RESOLUTION OF COOPERATION
OF
THE ACRPC

PREAMBLE

By virtue of the adoption of a Resolution of Cooperation by the Board of County Commissioners of Athens County and by the Planning Commission of the City of Athens, there has been created The Athens County Regional Planning Commission (ACRPC) vested with powers and duties given to regional planning commissions under the laws of the State of Ohio, particularly Revised Code 713.21 et seq.
ARTICLE I

REGION

The region for which the Regional Planning Commission shall be created and maintained shall be all of Athens County exclusive of any territory within the limits of any municipality not agreeing to and contracting with the County Commissioners of Athens County as hereinafter set forth. In addition to the territorial limits of Athens County and pursuant to the Ohio Revised Code, this region may include areas of adjacent counties which are contiguous and also municipalities in said contiguous counties desiring to become members of the ACRPC.

ARTICLE II

MEMBERSHIP OF THE ACRPC

The ACRPC shall consist of the following members:
A. The three duly elected members of the Board of County Commissioners of Athens County.
B. One representative for each 5,000 persons as determined by the last federal decennial census from each of the municipal corporations cooperating in the maintenance of the ACRPC; provided however, in no event shall any cooperating incorporated village have less than one representative to the ACRPC; no cooperating city shall have less than two or more than five representatives to the ACRPC. All members of the ACRPC representing municipal corporations shall be designated by the planning commission of said municipal corporation. In those incorporated cities or villages where no Planning Commission is active, the mayor of such cities or village or his/her duly appointed representative, shall serve on the ACRPC.
C. One representative for each 5,000 persons as determined by the last federal decennial census shall be appointed to the ACRPC by the Athens County Board of County Commissioners. In determining the number of said county representatives, only persons residing in the unincorporated areas of the county shall be included and members appointed to represent the county shall reside outside the territory of any municipal corporation. The County Engineer or designee, of any county participating in the region, and the Health Commissioner of the county or designee, shall be members of the ACRPC, with vote, for unspecified terms.
D. Any vacancy occurring among the municipal or county representatives shall be filled for the unexpired term in the same manner in which the said member was originally chosen.
E. The term of office for members of the ACRPC shall be at least three (3) years and said members may be reappointed, at the pleasure of the County Commissioners or the legislative authorities of incorporated cities or villages. The terms of office of such commissioners shall be staggered. New members or reappointed members of the ACRPC must be appointed by the proper authority, not later than January 30 of any fiscal year and the secretary of the ACRPC must be notified of such appointments. New or reappointed members to the ACRPC will assume office on April 1st. Should any member of the ACRPC be absent from more than two regular consecutive meetings without reasonable excuse, his/her place on the ACRPC may be declared vacant and the appointed authority of such member shall be notified.
F. The city engineer, city service director, city manager, or village administrator of any municipality participating in the region, shall be members of the ACRPC Ex-Officio, without vote, for unspecified terms unless already servings as regular voting members of the ACRPC.
G. The Board of County Commissioners may appoint any members, ex-officio, for unspecified terms.
ARTICLE III

POWERS AND DUTIES OF THE ACRPC

A. The ACRPC shall have the power and duty to make studies, plans, maps, and other reports of the Region showing the ACRPC's recommendations for systems of transportation, highways, park and recreational facilities, water supply, sewage disposal and sewerage, recycling and solid waste management, civic centers, and other public improvements. The ACRPC shall administer land use and capital improvement programs which affect the development of the region, as a whole or as more than one political subdivisions within the region and which do not begin and terminate within the boundaries of any single municipal corporation.

B. Said plans or maps may be changed, supplemented, or abolished from time to time at the discretion of the ACRPC, but no plans or maps shall be adopted, changed, supplemented or abolished prior to a presentation at a regular ACRPC meeting thereon.

C. The ACRPC may undertake for any cooperating municipality or any township of the region, the studying, planning, mapping and reporting of land uses within the boundaries of such municipality or township. The ACRPC may also administer, by special agreement, land use and capital improvement grants on behalf of municipalities and townships. The cost of such planning and administration shall be paid by the municipality or township in such manner and amount as may be agreed upon by the ACRPC and the legislative authority of such municipality or township.

D. The ACRPC may administer such land use and building regulations as adopted by the Athens County Commissioners.

E. The ACRPC may cooperate with and/or contract with adjacent counties to provide land use administration assistance.

ARTICLE IV

OFFICERS AND COMMITTEES OF THE ACRPC

A. President and Vice President: A president and vice president shall be elected by the ACRPC at its regular annual meeting each year and shall hold office until the regular meeting in April next after the election and until his/her successor is elected and qualified. It shall be the duty of the president to serve as the principal executive officer of the ACRPC, to conduct its meetings, execute contracts, be an ex-officio member of all committees, and to perform such other duties as the ACRPC shall from time to time direct. It shall be the duty of the vice president to assist the president and to serve in his/her absence and to perform other such duties as the ACRPC shall from time to time direct. In case the president and vice president are absent or unable to perform their duties, the ACRPC may appoint a president pro-tempore.

B. Treasurer: The ACRPC shall, at its regular April meeting of each year, elect a Treasurer who shall hold office until the regular meeting in April next after his/her election and until his/her successor is elected and qualified. The treasurer shall be the fiscal officer of the ACRPC and shall serve on the audit and budget committee.

