



City Boards and Commissions Guide

Become a City Volunteer





Boards and Commissions Guide

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City of Springboro, Ohio
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Introduction

Thank you for your interest in serving on a City committee. Citizen committees are an important part of our governing process. Volunteer committee members offer the City diverse talents, important perspectives, and a high energy focused on community issues and concerns.

The City provides opportunities for citizens to serve the community through a variety of boards and commissions. Committees are formed to research and review City programs, projects, and issues, and to advise and recommend action to the City Council. Our elected officials (City Council) are the governing body ultimately responsible to the community; however, the advisory role of citizen committees is vital to Springboro's success.

Several types of committees are active in Springboro:

COUNCIL COMMITTEES – Standing committees restricted to Council membership. An example of a Council Committee is the Finance Committee. Council Committees are made up of Council Members who serve on the committee for a minimum of one year in both an advisory and an administrative capacity.

CITIZEN COMMITTEES – Standing committees with citizen membership. An example of a Citizen Committee is the Park Board. Citizen members of committees are appointed for terms of several years, and the assigned topics or areas of responsibility are broad in nature.

AD HOC COMMITTEES – Special committees with varied membership. An example of an Ad Hoc or task specific committee is the Bicycle & Pedestrian Advisory Committee. Ad Hoc Committees are created to work for a limited period of time on very specific issues.

LOCAL & REGIONAL COMMITTEES – Committees with varied membership representing local and regional governments and organizations. An example of a Regional Committee is the Miami Valley Communications Council. Each group's focus is determined by the member communities.

PURPOSE

Citizen Committees are created by the City Council to advise and assist in specialized areas. Each group is empowered to make recommendations to the City Council. They also make decisions, but they do not pass legislation or make any final determinations regarding City policies or administrative actions.

Citizen Committees benefit the City of Springboro by focusing community attention on specific issues, encouraging citizen participation, providing viewpoints from City neighborhoods, planning and implementing City-wide programs, helping to ensure responsive City government, involving qualified persons in the government, and providing in-depth analysis of timely issues.

Volunteer members benefit from their service by becoming more familiar with City government, becoming informed on community issues, enhancing their abilities and interests, developing leadership skills, meeting other concerned citizens, making a difference in the community, representing the views of our residents, getting acquainted with City staff members, and contributing toward the future of our community.

The image shows a sample application form for the Springboro Citizen Board or Commission. The form is titled "APPLICATION FOR CITIZEN BOARD OR COMMISSION" and includes the following sections:

- Personal Information:** Name, Address, Phone, Email, and a checkbox for "I am a resident of Springboro".
- Professional Background/Relevant Experience:** A section for providing details on professional background and relevant experience.
- Community Service History:** A table with columns for "Organization" and "Date of Service" for listing past community service.
- Signature Line:** A section for the applicant's signature and date.

Download the Application for Citizen Board or Commission at the city website:

www.ci.springboro.oh.us



Serving On City Boards and Commissions

ELIGIBILITY

Any qualified elector of the City, which means you are resident of the City and registered to vote, is eligible to serve on a City board or commission with the exception of the Planning Commission, which requires that members have resided in the City for a minimum period of two consecutive years immediately prior to appointment. All members of City boards and commissions serve without compensation in a volunteer capacity. For other specific eligibility requirements, please refer to the City Charter or originating ordinance or resolution for a particular board or commission.

PROCEDURE FOR APPOINTMENT

When a vacancy occurs on a committee, a notice may be published in the local newspapers or on the City's website at ci.springboro.oh.us to inform residents of the vacancy and the procedure to apply. Announcements may also be made on the live telecast of the City Council Meetings, which air on the local government access channel the first and third Thursdays of each month beginning at 7:00 p.m. City Council may interview applicants for committee positions, depending on the number of applicants. Appointments are made by a vote of the City Council and City Council approves all appointments. Interested volunteers may contact the Clerk of Council at 748-4356 for more information regarding a specific committee. A committee volunteer application is available at ci.springboro.oh.us. You may also attach a one-page resume or letter of interest to your application.

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Selection criteria may include the following:

- Is the applicant eligible for appointment? (Generally, this means the applicant is a resident of the City and a registered voter.)
- Does the candidate have an understanding of the time involved in serving?
- Has the candidate expressed an interest in serving and a willingness to act in the best interests of the community?
- Will the candidate be an active, committed participant?
- Does the candidate bring expertise in the areas under the committee's purview?
- Does the applicant contribute to the representation of a cross section of the community on this committee?

All applications will remain on file for a period of one year, unless the applicant requests to withdraw from consideration. Once a motion is made by Council to appoint an applicant to a City board or commission at a City Council meeting, the Clerk of Council will send an official letter of appointment to the newly appointed committee member.

