

MILO-GROGAN AREA COMMISSION BY-LAWS

These By-Laws establish the procedure under which the Milo-Grogan Area Commission shall execute those duties and functions set forth in and with authority granted under Chapter 3109 of the Columbus City Codes (hereinafter abbreviated as “C.C.”).

Article I. Name

The name of this organization shall be the Milo-Grogan Area Commission, herein referred to as the “Commission”.

Article II. Milo-Grogan Area

The area served by the Commission shall be all incorporated areas of the City of Columbus, bounded on the north by Eleventh Avenue to Interstate 71, then south to and easterly along the east-west Conrail tracks which lie south of Bonham Avenue; on the east by north-south Conrail tracks which lie east of Cleveland Avenue; on the south by the east-west Conrail tracks north of the Interstate 670 corridor; and on the west by the north-south Conrail tracks which lie west of Cleveland Avenue.

Article III. Milo-Grogan Area Citizens

A Milo-Grogan Area Citizen is any person who lives, works, owns a business, or owns property in the Milo-Grogan District, herein referred to as a “MGA Citizen.”

Article IV. Purpose

1. **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 by performing those functions and duties set out in C.C. 3109.
2. **The Commission shall not endorse any candidate** for public office or any issue up for public vote.

Article V. Commissioners

1. **Commissioners:** There shall be eleven (11) Commissioners on the Commission. Each Commissioner shall be a MGA Citizen for a minimum of one (1) year, be duly appointed by the Mayor with the concurrence of Council as specified in C.C. 3109, and serve without compensation.
2. **Terms:** A Commissioner’s normal term shall be three (3) years. All terms shall expire on the last day of the same month in different years; however, a Commissioner may continue to serve beyond term expiration until a successor is appointed. In the event that more than one Commissioner is eligible to serve beyond term expiration, the remaining Commissioners present will determine by vote at the Annual Meeting which Commissioner(s) will remain seated. Terms shall be staggered so as to maintain continuity of experienced representation.
3. **Representation:** No Commissioner shall represent the Commission in its official actions before any other public body or official, except as specifically authorized by the

Commission. This shall not be construed as a restriction upon the right of individual Commissioners to represent their own views before public or private bodies, whether in agreement or disagreement with the official actions of the Commission. Any Commissioner who has violated this rule (as determined by two-thirds (2/3) vote by the remaining Commissioners present) shall be officially warned of this violation. Further violation (as determined by a two-thirds (2/3) vote of the entire Commission) shall be communicated by letter to the Mayor requesting that said Commissioner be removed from office. Upon approval by the Mayor, the Secretary shall notify the City Clerk and the Department of Development of the removal of the Commissioner.

4. **Disqualification:** Commissioners shall maintain their MGA Citizenship. Failure of a Commissioner to maintain his or her MGA Citizenship shall be reported immediately to the Secretary and shall be deemed a resignation. The Secretary shall send a letter to the Mayor requesting that said Commissioner be removed from office. Upon approval by the Mayor, the Secretary shall notify the City Clerk and the Department of Development of the removal of the Commissioner.
5. **Attendance:** Commissioners shall so far as possible be regular in attendance. A Commissioner's absence from three (3) consecutive Regular Meetings or from a total of four (4) Regular Meetings in any one year shall be deemed resignation from the Commission. Unless two-thirds (2/3) of those Commissioners present determine that extenuating circumstances justify that Commissioner's continuing to hold his or her position, notice of such absence shall be communicated by letter to the Mayor requesting that said Commissioner be removed from office. Upon approval by the Mayor, the Secretary shall notify the City Clerk and the Department of Development of the removal of the Commissioner. As a courtesy the Secretary shall remind such Commissioner of this provision after his or her second consecutive absence or third absence in a year.
6. **Vacancy:** The Commission shall nominate one or more candidates to fill any vacancy that occurs prior to the General Election for the remainder of the un-expired term. An announcement of said vacancy shall be made at the upcoming Regular Meeting with a request for nominations to be submitted by the next Executive Committee Meeting. Vote by the Commissioners shall be held at the following Regular Meeting. The Commission shall, by letter, notify the Mayor, the City Clerk, and the Department of Development of the new Commissioner(s) who will fill the vacancy(ies) (pursuant to C.C. 3109.10).

