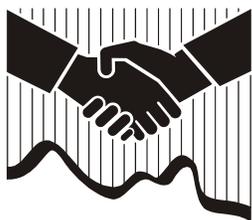


# **BY-LAWS**

**Adopted March 22, 2001  
Amended December 2, 2002**



**Planning Partnership**

HAMILTON COUNTY  
Regional Planning Commission

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# BY-LAWS



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## **ARTICLE I. MISSION OF THE PLANNING PARTNERSHIP**

The mission of the Planning Partnership is to bring together public, private, and civic sector organizations engaged in community planning in Hamilton County so that mutual goals related to physical, economic and social issues can be planned for comprehensively and achieved collaboratively.

## **ARTICLE II. MEMBERS OF THE PLANNING PARTNERSHIP**

Section 1. The initial members of the Planning Partnership, who shall be “Jurisdiction Members” shall be each political jurisdiction in Hamilton County, Ohio, that pays to the Hamilton County Regional Planning Commission such political jurisdiction’s annual membership assessment in accordance with Ohio Revised Code Section 713.21 and the Resolution of Cooperation reestablishing the Hamilton County Regional Planning Commission and establishing the Planning Partnership.

Section 2. Future members of the Planning Partnership may include civic and private sector organizations as well as other public sector organizations, who, if accepted as permitted in Section 3 of this Article II, shall be “Associate Members”.

Section 3. To become an Associate Member, a civic, private or other public sector organization must be approved by the Executive Committee. Upon approval as an Associate Member, only one individual may be appointed to represent the Associate Member. If a civic, private, or other public sector organization desires to be an Associate Member, such organization shall present an application in form as approved by the Membership Committee, along with the applicable fee to the Membership Committee. The Membership Committee shall then prepare a report and a recommendation for the Executive Committee to consider in determining whether to approve the admission of the designated organization as an Associate Member. In making its determination, the Executive Committee shall consider, among other information presented to it, whether the particular organization seeking to become an Associate Member supports the mission of the Planning Partnership.

## **ARTICLE III. LEADERSHIP OF THE PLANNING PARTNERSHIP**

Section 1. The leadership of the Planning Partnership shall be residents of Jurisdiction Members, but not of Associate Members, and shall consist of a Chairperson, a Chairperson-Elect and a Vice-Chairperson, except as otherwise provided herein.

(a) During the initial year of the Planning Partnership, a municipal resident (exclusive of the City of Cincinnati) shall serve as Chairperson, a Township resident shall serve as Chairperson-Elect, and a Cincinnati resident shall serve as Vice-Chairperson. The Chairperson, the Chairperson-Elect and the Vice-Chairperson shall be subject to election on an annual basis at the Annual Meeting. For each and every year after the initial year, the Chairperson, the Chairperson-Elect and the Vice-Chairperson shall rotate in their roles on an annual basis, such that in the second year, a Township resident shall serve as Chairperson, a Cincinnati resident shall serve as the Chairperson-Elect, and a municipal resident (exclusive of the City of Cincinnati) shall serve as the Vice-Chairperson. In the third year a Cincinnati resident will serve as Chairperson, a municipal resident (exclusive of the City of Cincinnati) will serve as Chairperson-Elect, and a Township resident will serve as Vice-Chairperson. The described rotation shall continue for the duration of the Planning Partnership.

(b) If the City of Cincinnati is not a current Jurisdiction Member, then there shall be no Vice-Chairperson until such time as the City of Cincinnati shall again be a Jurisdiction Member.

Section 2. The residents of Jurisdiction Members who shall possibly serve as a Chairperson, Chairperson-Elect or as the Vice-Chairperson shall be determined by the Nominating Committee, or may be nominated from the floor at the Annual Meeting.

Section 3. The Jurisdiction Members shall select the Chairperson, Chairperson-Elect and the Vice-Chairperson from the nominees presented by the Nominating Committee or from the floor at the Annual Meeting.

