



**ARTICLES OF BYLAWS  
AND RULES OF PROCEDURE  
OF THE  
COLUMBUS PITTSBURGH CORRIDOR COMMITTEE  
AND  
COLUMBUS PITTSBURGH CORRIDOR STEERING COMMITTEE**

*Adopted January 18, 2008  
Revised December 5, 2008*

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**Article I – Title**

The title of this committee shall be the Columbus Pittsburgh Corridor Committee and its actions shall be governed by the Columbus Pittsburgh Corridor Steering Committee.

**Article II – Purpose & Responsibilities**

The purpose of this committee and steering committee shall be to guide the development and implementation of a multilane highway corridor connecting the commercial and business centers of Columbus, Ohio to Pittsburgh, Pennsylvania. The uncompleted portions of the corridor include State Route 16, US Route 250, and US Route 22 in Ohio; which connects to completed portions in both Ohio and Pennsylvania.

The committee shall be responsible for the advocating and coordinating of efforts between various entities and efforts along the corridor. The committee is a non-partisan effort focusing on a whole corridor approach, open to all, but not a forum for campaigning. Each member of the Committee shall be responsible for being a good steward of the corridor in accordance with their policies of the agency or organization he or she represents while remaining cognizant of the needs of the total corridor. It is imperative that each county remain an active partner until ALL sections of the corridor are completed or until the final connection is under construction.

The steering committee shall have the authority and responsibility of directing the committee and their actions in pursuit of a completed corridor.

**Article III – Steering Committee Membership**

- A. Eligible Members – Membership shall consist of representatives, or their designated alternates, of all counties included in the corridor. Each county commission may select two representatives, one from the public sector and one from the private sector. An additional three steering committee members shall be selected from the private sector by a majority vote of the steering committee.
- a) Two (2) members appointed by the Coshocton County Commissioners, one from the public sector, 1 from the private sector.
  - b) Two (2) members appointed by the Licking County Commissioners, one from the public sector, 1 from the private sector.
  - c) Two (2) members appointed by the Harrison County Commissioners, one from the public sector, 1 from the private sector.

- d) Two (2) members appointed by the Jefferson County Commissioners, one from the public sector, 1 from the private sector.
  - e) Two (2) members appointed by the Muskingum County Commissioners, one from the public sector, 1 from the private sector.
  - f) Two (2) members appointed by the Tuscarawas County Commissioners, one from the public sector, 1 from the private sector.
  - g) Three (3) private sector at-large members elected by a majority vote of the steering committee.
- B. Composition - Steering committee members should work in the following sectors of either government or private enterprise: local government, economic development, transportation, logistics, finance, or a transportation dependent business.
- C. Attendance - Attendance is critical to the vitality of the committee. Following three unexcused absences, the appointing authority will be notified and a successor requested to be named.
- D. Alternate Members - Each member of the steering committee may have an alternate representative that may attend meetings in the member's absence. Alternate members must be submitted in writing, email, or fax to the Chair or Co-chairs of the Steering Committee 48 hours prior to a meeting. The alternate will remain the official alternate until they are removed by the appointing steering committee member by writing, email or fax to the Chair or Co-chairs of the Steering Committee. Alternate members will serve in the full capacity of the member they are representing.
- C. Terms – Steering Committee members shall serve four-year terms. There is no limit to the number of consecutive terms served for any steering committee member.
- E. Vacancies – If any steering committee membership shall become vacant by reason of death, resignation, disqualification, or any other cause, the county commission, which was represented by the member, shall appoint a successor to the Steering Committee. Vacancies in At-large private sector steering committee seats will be filled by the steering committee as a whole.

#### **Article IV – Committee Membership**

- A. Eligible Members – Membership shall consist of individuals, governmental units, and businesses interested in the completion of the Columbus to Pittsburgh Corridor. Members, or their representatives, are encouraged to attend and participate in promoting and securing the completion of the corridor. Only Steering Committee members will be voting members, but all members are eligible to participate in activities,

and work on assigned committees. There is no limit to the number of members or length of membership on the Columbus Pittsburgh Corridor Committee.

- B. Alternate Members – Attendance is critical to the vitality of the committee. Each member of the committee may have an alternate representative that may attend meetings in the member's absence. Alternate members must sign-in listing whom they are representing as well as their individual contact information.
- C. Dues – Annual dues shall be determined by the Steering Committee and invoices will be sent annually to current and prospective members. The initial dues amount for 2008 is set at \$50.00. The invoicing and financial holding agency shall be determined by the Steering Committee.
- D. Dues Usage – Dues collected are to be used for costs associated with promoting the corridor and operations of the committee. Acceptable costs include, but are not limited to meeting room space, promotional/advertising materials, website design and maintenance, marketing and educational efforts. Any costs in excess of \$50 shall be approved by the steering committee. The Chair or Co-chairs can approve minimal costs, defined as less than ~~\$50.00~~ **\$100 (AMENDED BY MOTION)**.
- E. Membership Coverage – Individuals or entities may choose to join the Columbus Pittsburgh Corridor. Membership for non-elected entities, such as private industry, chamber of commerce, port authorities, etc. is based on address. Only one address may be served per membership. For instance, a business with multiple offices or facilities would need to acquire multiple memberships. Governmental units with elected offices may join as each collective unit, such as Board of County Commissioners, County Engineers office, City of Support, Board of Township Trustees, etc. Only employees that report or work directly for the member is covered by the membership.
- F. Dues Exempt Membership – All state and federal legislators, and their respective staffs are exempt from dues. Pertinent state and federal officials are also exempt from dues. Federal and state legislators, officials, and their staffs are encouraged to be active members of the committee. The steering committee reserves the right to exempt other individuals or organizations from membership dues.
- G. Corporate Sponsorship – Corporations may choose to further support the Columbus Pittsburgh Corridor by making donations in excess of the dues amount. These donations are welcomed, but do not constitute preferential treatment in the direction of the committee. Their logo or tag lines may be used on publications, website, etc. as a form of

advertising. The decision as to the extent and use will be the responsibility of the Steering Committee to determine.