Article VI. Officers

The Officers of the Commission shall be Chairperson, Vice-Chairperson, Secretary, Treasurer, and Sergeant-at-Arms. The election of Officers shall be at the Annual Meeting and shall be elected by a majority vote of the Commissioners present. Officers shall serve a two (2) year term, or until a successor is elected, and no Commissioner shall serve more than two (2) two (2) year terms consecutively in the same office. Each Officer shall have the right to vote on any question. No Commissioner serving in his/her first nine (9) months shall be eligible to run for the position of officer.

1. **The Chairperson** shall preside at all meetings of the Commission; in consultation with and with the approval of the Commission, appoint Standing and Special Committees of the Commission; serve as an ex-officio member of all committees; coordinate the actions of Officers and Committee Chairpersons; and perform other duties associated with the office as required.

2. **The Vice-Chairperson** shall assist the Chairperson; perform the duties of the Chairperson in his or her absence; and perform such other duties as may be assigned by the Commission.
3. **The Secretary** shall call and record the roll; remind of absences per Article V., Section 5.; record and maintain accurate voting records and meeting summaries which will 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 or at his or her discretion nominate a Chairperson Pro Tempore.
4. **The Treasurer** shall receive all moneys and approve all payments with approval of the Commission in accordance with the annual budget; maintain an accounting of all city funds expended; prepare a quarterly financial report, which is to be distributed to all Commissioners; prepare and present an annual budget for the Commission; and in the absence of the Chairperson, the Vice-Chairperson, and the Secretary, call the meeting to order and preside or at his or her discretion nominate a Chairperson Pro Tempore.
5. **The Sergeant-at-Arms** shall at the request of the presiding officer, assure the maintenance of order at Regular Meetings. He or she shall have the authority to cause unruly or disorderly persons to be removed from said meetings and shall exercise good judgment and discretion in implementing measures to assure the safety of Commissioners and other attendees of Commission meetings. The Sergeant-at-Arms shall appoint a Deputy from the membership of each Standing and Special Committee and the same shall be charged with the responsibility for order and security in the respective committee meetings, pursuant to the directions of the Sergeant-of-Arms. In the absence of the Sergeant-at-Arms or any Deputy from a Commission or committee meeting, the person presiding may appoint a Commissioner or any committee member Sergeant-at-Arms, pro tempore, and the same shall serve as such until the conclusion of the meeting.
6. **Removal of a Committee Chairperson or a Commission Officer**
 - a. Relative to the Committee Chairperson of any committee, the process shall be as follows:
 - 1) The selected Committee Chairperson of any committee may be requested to step down as the Committee Chairperson of that committee by a) the Commission Chairperson or b) a member of that committee.
 - 2) The selected Committee Chairperson of any committee may be voted out as the Committee Chairperson of that committee by a) a two-thirds (2/3) vote of that committee's members, or b) upon the recommendation of the Commission Chairperson with a majority vote of the Commissioners present, or c) by the entire Commission with a two-thirds (2/3) vote of the Commissioners present.
 - 3) At any time before voting by the entire Commission, for the purpose of removing a selected Committee Chairperson, that selected Committee Chairperson may resign the chair.
 - b. Relative to a Commission Officer, the process shall be as follows:
 - 1) Proposed removal of an Officer shall be in writing and signed by at least one-third (1/3) of the Commissioners.
 - 2) Said letter shall be submitted at an Executive Committee Meeting for inclusion on the Regular Meeting agenda and a Special Meeting shall be scheduled. The Special Meeting shall be announced at the Regular Meeting.
 - 3) At the Special Meeting, the entire Commission shall vote, either present or by proxy. A two-thirds (2/3) vote of the entire Commission shall be required for officer removal.

