

Charter Reviews Commission Proposal Packet

Planning Commission Attendance and Removal Proposals

City of Gahanna, Ohio

Submitted by: Sarah Pollyea, Esq.

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Purpose

These proposed amendments are intended to modernize and clarify the attendance and removal provisions applicable to Planning Commission members under Section 11.02 of the Charter. The current Charter provisions use fixed attendance thresholds and undefined terms that may lead to inconsistent application. These proposals provide flexibility, improve clarity, and ensure fairness while maintaining accountability.

Proposal 1 – Percentage-Based Attendance Requirement

Current Charter Reference: Section 11.02 – Attendance (fixed number of absences)

Issue:

The current Charter requires removal after a fixed number of missed meetings (6), which does not account for changes in meeting frequency and may lead to disproportionate outcomes.

Proposed Charter Language:

Members of the Planning Commission shall attend not less than seventy-five percent (75%) of all regular and special meetings of the Commission within any calendar year or rolling twelve-month period.

Failure to meet this attendance requirement may constitute grounds for removal as provided herein.

Proposal 2 – Elimination of Automatic Removal for Consecutive Absences

Current Charter Reference: Section 11.02 – Consecutive absence provision (e.g., four consecutive absences)

Issue:

The current Charter provides for automatic removal based on consecutive absences, which does not account for illness or other temporary circumstances.

Proposed Charter Language:

No member shall be subject to automatic removal based solely on consecutive absences.

Attendance shall be evaluated based on the overall attendance requirements set forth in this section.

Proposal 3 – Clarification of Excused Absences

Current Charter Reference: Section 11.02 – References to “absences, whether excused or not.”

Issue:

The Charter references “absences, whether excused or not”, but does not define what constitutes an excused absence.

Proposed Charter Language:

Absences from meetings may be designated as excused or unexcused in accordance with rules of operation as set forth in Section 11.02 as used by the Planning Commission.

In determining whether an absence is excused, consideration may be given to illness, family emergency, work obligations, or other extenuating circumstances.

Proposal 4 – Clarification of Removal Authority and “Just Cause”

Current Charter Reference: Section 11.01 – Removal for “just cause”

Issue:

The Charter permits removal for “just cause” but does not clearly define the standard or identify the decision-making authority.

Proposed Charter Language:

A member of the Planning Commission may be removed for failure to meet attendance requirements or for just cause.

Removal shall be determined by the appointing authority in accordance with the provisions governing such appointment.

“Just cause” may include, but is not limited to:

- failure to perform the duties of the office
- violation of applicable law or ethics requirements
- conduct that substantially interferes with the effective operation of the Commission

Prior to removal, the member shall be provided notice and an opportunity to respond.

Summary

These amendments replace rigid attendance rules with a flexible, percentage-based standard, eliminate automatic removal triggers that do not account for real-life circumstances, clarify ambiguous terms such as “excused absence,” and establish a clear and fair removal process.