

October 21, 2021

Dear Candidate,

We welcome your candidacy for the 2021 University Area Commission public election. Voting will be held on Saturday, November 6, 2021. A list of seats to be filled and deadlines for the election process is enclosed.

Candidates must be 18 years of age or older and must reside within the voting district that they wish to represent (see attached map), on or before November 6, 2021. Candidates need not be registered voters in Franklin County.

Write-in candidates must complete the attached write-in declaration of intent. The **Completed write-in declaration must be notarized and submitted to the University Area Commission Board of Elections by 4:30pm, November 1, 2021** by email to commissioners@universityarea.org and/or at the Northwood and High Building, University Area Commission, Room 200, 2231 North High Street. The **Legistar** form and **Area Commissioner Profile** for the City must accompany the candidate's petition.

Prospective candidates are strongly encouraged to read the University Area Commission By-Laws and Election Rules enclosed within the election packet. Candidates are reminded that if successfully elected, a commitment must be made to attend at least one monthly committee meetings in addition to the monthly Commission meeting held on the third Wednesday of each month at 6:30pm. Candidates can reach out to the commission via email at commissioners@universityarea.org. We are more than happy to answer any questions, explain the process, and discuss our experiences on the commission.

To assume office, newly elected Commissioners must attend the monthly meeting beginning at 6:30 pm, January 19, 2022 at the Northwood and High Building, Community Meeting Room (Room 100), 2231 North High Street.

Best Wishes,

Board of Elections
University Area Commission

Officers	Doreen Uhas-Sauer President	Jeremy Gabis 1 st Vice President	David Hegley 2 nd Vice President	Stephen Waldron Corresponding Secretary	Jenny Bell Recording Secretary	Seth Golding Treasurer	
Commissioners	Daniel Snider Andrew Hinger Katie McDevitt District 1	Jenny Bell Seth Golding Tom Wildman District 2	Davide Cugini Michael Wilkos Brian Williams District 3	Michael Kehlmeier Timothy Sublette Steve Waldron District 4	Justin Garland Pasquale Grado David Hegley Group	Joshua Badzik Jeremy Gabis Deborah Gallagher Organization	Benjamin McKinley Doreen Uhas-Sauer

Election Packet Contents

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University Area Commission Election

2021

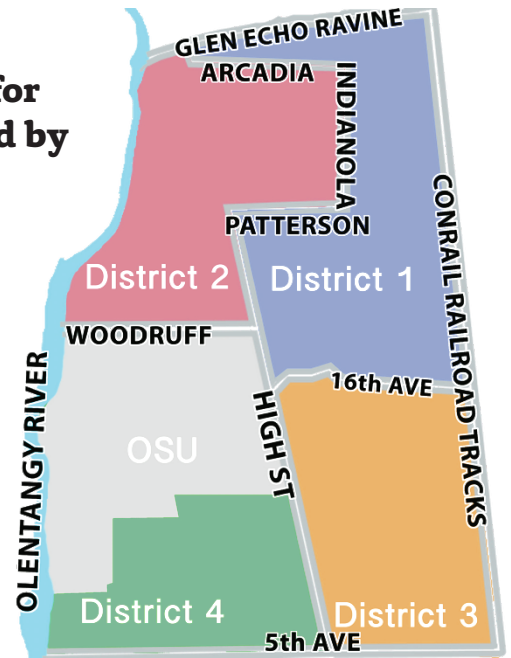
Public Notice of Election

For terms beginning January 2022

The University Area Commission is holding elections for residential representatives in the four districts covered by the Commission.

Positions to be Filled

District 1:	One Three-Year Term, Ending January 2025
District 1:	One One-Year Term, Ending January 2023
District 2:	One Three-Year Term, Ending January 2025
District 3:	One Three-Year Term, Ending January 2025
District 3:	One One-Year Term, Ending January 2023
District 4:	One Three-Year Term, Ending January 2025



Dates and Deadlines

September 5 - October 20, 2021:	Candidate petition packets available
October 21, 2021 4:30pm:	Deadline to file completed candidate petitions Deliver to Room 200, Northwood High Building, 2231 North High Street
October 21 - October 31, 2021:	Write-in Candidate packets available
November 1, 2021 4:30pm:	Deadline for candidates to withdraw in writing to UAC
November 1, 2021 4:30pm:	Deadline to file completed write-in declarations Deliver to Room 200, Northwood High Building, 2231 North High Street
November 6, 2021 10am - 4pm:	Election Day Vote from 10am - 4pm, Northwood High Building, 2231 North High Street
November 16, 2021:	Election results certified by UAC Board of Elections

Eligible candidates who reside in the University Area may obtain an election packet from:

UAC Board of Elections
Room 200, Northwood High Building, 2231 North High Street, Columbus, OH 43201
Or on the UAC Website: www.universityarea.org

The UAC meets on the third Wednesday of the month at 6:30pm (2231 North High Street, Room 100).

The UAC was established by the Columbus City Council in 1972, to “afford additional voluntary citizen participation in decision-making in an advisory capacity and to facilitate communication, understanding and cooperation between neighborhood groups, city officials and developers” (Chapter 3313 of the Columbus City Zoning Code, Area Commissions: Procedure for Establishment). The UAC comprises 21 elected and appointed commissioners representing four neighborhood districts, some community organizations, the Council of Churches, the University Community Business Association, The Ohio State University and two of its student governments.

University Area Commission - Election Packet

3. Public Notice of Election

University Area Commission - Official Write-in Declaration of Intent

District ____, ____-Year Term, ending 20__

Candidate Name: (Please Print)

Address:

Cell Phone: _____

email: _____

I hereby wish to declare my Candidacy as a Write-In Candidate for the University Area Commission in District _____. I hereby agree to observe the Election Rules and By-Laws of the University Area Commission.

Candidate Signature: _____

Home Phone: _____

A F F I D A V I T

_____, hereafter known as the Candidate, agrees to observe the Election Rules and By-Laws of the University Area Commission and that the Candidate is a legal resident of the District in which the Candidate is seeking election ad is qualified to vote for him or herself.

Candidate Signature: _____

Subscribed and duly sworn before me according to law, by the above named Candidate this ____ day of _____, 20__

SEAL

at _____, County of _____,
and State of Ohio.

Notary: _____

University Area Commission - Candidate's Biographical Sketch

This information will be made available on the UAC website (<https://www.universityarea.org/>) and at the polling places on Election Day.

Candidate Name: (Please Print)

Address:

District: _____ Length of time living in the University Area: _____

Occupation:

Commissioner Statement – Please state in under 200 words, what particular experience and qualifications you can offer the University Area Commission. Include information about your issues, concerns, goals for neighborhood, personal information, etc. *This section will be limited to 200 words.*

UAC Committees/Positions –If a current or past commissioner, please list the committees that you serve on and any positions you hold or have held in the past with UAC.