- 4) At any time before voting by the entire Commission, for the purpose of removing a selected Commission Officer, that selected Commission Officer may resign the office.

Article VII. Meetings

1. **Regular Meetings** of the Commission shall be held at 7:00 p.m., on the second (2nd) Tuesday of each month. Each meeting shall be held in the Commission Area in an appropriate, large room convenient for Commissioners and the public and chosen by the Commission as its regular meeting place. Changes in meeting location and/or time may be directed by majority vote of the Commission and specified at least fifteen (15) days prior to the meeting. Notice of the meeting with an agenda shall be published in the City Bulletin prior to changing the meeting time or location. Written minutes must be prepared for each meeting. Minutes of the prior Regular Meeting must be distributed before convening each Commission meeting.
2. **The Annual Meeting** shall be the Regular Meeting in November at which time new Commissioners will be seated, Commissioners may be asked to serve past term, new officers will be elected, and annual reports will be received from Officers and committees.
3. **Special Meetings** may be called by the Executive Committee, the chairperson, or by a majority of the Commissioners in a Regular or Special Meeting. The meeting's purpose, date, time, and location shall be announced (per Article VII., Section 4.). No business will be considered at a Special Meeting unless it was announced, except in cases of emergency.
4. **All Meetings** shall be open to the public, and notice shall be published seven (7) days in advance in a newspaper of general circulation in the Commission area or by any other means possible and shall be the responsibility of the Public Relations Committee.
5. **Quorum:** A majority of the total number of potential Commissioners (per Article V., Section 1.) shall constitute a quorum for conducting business. Should the number of Commissioners fall below a level at which quorum can be attained due to disqualification, vacancy, or resignation, then the remaining Commissioners may accept resignations and fill vacancies as necessary to restore a quorum (per Article V., Section 6.).
6. **Voting:** A majority of 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 (request, proposal) for _____ be approved?"
7. **The Order of Business** for meetings shall be:
 - a. Call to Order (Quorum present)
 - b. Opening Prayer
 - c. Roll Call
 - d. Approval of Past Minutes
 - e. Distribution of Meeting Protocol and Recognition of the Acting Sergeant of Arms
 - f. Honored Guests' Presentations
 - g. Reading of New Correspondence
 - h. Standing Committee Reports
 - i. Special Committee Reports
 - j. Reports of Officers

- k. Reports of Attendees to City Council
 - l. Reports of Liaison(s) to Other Commissions, Community Organizations, or Other Groups
 - m. Unfinished Business
 - n. New Business
 - o. New Officer Elections [Annual Meeting only]
 - p. Committee Member Appointments
 - q. Open Forum (subject to time limitations)
 - r. Adjournment
 - s. Closing Prayer and Refreshments (if available)
8. **The Chairperson** shall recognize members of the public who wish to address the Commission concerning issues under discussion. The Chairperson may uniformly limit debate to an equal amount of time for each side of an issue; and when appropriate, the issue may be referred by the Chairperson to the proper Committee for action and report at the following Commission meeting. Members of the public must adhere to the **Rules for Non-Commissioner Attendees at Regular Commission Meetings**. The following rules shall be enforced by the Chairperson and the acting Sergeant of Arms:
- a. Individuals desiring to speak must come forward to the podium.
 - b. Each person may speak twice and may speak on one topic only each time.
 - c. Each person may speak for a maximum of three (3) minutes each time. Commissioners are requested to limit their comments to three (3) minutes; however, they are not limited to topic.
 - d. The acting Sergeant of Arms shall give a two and a half (2 ½) minute warning.
 - e. Topics may be referred by the Chairperson to a Committee Chairperson. Commissioners and Committee Chairpersons will be available after the meeting.
 - f. As a reminder, agenda items must be submitted to the Secretary prior to or on the last Monday of each month at the Executive Committee Meeting for consideration and placement on the next Regular Meeting's agenda.
 - g. Any additional topics to be addressed must be submitted along with the individual's name to the Sergeant of Arms for inclusion in Open Forum.
 - h. Open Forum shall be subject to time limitations.
9. **Dissenting or Non-Concurring Reports** may be filed with the Secretary by any Commissioner and shall be attached to the majority report.
10. **The Executive Committee Meeting** shall be open to the public and held the last Monday of each month at 7:00 p.m. The Executive Committee Meeting shall be the deadline for adding agenda items to the Regular Meeting agenda.

