

**GREENFIELD TOWNSHIP ZONING  
COMMISSION  
RULES OF PROCEDURE**

**GREENFIELD TOWNSHIP ZONING COMMISSION**  
**Fairfield County, Ohio (“the Commission”)**

**RULES OF PROCEDURE**  
**Revised 29Sep2024**

**ARTICLE I**

**Members of the Commission**

**Section 1        Purpose and Composition of the Commission**

The purpose of the Commission is to propose, initiate, review and make recommendation on proposed zoning amendments to the Greenfield Township Zoning Code, all of which shall be performed in compliance with Ohio Revised Code Chapter 519. The members of the Commission shall consist of five (5) individuals who are duly appointed by the Greenfield Township Board of Trustees. The Trustees may also appoint up to two (2) alternate members to the Commission who may take the place of an absent regular member at a Commission meeting in accordance with the procedures prescribed by the Trustees. An alternate member shall meet the same appointment as a regular member. Unless a member (or alternate, if so appointed) resigns, dies, is removed from the Commission by the Trustees, or ceases to reside within the unincorporated area of Greenfield Township, then each member shall serve on the Commission until the member’s successor is appointed and qualified.

**Section 2        Commission Officers**

The officers of the Commission to be elected from among its members shall be one Chairperson and one Vice Chairperson.

**Section 3        Election of Officers**

At the regular meeting held during the month of January in each calendar year at which a quorum is present, officers shall be nominated for election, with the member(s) receiving the greatest number of votes being deemed so elected. Each shall hold the status of such an officer at the pleasure of the Commission.

**Section 4        Term of Office**

Unless a member earlier resigns, dies, is removed as hereinafter provided, or ceases to be a member of the Commission, each officer shall hold office for five (5) years until December 31<sup>st</sup> of the next succeeding calendar year following such officer's election, or if the election is not held at the next succeeding December meeting following such officer's election or any adjournment thereof, until such time as an election of officers is held, and until a successor is duly elected and qualified.

**Section 5        Removal**

Removal of a member of the Commission for nonperformance of duty, misconduct in office, and/or other causes will be conducted by the Greenfield Township Trustees in accordance with Ohio Revised Code 519.04 B&C. Vacancies are filled by the Township Trustees and are typically for the unexpired term.

The Zoning Commission has no authority or ability under Ohio law to censure, suspend, or remove members nor shall they have the authority to force any members to recuse themselves.

## **Section 6        Resignation**

Any member may resign at any time by giving written notice to the Greenfield Township Board of Trustees. Any such resignation shall take effect at the time specified in the written notice. The acceptance of such resignation by the Trustees shall not be necessary to make it effective.

## **Section 7        Powers, Authority, and Duties of the Commission**

The Commission shall have the powers and authority conferred and the duties prescribed by law, in addition to those specified or provided in the Greenfield Township Zoning Code Resolution and these Rules, unless otherwise conflicting with applicable law, in which case, applicable law shall prevail.

## **Section 8        The Chairperson of the Commission**

The chairperson of the Commission, if and while there be an incumbent of the office, shall preside at all meetings of the Commission at which the chairperson is present. The chairperson shall have and exercise general supervision over the conduct of the Commission's affairs, its order of business and over its other officers and appointees, subject, however, to any contrary law. The chairperson shall see that all orders and directives of the Commission are carried into effect. The chairperson or the chairperson's designee may administer oaths.

## **Section 9        The Vice Chairperson of the Commission**

If and while there is no incumbent of the office of the chairperson of the Commission, and during the absence of the chairperson of the Commission, the vice chairperson shall have the duties and authority specified for the office of chairperson and shall perform such other duties as may be assigned by the Commission or by the chairperson. In the absence of the chairperson and vice chairperson, the Commission may designate an interim chairperson to conduct all or any portion of such duties.

