alley between 13<sup>th</sup> and 14<sup>th</sup> Avenues on the South, and the center line of the alley between 16<sup>th</sup> and 17<sup>th</sup> Avenues on the North.

### DISTRICT 6

The center line of Cleveland Avenue on the East, I-71 on the West, the center line of the alley between 16<sup>th</sup> and 17<sup>th</sup> Avenues on the South, and the center line of the alley between 19<sup>th</sup> and 20<sup>th</sup> Avenues on the North.

### DISTRICT 8

I-71 on the West, the center line of Hamilton Avenue on the East, the center line of the alley between 19<sup>th</sup> and 20<sup>th</sup> Avenues on the South, and a straight line along the northern property line of Hamilton Elementary School extending from the service road westerly to I-71 on the North.

### DISTRICT 10

The center line of Cleveland Avenue on the East, the center line of Medina on the West, the center line of the alley between 24<sup>th</sup> and 25<sup>th</sup> Avenues on the South and the center line of Hudson Avenue on the North.

### DISTRICT 12

The center line of Hamilton Avenue on the East, the center line of Grasmere on the West, a straight line along the northern property line of Hamilton Elementary School extending from the service road westerly to I-71 on the South, and the center line of Hudson Avenue on the North.

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The center line of Grasmere on the East, I-71 on the West, the center line of Hudson Avenue on the North, and the South boundary will be as that extended line for the northern boundary of District 8.