

RULES OF PROCEDURE
FOR THE
BOARD OF ZONING AND BUILDING APPEALS
OF THE CITY OF GAHANNA, OHIO

Adopted:
January 17, 2019
Amended:
January 26, 2023

ARTICLE 1. CONSTRUCTION & PARLIAMENTARY AUTHORITY

- 1.1 No provision of these rules which conflicts with those rights provided by the Constitution of the United States, the Constitution of the State of Ohio, the Charter of the City of Gahanna, Ohio, or the common law, shall have any force or effect.
- 1.2 If one section of these rules is declared unconstitutional or invalidated, other sections of these rules not declared unconstitutional or invalidated shall still be in full force and effect.
- 1.3 Robert's Rules of Order, current edition shall serve as the parliamentary authority in all matters not addressed by City Charter, City Code or these Rules of Procedure

ARTICLE 2. ORGANIZATIONAL MEETING

- 2.1 In January of each year, the board shall meet for their organizational meeting. The Mayor shall serve as temporary Chair of the Board of Zoning and Building Appeals until a Chair is elected from those persons appointed to the Board. After election of the Chair, the Vice Chair shall be elected. Election shall be by roll call and the results declared.

ARTICLE 3. OFFICERS OF THE BOARD

- 3.1 Chair - The Chair of the Board shall serve as the presiding officer of the Board and shall be responsible for the conduct and order of the meetings of the Board.
- 3.2 Nothing in these rules shall deprive the Chair of the Board of their duties and obligations as a Board member.

- 3.3 Vice Chair - The Vice Chair of the Board shall serve as the Chair of the Board when the Chair is absent or unable to perform the duties of Chair.
- 3.4 Nothing in these Rules shall deprive the Vice Chair of the Board of their duties and obligations as a Board member.
- 3.5 Council Office shall provide a Clerk to the Board. The duties of the Clerk of the Board include:
- A. The Clerk shall attend all meetings of the Board.
 - B. The Clerk shall prepare a record of all proceedings of the Board which shall be termed the Minutes.
 - C. The Clerk shall maintain all records in accordance with City records retention schedule.
 - D. The Clerk shall perform all clerical duties incidental to the office and such other duties as directed by the Chair.
 - E. The Clerk in conjunction with the Chair of the Board, prepares an agenda for each meeting of the Board.
 - F. The Clerk shall be responsible for distribution of the agenda, minutes, appeals, staff comments, correspondence, or any related business materials to the members in a timely manner.
 - G. The Clerk shall sign all Record of Action letters that are a result of action taken at a meeting of the Board.
 - H. The Clerk shall perform all clerical duties incidental to the office and all other duties as directed by the Chair.

ARTICLE 4. MEETINGS

- 4.1 Regular Meetings. Meetings shall be held as required by law and/or as determined by the Board.

- 4.2 Such meetings shall be called to order at a time and place established by the Chair.
- 4.3 Special Meetings. Special meetings may be called by the Chair. All members of the board shall be notified not less than 24 hours in advance of a special meeting as to the date, time, place, and purpose of such meetings. Only matters relating directly to the stated purpose of the special meeting may be considered during the special meeting. Notice of special meeting shall be in writing and may be distributed electronically.
- 4.4 Absences. Members of the Board not able to attend any meeting shall notify the Chair of the Board or the Clerk of their anticipated absence at least 24 hours, if practicable, prior to the meeting to verify a quorum.
- 4.5 If it is determined that a quorum will not be present the Chair shall postpone the meeting and the Clerk shall notify the members and any applicants.
- 4.6 Open Meetings. All meetings of the Board, except Executive Sessions, shall be open to the public.
- 4.7 Executive Sessions may be called by the Chair solely for the reasons prescribed under Section 121.22(G) of the Ohio Revised Code.

ARTICLE 5. ORDER AND CONDUCT OF BOARD BUSINESS

- 5.1 The Agenda. An agenda of business to be considered by the Board shall be prepared and distributed electronically to each member of the Board at least 48 hours prior to each regular meeting of the Board and 24 hours prior to each special meeting.
- 5.2 The agenda for a regular meeting shall contain:

- A. A listing, by descriptive words, of each public hearing to be considered.
- B. A listing, by descriptive words, of each appeal to be considered.
- C. Any other items of known business.

5.3 Order of Business. The presiding officer shall conduct Board meetings in the order outlined in the agenda. The order of the agenda may contain the following:

- A. Call meeting to order, Pledge of Allegiance, Roll Call.
- B. Additions or corrections to the agenda.
- C. Approval of minutes
- D. Administering the Oath
- E. Appeals - Public Hearings.
- F. New Business.
- G. Unfinished Business.
- H. Poll members for comment.
- I. Adjournment.

ARTICLE 6. PUBLIC HEARINGS

6.1 Every Appellant shall, no less than seven (7) business days before a scheduled hearing, furnish to Appellee a complete copy of their or her appeal and any supplemental submission or hearing memorandum, and a copy of any exhibits or other evidence not otherwise contained in this record which he or she intends to present to the Board for consideration pursuant to Rule 6.13.

Any Appellee shall likewise furnish to Appellant, no less than seven (7) business days before a scheduled hearing, any submission or hearing memorandum, and a copy of any exhibits or other evidence not otherwise contained in the record which he or she intends to present to the Board for consideration pursuant to Rule 6.13.