LENGTH OF SERVICE AND TERMS OF OFFICE ON A CITY BOARD OR COMMISSION

Generally, the terms of office for City boards and commissions vary from one to four years and there are no term limits. The City Charter or originating ordinance or resolution specifies the term of office and the process for appointment. All appointments to City boards and commissions are made by a majority affirmative vote of City Council for a specified term of office.

REAPPOINTMENT

Although there are no term limits i.e. no limit to how many consecutive terms a person can serve on a City board or commission, reappointment is not automatic. When terms expire, incumbent committee members will be considered along with new applicants. All committee incumbents are notified of the expiration of their terms and are given the opportunity to reapply by requesting to be reappointed.

ROLES AND RESPONSIBILITIES

Citizen Committees have a primary role to advise the City Council in determining City policies and procedures. Despite differing tasks, all committees share some basic responsibilities including the following:

- Attend meetings consistently.
- Fulfill oral and written commitments.
- Stay informed on subjects of interest to the committee.
- Publicly present views and recommendations representing the committee as a whole, not as an individual.
- Indicate in public that the committee's actions are recommendations and that final action can only be taken by the City Council.
- Disclose financial interests if matters coming before the committee are in conflict with those interests, directly or indirectly. When such a conflict occurs, the member must disqualify himself from participating in deliberation, and abstain from voting.
- Represent the overall public good, and the community as a whole.
- Work to establish a good relationship with other committee members.
- Make new members feel welcome and oriented.

CITY COUNCIL

The Springboro City Council consists of seven members elected by voters to serve four-year terms. The seven members consist of four ward members, two at-large members, and a Mayor, who also serves at-large. Each Council Member serves on at least two or three of the City's various committees. Regular Meetings of City Council are held on the first and third Thursday of each month at 7:00 p.m. in Council Chambers at the Springboro Municipal Building, 320 West Central Avenue, Springboro, Ohio. Work Sessions are held at 6:00 p.m. prior to the Regular Meeting.

COUNCIL COMMITTEES

- Finance Committee
- Legal Committee
- Services and Public Works Committee (Utilities, Safety, and Streets Committee)

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Council also appoints Members to participate in the following area and regional organizations:

- Community Reinvestment Committees (Housing Council)
- Miami Valley Communications Council
- Warren County Regional Planning Commission
- Miami Valley Regional Planning Commission
- Warren County Board of Health (Although a Council Member may be the City's representative to this board, the Council may appoint a citizen with a medical background to fill this seat.)

CITIZEN COMMITTEES

The following City boards and commissions have been established by the Springboro City Charter:

- Park Board
- Planning Commission
- Board of Zoning Appeals
- Charter Review Commission (The Charter Review Commission is convened every eight years to serve for one year.)

The following City boards and commissions have been established by an ordinance or resolution passed by City Council:

- Architectural Review Board
- Audit Committee
- Board of Review/Tax Appeals
- Community Service Board
- Tree Authority





Descriptions

Boards and Commissions typically meet once per month on an established day, time, and place, but generally meet at 7:00 PM in Council Chambers. Board and Commissions may elect a Chairperson, a Vice Chairperson, and a Recording Secretary at the first meeting of the year or when convened. Most boards and commissions have an assigned Staff Liaison to serve in an administrative capacity.

PARK BOARD

*Established by Charter §9.09, January 1979
Springboro Code - Chapter 276*

MEMBERSHIP: 5 residents.

TERM: Two-year terms.

MEETINGS: First Wednesday of each month.

DUTIES:

- Employ (subject to City Manager's approval) play leaders, recreation directors, supervisors, superintendents or any other officer or employee.
- Authorize the City Manager to enter into contracts for services.
- Supervise, operate, and maintain all City playgrounds, playfields, swimming pools, and indoor recreation centers.
- Establish rules and regulations, as the Board deems necessary for the safe, economical, and efficient management, operation, and protection of the parks and recreational facilities.



PLANNING COMMISSION

*Established by Charter §9.07, January 1979
Springboro Code - Chapter 272; Chapter 1220*

MEMBERS: 7 members – 5 residents, 2 Council Members (Residents must reside in the City for a minimum period of 2 consecutive years immediately prior to such appointment and may hold no other City office or appointment other than one Planning Commission Member is appointed annually to the Board of Zoning Appeals).

TERMS: 4-year terms; (2 Council Members, One-year terms.)

MEETINGS: Second and last Wednesday of each month

DUTIES:

- Conduct studies and surveys and prepares plans, reports and maps relative to the overall planning of the growth, development, redevelopment, rehabilitation, and renewal of the City and may make such recommendations relative thereto to the Council as it feels are in the best interest of the City.
- Shall continuously review and report to the Council its recommendations concerning the City's subdivisions and platting and zoning ordinances and regulations.

