

Ordinance Review Commission

Application Questionnaire

City of Hamilton
BUTLER COUNTY OHIO



Thank you for your interest in serving on the City of Hamilton's Ordinance Review Commission. To qualify for an appointment to the Ordinance Review Commission, you must be a resident of the City of Hamilton. It is your responsibility as an applicant to provide proof of residency within the City of Hamilton and to submit this proof with the application. This can be done through several different methods including but not limited to providing a copy of: address on a current State or Federal ID, current utility bill, or a current signed apartment lease. Please provide information to be used when considering your appointment by completing the questions below. Additionally, you are welcome to attach additional information which may further support your appointment.

NOTE: The Ordinance Review Commission routinely meets the third Wednesday of each month at 8 am. Please consider your availability for these daytime meetings when submitting your application.

Full Name: _____

Address: _____ Phone Number: _____

Email: _____ Years as Resident: _____

Which City committee(s) do you currently serve on, if any?

Are you a registered voter? Yes No

Are you a small business owner whose business is located within the City of Hamilton? Yes No

If yes, please provide the name and address of said business:

Why are you interested in serving on the Ordinance Review Commission?

Qualifications for serving on this board:

Other community involvement:

Occupation/Employer:

Signature: _____ Date: _____

Please email this form to the City Clerk, Daniel Tidyman, at city.clerk@hamilton-oh.gov or send it via U.S. mail to:

Office of the City Clerk
City of Hamilton
345 High Street, 3rd Floor
Hamilton, Ohio 45011

Be advised that the following information will be used to determine eligibility in consideration of a potential appointment to the City of Hamilton's Ordinance Review Commission. Further, such information may be deemed a public record and may be disseminated where appropriate. In consideration of each applicant, the selection committee, Civil Service Commission and Human Resources Department shall abide by all laws of the State of Ohio and the City of Hamilton.

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CODIFIED ORDINANCES OF THE CITY OF HAMILTON OHIO:

CHAPTER 152

Ordinance Review Commission

152.01 Purpose.

152.02 Establishment of the Ordinance Review Commission; Membership.

152.03 Terms of Office; Filling Vacancies; Term Limits.

152.04 Compensation.

152.05 Operation.

152.01 PURPOSE.

The purpose of the Ordinance Review Commission shall be to review and discuss proposed ordinances that may have a significant impact on the quality of life in the City of Hamilton and to provide additional opportunities for City Council and the public to provide input throughout the development stage.

152.02 ESTABLISHMENT OF THE ORDINANCE REVIEW COMMISSION; MEMBERSHIP

There is hereby created and established the Ordinance Review Commission which shall serve in an advisory capacity to City Council. This Commission shall be composed of nine (9) members. Three (3) members will be City Council Members. The Chief of Police or his/her designee, a designated representative from the Health Department, a designated representative from the Utilities Department, a designated representative from the Public Works Department and two residents of the City of Hamilton, Ohio will make up the remaining six (6) members on the Commission. The City Council shall select the Chair, who when present, will preside over all meetings, and the Vice-Chair shall be appointed by the Chairperson, who will serve as the Chair in absence of the Chair. The City Clerk or his/her designee will make the necessary preparations for the meeting. This may include, but is not limited to, creating the legal posting for each meeting, preparing the agenda, taking the meeting minutes, assisting with drafting of legislation, and working with those submitting ordinances to the Commission for review.

152.03 TERMS OF OFFICE; FILLING VACANCIES; TERM LIMITS

Each City Council member shall serve concurrently with their term on Council. In the event any member of Council resigns or is replaced during his/her elected term of office, his/her replacement shall replace him//her on the Commission. The director of each of the City departments listed in Section 152.02 will serve as a member of the Commission, or will designate a representative to serve on his or her behalf. Each director can designate a new representative when deemed necessary. The City Council shall annually appoint the two resident members at the first meeting of Council in a new calendar year.

152.04 COMPENSATION

Members of the Ordinance Review Commission shall serve without compensation.

152.05 OPERATION

The Commission shall make its own rules and regulations related to the operation of the Commission and keep minutes of its meetings. A majority of the members shall be a quorum for the transaction of business. Decisions of the Commission shall be made by a majority vote of those members present. The Commission shall determine the time and place of its meetings but shall in any event meet at least four (4) times per year. The regular scheduled meeting shall take place on the third Wednesday of the month at 8:00 A.M. in City Council Chambers unless otherwise posted. The meetings will be open to the public in accordance with Section 121.22 of the Ohio Revised Code and Section 3.03 of the City of Hamilton Charter. Additional meetings may be called by the Commission Chair as deemed necessary with at least twenty-four (24) hours prior notice thereof given to all members of the Commission and to the public. Those who wish to submit legislation for the Commission to consider should send the appropriate documents to the City Clerk or his/her designee. The City Clerk will then work with the Commission in order to place said legislation on a future meeting agenda. Additionally, department directors or staff members may be called upon by the Commission to provide input on proposed pieces of legislation as the Commission deems fit. If the Commission does not receive any legislation to review for a regular scheduled meeting then no posting will be made and the Commission will not meet.