- H. Vacancies – If any membership shall become vacant by reason of death, resignation, disqualification, or any other cause, the membership unit that was represented shall appoint a successor.
- I. New Membership – Membership is open year round. New members will be billed on a prorated basis by quarter for the remainder of the year.

#### **Article V – Officers**

- A. Officers – The officers shall consist of a Chair and Vice-Chair or two Co-chairs. The officers shall be of different political affiliations. Officers can be either members of the Steering Committee or the whole committee.
- B. Terms – Officers shall serve a one-year term and not more than three consecutive years as an officer. Officers shall be selected by the Steering Committee and take office at the first regularly scheduled meeting of the calendar year.
- C. Nominating Committee – The Chair or Co-chairs shall appoint a nominating committee, approved by the Steering Committee, each year for the purpose of proposing a slate of officers for the Steering Committee to elect.
- D. Vacancies - If any officer position shall become vacant by reason of death, resignation, disqualification, or any other cause, the steering committee shall appoint a successor.
- E. Duties of Officers
  - 1. The Chair, or Co-chair, shall preside at all meetings of the Steering Committee and Committee; call special meetings as needed; appoint all subcommittees, subject to the approval of the membership of the Steering Committee; maintain records of the committee, and obtain Committee adherence of the purpose and responsibilities as delineated in the Bylaws.
  - 2. The Vice-Chair, or Co-chair, shall perform the duties of the Chair in the Chair's absence.

#### **Article VI – Meetings**

- A. Meetings – All meetings of the Committee shall be open to the public and shall be conducted in accordance with the, most current addition of, Robert's Rules of Order and the Sunshine Laws. The Chair shall give notice to the other members of the committee of the date, hour, and place of the meeting. Such notice may be given in person, by

telephone, by fax, by email, or by letter at least forty-eight hours prior to the meeting.

- B. Schedule – The committee shall meet quarterly in January, April, July, and October or as determined by the Steering Committee. Meetings shall be held centrally or along the corridor. The intent is to balance convenience with building knowledge and promotion of the whole corridor.
- C. Invitations – Invitations and agendas should be sent to a master invite list prior to each scheduled meeting. Invitees should include Steering Committee members, committee members, Governor's office, Ohio Department of Transportation, Ohio Department of Development, regional planning organizations, metropolitan planning organizations, media, local, state and federal legislators, and other interested parties.
- D. Subcommittees – The subcommittees shall meet as determined by the Chair of the subcommittee.
- E. Quorum – At any meeting of the Steering Committee, a quorum shall consist of a majority of all accepted members and/or their designated alternates thereof, but a lesser number may, however, adjourn the meeting from time to time. Less than a quorum prevents a vote on any motions. Membership vacancies shall not be considered in determining the presence of a quorum.
- F. Votes – Voting will be by voice except when the vote is non-unanimous, then, the Chair shall call for roll to be taken. The Chair or Co-chairs will vote with the body of the Steering Committee. In the event of a tie, the Chair or Co-chair's vote swings the motion.
- G. Executive Session – The Chair or Co-chairs may call an executive session in accordance with the Ohio Revised Code.
- H. Minutes and Motions – Actions of the committee shall be by motion. Only Steering Committee members may submit motions. The minutes of each meeting of the Steering Committee are the responsibility of the Chair or Co-chairs to complete and make available as requested. All minutes shall record the date, place where the meeting was held, the names of the steering committee members present, a summary of items discussed, and a record of the action taken. At the next meeting, the committee shall adopt the minutes of the previous meeting. Minutes shall be open to inspection of the public at all reasonable times.
- I. Public Comment – Chair or Co-chairs may limit public comment time. All public comments must be pertinent to the issues at hand.

## **Article VII – SUBCOMMITTEES**

- A. Purpose – Subcommittees shall be formed and appointed when necessary to carry out the various phases of the work of the Columbus Pittsburgh Corridor Committee. The Chair or Co-chairs shall appoint the members of such committees who do not necessarily have to be members of the Steering Committee. Subcommittees shall serve in an advisory capacity to the Steering Committee, with recommendations being forwarded to the Steering Committee for consideration and/or approval.
  
- B. Nominating Committee – The Chair or Co-chairs shall appoint a Nominating Committee, approved by the Steering Committee, each year for the purpose of propose of proposing a slate of officers for the Steering Committee to elect.

## **Article VIII – AMENDMENTS**

- A. Procedure – These bylaws may be amended at any regular meeting of the Steering Committee, and any amendment shall require a two-thirds (2/3)-majority vote of all steering committee members present.

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