Community Involvement/Education/Occupation – Provide a list of community activities, positions in other groups, educational background, etc.

I authorize the University Area Commission to post this biographical sketch on their website, located at <https://www.universityarea.org>.

Candidate Signature: _____

The City of Columbus is in the process of updating its information on the «Organization» to reflect its most recent election. Please complete the following information to the best of your ability. **Updated database information will be forwarded to the Mayor's Office to ensure the appointment/reappointment of elected and re-elected members and will ensure timely and accurate distribution of funding opportunities, meeting notices, training opportunities, and other City activities. After completing this form, please return to Neighborhood Database Coordinator, City of Columbus, 50 W. Gay St., 2nd Floor, Columbus, OH, 43215.** Please contact your Neighborhood Liaison with any questions or comments.

FIELD	CURRENT INFORMATION	NEW INFORMATION
Step #4 legistar Area Commissioner	Appointment of: Columbus, Ohio 432 to serve on the University Area Commission with a term expiration date of	(1) Please print new information clearly, OR (2) Place a "check" in these boxes if member is re-elected and information is unchanged (3) Do not forget to update "Term Expiration" for re-elected members
First Name		
Last Name		
Title	Area Commissioner	
Address		
City	Columbus	
State	Ohio	
Zip Code	432	
Home Telephone		
Work Telephone		
Fax Number		
Email Address		
District/Designation		
Term Start Date	01 / 20 / 2021	
Term Expiration		

Chairman of Commission's Signature _____

AREA COMMISSIONER PROFILE

The City of Columbus is in the process of updating its information on the University Area Commission to reflect its most recent election. Please complete the following information to the best of your ability. Updated database information will be forwarded to the Mayor's Office to ensure the appointment/reappointment of elected and re-elected members and will ensure timely and accurate distribution of funding opportunities, meeting notices, training opportunities, and other City activities. After completing this form, please return to Neighborhood Database Coordinator, City of Columbus, 50 W. Gay St., 2nd Floor, Columbus, OH, 43215. Please contact your Neighborhood Liaison with any questions or comments.

Name _____

Address _____

Main Phone _____ Alternate Phone _____

Email Address _____

Please provide a brief description of your background including the following:

How long have you lived in Columbus?

Where do you currently work, or if retired, where have you worked in the past?

Describe your community involvements in the past

List your current affiliations

• This information will be kept on file in the Mayor's Office •

GENERAL INFORMATION

University Area Commission

The University Area Commission was established by Columbus City Council in 1972 in accordance with Chapter 3313 of the Columbus City Zoning Code, *Area Commissions: Procedure for Establishment*. The University Area Commission is bounded on the north by the centerline of Glen Echo Ravine, on the east by the centerline of the railroad right-of-way immediately east of Indianola Avenue, on south by the centerline of Fifth Avenue, and on the west by the Olentangy River, with each line extended as necessary so as to intersect with adjacent boundaries.

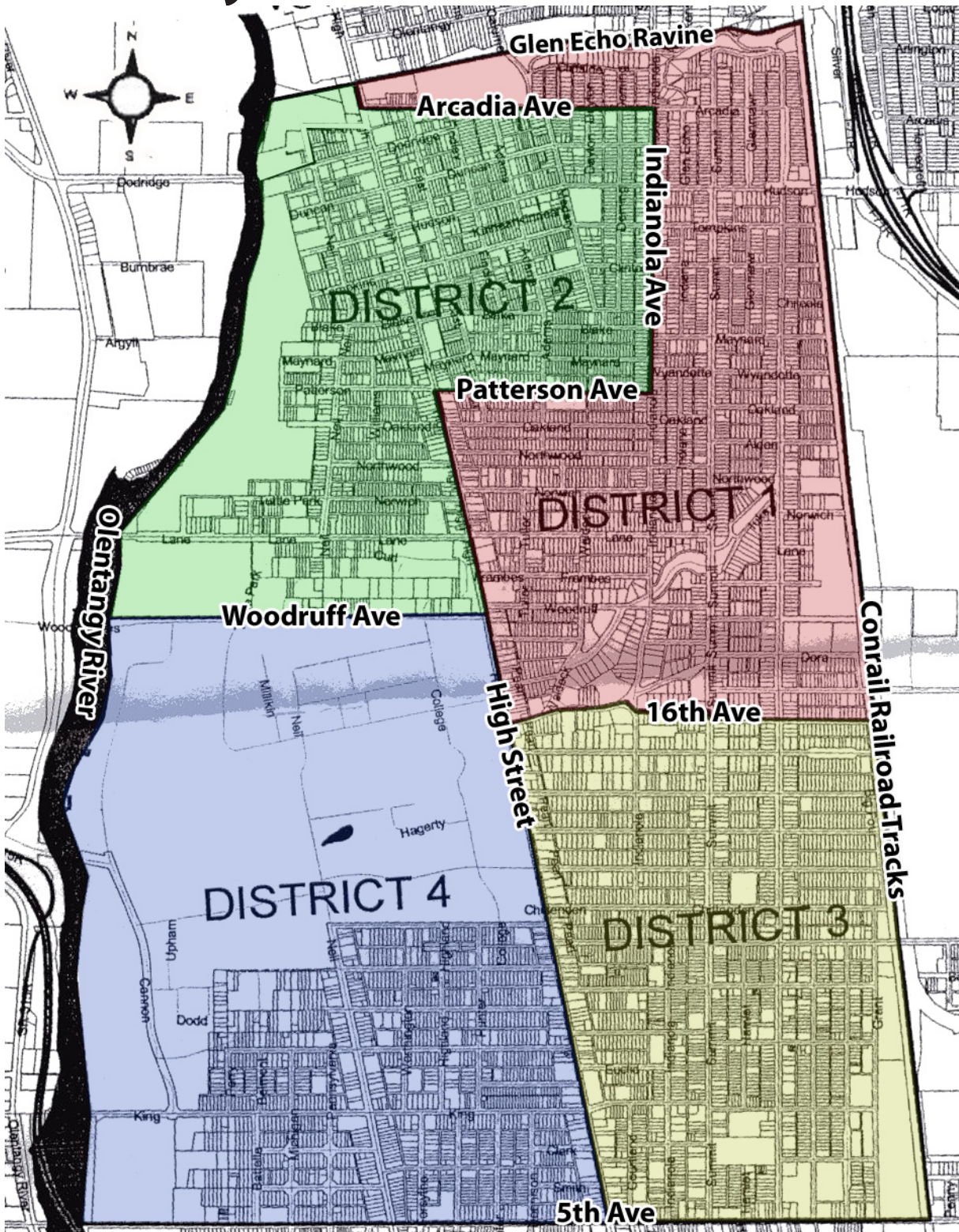
Chapter 3313 of the Columbus City Zoning Code states the purpose of the Area Commission as, "...*afford additional voluntary citizen participation in decision-making in an advisory capacity and to facilitate communication, understanding, and cooperation between neighborhood groups, city officials, and developers.*" It then goes on to outline the functions and duties of the Area Commission. In general, "*no duty or function of an Area Commission shall invalidate any action of Council*", but the University Area Commission may:

