

DISTRICT 9 NATURAL RESOURCES ASSISTANCE COUNCIL

BY-LAWS

ARTICLE I - THE COUNCIL

SECTION A - NAME

This council shall be known as the District 9 Natural Resource Assistance Council (NRAC).

SECTION B - PURPOSE

The council is formed for the purpose of meeting and carrying out the responsibilities assigned to it under the Ohio Revised Code, Sections 164.01 to 164.12, as currently exists or may from time to time be amended by the legislature of the State of Ohio.

SECTION C - DISTRICT BOUNDARIES

The boundaries of the District 9 shall be coterminous with the boundaries Huron, Lorain, and Medina Counties.

ARTICLE II - MEMBERSHIP

SECTION A - TERMS OF OFFICE

There shall be 11 members of the Natural Resource Assistance Council (NRAC) appointed by the appropriate Integrating Committee. Of the initial members appointed to the NRAC, four member shall be appointed for a term of (1) year, four shall be appointed for a term of (2) years, and three shall be appointed for a term of (3) years. Thereafter, terms of office for members of NRAC shall be for (3) years, with each term ending on the same day of the same month as it did the term that it succeeds. Each member shall hold office from the date of the appointment until the end of the term for which the member is appointed, except that, with respect to any member who is an elected or appointed official of a township, municipal corporation, or county, the term of that person shall not exceed beyond the member's term as an elected or appointed official.

SECTION B - VACANCIES

Members may be reappointed. Vacancies shall be filled in the same manner provided for original appointments. Any member appointed to fill a vacancy occurring prior to the expiration date of the term for which the member was appointed shall hold office for the remainder of that term. A member shall continue in office subsequent to the expiration date of the member's term until the member's successor takes office or until a period of sixty days has lapsed, whichever occurs first. Members may be removed by the District 9 Public Works Integrating Committee for misfeasance, malfeasance, or nonfeasance in office.

SECTION C - APPOINTMENTS

All members shall be appointed in accordance with the requirements of Section 164.21 of the Ohio Revised Code. Specifically, of the eleven members, one shall be a member of the appointing integrating committee and one shall represent a soil and water conservation district within the geographical jurisdiction of the appointing integrating committee. The nine other members of the council shall be appointed from the following categories of organizations, units of government, or agencies and shall include at least one member from each of those categories:

1. A county, municipal corporation, township, conservancy district, regional or joint district or unit of government, or regional or joint political subdivision that is located within the geographic jurisdiction of the appointing integrating committee.
2. A conservation organization, an environmental advocacy organization, an organization with a primary interest in watershed protection and restoration, the department of natural resources, the environmental protection agency, or the United States natural resources conservation services.
3. A city park system or metropolitan park system or a board of park commissioners from a county that is located within the geographical jurisdiction of the appointing integrating committee, a state wide parks and recreation organization, and organization with a primary interest in the development of recreational trails, or the United States national park service.

4. A state wide organization representing agriculture, an organization representing forestry interests, the department of agriculture, or the United States department of agriculture.
 5. An organization representing business, local Realtors, or a planning agency, including a port authority, located within the geographical jurisdiction of the appointing integrating committee.
- No organization, unit of government, or agency that is listed above shall be represented by more than one member on the council at any given time. The membership of the NRAC shall reflect the demographic and economic diversity of the population located within the geographical jurisdiction represented by the council.

ARTICLE III

SECTION A - OFFICERS

The NRAC shall at its annual meeting elect a Chairperson, Vice Chairperson and Secretary from among its members who will serve for a period of one year, or until their successor is elected, and may be re-elected for subsequent terms. The Chairperson shall preside at all meetings, and shall sign any and all written documents on behalf of the NRAC. The Vice Chairperson shall perform all of the duties of the Chairperson in the absence of the Chairperson, and shall perform all duties as may be delegated by the Chairperson. The Secretary shall perform duties as assigned.

SECTION B - DUTIES OF OFFICERS

1. The Chair shall preside at all meetings of the NRAC and shall be empowered to authenticate, by his or her signature, when necessary, all of the acts and proceedings of the NRAC.
2. The Vice Chair shall perform all the duties of the Chair in his or her absence.
3. The Secretary shall oversee distribution of minutes and mailing of meeting notices.

