

# DISTRICT 6 NATURAL RESOURCE ASSISTANCE COUNCIL

## BYLAWS

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### ARTICLE I - THE COUNCIL

#### *Section A - Name*

This council shall be known as the District 6 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 (ORC), Sections (§) 164.20 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*

The boundaries of the District 6 are coterminous with the boundaries of Trumbull and Mahoning Counties, except that the incorporated portion of the Village of Washingtonville within Mahoning County shall be excluded from District 6.

### ARTICLE II- MEMBERSHIP

#### *Section A - Terms of Office*

There shall be eleven (11) members of the NRAC appointed by the appropriate Ohio Public Works District Integrating Committee. Of the initial members appointed to the NRAC, four (4) members shall be appointed for a term of one (1) year, four (4) shall be appointed for a term of two (2) years, and three (3) 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 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 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*

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 reappointed. Members may be removed by the District 6 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 ORC §164.21. Specifically, of the eleven (11) members, one (1) shall be a member of the appointing integrating committee and one (1) shall represent a soil and water conservation district within the geographical jurisdiction of the appointing integrating committee. Nine (9) other council members shall be appointed from the following categories of organizations, units of government, or agencies and shall include at least one (1) 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, 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 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 (1) 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 all written documents on behalf of the NRAC. In the absence of the Chairperson, the Vice Chairperson shall perform all duties of the Chairperson and duties delegated by the Chairperson. The NRAC has designated Eastgate Regional Council of Governments (Eastgate), who does not have to be a member of the NRAC, to serve as the Administrative Representative to the NRAC.

#### *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, all acts and proceedings of the NRAC.

2) The Vice Chairperson shall perform all duties of the Chairperson in his or her absence.

#### *Section C –Attendance*

In accordance with ORC § 3.17, any member of the NRAC who fails to attend at least three-fifths of the regular or special meetings held by the NRAC during any two-year period forfeits the officer's position on the NRAC.

### ARTICLE IV- MEETINGS

#### *Section A - Annual Meetings*

The NRAC shall meet once a year for the purpose of electing officers, appointing standing subcommittees, and conducting such other business as may come before it.

#### *Section B - Regular Meetings*

The NRAC shall meet as required to conduct the business of the NRAC. The Chairperson, or in his or her absence the Vice Chairperson, may call a regular meeting of the NRAC.

### ***Section C - Special Meetings/Organizational Meetings***

The NRAC may meet in special session upon call of any two (2) 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 two (2) calling members. No business other than that stated in the written purpose of the Special Meeting/Organizational Meeting shall be conducted at that meeting. The Administrative Representative shall notify all members of NRAC of Special Meetings/Organizational Meetings.

### ***Section D - Emergency Meetings***

The NRAC may meet in emergency session upon call of the Administrative Representative 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 for an NRAC meeting to proceed.

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

## **ARTICLE V- OTHER COMMITTEES**

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

The District 6 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 Director of the Eastgate or his/her appointee shall serve as the Administrative Representative to the District 6 NRAC in the compilation and selection of projects to be funded under the Open Space Conservation program of the Clean Ohio Fund. Eastgate will also provide service to the NRAC as required including preparation of meeting minutes, meeting notifications, project analysis to include a computer listing of all proposed projects, and other applicable services as requested by the NRAC.

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

Necessary costs incurred by Eastgate in implementing Clean Ohio Conservation Fund program shall not exceed \$15,000 of Clean Ohio Funds allocated to the NRAC District 6. District 6's work plan and administrative expenses shall be approved at the District's annual NRAC meeting.

## **ARTICLE VII- APPLICATION PROCEDURES**

### ***Section A - Submission Requirements***

An entity seeking a grant for a project eligible under ORC §164.22 shall submit an application to the NRAC with geographical jurisdiction over the proposed project area. Entities eligible for funding are limited to local political subdivisions and nonprofit organizations and must provide the following application documentation for eligibility:

- 1) A copy of a resolution supporting the project from the county, municipal corporation, or township in which the proposed project is to take place;
- 2) Documentation demonstrating 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;
- 3) Documentation indicating compliance with ORC § 164.26 (A), relating to long-term ownership or control of the property which is the subject of the grant application;
- 4) Upon receipt of the application and required additional information, the council may request additional information concerning the proposed project to which the application and information apply. Upon receiving such request, the entity proposing the project shall provide the additional information.

### ***Section B - Project Review Procedures***

The District 6 NRAC shall be responsible for final project funding recommendations. Projects will be reviewed in accordance with procedures established by the District 6 NRAC.

## **ARTICLE VIII – 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 meeting and may be debated at that meeting. Adoption may occur at the meeting it was presented at which time it 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 IV, Section E* of these Bylaws.

## 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 Bylaws, the NRAC will be governed by "Roberts Rules of Order, Revised".

## ARTICLE X – 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 Meeting of the NRAC. Motion for adoption subjects the document to opportunity for amendments prior to final action.

## ARTICLE XI- 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 contrary to law or found 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.

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Adopted by the District 6 Natural Resource Assistance Council on:  
October 30<sup>th</sup>, 2017.

  
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Chairperson

  
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Vice Chairperson

  
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Member

  
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