- A. In the interest of local planning for local needs, identify and study the problems and requirements of the Commission Area in order to:
 - 1. create plans and policies which will serve as guidelines for future development of the Area;
 - 2. bring the problems and needs of the Area to the attention of appropriate government agencies or residents; and
 - 3. recommend solutions or legislation
- B. Aid and promote communications within the Commission Area and between it and the rest of the City by means of:
 - 1. regular and special meetings of the Commission which are open to the public;
 - 2. public hearings on problems, issues, and proposals affecting the Area;
 - 3. public forums and surveys to provide an opportunity for Area residents, businesses and organizations to state their problems and concerns;
 - 4. soliciting active cooperation of all segments of the Area and City, including organizational institutions and government;
 - 5. initiating proposals and supporting those introduced by individual citizens or area organizations, which will enhance the quality of life enjoyed by area residents and preserve the unique residential and commercial mix of the area; and

6. promoting and encouraging businesses whose functions, methods of operation, architectural appearance, and locations are consistent with the character and requirements of the area.
- C. Initiate, review and recommend criteria and programs for the preservations, development and enhancement of the Commission Area, including, but not limited to parks, recreational areas, sidewalks, streets and traffic, by means of:
 1. reviewing the proposed Capital improvements Budget and proposing new items and changes relating to the Area;
 2. making recommendations for restoration and preservations of the historical elements within the Area; and
 3. receiving and reviewing for recommendations, prior to adoption by governmental bodies, and new or revised comprehensive plan affecting the Area.
 - D. Recommend priorities for and review services and operations of the various government departments in the commission Area by means of:
 1. requesting and receiving from departments or agencies periodic reports concerning governmental services or practices in Area;
 2. meeting with administrative heads of any department or agency, or any of their subordinates, to obtain additional information deemed necessary for the commission to fulfill its functions;
 3. requesting and receiving from departments or agencies prior to implementation, full reports on any proposed changes in service or practice in the Area, and recommending approval or disapproval of the proposed changes;
 4. reviewing and evaluating pending legislation substantially affecting the Area prior to its consideration by Council; and
 5. regularly receiving for review, comment and recommendation from the Division of Regulations copies of applications and notices of all public hearing related to rezonings, special permits, variances, demolitions and zoning appeals regarding property located wholly or partially within the Area.
 - E. Recommend persons from the Commission Area for nomination to membership on city boards and commissions that make decisions or recommendations affecting the Commission Area.

These are the general functions and duties of the University Area Commission, as outlined by the Columbus City Council. Following is the complete set of By Laws of the University Area Commission. These by laws were recently updated, and are presented in a clear, concise, yet comprehensive form. Every commissioner should have a copy of these by laws with him/her at every Commission meeting, and should refer to them regarding questions about the Commission.

University Area Commission Districts



The University Area Commission is bounded on the north by the centerline of Glen Echo Ravine, on the east by the centerline of the railroad right-of-way immediately east of Indianola Avenue, on south by the centerline of Fifth Avenue, and on the west by the Olentangy River, with each line extended as necessary so as to intersect with adjacent boundaries.

The four districts are delineated as follows:

1. Northeast District (NE): North of 16th Avenue and east of High Street, except that which is part of District 2.
2. Northwest District (NW): North of Woodruff Avenue and west of High Street, and a portion east of High Street, west of Indianola, south of Arcadia, and north of Patterson.
3. Southeast District (SE): South of 16th Avenue and east of High Street.
4. Southwest District (SW): South of Woodruff Avenue and west of High Street.

UNIVERSITY AREA COMMISSION

BY LAWS

As adopted on July 15, 2020

PREAMBLE

WE, residents of the City of Columbus in the University Area, in order to: study problems and needs of the area, recommend solutions and bring these needs to the attention of proper government agencies; determine the need for, and recommend legislation affecting the area; provide communication within the area and between the area and city government; solicit cooperation of all segments of the community; afford additional voluntary citizen participation in decision-making in an advisory capacity to the city administration and city council; and, develop techniques for creating and promoting a community dialogue so that the different values and interests of residents can be articulated and understood; and, therefore, we do establish and ordain these By Laws.

Article I. GENERAL PROVISIONS

Section 1. The name of this organization shall be the University Area Commission, herein referred to as "Commission".

Section 2. The boundaries of the University Area shall be: starting at the Glen Echo Ravine and the Olentangy River, proceeding east along Glen Echo Ravine to the Penn Central Railroad, south on the Penn Central Railroad tracks to Fifth Avenue, west on Fifth Avenue to the Olentangy River, and north along Olentangy River to the Glen Echo ravine.

Section 3. These by-laws establish the procedure under which the University Area Commission shall execute those duties and functions set forth in and with authority granted under chapters 121, 3109, 3111 of the Columbus City Codes (herein abbreviated as C.C.) and the Columbus City Charter sections 60 and 61.

Section 4. The Commission, and all its bodies thereof, shall be governed by Robert's Rules of Order Newly Revised, except as inconsistent with these By Laws and except that:

- a. The motion "to reconsider and enter on the minutes" shall never be in order;
- b. The President may vote on a motion as any other member;
- c. A roll-call vote on a motion may be ordered by one-fourth of the Commissioners present
- d. The division of a motion may be ordered by any one Commissioner;
- e. A motion to reconsider may be made by any Commissioner;

- f. A quorum shall be eleven commissioners for all meetings with the exception of the annual meeting. The quorum at the start of the annual meeting shall be 60% of the Commissioners with terms that are not expiring at the start of the annual meeting. Once a quorum is established, business can be conducted unless the number of commissioners present drops below nine, at which time the meeting is declared adjourned.

Section 5. No Commission member 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 the individual members to represent their own views before public or private bodies, whether in agreement or disagreement with the official action of the Commission, provided they do not represent themselves as speaking for the Commission.

Section 6. No monies shall be expended or encumbered save pursuant to the Annual Budget.