## **Section 10       The Secretary of the Commission**

The person designated as Commission secretary is a Commission member appointed by the chairperson and members. As a Commission member, the secretary shall be entitled to vote on matters coming before the Commission. The duties of the secretary shall include the following:

- (a) Keep the minutes of all meetings of the Commission in a written and/or taped form and be custodian of the Commission's records.
- (b) Exhibit at all reasonable times the aforesaid records of the Commission.
- (d) Organize and file all documents, reports, and records required by law.
- (e) Submit approved meeting and hearing minutes and meeting and hearing meeting sign-in sheets to the Greenfield Township Fiscal Officer. Electronic copies for submission are acceptable.

- (f) Request the Fiscal Officer or office designee to electronically submit final meeting and hearing minutes for posting to the Greenfield Township Website for public view and access.
- (e) In general, perform all duties incident to the position of secretary and such other duties, from time to time, may be assigned by the chairperson or Commission.

In the absence of the secretary, the chairperson may designate an interim secretary to conduct all or any portion of such duties.

## **ARTICLE II**

### **Meetings of the Zoning Commission**

#### **Section 1      Organization of Meetings**

At each meeting of the Commission, the chairperson, or in the absence of the chairperson, the vice chairperson, shall act as chairperson. The secretary shall act as, and perform the duties of, secretary of the meeting. If no such person is present at a meeting, any person who the chairperson of the meeting appoints shall act as secretary of the meeting.

#### **Section 2      Place of Meetings**

All regular, hearing, and special meetings of the Commission shall be held at the Greenfield Township Fire Department Meeting Room located at 3245 Havensport Road, Carroll, Ohio 43112, commencing at 6:00 p.m. or at such other time and place, as may from time to time be fixed by the Commission, or as shall be specified or fixed in the notice of the meeting.

#### **Section 3      Regular Meetings and Hearings**

##### *Regular Meetings:*

Unless otherwise postponed or cancelled, regular meetings of the Commission shall be held on the second Tuesday of each month, if not a legal holiday, but if that day is a legal holiday under Ohio law, the regular meeting for that month shall be held on the next succeeding weekday which is not a legal holiday or a Saturday or Sunday, or on such other day as the Commission may determine. Regular meetings may be postponed or cancelled in advance by or at the direction of the chairperson, vice chairperson or any two Commission members for reasons of either an anticipated lack of a quorum, inadequate posted public notice timeframe, or lack of business.

##### *Hearings:*

The Commission may schedule hearings when necessary. A Hearing may be postponed or cancelled in advance by or at the direction of the trustees, chairperson, vice chairperson or any two Commission members for reasons of either an anticipated lack of a quorum, inadequate posted public notice timeframe, or other reason as deemed necessary by the trustees or chairperson.

All Meetings will not last more than 3 (three) hours. Any member of the Commission may request a short recess, of no more than 15 minutes, during a meeting, and such a request must be approved by a

majority vote of the Commission members. If a meeting's business has not been completed within the 3 (three) hour timeframe, the Commission shall reconvene until business is completed without giving the notice required by the Rule, unless the meeting is a Hearing.

#### **Section 4        Special Meetings**

Special meetings of the Commission shall be held whenever called by the chairperson, vice chairperson or any two Commission members.

Every Commission member shall furnish the chairperson, vice president, and secretary a telephone number, a home address, and an e-mail address at which notice of meetings and all other Commission notices may be served on or mailed to such member. Unless waived before, at, or after the meeting as hereinafter provided, notice of each such meeting shall be given by the chairperson, the vice chairperson, the persons calling such meeting, or the secretary to each member in any of the following ways:

- (a) By orally informing the member of the meeting in person or by telephone at least twenty-four (24) hours before the date of the meeting.
- (b) By personal delivery of written notice to the member at least twenty-four (24) hours before the date of the meeting.
- (c) By mailing written notice to the member, or by sending notice to the member by e-mail or postal service to the member at the address as the person sending the notice shall know to be correct. Such notice shall be posted or dispatched a sufficient length of time before the meeting so that in the ordinary course of the mail or the transmission of e-mails or delivery thereof would normally be made to a member not later than twenty-four (24) hours before the date of the meeting.

The notice to Commission members for a special meeting shall specify the date, time, location and purpose(s) of the meeting. Unless otherwise specified in the notice, special meetings shall be held at the same location as regular meetings. Unless otherwise required by the laws of the State of Ohio, notice of any meeting of the Commission may be waived by any member, either before, at, or after the meeting, in writing by e-mail or postal service.

