

**District 10 Public Works Integrating Committee**  
**CONSTITUTION AND BY-LAWS**

**Article I**

**Section A - Name:**

This Integrating Committee shall be known as The District 10 Public Works Integrating Committee.

**Section B - Purpose:**

The Integrating Committee is formed for the purpose of meeting the requirements and carrying out the responsibilities assigned to it under the Ohio Revised Code: Section 164.01, et sequel, as it currently exists or may from time to time be amended by the legislature of the State of Ohio.

**Section C - District 10 Boundaries:**

The boundaries of District 10 shall be co-terminus with the Counties of Butler, Clermont, Clinton and Warren, except for that of the City of Loveland, City of Sharonville, and Village of College Corner, Ohio which shall be excluded from District 10.

**Article II**

**Members**

**Section A - Terms of Office:**

There shall be 24 members of the Integrating Committee appointed for a term of three years each. A member may be reappointed for additional three-year terms. Members shall serve until their successor is appointed, but in no case longer than 60 days after the expiration of their term of office.

**Section B - Vacancies:**

Any vacancy occurring shall be filled in the same manner as originally appointed, except that the appointment shall be for the balance of the unexpired term.

**Section C – Appointments**

1. Two appointments each by the County Commissioners of Butler, Clermont, Clinton and Warren Counties.
2. Two appointments by the majority of City Managers/Mayors in each of the above counties.
3. Three appointments by Township Trustees in District 10.
4. Three appointments by Village Mayors/Administrators in District 10.
5. One appointment by the majority of County Engineers in the District 10.
6. One appointment by an affirmative vote of at least sixteen (16) of the members in Subsections one through five above. This appointment shall be selected from the private sector and be an individual with knowledge in local infrastructure planning and economic development and shall represent the interest of private industry within District 10.

**Section D - Alternates:**

Members may have a designated alternate, but these alternates must be selected in the same manner as provided in the legislation Section 164.04(a)(5). Such designations shall be submitted to the Integrating Committee in writing. In the absence of a member, a designated alternate shall have the same rights as a member, shall be counted toward a quorum, shall be eligible to participate in discussion, shall have the right to vote, and shall have the right to serve as an alternate on the Executive Committee.

**Article III**

**Officer and Election and Duties**

**Section A - Officers:**

The Integrating Committee shall at its organizational meeting elect a Chair and Vice-chair from among its members who will serve for a period of three years. An officer may not be reelected to more than two (2) consecutive terms of the same office. The Integrating Committee may designate an individual who does not have to be a member of the Committee to serve as a secretary at the pleasure of the Integrating Committee. The Executive Committee may designate an individual who does not have to be a member of the Committee to serve as a secretary at the pleasure of the Executive Committee.

**Section B - Duties of Officers.**

1. The Chair shall preside at all meetings of the Integrating Committee and shall be empowered to authenticate by his/her signature, when necessary, all the acts and proceedings of the Integrating Committee.
2. The Vice-Chair shall perform all the duties of the Chair in his/her absence.
3. The secretary shall keep the minutes of the Integrating Committee and shall maintain a record of the proceedings of the Integrating Committee.

The secretary shall be responsible for distribution of the record of proceedings of the Integrating Committee and such other materials as may be specifically designated by the Integrating Committee to all the political subdivisions through the respective county engineer's offices within District 10.

**Article IV**

**Meetings**

**Section A - Organizational Meetings:**

The Integrating Committee shall conduct an organizational meeting once all appointments for the new term have been made in accordance with Ohio Revised Code Section 164.04 (A)(5) for the purpose of electing officers, electing the Executive Committee, appointing standing subcommittees and conducting such other business as may come before it. Such organizational meeting shall be one of the regular monthly meetings of the Integrating Committee. All officers, Executive Committee and Subcommittee members

shall take office upon their appointment and shall run through the end of their appointment as determined under Section 164.04(A)(5) of the Ohio Revised Code.

**Section B - Regular Meetings:**

The Integrating Committee shall regularly meet at least monthly on the third Wednesday of the month. The Committee, by majority vote may waive any meeting with ten (10) days' notice to membership for the purpose of conducting the business of District 10 or by the Chair of the Integrating Committee if no request for business is brought forward and the Chair elects to cancel the meeting seven (7) days in advance of the scheduled meeting. The Committee may meet at other times as may be set by the Integrating Committee at a regular meeting for the purpose of conducting the general business of the Committee, including any business that may come before it.

**Section C - Special Meetings:**

The Integrating Committee may meet in special session upon call of any four members of the Committee for the specific purpose designated in writing and presented with the call of the special meeting. Such call and purpose must be signed by the four calling members. The Chair, or in his/her absence, the Vice-Chair may call a special meeting of the Committee. A minimum of 72 hours' notice must be given for any special meetings. No business other than that stated in the written purpose of the special meeting shall be conducted at that meeting.

**Section D – Public Notice of Meetings**

All meetings are public meetings. Notice of all meetings shall be posted in conspicuous places at each county administrative building in accordance with O.R.C. 121.22.

**Article V**

**Quorum**

A quorum shall consist of a simple majority (13) of voting members of the Integrating Committee and a minimum of 13 affirmative votes are required for official action of the Integrating Committee. Vacancies in the membership shall not impede the right of the Committee to act.