- a. Within fifteen (15) days of receipt of the draft annual agreement with the City of Columbus, the Treasurer shall propose the annual budget to the executive committee. At the next regular meeting, the executive committee shall recommend to the Commission approval of the proposed annual budget. The annual budget shall be adopted when approved by a majority of the Commission.
- b. Any monies received shall be deposited immediately by the Treasurer.
- c. All purchases must follow the guidelines allowed in current Columbus City Code for commissioners.
- d. For purchases for Commission activities that are not itemized in the approved annual budget that are twenty-five dollars (\$25) or less, any commissioner may request reimbursement by providing the Treasurer with a written, dated request which explains the purchase and also provide a paper copy of the receipt. Permission to grant reimbursement may be given by the Treasurer.
- e. For purchases for Commission activities that are not itemized in the approved annual budget that are more than twenty-five dollars (\$25), any Commission member may request reimbursement from the President and the Treasurer by providing the Treasurer a written, dated request which explains the purchase and also provide a paper copy of the receipt. Permission to grant reimbursement may be given by agreement of the President and the Treasurer which then shall report the expenditure at the next regular meeting.
- f. Any commissioner may request a full Commission vote on any expense reimbursement not itemized in the approved annual budget.

Section 7. Any election required in these By Laws shall be conducted by written ballot, which shall be tallied immediately, and the Recording Secretary shall read each commissioner's name and how they voted aloud into the meetings minutes. A voice vote may be held if an election is uncontested.

Section 8. Ballots for internal elections shall be held until such time as the minutes are approved for the meeting in which the election occurred. Upon approval of the minutes, the Commission has 30 days to destroy the ballots.

Section 9. The Commission shall also facilitate communication, understanding and cooperation among citizens, neighborhood groups, city officials and staff, and other stakeholders by performing those functions and duties set out in C.C. 3109.13.

Article II. MEMBERS

Section 1. There shall be twenty (20) members of the Commission.

- a. Three members to be known as "District Commissioners" shall be elected from each of four districts.
- b. One member to be known as "Organization Commissioner" shall be appointed by each of the following Organizations:
 1. The Ohio State University;
 2. The Undergraduate Student Government of the Ohio State University;
 3. The Council of Graduate Students of the Ohio State University.
 4. The University Community Association;
 5. The University District Organization Inc; and
- c. One member, to be known as a "Group Commissioner", shall be appointed by the Commission upon nomination by each of the following area groups:
 1. Social, religious and charitable groups;
 2. Business groups; and
 3. Residential rental property owner groups.

A group is defined as a number of individuals who are considered as one or acting as one with membership and/or a common mission related primarily to a Group Commissioner category.

Section 2. Members shall serve the following terms of office:

- a. A term of office for a commissioner shall be three years, with the positions in each of the district commissioner seats rotating, so that each year, a seat in each district shall be open for election. The three-year terms are to expire as provided in these by-laws.

Section 3. Members shall take office at the beginning of the Annual Meeting following the Board of Elections official report as set forth in Article IV, Section 2.

- a. By September 1 of each year, the Corresponding Secretary shall notify in writing all represented organizations that the term of their member shall end at the start of the annual meeting; and that it should submit in writing a representative to the Commission for the new term as set forth in Article II, Sections 1(b) and 1(C). This must be done by October 1 so that the Commission may certify the new members before the next annual meeting.
 1. Organizations in 1(b) shall be notified to appoint a commissioner.
 2. Organizations in 1(c) shall be notified to nominate a commissioner.

Section 4. Vacancies shall be filled as follows:

- a. If a vacancy occurs in a district seat on the Commission because of resignation, death, disqualification, or other means, the Corresponding Secretary shall give public notice of the vacancy at least thirty (30) days before the date on which the Commission will vote to recommend a candidate to fill the vacancy. After providing an opportunity for persons interested in filling the vacancy to indicate their interest to the Commission, the Commission shall vote according to article I section 7 to select a candidate to fill the vacancy until the next Annual Meeting.
 1. Notice of a vacancy shall be given in the agenda, given to each unsuccessful candidate, including write-in candidates, from that district in the last election and shall be made to the public.
 2. At the next Annual Election, a member shall also be elected to complete the unexpired term in accord with Article VI of these By Laws.
- b. If a vacancy occurs in an organization seat as defined in 1(b), the Corresponding Secretary shall give notice to the organization to appoint someone to serve the remainder of that term.
- c. If a vacancy occurs in an organization seat as defined in 1(b), the Corresponding Secretary shall give notice to the organization to appoint someone to serve the remainder of that term.
- d. The Corresponding Secretary shall send written notice of the candidate endorsed by the Commission to the Office of the Mayor and the Department of Development, pursuant to C.C. 3109.08.

Section 5. District commissioners shall retain their residence within the district from which they were elected. Failure to maintain their residence shall constitute resignation from the Commission. Upon petition by that Commissioner, the Commission may grant waiver to this By Law by a two-thirds vote. Notice of this waiver must be given in the meeting. If a waiver is granted, the commissioner shall retain that seat only until the next Commission election.

Section 6. Three unapproved absences from regular Commission meetings between annual meetings shall constitute resignation from the Commission. In addition to regular monthly meetings, Commissioners may not have more than three unapproved absences from each committee on which each commissioner serves between annual meetings. The First Vice President shall notify in writing or electronic correspondence a commissioner who has been absent from two such meetings within fifteen days of the second absence. Absent commissioners may petition the President for approval of an absence from Commission and may petition the appropriate committee chair for approval of an absence from an assigned committee meeting. This petition for approval of an absence as excusable shall be in writing or electronic form and submitted to the President thirty (30) calendar days prior to the absence or within thirty (30) calendar days after the absence.

Section 7. The members of the Commission shall be approved and appointed by the Mayor of Columbus in accordance with Chapter 3109.07 of the City Code. The Corresponding Secretary shall notify the Mayor and the Department of Development of all appointments, elections, and vacancies within thirty (30) days of such action.

- a. Should the Mayor neither approve nor disapprove within thirty days (30) of notification then the action shall be deemed approved.
- b. A copy of each such notice shall be sent to the City Council (care of the City Clerk) and to the proper official of the Department of Development.
- c. New members of the Commission will attend a four (4) hour orientation training as provided by the City of Columbus or by the Commission. Failure of new members of the Commission to meet this requirement six (6) months from their date of appointment shall constitute resignation from the Commission.

Article III. OFFICERS

Section 1. The officers of the Commission shall be a President, a First and a Second Vice President, a Treasurer, and a Recording and a Corresponding Secretary.

- a. The officers shall be elected by the Commission at the meeting following the annual meeting and shall take office upon election.
- b. All officers shall serve a term of one year, or until their successors are elected and qualified.