- 6.2 The Chair of the Board shall give a brief statement or explanation of the item under hearing and the Board's hearing procedure.
- 6.3 If the Chair, or any other member of the Board, should believe that the Board may not have jurisdiction to entertain all or a part of an appeal, said member shall move prior to the opening of the hearing that the Board consider, and vote upon, the question of its jurisdiction. Any such motion shall be voted upon, or tabled for subsequent consideration, prior to the opening of the public hearing. The Board shall not grant, grant with modifications, deny, or remand any appeal over which it has determined it has no jurisdiction.
- 6.4 The Public Hearing shall be conducted as follows:
- Public comment: each speaker will be allowed three (3) minutes.
 - The Appellant (Proponent) will be allowed twenty-five (25) minutes. This is a combined time for Appellant and any Interested Party.
 - The Appellee (Opponent) will be allowed twenty-five (25) minutes. This is a combined time for Appellee and any Interested Party.
 - The Appellant (Proponent) will be allowed five (5) minutes for further argument or rebuttal.
 - The Appellee (Opponent) will be allowed five (5) minutes for further argument or rebuttal.
- 6.5 Comments and questions of the Board shall be allowed during the course of the hearing.
- 6.6 Board members who believe that they have a conflict of interest with the matter under determination shall disclose on the record the existence of the conflict prior to the commencement of the hearing and shall not deliberate or attempt to influence any discussion.

ARTICLE 7. ELECTED OFFICERS AND APPOINTED OFFICIALS OF THE CITY AS THEY RELATE TO THE BOARD

- 7.1 Elected officers and appointed officials of the City of Gahanna, except as provided by the Charter of the City of Gahanna, may be requested by the Chair, through the Clerk, to attend Board meetings and answer any proper questions directed to them by the Board.
- 7.2 Such requests of elected officers and appointed officials shall be made through the Clerk at least 48 hours prior to the scheduled meeting.
- 7.3 The notice shall state the time, place, and purpose of the meeting.
- 7.4 The City Attorney, or their designee, is the legal advisor for the Board of Zoning and Building Appeals.

ARTICLE 8. SUBPOENA POWER

- 8.1 Subpoena requests by the parties involved shall be issued by the Clerk's office. Said subpoena shall be submitted to the Clerk's office no fewer than 14 days prior to a meeting. Said subpoena shall be served in accordance with Ohio Rules of Civil Procedure.

ARTICLE 9. MOTIONS

- 9.1 When a question is before the Board, under discussion, and/or a motion has been made, no motion shall be proper except the following:
- A. Motion to adjourn.
 - B. Motion to recess.
 - C. Motion to call the question.
 - D. Motion to postpone until a stated future time.
 - E. Motion to amend a motion under discussion.

- 9.2 Vote without Discussion. Except for a motion to amend a motion under discussion relative to the motions listed in Section 9.1 above, motions will go immediately to a vote without discussion, except for a brief explanation by the person requesting the motion.
- 9.3 A motion to amend may only be amended once. An amendment, once rejected, may not be moved again in the same form.
- 9.4 All motions shall require a second.
- 9.5 All motions shall be made in a positive manner.
- 9.6 The member making or seconding a motion may either vote "yes" or "no" on the motion.
- 9.7 A motion receiving a simple majority "yes" vote is approved, adopted, or carried.
- 9.8 A motion receiving a tie vote is disapproved, not adopted, not carried, or failed.

ARTICLE 10. VOTING

- 10.1 Definitions.
- A. Quorum - Majority of Board members.
 - B. Simple Majority - more than half of the members voting.
- 10.2 Voting shall be oral and in public session. The Clerk shall call the roll and each Board member shall respond "yes," "no," or "abstain, as a conflict of interest," and no other comments shall be made during the voting. The order of voting by the Board

members shall be as called by the Clerk. After the voting is completed, the presiding officer shall announce the result.

ARTICLE 11. *DEBATE BY BOARD*

- 11.1 The presiding officer shall control debate according to the following rules.
- 11.2 No person shall be permitted to speak on any motion longer than that period of time or number of times, which is considered appropriate by the presiding officer.
- 11.3 While members of the Board may yield to other persons, the limitations outlined in 11.2 still prevail.
- 11.4 The presiding officer may refuse the floor to any person when tactics are obviously dilatory and not in the best interest of the Board.

ARTICLE 12. *DECISIONS BY THE BOARD*

- 12.1 The Board shall review and take into consideration all evidence included in the record.
- 12.2 DISPOSITION OF APPEALS
In any appeal of an order, adjudication, or decision, the Board may:
 - (a) Find in favor of Appellant or Appellee;
 - (b) Find in favor and amend with modification(s); or
 - (c) Remand with instructions to the City official, employee or body for further consideration and/or action.
- 12.3 After the Board has rendered its decision, the Clerk of Council will send all parties the official record of action. The Clerk's minutes

serve as the official record of the hearing unless a stenographer is present and a transcript is provided.

APPROVED AND ADOPTED AS AMENDED BY THE BOARD OF ZONING AND BUILDING APPEALS OF THE CITY OF GAHANNA, OHIO, on the ____ day of January, ____.

Chair

ATTEST:

Jeremy A. VanMeter, *Clerk of Council*