



AGENDA

**BOARD OF NUISANCE ABATEMENT.
THURSDAY, SEPTEMBER 6, 2018 7:00 PM**

**PLACE: COUNCIL CHAMBERS
7232 E. MAIN ST, REYNOLDSBURG, OH 43068**

A. CALL TO ORDER

1. ROLL CALL
2. APPROVAL OF AGENDA
3. SWEARING IN OF SPEAKERS

B. PUBLIC COMMENT

C. NEW BUSINESS

1. Rules of the Reynoldsburg Board of Nuisance Abatement

D. ADJOURNMENT

Board of Nuisance Abatement**Melissa Butler****7232 E. Main Street****Reynoldsburg OH 43068****Phone****MOTION REQUEST**

DATE: September 6, 2018**TO: Board of Nuisance Abatement****RE: Rules of the Reynoldsburg Board of Nuisance Abatement**

Approval:

Brad McCloud	Pending Jed Hood	Stephen Cicak
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See attached documentation

Rules of the Reynoldsburg Board of Nuisance Abatement

The Reynoldsburg Board of Nuisance Abatement, in order to carry out the general powers conferred upon it by the Ohio Revised Code and the City of Reynoldsburg's Charter and Codified Ordinances, does hereby adopt the following rules to govern its proceedings:

ARTICLE I AUTHORIZATION

Section 1.1 - The authorization for the establishment of Reynoldsburg Board of Nuisance Abatement is set forth in Title I, Section 1701.02 of the Reynoldsburg Code of Ordinances.

Section 1.2 - The Reynoldsburg Board of Nuisance Abatement is permitted and convened if; the

ARTICLE II MEMBERSHIP

Section 2.1 - The entire membership shall be the same as that provided for in Title I, Section 1701.02 of the Reynoldsburg Code of Ordinances.

ARTICLE III OFFICERS AND THEIR DUTIES

Section 3.1 Officers – The officers of the Board of Zoning and Building Appeals shall consist of a Chairman, Vice Chairmen, and three additional Board officers.

Section 3.2 Chairman – The Chairman, shall preside at all meetings of the Board. He shall call special meetings of the Board when required. The Chairman may appoint committees or sub-committees comprised of Board members and others whenever he feels that such committees can further the work of the Board. The Chairman shall act as spokesman for the Board, and shall have such other duties as are normally conferred on such officers by parliamentary procedure. Unless otherwise restricted by the Planning & Zoning Code or Charter, the chairman shall have a vote on all matters before the Board. The Chairman shall sign all documents of the Board and see that all actions are properly carried out.

Section 3.3 Vice-Chairman – The Vice Chairman shall serve as Chairman during the temporary absence or disability of the Chairman, and shall upon those occasions be vested with the full authority attendant to the position of the Chairman.

ARTICLE IV ELECTION OF OFFICERS

Section 4.1 – The Mayor shall appoint the Chairman to the Board of Nuisance abatement.

Section 4.2 - At an annual organization meeting, which shall be the first regular meeting, the Board shall elect the Vice-Chairman. Nominations shall be made from the floor, and the candidate receiving a majority vote of the voting membership shall be declared elected and shall take office at the close of the meeting. The officers shall be elected for a period of one (1) year, shall be eligible for re-election, and shall serve until their successors take office. Vacancies in office shall be filled immediately by regular election procedure.

ARTICLE V MEETINGS

Section 5.1 - Regular meetings shall not be held unless the board deems it necessary. At which time a regular meeting time and date will be voted and established by the board.

Section 5.2 - Special meetings may be called by the Chairman or Vice-Chairman at the request of three (3) voting members to act on those matters necessary and germane to the duties of the Board, in accordance with the Ohio Revised Code.

Section 5.3 Quorum – A quorum shall be necessary at any regular or special meeting in order for the Board to take official action or carry on its business. A quorum shall consist of a majority of Board members. Each member of the Board of Nuisance Abatement who has knowledge of the fact that he will not be able to attend a scheduled meeting shall notify the Planning & Zoning Administrator or Secretary at the Municipal Building at the earliest possible opportunity and, in any event, prior to 5:00 p.m. on the date of the meeting. The Planning & Zoning Administrator or Secretary shall notify the Chairman in the event that the projected absences will produce a lack of quorum.

Section 5.4 Parliamentary Process – Unless otherwise specified herein, Robert’s “Rules of Order”, as filed in the Clerk of Council’s Office, shall govern the proceedings at the meetings of the Board.

Section 5.5 Designation of Voting Order – Votes of the Board will be by verbal vote and the order of voting will rotate in sequential alphabetical order. The Chairman shall always vote last.

Section 5.6 Reconsideration – Reconsideration of any decision of the Board may be had when the interested party for such reconsideration makes a satisfactory showing to the chairman that without fault on the part of such party, essential facts were not brought to the attention of the Board.

Section 5.7 Conflicts of Interest – Any member of the Board who feels that he has a conflict of interest on any matter that is on the Board’s agenda shall voluntarily excuse himself and refrain from discussing and voting on said items as a Board member.

ARTICLE VI AGENDAS & ADMINISTRATIVE PROCEDURES

Section 6.1 Open Meetings and Records – All proceedings and records of the Board shall be open to the public in accordance with the City Charter, Codified Ordinances and the Ohio Revised Code. All maps, plats, and other matters required by law to be filed with the Board shall be filed in the office of the Planning & Zoning Administrator or Clerk of Council as required by the Planning & Zoning Code.

Section 6.2 – Deadline for Application – The deadline for filing applications for placement on the agenda shall be thirty (30) days prior to any given meeting of the Board unless otherwise stated by the Planning & Zoning Code. Requests for continuance of matters scheduled for a particular agenda shall be filed with the Planning & Zoning Administrator or Secretary by noon on the Thursday prior to the Thursday of the meeting so the printed agenda will reflect the required continuance.

Section 6.3 – Agenda – The Planning and Zoning Administrator, shall prepare the agenda for the regular and special meetings. Agendas for regular meetings shall be prepared at least seven (7) days in advance of each regular meeting. Board members shall be provided an agenda, a copy of each

application and all related exhibits and materials, and a report from Staff at least seven (7) days in advance of each regular meeting.

ARTICLE VII ORDER OF BUSINESS

Section 7.1 Agenda Order – The order of business at the regular meetings of the Board shall be as follows:

- A. Call to Order
 - 1. Roll Call
 - 2. Approval of Minutes
 - 3. Approval of Agenda
 - 4. Public Comment
- B. Unfinished Business
- C. New Business
- D. Other Business
- E. Adjournment

Section 7.2 Presentation Order – The following procedure will normally be observed; however, it may be rearranged by the Chairman for individual items if necessary for the expeditious conduct of business:

- A. Staff presents report and makes recommendation.
- B. Applicants make presentation.
- C. Any opponents make presentations.
- D. Applicant makes rebuttal presentation of any points not previously covered.
- E. Board members ask any remaining questions they may have for the proponents, opponents, or staff, and then take a vote.

ARTICLE VIII AMENDING THE RULES OF THE BOARD

Section 8.1 Changes to these rules may be proposed and discussed at any regular meeting. At the next regular meeting, the proposed amendments will be eligible for adoption. The adopted rules will supersede any and all other rules and take effect immediately.

CHAIRMAN

VICE-CHAIRMAN

ADOPTED (Date)

Attachment: Rules of the Reynoldsburg BNB (Nuisance Abatement Rules)