Section 2. The President shall:

- a. Chair all meetings of the Commission;
- b. Coordinate the actions of all officers and representatives of the Commission;
- c. Chair all public hearings called by the Commission;

- d. Select, supervise, direct or delegate any volunteers or staff hired by or assigned to the Commission; and represent or appoint a Commissioner to represent the University Area Commission at City Council meetings and other meetings affecting the University Area.

Section 3. The Two Vice Presidents:

- a. The First Vice President shall:
 - 1. Assist the President;
 - 2. Preside at meetings in the absence of the President.
 - 3. Have responsibility for managing all committees; and
 - 4. Assist the President in establishing and distributing the monthly agenda.
- b. The Second Vice President shall:
 - 1. Assist the President and the First Vice President, as requested and assigned;
 - 2. Support and direct use of the UAC computer; and
 - 3. Manage and direct digital and physical storage of Commission records.
 - 4. During commission meetings shall keep track of order of speakers for the President by acknowledging a person wanting to speak who is raising their hand and monitor time limits for speaking according to these by laws.

Section 4. The Two Secretaries:

- a. The Recording Secretary shall:
 - 1. Keep and permanently file all resolutions considered by the Commission, as well as a record of all actions taken; and
 - 2. Call the roll at each meeting of the Commission and record times of arrival and departure of commissioners after roll has been taken or before the adjournment of the meeting.
- b. The Corresponding Secretary shall:
 - 1. Shall correspond at the direction of the Commission.
 - 2. Keep on file all correspondences of the Commission;
 - 3. Provide copies of any Commission documents at a reasonable charge to any person requesting them;
 - 4. Forward weekly meeting schedules to OSU facilities for HVAC consideration.
 - 5. Notify the Mayor and the Department of Development of all appointments, elections, and vacancies within thirty (30) days of such action.

Section 5. The Treasurer shall:

- a. Receive all monies and approve all payments for the Commission in accordance with Article I, Section 6;
- b. Prepare and present an Annual Budget for the Commission in accordance with Article I, Section 6;
- c. Report on the financial condition of the Commission at each regular meeting;
- d. Submit a written report of the finances of the Commission at the Annual Meeting;
- e. Participate in the preparation of budget of expenditure of any grant moneys; and
- f. Manage the distribution and administration of grant moneys.
- g. And shall exercise all duties incident to the office of Treasurer, including compliance with all fiscal requirements within the memorandum of agreement with the city.

Section 6. A vacancy in the office of President shall be filled by the First Vice President. A vacancy in any other position shall be filled in the same manner as the original selection as set forth in Article III, Section 1.

Section 7. Additional officers or representatives may be created by the Commission. Representatives shall be elected by the Commission.

Article IV. MEETINGS

Section 1. The Commission shall hold a regular monthly meeting on the third Wednesday of each month.

- a. A regular meeting may be cancelled or rescheduled by two-thirds vote of the Commission at the regularly scheduled prior meeting of the Commission.
- b. A commissioner may speak twice on any unique debatable motion or presentation per meeting. Each time, the commissioner may speak for up to three (3) minutes. A commissioner cannot save time for their second round or transfer their remaining time to someone else. A commissioner cannot let someone else speak on his or her time.

Section 2. The regular meeting in January shall be the Annual Meeting at which new Commissioners take office, and annual reports from the committees are received.

- a. An officer nomination committee shall be appointed by the President, representing a cross section of the Commission, to develop and gather a slate of officers for the coming year.
- b. Any current commissioner may be a voting member of the officer nomination committee. Membership on this committee shall not exclude a commissioner from consideration for an office.

- c. The proposed slate of officers must be included with the meeting following the annual meeting notice.
- d. First item of business for the meeting following the annual meeting will be election of Commission Officers with additional or write-in nominations accepted from any member of the Commission.
- e. The election of officers shall be conducted by written ballot, which shall be tallied immediately by two commissioners not running for an officer position. The two commissioners will be chosen by random chance at the start of the meeting. One of the vote counters will read aloud each commissioner's name and how they voted into the official record kept by the Recording Secretary. Official tally of votes will include name of Commissioner and the number of votes they received. A voice vote may be held if there are no contested offices.

Section 3. At least a five-day notice of all meetings shall be given, such notice to include the agenda. All meetings of the Commission shall be open to the public. All Commission meetings shall comply with the Ohio open meeting law and the open meeting requirements pursuant to C.C. 121.01.

Section 4. The Commission shall consider no business unless introduced by a commissioner or a committee of the Commission. No person shall speak during a Commission meeting except when recognized by the presiding officer. This can be subject to approval of the Commission by a majority vote.

- a. Allowance shall be made for public comment on any issue to be voted on by the Commission or a committee of the Commission. Each speaker shall be limited to three (3) minutes. This limit may be extended by vote of the members present upon a motion of any commissioner to do so. Time shall be allowed following each presentation for commissioners to discuss and ask questions of the speaker. At their discretion, the presiding officer may limit the number of speakers to three (3) on each side of an issue. Such limitation shall be announced at the beginning of public comments on that issue.

Section 5. Special meetings may be called by the President; or the President upon receiving a petition signed by one-third of the Commissioners in office.

- a. Any such petition shall specify the date, time and place of the special meeting and shall include all business to be conducted at the meeting.
- b. No business shall be conducted at a special meeting, unless explicitly included in the notice of such meeting.

Section 6. A Public Hearing may be directed to be held by either: a majority vote of the Commission, or a committee (with the approval of the President).

- a. With the permission of a majority vote of the Commission, a public hearing may be held in conjunction with a Commission meeting.
- b. A record shall be made of each public hearing by the Recording Secretary or other provided recording officer from the directing committee.
- c. If a committee has called a public hearing, it shall provide the presiding and recording officer.
- d. At least a fifteen (15) day public notice shall be given for all public hearings.

Section 7. The Commission shall not consider zoning cases received by the Zoning Committee Chair less than 14 calendar days before a regular monthly Commission meeting. Cases received less than 14 calendar days before a regular monthly meeting will be considered at the following month's meeting.