Section 4. The duties of the Chairperson shall include, but not be limited to, chairing the meetings of the Planning Partnership and serving as the person most responsible for public communications and public appearances on behalf of the Planning Partnership.

Section 5. The duties of the Chairperson-Elect shall include, but not be limited to, chairing the meetings of the Executive Committee and serving as the person most responsible for overall administration of the daily activities of the Planning Partnership.

Section 6. The duties of the Vice-Chairperson shall include, but not be limited to exercising the functions of the Chairperson or the Chairperson-Elect in case of absence or disability.

Section 7. The Executive Director of the Hamilton County Regional Planning Commission, or designated staff, shall serve as “Secretary” of the Planning Partnership and the Executive Committee. The duties of the Secretary shall include, but not be limited to maintaining custody of the records of the Planning Partnership, keeping the minutes of all meetings, including meetings of the Executive Committee, and such other powers and duties as the Executive Committee may prescribe.

**ARTICLE IV. COMMITTEES OF THE PLANNING PARTNERSHIP**

Section 1. The purposes of the committees shall be to gather information, provide forums for the exchange of information and ideas, to carry out directives, and to make recommendations to the Executive Committee and the Planning Partnership related to achieving the mission and goals of the Planning Partnership.

Section 2. The following committees shall be the initial committees of the Planning Partnership:

(a) Executive Committee:

(i) The function of the Executive Committee shall be to

1. Review and dispose of routine administrative matters not warranting full membership attention.
2. Assist the officers in developing and initiating activities to achieve the mission and goals of the Planning Partnership.
3. Assist the officers in coordinating committee activities.
4. Perform any other functions delegated to it by the Planning Partnership.

(ii) The members of the Executive Committee shall be the Chairperson, the Chairperson-Elect, the Vice-Chairperson and all of the chairpersons of the various committees of the Planning Partnership.

(b) Nominating Committee:

(i) The function of the Nominating Committee shall be to study the leadership requirements and needs of the organization and select nominees who have the experience and qualities that meet the needs of the Planning Partnership.

(ii) The members of the Nominating Committee shall be appointed by the Executive Committee.

(c) Membership Committee:

(i) The function of the Membership Committee shall be to develop and implement strategies for expanding and retaining membership to include all jurisdictions in Hamilton County and to include other public, private and civic sector organizations engaged in planning in or adjacent to Hamilton County.

(ii) The members of the Membership Committee shall be appointed by the Executive Committee.

- (d) Organizational Strategy Committee:
  - (i) The function of the Organizational Strategy Committee shall be to develop the strategic plan for achieving the mission and goals of the Planning Partnership.
  - (ii) The members of the Organizational Strategy Committee shall be appointed by the Executive Committee
- (e) Governance/By-Laws Committee:
  - (i) The function of the Governance/By-Laws Committee shall be to draft rules and procedures necessary for the proper conduct of the affairs of the Planning Partnership.
  - (ii) The members of the Governance/By-Laws Committee shall be appointed by the Executive Committee.
- (f) Program Committee:
  - (i) The function of the Program Committee shall be to develop programs to meet the needs of Jurisdiction Members and coordinate regular and special meetings of the Planning Partnership.
  - (ii) The members of the Program Committee shall be appointed by the Executive Committee.

Section 3. “Other Committees”: The Executive Committee may create such other committees as it shall deem appropriate, necessary, or convenient and may delegate to such committees any of its powers except the power to fill vacancies or alter the By-Laws. Such committees shall be subject to the control and direction of the committee chairperson and the act of the majority of the members of the committee present at a meeting at which a quorum is present shall be the act of the committee.

## **ARTICLE V. MEETINGS**

Section 1. Annual Meetings of the Jurisdiction Members shall be held on or before the first Monday of April of each calendar year at such time as the Executive Committee shall fix.

Section 2. Annual Meetings of the Jurisdiction Members shall be held at such place within or without the State of Ohio as the Executive Committee shall fix.