Article VIII. Committees

- 1. **The Chairperson** shall appoint Commissioners to serve as Chairpersons of the Standing Committees giving due consideration to their individual preferences and subject to approval by a majority vote of the Commissioners.
- 2. **The Chairperson of a Standing Committee** shall appoint the members of that Standing Committee, who may be Commissioners or Non-Commissioners, subject to approval by a majority vote of the Commissioners present. Non-Commissioner appointees shall have full voting privileges in all proceedings of the committee to which they are appointed.
- 3. **The Committee Chairpersons** are considered authorized by the Commission to speak on behalf of the Commission in the sole pursuit of their Committee's objectives.

4. **Committee Members** shall serve at the pleasure of the Committee Chairperson and their appointments shall expire at the next Annual Meeting.
5. **The Chairperson** shall be an ex-officio member of all committees, Standing and Special.
6. **The Standing Committees** and their responsibilities shall be:
 - a. **The Executive Committee:** All Commissioners and Committee Chairpersons shall serve as the Executive Committee to prepare the agenda for Commission meetings, determine the date and time of any special meetings, and plan the direction and scope of Commission activities.
 - b. **The Planning Committee** shall review existing pertinent area plans; supervise any intern for the area, if any; and recommend guidelines for the comprehensive economic, commercial, and physical development of the Commission area. The Committee shall examine proposed local legislation; monitor the implementation of approved plans; and shall develop means for citizen participation in planning which substantially affects the Commission area.
 - c. **The Zoning and Code Enforcement Committee** shall regularly receive, review, and make recommendations to the Commission on all applications for rezoning, variance, or special permit and zoning appeals pertaining to property wholly or partially within the Commission area based on comparison to the Comprehensive Plan and pertinent area plans, if any.
 - d. **The Community Services Committee** shall promote the active cooperation of all segments of the Commission Area, including residents, organizations, associations, businesses, and institutions.
 - e. **The Public Services Committee** shall review the adequacy and operation of public services provided by the City and other public agencies to the Commission Area, and recommend priorities and improvements of the same.
 - f. **The Parks and Recreation Committee** shall review the adequacy and operation of the parks and recreation services provided by the City and other public agencies, and recommend priorities and improvements of the same. In addition, this committee shall recommend community-wide events such as parades or special events to aid in the development of community identity.
 - g. **The Public Relations Committee** shall conduct all public relations activities, including, but not limited to: establishing media contacts; advertising the existence of the Commission to the area; coordinating news releases, newsletters, and correspondence, and any other duties as requested by the Commission. The Committee shall report monthly as to the means used for meeting notification.
 - h. **Historic Research and Preservation Committee** shall encourage and support historic and preservation issues within the area and research and document the physical and social history of the area. Requests for demolition shall be reviewed and monitored by the committee and recommendations shall be made to the Commission.
 - i. **The Selection and Rules Committee** shall review and recommend any amendments to the By-Laws and shall recommend MGA Citizens for nomination to fill vacancies on the Commission. The Chairperson of this Committee shall act as Parliamentarian of the Commission.
7. **Special Committees:** A Special Committee may be established for a specific purpose by the Chairperson or by majority vote of the Commission at any meeting. The size, powers, and the duties of any Special Committee shall be specified in the creating resolution. Membership may be accorded to Commissioners or to Non-Commissioners. Special

Committees may be terminated by conditions set forth in the initiating action, or by a subsequent majority vote of the Commission.