- a. Commissioners shall be notified of upcoming Zoning cases and of the scheduled committee meeting no less than 12 calendar days before a regular monthly Commission meeting.
- b. The Commission shall notify all property owners within 125 feet of each zoning case. All such owners shall be listed on the attachment provided by the applicant.
- c. The Committee bringing the zoning recommendation forward must state that all appropriate procedures have been followed before a vote of the Commission is allowed. These procedures include proper notification of Commissioners, adherence to deadlines for case evaluation, and all other such procedures contained within these By-Laws and defined by the City of Columbus.
- d. The following time limits will be adhered to for all zoning cases heard before the commission:
 1. Zoning Committee presents the facts of the case: 5 min (max)
 2. Applicant presentation: 7 min (max)
 3. Zoning committee report: 5 min (max)
 4. Public comment (max 3 people each pro/con): 2 min each (max)
 - Only those who complete speaker slips prior to the case being heard will be considered for speaking based on the order the slips were received
 5. Commission discussion: Commissioner who wishes may speak once per round for 1 min (max) for 2 rounds
 - A Commissioner cannot save time for their second round or transfer their remaining time to someone else
 6. Applicant response: 3 min (max)
 7. Commission vote

8. A motion to extend the max time limits can be made at the beginning of the case stating which portion(s) should be extended and by how long. The motion must pass by two-thirds (2/3) majority with no debate on this motion.
9. The zoning committee chairperson or designee will provide a copy of this section to each zoning applicant prior to his or her appearance at a commission meeting.

Article V. COMMITTEES

Section 1. The President shall appoint Commissioners to the standing committees subject to approval by the Commission. The President shall consider requests for assignments from all commissioners but is not bound by those requests. The standing committees are as follows: Community Relations; Zoning; Governance; Planning & Development; and Executive.

- a. The initial appointments shall be made at the meeting following the annual meeting.
- b. The President shall be ex officio a member of all committees and may elect to be a voting member of any committee at the meeting following the annual meeting.
- c. The President shall designate a member of each Committee to convene each Committee.
- d. Each committee shall select a chair, and may select other officers and adopt internal rules.
- e. All Committees shall meet on a monthly basis and report at each Commission meeting with a written report.
- f. All Committees are required to establish an agenda for yearly activities by the April meeting as well as write a summary of completed activities for the next Annual Meeting.
- g. The terms of office of all members of all committees shall end the beginning of the annual meeting.
- h. A vacancy in a committee shall be filled in the manner of the original selection.
- i. Each commissioner will be required to sign up for one (1) committee, but due to potential imbalance of committee membership, at the President's direction, a commissioner can be reassigned to another committee.

Section 2. The Executive Committee shall meet quarterly and:

- a. Consist of the President, both Vice Presidents, both Secretaries, immediate past President (if still a commissioner), and the Treasurer;
- b. Develop the annual budget; and,
- c. Evaluate and plan the direction and scope of Commission activities.

Section 3. The Planning & Development Committee shall:

- a. Conduct research, analysis, and make proposal recommendations on planning and development issues and any city plans that affect the area;
- b. Encourage, support, conduct research, and make recommendations on historic preservation issues within the area;
- c. Research, monitor, and make recommendations on any federal, state, or local funds and grant moneys that are available to implement plans in the area; and,
- d. Conduct research, analysis and make recommendations on quality of life issues relative to City Code and regulations.

Section 4. The Community Relations Committee shall:

- a. Promote the activities and existence of the Commission to the community and other groups throughout the city;
- b. Assist the board of elections with promotion of elections upon request;
- c. Distribute a monthly Commission activity fact sheet on Commission activity;
- d. Oversee maintenance and development of the Commission website.
- e. Develop and maintain a list of persons, departments or groups for the Commission to contact related to Commission business. This information will be posted to the Commission website.

Section 5. The Zoning Committee shall:

- a. Regularly receive, review with each applicant, and make recommendations to the Commission on all applications for rezoning, variances, graphics and other zoning adjustment appeals, and special permits located wholly or partially in the area; and,
- b. Shall review, monitor, and vote on all requests for demolitions. The decision of this committee on all such requests is final and must be reported to the Commission at the next regularly scheduled meeting.

Section 6. The Governance Committee shall:

- a. Implement these by laws and elections rules as required;
- b. Research the effectiveness and applicability of these by laws and make recommendations to the Commission for amendments to the by laws;
- c. Conduct the orientation of new commissioners;
- d. Coordinate the internal activities of the Commission.

Section 7. An ad hoc committee may be established or dissolved by a majority vote of the Commission. Its size, powers and duties shall be specified by the creating resolution. Unless otherwise specified, the term of a special committee shall be one year.

Section 8. All reports to the Commission shall be delivered by the person chairing the committee (unless the committee directs otherwise). If a minority of a committee wishes to make a report, it may do so after the committee reports and as an addition to the report.

Section 9. In the event a matter overlaps the area of two or more committees, the President of the Commission shall have the authority to assign such issues to a specific standing committee, or charge two or more of the committees to work as a special combined committee for the issue.

Article VI. ELECTIONS

Section 1. Elections shall be held on a Saturday between the last Saturday in October and the second Saturday in November. The final date will be set based on method established under Article VI Section 10 of these by laws. Elections shall be determined by plurality vote.

Section 2. Any person eighteen years of age or older and is a resident in the University Area, shall be an elector. Electors need not be registered with the Franklin County Board of Elections.

Section 3. All nominations shall be by petition as provided in the Election Rules. All candidates must be qualified to vote for themselves, and be a resident of the district as set forth in the Election Rules.

Section 4. All candidates and electors must provide identification and proof of residence in their district in which they intend to run or vote. Such identification may include, but is not limited to a valid driver's license, state-issued id, or a university id. Other identification may be accepted at the discretion of the majority vote of the Board of Elections, whose determination shall be final. Affidavits and other sworn statements, by themselves, shall never be sufficient.

Section 5. A statement of the identification provided by electors in instances in which the sufficiency is uncertain shall be written by the poll worker on the envelope in which the ballot is placed. The Board shall determine the sufficiency of each identification before the envelope is opened. If it is the decision of the Board that the identification is not sufficient, the envelope shall be retained unopened.

Section 6. Electors shall provide identification before they are permitted to vote. Successful candidates shall provide identification at the meeting of the Commission in which the election results are reported and approved. Should it be determined by vote of the Commission that the candidate has not established verification of residency, the candidate receiving the next highest number of votes in that district shall be declared the winner.

Section 7. At any time prior to the first day of elections, any commissioner may dispute the residency of any candidate by so informing the board of elections. In such case, the Board shall contact the candidate to verify residency.

Section 8. There shall be a Board of Elections, consisting of five persons appointed by the President at the June meeting prior to the next election with the approval of the Commission, none of whom shall be connected in any way with a candidate for the Commission. The Board shall perform all duties set forth in the Election Rules.

Section 9. The Board of Elections shall adopt Election Rules for governing the elections.