**Article VI**

**Executive Committee**

The Executive Committee for District 10 Integrating Committee shall consist of nine members, which shall be elected by the total 24-member Integrating Committee. The nine-member Executive Committee elected must include one village representative, one township representative, and the person appointed to the District Integrating Committee to represent the interest of private industry. The additional six Executive Committee members shall be selected to serve on the Executive Committee by a majority of the members of the District 10 Integrating Committee, except that not more than three persons who were appointed to the District Integrating Committee by the Board of County Commissioners and not more than three persons who were appointed to the District Integrating committee by the chief executives of the cities located in the District shall serve on the Executive Committee.

The Executive Committee members shall serve for a period of three (3) years. The Executive Committee shall organize by the election of a Chair, Vice-Chair and Secretary at its organizational meeting of the term. The duties of the officers of the Executive Committee shall correspond to those duties of the officers of the Integrating Committee.

All actions of the District Executive Committee must be approved by at least seven affirmative votes.

Any action taken by the Integrating Committee of District 10 shall require an affirmative vote of majority of members. Two-thirds (16) affirmative votes are needed to override decisions of the Executive Committee.

## **Article VII**

### **Standing Subcommittees**

There shall be three standing subcommittees appointed by the Integrating Committee at its annual meeting from among its members.

These standing subcommittees are (1) the District Small Government Capital Improvement Sub-Committee; (2) Rules Sub-Committee; and (3) Project Selection Sub-Committee.

Committee members will be appointed by the District 10 Integrating Committee Chair from members or their alternates as necessary to represent the interest of all subdivisions.

The quorum of a subcommittee shall be a majority of its members and an affirmative action of the committee shall be a majority of the quorum present. The subcommittees shall comply with the Constitution Bylaws, Rules of Order and Rules of the Integrating Committee, except that a quorum and voting shall be defined in this Article and the subcommittee.

The duties of the Ohio District Small Government Capital Improvement Sub-Committee shall be to represent the interest of the villages and township and to make recommendations directly to the Ohio Small Government Capital Improvement Committee. It will report its action to the full Integrating Committee for the purposes of coordination with the overall Integrating Committee's plans.

The duties of the Rules Sub-Committee shall be to review all legislation and report their findings to the entire District 10 Integrating Committee. They shall revise the constitution and bylaws for District 10 Integrating Committee.

The Project Selection Sub-Committee (Technical Advisory Group) shall develop the necessary forms and Project listings in order that the five-year plan and the annual projects may be submitted to the Public Works Director.

## **Article VIII**

### **Other Subcommittees**

The Integrating Committee may, from time to time, appoint subcommittees including among the appointments its members or others with specific knowledge to formulate, advise and/or recommend to

the full Integrating Committee. Such subcommittees shall comply with this document and the standing rules of the Committee.

## **Article IX**

### **Amendments**

#### **Section A - Constitution, Bylaws, Rules of Order:**

A proposed Amendment to the Constitution, Bylaws or Rules of Order as amended must be presented in writing to the Committee at a regular meeting and may be debated at that meeting. Adoption may occur only at a subsequent regular meeting of the Integrating Committee at which time the motion for adoption may be amended as with any motion or resolution pending before the Integrating Committee.

#### **Section B - Standing Rules:**

The Committee may adopt, amend, add to or suspend previously adopted standing rules at any meeting of the Integrating Committee by the affirmative vote of 13 members or the appropriate number as provided in in Article X - Quorum.

## **Article X**

### **Quorum**

A quorum shall consist of a simple majority (13) of voting members of the Integrating Committee and a minimum of 13 affirmative votes are required for official action of the Integrating Committee. Vacancies in the membership shall not impede the right of the Committee to act.

## **Article XI**

### **Rules of Order**

Except as modified by the constitution and bylaws, the Integrating Committee and Executive will be governed by "Robert's Rules of Order, Revised."

## **Article XII**

### **Adoption**

The Constitution, Bylaws and Rules of Order is one document and shall be adopted by an affirmative vote of at least 13 members at a regular meeting of the Integrating Committee. Motion for adoption subjects the document to opportunities for amendments prior to final action.

## **Article XIII**

### **Severability**

Each Article, Section or Subsection of the Constitution, Bylaws and Rules of Order shall be considered severable from all others. Should any Article, Section or Subsection be determined to be contrary to law or

found to be invalid by a court, the balance of this document shall remain in effect. Similarly, should any Section of the Ohio Revised Code Section 164.01, et sequel, upon which this document is based, in part, be held invalid by a court or changed by the legislature so as to make an Article, Section or Subsection invalid, the balance of this document shall remain in effect.

The Ohio Public Works Commission may adopt rules which necessitate changes in any Articles contained herein. Any such required changes shall be adopted and incorporated by references as part of the constitution and bylaws.

Adopted by District 10 Public Works Integrating Committee at a regular meeting on

\_\_\_\_\_, 2016.

Signed;

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Chair, District 10 Integrating Committee

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Vice Chair, District 10 Integrating Committee

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Secretary, District 10 Integrating Committee

**HISTORY:**

1988, adopted;

1990, revised;

1991, proposed revisions;

1994, reviewed;

2016, revised.