8. **Notice** of all committee meetings and copies of all committee correspondence shall be filed with the Secretary and Chairperson of the Commission. Committee findings that propose action or resolution shall be submitted to the Secretary for inclusion in the agenda of a Regular Meeting of the Commission for consideration.

Article IX . Elections

1. **The Elections Board** shall consist of a minimum of five (5) MGA Citizens who have been MGA Citizens for at least one (1) year and who are appointed by the Chairperson with the approval of the Commission at the Regular Meeting in May of each year.
2. **The Board** shall appoint any necessary Officers; provide for printing and distributing necessary forms 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, the Mayor, the City Clerk, and the Department of Development, pursuant to C.C. 3313.08 and all other activities incidental thereto.
3. **Candidates** for selection shall not be members of the Elections Board or polling staffs in the year in which their names appear on the ballot.
4. **Elections** shall be by secret ballot and determined by plurality vote. Any MGA Citizen eighteen (18) years of age or older may be an elector. The Elections Board shall conduct each election on the third Saturday in September. Members shall take office at the next Annual Meeting.
5. **Election Rules** are included in these By-Laws:

MILO-GROGAN AREA COMMISSION ELECTION RULES

- I. General Provisions
 - A. "Board" shall mean the Elections Board of the Milo-Grogan Area Commission.
 - B. Where not otherwise specified, all filings or actions shall be done at the Headquarters of the Board.
 - C. When a date is set as a deadline, and that date falls on a Sunday, then the deadline shall be the following Monday at 4:30 p.m.
- II. The Elections Board
 - A. The Board shall be composed of five (5) persons who are MGA Citizens and have been for a minimum of one (1) year. A Milo-Grogan Area Citizen ("MGA Citizen") is any person who lives, works, owns a business, or owns property in the Milo-Grogan District (per Article III.). The Board shall be appointed by the Commission at the Regular Meeting in May of each year, one of whom the Commission will designate as Chairperson.
 - B. Candidates for the Commission shall not be members of the Board or Polling Staff in the year in which their names appear on the ballot for election.

- C. The Board shall have all necessary Authority to conduct the election including the counting of ballots.

III. Elections Board Duties

- A. The Board shall select a location and equip a Headquarters for the Board.
- B. The Board shall prepare and distribute to each prospective Candidate for Commissioner a petition paper, which shall include the following:
 - 1. The name of the candidate in bold print at the top of the petition.
 - 2. Space for a minimum of twenty-five (25) persons qualified to vote for the Candidate. Each line shall provide space for the printed name, home address, business address, and/or address of property owned in the Commission District, phone number, signature, and date.
 - 3. The petition shall conclude with an affidavit which contains the following statement: "Enter Name Here - (Candidate Must Be the Signer of the Affidavit) states that he or she is the circulator of this petition, that he or she did witness each and every signature, and he or she will observe the Election Rules and the By-Laws of the Milo-Grogan Area Commission."
 - 4. Petitions shall be made available on or before the first Saturday in August and returned no later than the last Saturday in August.
 - 5. No Candidate who fails to bring in the necessary signatures shall be allowed to run.
- C. The Board shall certify the validity of the circulated petitions, notify the Candidate(s) of petition certifications, and make public announcement of the names of certified Candidates no later than the first Saturday of September.
- D. The Board shall select the location of the poll(s).
- E. The Board shall devise the ballot format as follows:
 - 1. Each ballot shall list all Candidates who have filed valid petitions.
 - 2. Each ballot shall have a bold head "Vote for x of y Candidates," x being the number of seats open and y being the number of Candidates.
 - 3. No political party or organization other than the Commission shall be named on the ballot.
 - 4. The Board shall ensure that all ballots are properly accounted for after printing; recording the total printed, used, spoiled, and remaining.
- F. The Board shall enlist and assign volunteer workers to staff polling places and obtain equipment and supplies.
- G. The Board shall tally the votes and certify the results to the Commission at the following Commission Meeting and hold the results for twenty (20) days to resolve all challenges.
- H. The Board shall make final determination with regard to the eligibility of voters, handle the final determination of challenges of cast ballots, handle the final determination of all other questions arising during the election process, and make final determination of all election challenges.