BOARD OF ZONING APPEALS

*Established by Charter §9.08, January 1979
Springboro Code - Chapter 274; 1262*

MEMBERSHIP: 7 members – 6 residents, 1 Planning Commission Member

TERMS: Four-year terms. (1 Planning Commission Member, One-year term.)

MEETINGS: As needed

DUTIES:

- Hear and determine applications for variances from provisions of the zoning ordinance in accordance with the procedures provided therein.
 - Hear and determine appeals from any order, requirement, decision or determination made by the administrative department or employee charged with the enforcement and application of the zoning ordinance.
 - Authorized to authorize, upon appeal in specific cases, a variance from this Zoning Code as will not be contrary to the public interest.
-

CHARTER REVIEW COMMISSION

Established by Charter §12.04, January 1979

MEMBERSHIP: 9 members – 9 electors. At the first meeting of the Council in January 1984, and every eight (8) years thereafter, Council shall appoint a Commission of nine (9) electors of the Municipality.

TERM: One-year terms.

MEETINGS: As needed during the review period.

DUTIES:

- Review the existing Charter and make such recommendations as it may see fit for revision.
- Submit a report to Council not later than July 1 of the same year. Thereupon, the Council may take such action as it deems warranted with respect to such recommendations.

ARCHITECTURAL REVIEW BOARD

*Established by Ordinance, August 1997
Springboro Code - Chapter 1229.04*

MEMBERSHIP: 7 members – 4 residents; 2 residents of the City or surrounding area; 1 Council Member (Membership should include, if possible, citizens from the following occupations: architect, lawyer, realtor, builder, or at least two should have preservation related professional backgrounds), City Council may deviate from this membership if suitable volunteers are not available.

TERMS: Two-year terms. (1 Council Member, One-year term.)

MEETINGS: Second Monday of each month.

DUTIES: (may include, but are not limited to):

- Permitting or denying and establishing procedures for evaluating certificates of appropriateness.
- Developing, recommending, and applying Historic Design Standards.
- Promoting the conservation, development and use of structures, sites and districts within the City of Springboro.



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- Making recommendations to the Planning Commission regarding legislation affecting Preservation Districts or Landmarks.
- Conduct a continuing survey of historical and cultural resources. Advising other officials and departments regarding the protection of local cultural resources.
- Acting as a liaison to individuals and organizations concerned with Historic Preservation.
- Working toward the continuing education of citizens regarding Historic Preservation issues and concerns.
- Seeking expertise when the Commission considers a National Register nomination.
- Encouraging members to attend education sessions.
- Maintaining a system for the survey and inventory of historic properties.

AUDIT COMMITTEE

Established by Resolution, September 2002
Springboro Code - Chapter 1229.04

MEMBERSHIP: 4 members – 1 resident; 3 Members of the City Council Finance Committee.

TERMS: One-year terms.

MEETINGS: As needed during the annual audit.

DUTIES: (may include, but are not limited to):

- Reviewing and considering municipal audits and other financial matters as assigned.
- Making recommendations concerning audits and other financial matters.
- Remaining scope of duties shall be determined by City Council.

COMMUNITY SERVICE BOARD

Established by Ordinance, March 2008
Springboro Code - Chapter 287.01

MEMBERSHIP: 6 members – 7 residents; 1 Council Member (should include, if possible, members from key community organizations, such as but not limited to Scouts, the United Way, Warren County Social Services, etc) Council Members may not serve as community organization representatives. City Council may deviate from this membership if suitable volunteers are not available.

TERMS: Two-year terms. (1 Council Member, One-year term.)

MEETINGS: Third Monday of each month.

DUTIES: (may include, but are not limited to):

- Conduct a survey of social service resources available within the community and surrounding area. Maintain a list of such and contact numbers for services.
- Maintain a list of contact information for service organizations and individuals who will perform volunteer services for others in the community.
- Act as a referral source for individuals and organizations in need of service or requesting service. No direct dispatch service will be conducted by this Board or the City. Calls for service will be forwarded by this Board to the appropriate individual or organization for service.
- Submit a bi-annual report to City Council to report service needs of the community.
- Cooperate with other agencies to secure benefits for the residents of the community.
- Publicize the program.
- Host an annual roundtable with the Board and a representative from each service organization in the area to discuss and report needs and services.

BOARD OF REVIEW (Tax Appeals)

*Established by Ordinance, June 1978
Springboro Code – Chapter 278; 880.13*

MEMBERSHIP: 3 members – 3 residents.

TERM: Three-year terms.

MEETINGS: As needed.