#### **Section 5        Quorum**

Three (3) members of the Commission shall constitute a quorum. In the absence of a quorum at any meeting or any adjournment thereof, any member may adjourn the meeting from time to time. At any adjourned meeting at which a quorum is present, any business may be transacted which might have been transacted at the meeting as originally called.

#### **Section 6        Order of Business**

The order of business at meetings of the Commission shall be such as the chairperson may prescribe or follow; subject, however, to the chairperson being overruled with respect thereto by a majority of the members of the Commission present. The chairperson will create and provide meeting agendas for each meeting. The agenda shall be accompanied by any proposed rules, ordinances, resolutions, communications, and any other supporting documentation.

- a. Opening of Meeting
- b. Pledge of Allegiance
- c. Roll Call – determine if a quorum is present
- d. Minutes of Previous Meeting or Hearing - reading, approval, revision, disapproval
- d. Chairperson's Opening Remarks
- e. Recognition of Guests - required to sign-in and indicate whether desire to speak
- f. Public Comments and Discussion - guest speaking time maximum 3 (three) minutes
- g. Old Business
- h. New Business
- i. Committee Reports (as applicable)
- j. Zoning Inspector Updates
- k. Schedule Next Meeting and/or Hearing (as applicable)
- l. Adjournment

## **Section 7      Voting**

Each Commission member present at a meeting shall be entitled to one vote. Votes shall be made orally. The concurring vote of a majority of those members present at a meeting at which a quorum is present shall be necessary to pass any motion recommending either an approval or an approval of some modification of any proposed amendment to the Greenfield Township Zoning Code Resolution, or to otherwise decide in favor of an applicant on any matter which the Commission is required to hear under the Greenfield Township Zoning Code Resolution. The failure to secure the concurring votes of such a majority shall constitute and result in a recommendation for denial of the proposed amendment and a decision for disapproval of the application.

## **Section 8      Public Notice of All Meetings**

The Commission hereby establishes the following methods whereby any person may determine the date, time, and place of regular meetings of the Commission, and the date, time, place and purpose(s) of hearing, special and emergency meetings of the Commission.

- (a) Regular Meetings\* – The Zoning Inspector shall give notice of the Commission's regular meeting schedule by posting a notice on the Greenfield Township Division of Communications bulletin board located at the Greenfield Township Offices, 4663 Carroll-Cemetery Road, Carroll, OH 43112 which states, in effect, that unless otherwise changed or cancelled, all regular meetings of the Greenfield Township Zoning Commission will be held on the second Tuesday of each month at 6:00 p.m. at the Greenfield Township Fire Department Meeting Room located at 3245 Havensport Road, Carroll, Ohio, unless that day is a legal holiday under Ohio Law, in which case, the regular meeting for that month shall be held on the next succeeding weekday which is not a legal holiday or a Saturday or Sunday, or on such other day as the Commission may determine. If the date, time, or location of a regular meeting is changed or cancelled, notice of the change or cancellation shall be posted on the Greenfield Township bulletin board at least twenty-four (24) hours prior to the meeting.
- (b) Hearing and Special Meetings\* – The Zoning Inspector shall give notice of the date, time, location and purpose(s) of a hearing and special meetings (other than an emergency meeting) by posting a notice in the same location as provided for posting notice of the Commission's regular meeting schedule. In the case of an emergency

meeting, the secretary shall, if sufficient time allows, give notice of an emergency meeting in the same manner as provided for non-emergency special meetings. Otherwise, notice of an emergency meeting is not required, except as provided below.