Section 3. Notice of the time and place of the Annual Meeting of the Jurisdiction Members for each calendar year shall be given by the Executive Committee to each of the

Jurisdiction Members, not less than twenty-one (21) days prior to the Annual Meeting. The agenda and any items or other information to be reviewed by the Jurisdiction Members in preparation for the Annual Meeting shall be forwarded not less than fourteen (14) days prior to the Annual Meeting.

Section 4. A majority of the Jurisdiction Members must be present at the Annual Meeting to constitute a quorum. A quorum must be present at all times to conduct the business of the meeting and to act upon the motions, resolutions and other matters addressed at the Annual Meeting.

Section 5. The Order of Business at the Annual Meeting shall be as follows:

- (a) Call meeting to order.
- (b) Pledge of Allegiance to Flag.
- (c) Roll call of Officers.
- (d) Approval of Minutes of previous meeting.
- (e) Reports of Committees.
- (f) Old Business.
- (g) New Business.
- (h) Speaker(s).
- (i) Good of the Order.
- (j) Adjournment.

Section 6. Meetings of the Executive Committee shall be held at such time as the Executive Committee shall fix.

Section 7. Meetings of the Executive Committee shall be held at such place within or without the State of Ohio as the Chairperson of the Executive Committee shall fix.

Section 8. Notice of the time and place of a Meeting of the Executive Committee shall be given by the secretary of the Executive Committee to each of the members of the Executive Committee.

Section 9. Meetings of all other Committees of the Planning Partnership shall be called and held at such place and time as shall be determined by the majority of the members of the Committee in question.

Section 10. Special meetings may be called at anytime by the Executive Committee.

## **ARTICLE VI. VOTING**

Each representative of each Jurisdiction Member of the Planning Partnership, excluding Associate Members who shall not be entitled to vote, shall be entitled to one (1) vote. The Planning Partnership shall act by a majority vote of those representatives of the Jurisdiction Members present at a duly called meeting at which a quorum is present.

## **ARTICLE VII. STANDING RULES**

Section 1. Decisions of the Planning Partnership will be guided by The Standard Code of Parliamentary Procedure, by Alice Sturgis.

Section 2. Minutes will be kept for all meetings. At each meeting the chairperson of the meeting shall determine a person to record the minutes of the meeting and the chairperson and said person shall be responsible for assuring that the minutes of the meeting are delivered, within five (5) days after each meeting, to the Executive Director of the Hamilton County Regional Planning Commission for consolidation and safekeeping.

## **ARTICLE VIII. AMENDMENTS**

Section 1. The power to alter, amend, or repeal the By-Laws or to adopt new By-Laws is vested in the Jurisdiction Members.

Section 2. All amendments shall be adopted or rejected only at an Annual Meeting or at a Special Meeting. Additionally, amendments may be adopted or rejected through the use of a mail ballot process administered by the Executive Director of the Hamilton County Regional Planning Commission.

Section 3. Each amendment shall only be effective as specified in the motion or resolution adopting the amendment.

## **ARTICLE IX. FRIENDS OF THE PLANNING PARTNERSHIP**

Section 1. To further the mission of the Planning Partnership, and in recognition of the desires of certain individuals to support the mission of the Planning Partnership, and in recognition of the benefits to having such support, the Planning Partnership, by this Article IX, establishes the affiliation of "Friend" of the Planning Partnership.

Section 2. The affiliation Friend shall be available to any individual who wants to make a financial contribution to the Planning Partnership or otherwise indicate their support of the mission of the Planning Partnership.

Section 3. To become a Friend, an individual must be approved by the Membership Committee. If an individual desires to be a Friend, the individual shall present an application in form as approved by the Membership Committee. In making its determination, the Membership Committee shall consider, among other information presented to it, whether the particular individual seeking to become a Friend supports the mission of the Planning Partnership.

Section 4. Although no application fee shall be required of any Friend to be affiliated with the Planning Partnership, each Friend shall be requested to make an annual donation to the Planning Partnership.

[Article IX adopted on December 2, 2002]