DUTIES:

- All rules and regulations and amendments or changes thereto, which are adopted by the Tax Administrator under the authority by this chapter, must be approved by the Board before the same become effective.
 - The Board shall hear and pass on appeals from any ruling or decision of the Tax Administrator and, at the request of the Taxpayer or Tax Administrator, is hereby authorized to substitute alternate methods of allocation.
-

TREE AUTHORITY

*Established by Ordinance, November 1995
Springboro Code - Chapter 280.05*

MEMBERSHIP: 5 members – 4 residents, 1 Council Member. (It is recommended that a least one of the members be experienced in landscaping or have extensive knowledge of shade trees. However, such member shall not be engaged or employed in a business, which sells or plants trees in the City.

TERMS: Three-year terms (1 Council Member, One-year term.)

MEETINGS: Third Tuesday of each month

DUTIES:

- To study, investigate, plan, devise and recommend to Council any action, program, plan or legislation which the Tree Authority shall determine to be necessary or advisable for the care, preservation, trimming, planting, replanting, removal or disposition of trees or shrubs in public ways, streets, alleys, parks or other property owned by the City of Springboro.
- To regulate the planting, maintenance and removal of trees and shrubs on City property and rights-of-way, to ensure safety and promote aesthetics.
- To recommend to City Council the designation of any tree as a Monarch Tree.
- To recommend the removal of any tree that has been identified as a threat to public health or safety.



CITIZEN COMMITTEES APPOINTMENT SCHEDULE

Architectural Review Board Three open seats each year
Audit Committee One open seat each year
Community Service Board Two or three open seats each year
Planning Commission Two or three open seats every two years
Park Board Two or three open seats each year
Board of Review (Tax Appeals) One open seat each year
Board of Zoning Appeals Three open seats in each odd-numbered year
Tree Authority At least one open seat each year
Ad Hoc Committees are appointed by City Council and term of service is at the discretion of City Council.



Ad Hoc Committees

As noted earlier, these committees are task specific. They may be created and appointed by City Council at any time to research a problem or to advise Council or a committee on a specific issue. When possible, citizen input is desirable.

Membership is not limited to a specific number and is at Council's discretion.

Examples of Ad Hoc Committees include:

- City Identity/Landscape Master Plan Committee
- Financial Planning Task Force
- Bicycle and Pedestrian Advisory Committee

An example of the most recent Ad Hoc Committee would be the Bicycle & Pedestrian Advisory Committee created as part of the Bicycle Friendly Community Action Plan for Springboro. In May of 2008, Springboro was selected by the Miami Valley Regional Planning Commission as one of eleven communities to participate in a regional bicycle friendly community project to develop a regional bikeways plan for the Miami Valley. One of the first steps of the Bicycle Friendly Community Action Plan adopted by Council in February of 2010 was to create a Bicycle and Pedestrian Advisory Committee responsible for advising the Planning Commission and staff in implementing a plan that promotes bicycle and pedestrian usage in the community. In September of 2010, City Council appointed seven Springboro residents to the newly formed Bicycle and Pedestrian Advisory Committee to fulfill this responsibility.

Future Ad Hoc groups may focus on recreation or safety for example. Volunteer opportunities as well as committee activity are advertised and covered in the local newspapers.

Charter Article IX

Boards and Commissions

Section 9.01 Council's Power to Create Boards, Commissions and Authorities.

In addition to the boards, commissions, and authorities created by this Charter or amendments thereto, the Council may establish such boards, commissions and authorities as it may deem necessary and determine their powers and duties, except that no power or duty shall be taken from any board, commission, agency or authority created by this Charter or amendments thereto. The council also has the authority to dissolve the boards commissions, and authorities deemed unnecessary, except for the boards and commissions expressly created by this Charter.

Section 9.02 Removal of Members.

Council, by motion, may remove any member of a board, commission or authority. Council's action shall be final.

Section 9.03 Open Meetings.

Revised Code of the State of Ohio 121.22 Sunshine Law applies.

Section 9.04 Organization.

At the first meeting in each year, each board, commission or authority of the City as created by this Charter, or by ordinance of Council, shall elect officers from among its membership.

Section 9.05 Quorum.

Except as expressly provided herein, or provided by ordinance, a majority of the members of a board, commission or authority shall constitute a quorum, and a majority vote of the members present shall be required to take any action. (Amended 11-7-00.)





For questions or information regarding community leadership in the City of Springboro, please contact the Clerk of Council at 937-748-4356.

SPRINGBORO
APPLICATION FOR CITIZEN BOARD OR COMMISSION
Form 100-1 (Rev. 10/10)

Name: _____
Address: _____
Phone: _____
Email: _____

City: _____
State: _____
Zip: _____

Are you a resident of Springboro? Yes No

Professional Background/Relevant Experience: _____

Reference Name	Organization	Date of Service

Signature/Date: _____

Download the Application for Citizen Board or Commission at the city website:

www.ci.springboro.oh.us