C. Secretary: The ACRPC shall at its regular April meeting of each year elect a secretary, who may be, but need not be, a member of the ACRPC. The secretary shall hold office until the regular meeting in April next after his/her election and until his/her successor is elected and qualified. It shall be the duty of the secretary to keep a full record of the proceedings of the ACRPC and he/she shall perform such other duties as the ACRPC shall from time to time direct.
D. **Special Committees:** The ACRPC at its first meeting following election and at any regular meeting thereafter, may appoint for each public improvement for which it proposes to study, a special committee which shall include, but need not be limited to, one member from each cooperating municipality in which any part of such improvement is proposed to be situated. The ACRPC may appoint such other special committees as it shall determine. The chairman and members of each committee shall serve until the next regular April meeting following their election by the ACRPC and until their successors are chosen and qualified. In the event of a vacancy in any committee by resignation, disqualification, or otherwise, it shall be filled by appointment by the president of the ACRPC. Committees shall have such powers and duties as the ACRPC shall determine and direct.

E. **Nominations:** On or before March 1 in each year, the president shall appoint a nominating committee of three (3) members of the ACRPC, which committee shall prepare a list of nominations selected from among the appointed members of the ACRPC for its officers excepting that the secretary need not be a member of the ACRPC. Such list shall be mailed to each member of the ACRPC at lease ten (10) days prior to the regular meeting in April. Additional nominations may be made by petition signed by at least three (3) members of the ACRPC provided such petition is received by the secretary at least one day prior to such regular meeting.

F. **Vacancy:** If an executive office shall become vacant by reason of death, resignation, disqualification, or any other cause, the ACRPC may elect a successor to hold office for the unexpired term in which such vacancy occurred or was created.

**ARTICLE V**

**MEETINGS**

A. **Meetings of the ACRPC:** The ACRPC shall hold regular monthly meetings during each year and, unless otherwise directed by vote of the ACRPC, said meeting shall be held on the fourth Thursday of each month at a time designated by the commission. The regular meeting in April shall constitute the annual meeting of the ACRPC for the election of officers and for organizational purposes. Special meetings may be called by the president or by any three (3) members for any purpose of the ACRPC. Notice of each regular or special meeting shall be provided to each member of the ACRPC not less than three (3) days prior to the meeting. Notices of special meetings shall state the purpose for which such meeting is called. Meetings shall be conducted according to Robert's Rules of Order, latest edition.

B. **Order of a Regular Monthly Meeting:**

1. Call To Order and Determination of Quorum
2. Approval of Minutes from Previous Meeting
3. Treasurer's Report
4. Committee Reports
5. Staff Reports
6. Old Business
7. New Business
8. Other Business
9. Review of ACRPC Calendar and Announcement of Future Meetings
10. Adjourn

C. **VOTING REQUIREMENTS:** At any meeting of the ACRPC, a quorum shall consist of seven (7) members provided, however, a lesser number may adjourn any meeting. All actions of the ACRPC shall be by resolution or motion. Voting shall be by voice vote or by roll call, and of requested by any member, the secretary shall keep or cause to be kept, a record of each vote showing the ayes, nays, not voting, or the absence of any members.
ARTICLE VI

FINANCIAL PROVISIONS

A. Apportionment of Cost: The cost of maintaining the ACRPC shall be apportioned in the following manner:
   1. Each corporation or village cooperating herein shall contribute in each calendar year such sum as shall be determined by the ACRPC.
   2. In no event shall the amount paid by any city exceed the amount paid by the remainder of Athens County including the villages.
   3. The ACRPC may receive funds, grants and services from the federal government or its agencies, from departments, agencies and instrumentality's of the state or a local government or from civic sources. The ACRPC may contract with such funding sources and provide such information and reports as may be necessary to secure financial aid.

B. Appropriation: The ACRPC shall, at its regular January meeting each year, make appropriation for its expenses for that year, which appropriation may be modified or supplemented from time to time during the year but shall at no time exceed the total amount received or due from cooperating municipalities, county governments, public agencies or from other sources. The amount of contribution required by this resolution may be reduced or increased annually at the regular January meeting of the ACRPC and on a prorated basis: provided, however, no change in the amount of contribution from participating members shall become effective unless upon approval of a majority of the ACRPC members.

ARTICLE VII

EMPLOYEES

The ACRPC may authorize the employment of a Director, and such engineers, accountants, and others as may be necessary and may fix their compensation. The Director of the ACRPC shall administer the day to day functions of ACRPC, supervise any additional employees hired by ACRPC, administer any contracts for professional services being provided to the ACRPC, administer programs under the authority of the ACRPC, and perform such other duties as directed by the ACRPC.

ARTICLE VIII

WITHDRAWAL

The planning commission of any cooperating municipality or the legislative authority of any County may withdraw its cooperation hereof at any time by adopting a resolution to do so and delivering a certified copy thereof to the secretary of the ACRPC. Such withdrawal shall be effective upon delivery but shall not relieve the withdrawing party of contribution of its share of the cost for the year in which the withdrawal occurs, nor shall it withdraw its territory from the region of the ACRPC for that year.
ARTICLE IX

AMENDMENT

Any article of this Resolution of Cooperation may be amended, added, or deleted in accordance with the following procedure:

A. An amendment may be proposed by any three members of the ACRPC to be considered at the next regular meeting or at a specially called meeting. The secretary shall, at least five (5) days before such regular or special meeting, furnish each member of the ACRPC with a copy of the proposed amendment, together with a notice of the meeting.

B. The proposed amendment shall be presented at the next regular or special meeting, when called for that purpose. The amendment shall become a part of this resolution of cooperation when adopted by the ACRPC.