

**DISTRICT 12  
NATURAL RESOURCE ASSISTANCE COUNCIL  
BYLAWS**

**ARTICLE I - THE COUNCIL**

**Section A - Name**

This council shall be known as the District 12 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 164.21 to 164.27, as it currently exists or may from time to time be amended by the legislature of the State of Ohio.

**Section C - District Boundaries**

District 12 is a single county district containing all of Lucas County.

**ARTICLE II - MEMBERSHIP**

**Section A - Terms of Office**

There shall be eleven members of the Natural Resource Assistance Council (NRAC) appointed by the appropriate Integrating Committee. Of the initial members appointed to the NRAC, four members shall be appointed for a term of one (1) year, four shall be appointed for a term of two (2) years, and three shall be appointed for a term of three (3) years. Thereafter, terms of office for members of the NRAC shall be for three (3) years, with each term ending on the same day of the same month as 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 on the NRAC shall not exceed beyond the member's term as an elected or appointed official.

**Section B - Vacancies**

Members may be re-appointed. 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 elapsed, whichever occurs first. Members may be removed by the District 12 Public Works Integrating Committee for misfeasance, malfeasance, or non-feasance 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 service.
- (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, an organization with a primary interest in the development of recreational trails, or the United States national park service.
- (4) A statewide 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 - OFFICERS, ELECTION, AND DUTIES**

### **Section A - Officers**

The NRAC shall at its annual meeting elect a Chairperson and a Vice Chairperson 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 NRAC has designated the Lucas County Engineer's Office to serve as administrative staff for the NRAC. Such arrangement shall be revisited at the end of each year and may be modified changed or renewed as appropriate.

## **Section B - Duties of Officers**

- 1) The Chairperson shall preside at all meetings of the NRAC and shall be empowered to authenticate, by his or her signature, when necessary, any and all of the acts, written documents, and proceedings of the NRAC and on its behalf.
- 2) The Vice Chair shall perform all of the duties of the Chair in his or her absence, and shall perform all duties as may be delegated by the Chairperson.

## **ARTICLE IV - MEETINGS**

### **Section A - Annual Meetings**

The NRAC shall meet in the month of October of each year for the purpose of electing officers, appointing the Administrative Agency, appointing standing subcommittees, and conducting such other business as may come before it.

### **Section B - Regular Meetings**

The NRAC shall meet at least three times annually for the conduct of the business of the NRAC. 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 three members of the 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 three calling members. 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 Administrative Staff to the NRAC upon approval of the Chairperson or in his or her absence, the Vice Chairperson.

### **Section E - Quorum**

At least six (6) members out of eleven (11) must be present in order for an NRAC meeting to proceed.

At least six (6) affirmative votes out of eleven (11) are required to take formal action in a meeting of the NRAC.

### **Section F – Meeting Requirements**

District 12 NRAC shall following all meeting requirements as outlined in Ohio Revised Code 164-1-10.

## **ARTICLE V - OTHER COMMITTEES**

### **Section A - Other Committees**

The District 12 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 Bylaws and the Rule of Order of the NRAC.

## **ARTICLE VI -ADMINISTRATION**

### **Section A - Administration and Technical Assistance**

The Office of the Lucas County Engineer's shall serve as the Administrative Agency to the District 12 NRAC in the compilation and selection of projects to be funded under the Clean Ohio Conservation Fund program. The Administrative Agency will also provide service to the NRAC 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.

### **Section B- Administrative Expenses**

Necessary costs incurred by the Administrative Agency in implementing the Clean Ohio Conservation Fund program shall be covered by administrative fees of 1% of the total grant amount received by each successful grant applicant. The Administrative Agency shall request the successful grant applicant to pay this 1% administrative fee, which cannot be part of their share of the total project cost listed in their grant applications. The administrative fee will be evaluated annually and adjusted to sufficiently cover the administrative costs.

### **Section C - Review Procedures**

Applications will be reviewed in accordance with the criteria established by the District 12 NRAC, which will be responsible for final project funding recommendations in accordance with the Ohio Revised Code Section 164.20 to 164.27.

## **ARTICLE VII - AMENDMENTS**

### **Section A - Bylaws and Rules of Order**

To amend the Bylaws or Rules of Order, an amendment must be presented in writing to the NRAC at a Regular Meeting and may 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 by affirmative vote of six (6) members.

### **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.

## **ARTICLE VIII - RULES OF ORDER**

All meetings of the NRAC, including all committees, shall be conducted in accordance with parliamentary procedures. Except as modified by these Bylaws, the NRAC will be governed by "Roberts Rules of Order, Revised". All meetings shall be open to the public as prescribed by the Ohio Revised Code Section 121.22.

## **ARTICLE IX - ADOPTION**

The Bylaws and Rules of Order are one document and shall be adopted by an affirmative vote of at least six (6) members at a Regular Meeting of the NRAC. Motion for adoption subjects the document to opportunity for amendments prior to final action.

## **ARTICLE X - SEVERABILITY**

Each article section, or subsection of the Bylaws 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 by a court or charged by the legislature so as to make an article, section, or subsection invalid, the balance of this document shall remain in effect.

Adopted by the District 12 Natural Resource Assistance Council at a regular meeting on January 15, 2002.

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Terry Seidel, Chairperson

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Richard J. Meyers, Vice-Chairperson

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William Bettinger, Member

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James Blanchard, Member

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Patricia A. Blevins, Member

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Richard Bryan, Member

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Keith G. Earley, Member

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Susan Horvath, Member

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Gregory J. Lipps, Jr., Member

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Eugene H. Naujock, Member

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James O'Neal, Member