- (c) Notice to News Media of Special and Emergency Meetings – News media who have requested notice of special meetings shall be notified by the Zoning Inspector of the date, time, location, and purpose(s) of any such meeting at least twenty-four (24) hours in advance of the meeting. If the meeting is an emergency meeting, the Commission member or members calling it shall immediately notify the media who have requested such notification. News media wishing to receive such advance notification shall provide the secretary, in writing, with a mailing address, telephone number, facsimile number and an e-mail address for purposes of giving such notification.
- (d) Notice of Meeting to Discuss Particular Business – The Commission shall give reasonable advance notice of any regular or special meetings at which a particular type of public business is to be discussed to any person who has requested such notice. Persons wishing to receive such advance notification shall make such request in writing to the Commission at 4663 Carroll-Cemetery Road, Carroll, Ohio 43112 and shall list the requestor's name, mailing address, telephone number, facsimile number and an e-mail address and the specific type of public business in which the requestor has a particular interest and desires notice. In addition, the requestor shall furnish the secretary of the Commission with a sufficient number of stamped, self-addressed envelopes for mailing such notice. If time permits, the requestor will be notified of such meetings by mail. Otherwise, notice shall be by telephone, facsimile or e-mail. Any such request shall remain in force for twelve (12) months.
- (e) \*Public Notification Required – When a particular form or method of notice is required by statute for a public meeting or hearing of the Commission, public notice of the meeting or hearing shall be given in the form or manner prescribe by statute, in addition to notice otherwise required under this Section.

Public Notification:

- Postings and newspaper notices must be within 10 days of the Meeting date. *Day #1 is the date that the notice first appears in the newspaper publication.*

Public Notification to Include:

- the date and time of the meeting
- the location of the meeting
- an e-mail address
- planned business for the meeting

- information about any proposed special resolutions (as applicable)
- information about proxy votes (as applicable)

#### Public Notification Posting Locations – All Scheduled Meetings:

##### Hardcopy:

- Greenfield Township Office
- Carroll Post Office
- Greenfield Township Fire Department (bulletin boards)
  - Main Entryway
  - Meeting Room Entryway

Optional: Additional public locations as permissible

##### Electronic:

- Greenfield Township Website
- Social media (e.g., Facebook, Savvy Citizen)

### **Section 9      Hearing Attendance of an Applicant**

The applicant or an authorized representative shall attend the hearing scheduled by the Commission on such application. The failure of the applicant or the authorized representative to attend the hearing shall result in the Commission proceeding to conduct the hearing in his or her absence. If extraordinary circumstances beyond such person's control would prevent the applicant from attending the scheduled hearing, the applicant may submit, in writing, a request to table the application and reschedule the hearing. This request shall be accompanied by any required tabling fee and shall be filed with the Zoning Inspector prior to the hearing, and such request shall constitute a waiver of the time period within which such hearing would otherwise be required to be held. The Commission may, in its discretion, grant such request and reschedule the hearing for such time or times as determined by the Commission. Once a hearing is commenced, nothing herein shall prevent the Commission from conducting the hearing on multiple days until its conclusion.

### **Section 10    Rules of Decorum**

The chairperson shall preserve order and decorum during meetings and confine members in debate to the question. The chairperson may, in common with any other member, call any member to order who shall violate any of the rules and shall, when in the chair, decide all questions of order, subject to an appeal to the Commission on the demand of two members. On such appeal there shall be no debate, but the member making the appeal may briefly state his reasons for the same.

The chairperson shall avoid appearance of partisanship on any question. The chairperson shall ensure business is properly brought before the Commission, conducted in an orderly manner, and that members of the Commission observe the rules of procedure.

Guests are expected to conduct themselves in a respectable and reasonable manner. Guests are to refrain from profanity, threats, and/or any other behavior deemed as potentially unsafe or malicious. When necessary, guests will be instructed to conduct themselves accordingly or risk removal from the meeting.



The Commission may notify the Fairfield County Sherriff's Department in the event of potential or actual risks.

### **ARTICLE III**

#### **Amendment of Rules of Procedure**

At any meeting of the Commission, these Rules may be amended or repealed in whole or in part, or new Rules added thereto and adopted, by the affirmative vote of a majority of all the members of the Commission.

### **ARTICLE IV**

#### **Repeal of Previous Rules**

All Rules of Procedure previously adopted by the Commission are hereby repealed and declared to be void and of no further force or effect from and after the date these Rules are adopted by the Commission.

(End of Rules of Procedure)