- a. Such rules shall be adopted by a majority vote of the Board.
- b. Such rules shall be in conformity with these By Laws.
- c. Such rules shall not be changed within the thirty (30) days after an election or within forty-five (45) days before an election.
- d. Any adoption or amendment of the Election Rules shall be presented to the Commission at the beginning of two regularly scheduled meetings. Should the Commission not disapprove of them by the end of that second meeting, they shall take effect.
- e. The Commission may amend the Election Rules without action by the Board of Elections in the same manner as amending by laws as set forth in Article VII.

Section 10. The Board of elections shall establish the date of elections for the year within the restrictions set by Article VI Section 1 as part of the Boards report provided to the Commission at the start of the Annual meeting. Upon acceptance of the Boards report the Board will be discharged from its responsibilities.

Article VII. AMENDMENT

Section 1. As permitted per C.C. 3109.13, these by-laws may be amended in part or in whole at any regularly scheduled meeting of the Commission by an affirmative vote of a two-thirds (2/3) majority of all Commission members provided that the amendments were submitted in writing at the previous regularly scheduled meeting. The Corresponding Secretary shall file any approved amendments immediately after its adoption with the city clerk for publication in the City Bulletin. Such amendments shall take effect ten (10) days after such publication per C.C. 121.05.

CITY OF COLUMBUS UNIVERSITY AREA COMMISSION ELECTION RULES
(Revised July 19, 2017)

1. GENERAL PROVISIONS

- 1.1 "Board" shall mean the Board of Elections of the University Area Commission. Board membership shall consist of a minimum of five who shall be selected by the President and approved by the Commission at the regular Commission meeting in June. Board members may not be candidates for office in the same year. The Board members may elect the Board Chair from Board membership.
- 1.2 Where not otherwise specified, all filings or actions shall be done at the headquarters set by the Board under 3.1.
- 1.3 When a date is set as a deadline, and that date falls on a Saturday or a Sunday or a Monday Holiday, then the deadline shall be advanced to the next week day. In all cases the day shall end at 4:30 pm on such date.
- 1.4 The four districts shall be:
- 1.4.1 First (NE) north of 16th Ave. and east of High St., except that which is part of district 2.
- 1.4.2 Second (NW) north of Woodruff Ave. and west of High St. and a portion east of High St. west of Indianola south of Arcadia and north of Patterson.
- 1.4.3 Third (SE) south of 16th Ave. and east of High St.
- 1.4.4 Fourth (SW) south of Woodruff Ave. and west of High St.

2. CALENDAR

- 2.1 A Public announcement of the Elections shall be given within five days of September 1st of each year by the Board of elections and be available at the North side Branch of the Columbus Metropolitan Library, in a paid newspaper of general circulation and via Internet.
- 2.2 Prior to September 1st, the Board shall prepare the following official documents:
- Petition forms;
 - Candidate's Biographical Sketch form;
 - Declaration of Write-in Candidate form;
 - Official Ballot forms;
 - Voter Register form;
 - City of Columbus Legistar form; and
 - City of Columbus Area Commissioner Profile.
- 2.3 All official board documents shall be made publicly available no later than 5 days after the public announcement of the election.
- 2.4 Petitions, City of Columbus Legistar form, City of Columbus Area Commissioner Profile and biographies shall be filed no later than 4:30 pm on the third Thursday before the election at a specified Board location.
- 2.5 An official declaration of write-in candidacy shall be filed in person at the specified board location with the Board no later than 4:30 pm the Monday prior to the election.
- 2.6 Candidates may withdraw from the ballot no later than 4:30 pm on the Monday prior to the election. Upon notice of a candidate's death or disqualification, the Board shall remove the candidate's name from the ballot.
- 2.7 Advertising shall be taken down no later than the second day after the election.
- 2.8 Challenges to the election must be filed, in writing to the Headquarters, no later than 4:30 pm on the eighth day after the election.
- 2.9 The Board shall certify the results of all unchallenged seats no later than the tenth day after the election.
- 2.10 Ballots, registers and other papers are to be shredded after January 31 and no later than February 28 in the year of the election, unless there are challenges to be resolved and the ballots shall be destroyed after their resolution.

3. ELECTION OFFICIALS

- 3.1 Board of Elections shall:
- 3.1.1 Publicize 'Headquarters';
- 3.1.2 Make the final decision on voter challenges upon appeal from the Polling Place Officials, as set forth in Rule 8.3.5; and;

3.1.3 Resolve all election challenges and election rule violations. Resolutions shall be determined as one of the following:

1. No violation
2. A discrepancy with no penalty, to be in writing to all persons involved
3. A violation with penalties set forth in Rule 11, Penalties

3.2 Polling

3.2.1 Place Officials shall: Maintain order at the Poll;

3.2.2 Maintain the ballots and registers, secure and deliver them only to their proper successors at the Poll or the Board;

3.2.3 Initially determine the validation of voter challenges; and

3.2.4 Enforce the Rules at the Poll.

4. PETITIONS

4.1 The Board shall provide a copy of the official petition form to each person desiring to become a candidate.

4.2 Petition forms shall provide a space for the printed name and address of the signer, his or her signature, and the date. The name and address of the candidate shall appear prominently on the top along with a signed statement that the candidate will observe the Election Rules and the By Laws. The notarized affidavit set in Rule 4.6 shall be at the bottom. All petitions shall be on an official petition form.

4.3 The candidate's notarized official petition form and official biography form shall be filed by the date set in Rule 2.4.

4.4 A petition shall be signed by a minimum of 30 individuals who are qualified as set forth in 7.4.

4.5 The candidate shall circulate the petition in person. The Board upon written declaration may grant waivers by the candidate with a disability. Request for such waiver shall be acted upon by the Board within seven days.

4.6 Each petition shall contain the affidavit: "(candidate name), hereafter known as the candidate, states that the candidate is the circulator of the petition and that the candidate is a legal resident of the district in which the candidate is seeking election as of September 1st of the election year and is qualified to vote for him or herself. The candidate did witness each and every signature appearing hereon."

4.6.1 The notarized official petition form with original signatures completed notarized petition must be returned to headquarters by date set in 2.4.

4.6.2 Only petition forms with original signatures will be accepted.

4.6.3 A qualified voter may sign any number of official petitions, but only for candidates in the same district for which they are qualified to vote.

4.7 All candidates shall submit to the Board their biographical sketch form by the date set forth in Rule 2.4. The biographical sketch form shall be used by the Board for creation of a candidate profile sheet for use at polling places and on the official UAC website. The biographical sketch form shall be no more than 200 words.

4.8 Official declaration of write-in candidacy shall: State the person's name, address and phone number; be signed by the person; contain a statement that the person shall observe the Election Rules and the By Laws and shall be notarized by a legal notary of the State of Ohio; shall be filed at the Board by the date set in Rule 2.5.