ARTICLE IV

SECTION A - ANNUAL MEETINGS

The NRAC shall meet **in the fourth quarter** of each year for the purpose of electing officers, appointing standing subcommittees, and conducting such other business as may come before it **The annual meeting shall be one of the regularly scheduled meetings of the NRAC.**

SECTION B - REGULAR MEETINGS

In addition to the annual Organizational meeting, the NRAC shall meet as deemed necessary by the Council to facilitate its purpose. The NRAC may meet at other times as set by the NRAC at a previous meeting for the conduct of the general business of the NRAC, including any business that may come before it. The Chair, or in his or her absence, the Vice Chair may call a regular meeting of the NRAC.

SECTION C - SPECIAL MEETINGS

The NRAC may meet in special session upon call of any two members of NRAC 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 two calling members and meet the requirements for a public meeting identified in the Ohio Revised Code. No business other than that stated in the written purpose of the special meeting shall be conducted at that meeting.

SECTION D - EMERGENCY MEETINGS

The NRAC may meet in emergency session upon call of the Chairperson, or in his or her absence, the Vice Chairperson.

SECTION E - QUORUM

At least (six) members out of the (11) must be present in order for an NRCA meeting to proceed.

At least (six) votes out of (11) are required to take formal action at a meeting of the NRCA.

ARTICLE V - OTHER COMMITTEES

SECTION A - OTHER COMMITTEES

The District 9 NRAC may from time to time appoint subcommittees, including among the appointments its members or others with specific knowledge, to formulate advice and/or recommendations to the full council. Such subcommittees shall comply with these By-Laws and Rules of Order of the NRAC.

ARTICLE VI - ADMINISTRATION

SECTION A - ADMINISTRATION

The administration office of District 9 shall be the office of the current Chairperson and shall serve as the administrative representative to the District 9 NRAC council in the compilation and selection of projects to be funded under the Opens Space Conservation program of the Clean Ohio Fund. The Chairperson of District 9 NRAC will also provide service to the group as required including: preparation of meeting minutes; meeting notifications; project analysis; including a computer listing of all proposed projects; and other applicable services as requested by the NRAC.

ARTICLE VII - APPLICATION PROCEEDURES

SECTION A - SUBMISSION REQUIREMENTS

An entity seeking a grant for a project that is eligible for funding under section 164.22 of the Ohio Revised Code shall submit an application to the NRAC with geographical jurisdiction over the proposed project area. Entities that are eligible for funding are limited to local political subdivisions, non profit organizations and must provide the following:

- (1) Documentation that demonstrates that the applicant has the capacity, financial or otherwise, to complete the project for which the grant is sought and to provide any necessary ongoing maintenance of the project.
- (2) Documentation that indicates compliance with division (A) of section 164.26 of the Ohio Revised Code related to long term ownership or control of the property that is the subject of the grant application.
- (3) Upon receipt of the application and the required additional information, the council may request additional information concerning the proposed project to which the application and the information apply. Upon receiving such a request, the entity proposing the project shall provide the additional information requested.

SECTION B - PROJECT REVIEW PROCEDURES

Projects will be reviewed in accordance with the procedures established by the District 9 NRAC, which will be responsible for the final project funding recommendations.

ARTICLE VIII - AMENDMENTS

SECTION A - BY-LAWS AND RULES OF ORDER

To amend the By-Laws or Rules of Order, an amendment must be presented in writing to the NRAC at a regular meeting to be debated at that meeting. Adoption may occur only at a subsequent regular meeting of the NRAC at which time the motion for adoption may be amended as with any motion or resolution pending before the NRAC.

SECTION B - STANDING RULES

The NRAC may adopt, amend, add to, or suspend previously adopted Standing Rules at any meeting of the NRAC by the affirmative vote of six members or the appropriate number as provided in Article V - Quorum.

ARTICLE IX - RULES OF ORDER

All meetings of the NRAC, including all committees, shall be conducted in accordance with parliamentary procedures. Except as modified by these By-Laws, the NRAC will be governed by "Roberts Rules Of Order, Revised".

ARTICLE X - ADOPTION

The By-Laws and Rules of Order are one document and shall be adopted by an affirmative vote of at least (six) members at a regular meeting of the NRAC. Motion for adoption subject the document to opportunity for amendments prior to final action.

ARTICLE XI - SEVERABILITY

Each article, section, or subsection of the By-Laws and Rules of Order shall be considered separable from all others. Should any article, section, 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 upon which this document is based, in part, be held invalid, the balance of this document shall remain in effect.

**ADOPTED BY THE DISTRICT 9 NATURAL RESOURCES ASSISTANCE COUNCIL AT A
REGULAR MEETING ON _____, 20____.**

CHAIRPERSON

VICE CHAIRPERSON

SECRETARY

MEMBER

MEMBER

MEMBER

MEMBER

MEMBER

MEMBER