IV. Candidate Qualifications

- A. Each Candidate shall be eighteen (18) years of age or older. Valid documentation may be required.
- B. Each Candidate shall be a MGA Citizen for a minimum of one (1) year (per Article V., Section 1.).

- C. Each Candidate must file a nominating petition completed pursuant to the following requirements.
 - 1. Each petition must be signed by at least twenty-five (25) persons eighteen (18) years of age or older who are MGA Citizens (per Article III.).
 - 2. The petitions shall be circulated personally by the Candidate. The Board may grant exception to this requirement for disability demonstrated by the Candidate, but notice must be in writing.
 - 3. Each Candidate must complete and execute the affidavit at the end of the petition prior to its submission to the Board.
- D. No party or name of organization other than the Milo-Grogan Area Commission shall be used by any Candidate.
- E. Each Candidate shall be given a copy of these Election Rules.

V. Voter Qualifications

- A. Each voter must be eighteen (18) years of age or older and must be a MGA Citizen.
- B. No voter shall cast more than one ballot.

VI. Conduct of Elections

A. Rules for Campaigning:

- 1. No party or name of organization shall be used by any Candidate.
- 2. Campaigning shall begin no earlier than the last Saturday of August.
- 3. Campaign literature shall be regulated as follows:
 - a. Campaign literature may include only the Candidates' name, home address, place of employment or business, and/or Candidates' positions on community issues.
 - b. Campaign literature shall contain no derogatory statements or personal attacks on other Candidates.
 - c. Campaign literature shall be submitted to the Elections Board prior to distribution for its review, no earlier than the 28th of August and no later than fourteen (14) days prior to Election Day.
 - d. Any objections by the Board to campaign literature should be stated in writing by the Board and returned to the Candidate.
 - e. Campaign literature shall be considered accepted by the Board if the Board has taken no action within seven (7) days of Election Day or within seven (7) days from submission, whichever occurs first.
- 4. No Candidate shall expend more than \$100.00 for campaign purposes, including in-kind contributions.
- 5. Each Candidate shall file a finance report listing all contributions, including in-kind contributions and expenditures, within seven (7) days of Election Day.
- 6. All posters or other flyers shall be removed no later than the Wednesday following Election Day.

B. Voting

- 1. The polls shall be open from 10:00 a.m. until 2:00 p.m.
- 2. Each poll shall have ballots available.
- 3. Each poll shall be supplied with a sealed Ballot Box and a register.
- 4. Persons shall vote by:

- a. Printing their name, home address, place of employment or business, and/or address of property owned on the register and signing it.
 - b. Placing X marks on the ballot in the box of the Candidates they support.
5. The poll shall require evidence of voters' qualifications as necessary and as determined by the Board.
 6. No person may cast more than one ballot.
 7. Candidates may appoint in writing a witness to view the voting. NO person may campaign for his/her Candidate within one hundred (100) feet of the polling place.
 8. Absentee Ballots are to be addressed as follows:
 - a. Any person may vote absentee by requesting in writing an Absentee Ballot accompanied by a self-addressed stamped envelope to the Board within fourteen (14) days of Election Day. Ballot must be received before 2:00 p.m. on Election Day. Mailing instructions shall accompany ballot.
 - b. Absentee Ballots shall remain unopened until the counting of ballots.
- C. Counting the Ballots:
1. After the polls have closed, the registers and sealed Ballot Boxes shall be delivered to the Headquarters of the Board.
 2. The Board shall unseal each Ballot Box, count the ballots, compare the number to the appropriate register, and tally the votes.
 3. The Absentee Ballots shall be unsealed and counted by the Board.
 4. Witnesses may be present at the counting.
 5. After the count has been completed, all voted ballots and registers shall be placed in a sealed container.
 6. The sealed container shall be kept in a secure place until thirty (30) days after Election Day, at which time voted ballots and unused ballots may be destroyed under the supervision of the Elections Board.
- D. The Election Results:
1. Election results shall be posted by the Elections Board, within two (2) hours after Closing of elections, at Board Headquarters and/or on the Milo Grogan Area Commission website.
 2. Should the margin of plurality be less than one percent (1%) or there be a tie vote, there is to be an automatic recount.
 3. Challenges shall be filed in writing within ten (10) days of Election Day. A demand for a recount shall be considered a challenge. The challenge shall state the charge and the grounds. The Elections Board shall issue a written decision on the challenge within ten (10) days of the receipt of the challenge, and said decision shall be considered final.
 4. The candidate(s) receiving a plurality of votes cast shall be the winner(s).
 5. In the event of a tie vote, there shall be a review of attendance of Regular Meetings over the past twelve (12) months. The Candidate who has attended the higher number of Regular Meetings over the past twelve months shall be declared the winner. In the event that the tie still stands, the winner shall be decided by lot.
 6. Election results shall be certified by the Elections Board to the Commission and to the Mayor, the City Clerk, and the Department of