5. CANDIDATES - CAMPAIGNING

5.1 No person shall campaign within 200 feet of any Poll during election hours. Amplified announcements shall not be audible within 200 feet of Poll.

5.2 All posters or other advertising shall be removed by the date set in Rule 2.7.

5.3 No voter shall be compensated in any manner in exchange for a vote or for refraining from voting by any candidate or representative thereof.

5.4 No candidate shall knowingly and with intent to affect the outcome, make or publish or allow to be made or published any material false statement.

6. BALLOTS

- 6.1 There shall be a separate Official Ballot form for each district. The district number shall be printed prominently on each. A sample ballot shall be posted prominently at each polling place.
- 6.2 Each ballot shall list all candidates who have filed valid petitions for that district followed by a line for voters to enter the name of a write-in candidate. A box or line shall precede each candidate name and the write-in candidate line.
 - 6.2.1 If there is more than one opening or vacancy in a district, the ballot shall clearly state the maximum number of votes that may be cast.
 - 6.2.2 The ballot shall clearly state that each person voting shall make an "x" beside the name of each candidate or write-in candidate they wish to vote for.
- 6.3 The candidates' positions on the ballot shall be alternated throughout the ballots.
- 6.4 Candidates may remove their names from the ballot by filing a letter with the Board before the time set in Rule 2.6.
- 6.5 No organization or party name shall appear on any ballot.
- 6.6 The Board shall ensure that all ballots are properly accounted for after printing: recording the total printed, used, spoiled, and remaining.

7. VOTING

- 7.1 Polls shall be open from 10:00 am until 4:00 pm.
- 7.2 Each official Poll shall be supplied with a sealed Ballot Box and a Voter Register form for each district. A candidate profile sheet shall be available at each polling place. No list of write-in candidates is permitted at a polling place.
- 7.3 Persons shall vote by:
 - 7.3.1 Printing his or her name and address on the Voter Register form and signing it.
 - 7.3.2 Receiving a ballot for the district in which the voter resides.
 - 7.3.3 Placing a mark on the ballot in the box or line opposite the candidate(s) he or she supports.
 - 7.3.4 Placing the ballot into the Ballot Box.
- 7.4 The Poll officials shall require evidence of identity, age, and residency.
 - 7.4.1 All candidates and electors must provide identification and proof of residence in their district in which they intend to run or vote. Such identification may include, but is not limited to a valid driver's license, state-issued ID, or a university ID. Other identification may be accepted at the discretion of the majority vote of the board of elections, whose determination shall be final. Affidavits and other sworn statements, by themselves, shall never be sufficient. A statement of the identification provided by electors in instances in which the sufficiency is uncertain shall be written by the poll worker on the envelope in which the ballot is placed. The board shall determine the sufficiency of each identification before the envelope is opened. If it is the decision of the board that the identification is not sufficient, the envelope shall be retained unopened. Electors shall provide identification before they are permitted to vote. Successful candidates shall provide identification at the meeting of the commission in which the election results are reported and approved. Should it be determined by vote of the commission that the candidate has not established verification of residency, the candidate receiving the next highest number of votes in that district shall be declared the winner. At any time prior to the day of elections, any commissioner may dispute the residency of any candidate by so informing the board of elections. In such case, the board shall contact the candidate to verify residency.
- 7.5 No voter may cast more than one ballot. In such case, all ballots cast by that voter shall be disqualified.
- 7.6 Each table shall have no more than one qualified voter voting at one time.
- 7.7 There must be at least one polling location. Locations of the polls are at the discretion of the Board of Elections

8. CHALLENGES

- 8.1 A Challenge shall be filed in writing by the date set in Rule 2.8.
- 8.2 The Challenge shall state the charge and the grounds. A demand for a recount shall be considered as a challenge, and shall be granted if the margin of victory is three votes or less than one percent, whichever is greater.
- 8.3 If a challenge at the poll is not to the satisfaction of all parties, then the polling place officials shall:
 - 8.3.1 Allow the voter to mark the ballot and seal the ballot inside a blank envelope.
 - 8.3.2 The sealed envelope is then placed in a second envelope and sealed.
 - 8.3.3 The facts of the challenge shall be written on the second envelope, together with the polling place officials' decision.
 - 8.3.4 The envelope containing the challenge ballot shall be deposited in the ballot box.
 - 8.3.5 Notation shall be made on the register that a challenge has been made. The board shall conduct a public hearing on all challenges in the shortest amount of time consistent with that required by law and the commission by-laws. At such hearing, witnesses and evidence may be introduced by the challenger and the voter or candidate challenged. The board shall reach a decision at the conclusion of such hearing and that decision shall be issued in writing.

9. COUNTING

- 9.1 As soon as the polls have closed, the registers and sealed Ballot Boxes shall be delivered to the Board Headquarters.
- 9.2 The Board members shall then unseal the ballot boxes and count all ballots as follows:
 - 9.2.1 The Voter Register form shall be checked and the number voting in each district shall be recorded.
 - 9.2.2 Each ballot box shall then be opened, the ballots sorted by district counted, the number compared against the Voter Register form, and the votes counted.
- 9.3 No ballots cast for a person who was not listed on the ballot shall be counted unless they have filed an official Declaration of Candidacy with the Board as set forth in 2.5.
- 9.4 Ballots cast for those who are not valid and declared candidates shall be considered void ballots.
- 9.5 After the count has been completed, the Board shall maintain all ballots and Voter Register forms in a secure location until needed or until the date set forth in rule 2.10.

10. CERTIFICATION

- 10.1 The Board shall certify the results and the names of the winning candidates to the Commission and to the Mayor by the day set forth in Rule 2.9.
- 10.2 A tie shall be broken by the flip of a coin, to be done by the Election Board Chairperson, in the presence of the candidates and two witnesses.
- 10.3 If there is more than one position to be filled in a district, the candidate with the largest numbers of votes shall receive the longest term of office. A tie shall be resolved by the flip of a coin.

11. PENALTIES

- 11.1 The Board shall review all violations of these Rules and shall Report all violations to the Commission for determination of penalty.
- 11.2 A violation of these Rules results in either disqualification or the voiding of the election for that district and the scheduling of a new election at a time set by the Board. by vote of the full Commission, the disqualification of an otherwise successful candidate who has violated one or more of these rules may be held in abeyance until that candidate has come into compliance.
- 11.3 The Board may, at its discretion, refer any infraction to the City Attorney or the County Prosecutor.
- 11.4 Failure of the Board to comply with any Rules shall not, by itself, invalidate the Election.
- 11.5 Exemptions: Failure to comply with any Rules by any Election Board member or Commission member shall not invalidate any other part of these Election Rules.