Development, twenty (20) days after Election Day or after all challenges are resolved, whichever comes first.

E. Calendar of Elections

1. The Elections Board shall be appointed by the Commission at the Regular Meeting in May of each year.
2. The election of the Commissioners shall be held the third Saturday of September of each year (per Article IX., Section 4.).
3. The Elections Board shall publicly announce the upcoming election the first Saturday of August.
4. Petitions shall be made publicly available on the first Saturday of August. Included in the public announcement shall be the deadline for filing petitions.
5. Petitions shall be filed no later than the last Saturday of August.
6. Campaigning shall begin no earlier than the last Saturday of August.
7. The Elections Board shall publicly announce the candidate(s) no later than the first Saturday of September.
8. Absentee Ballots must be requested, in writing, from the Board within fourteen (14) days of Election Day.
9. Absentee Ballots must be received by the Board no later than 5:00 p.m. on Election Day.
10. Election results shall be announced publicly by the Election Board by 7:00 p.m. on Election Day.
11. All posters or other flyers shall be removed no later than the Wednesday following Election Day.
12. Challenges shall be filed in writing within ten (10) days of Election Day.
13. The Elections Board shall issue a written decision on challenges within ten (10) days of receipt of the challenge.
14. Each candidate shall file a finance report listing all contributions, including in-kind contributions, and expenditures, within seven (7) days after Election Day.
15. Each newly-elected Commissioner shall submit to the Elections Board biographical information, as required by the City of Columbus, within seven (7) days of Election Day.
16. Election results shall be certified by the Elections Board to the Commission and to the Mayor, the City Clerk, and the Department of Development within twenty (20) days of Election Day.
17. Voted ballots and unused ballots may be destroyed under the supervision of the Elections Board thirty (30) days after Election Day.

VII. Penalties

- A. The Elections Board shall judge all violations of these Election Rules. Violations may result in disqualification and declaring candidate with next highest vote as elected.

6. **The Elections Board** shall follow the Election Rules for governing the elections. The Elections Board may suggest Amendments to these Election Rules, which shall be presented to the Commission at the beginning of a Regular Meeting. Should the Commission approve of said Amendment(s) prior to adjournment, such rule(s) shall 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. Such rules shall not be changed during the ninety (90) days before an election or the thirty (30) days after an election.

Article X. Parliamentary Authority

Robert's Rules of Order Newly Revised shall govern in all cases to which they are applicable and not inconsistent with these By-Laws and any special rules of Order the Commission may adopt.

Article XI. 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 entire Commission, provided that the Amendment(s) was(were) submitted in writing at the previous Regular Meeting. Immediately upon approval of Amendment(s), the Secretary shall file said approved Amendment(s) with the Mayor, the City Clerk, and the Department of Development for publication in the City Bulletin. Such Amendment(s) shall take effect ten (10) days after such publication per C.C. 121.05.