

2026 CHARTER REVIEW COMMISSION for the City of Trotwood, Ohio

Policies and Procedures

1. Title

Policies and Procedures for the Trotwood Charter Review Commission.

2. Purpose of the Charter Review Commission

Pursuant to Article 10-5 ("Amendment to Charter") of the Trotwood City Charter, a Charter Review Commission (hereafter referred to as the "CRC"), which shall consist of not less than five (5) nor more than nine (9) members, shall be appointed by Council every five (5) years to review the entire Charter and make recommendations to Council regarding any proposed alternations, revisions or amendments to the Charter. A majority vote of the CRC members shall determine the recommendations to be made by the CRC to the Trotwood City Council may submit any recommendations made by the CRC to the electors of the City at the next regular election in accordance with Article XVIII, Section IX, of the Ohio Constitution.

3. Qualifications

Each member of the CRC must be at least eighteen years of age and must be a registered and qualified elector of the City of Trotwood. By accepting appointment to the CRC, each member represents and warrants that he or she meets all legal requirements to serve on the CRC.

4. Rules and Regulations

Sec. 1. Selection of CRC Chairperson. Upon Council's appointment of the 2026 CRC members, the CRC members shall confer, nominate, and select by majority vote, a person to serve as Chairperson of the 2026 CRC.

Sec. 2. Role of the CRC Chairperson. The role of the CRC Chairperson is to schedule all CRC meetings and votes; to ensure that the CRC is performing its role and responsibilities in accordance with Section 10-5 of the Trotwood City Charter and these Policies and Procedures; to conduct CRC meetings and communications in an orderly, effective manner; and to timely deliver to Council, the CRC's written report and recommendations concerning any proposed Charter amendments and modifications.

Sec. 3. Regular Meeting of the Charter Review Commission. Regular meetings of the CRC shall be held at such times and places as the CRC Chairperson designates after seeking input from other members of the CRC.

Sec. 4. Special Meetings of the CRC. Special meetings of the CRC shall be held upon the call of the Chairperson, or upon the written request of not less than five (5) members of the CRC. Written notification of the time, place, and purpose of the special meeting will be provided by the Clerk of Council to each member of the CRC at least three (3) days before the special meeting.

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- Sec. 5. Importance of Attendance.** Recognizing the broad authority and responsibility vested in the CRC for the governance and operation of the City of Trotwood, Ohio, there is a specific expectation that members of the CRC understand and recognize the importance of attendance at these CRC meetings. The CRC members must make a sincere commitment to attend as many of these CRC meetings as possible.
- Sec. 6. Rules of Order.** *Robert's Rules of Order Newly Revised* (aka "Robert's Rules"), when not in conflict with the provisions of these Policies and Procedures, shall be the rules of parliamentary procedure when the CRC is in session.
- Sec. 7. Agenda.** The CRC Agenda shall briefly outline the section of the Charter or the topics to be discussed at the scheduled meeting. Draft changes to the Charter will be provided to the CRC following the CRC's determination to pursue a modification of any particular section of the Charter.
- Sec. 7.1. Delivery of Agenda.** To the extent possible, the Agenda for each meeting of the CRC shall be provided to each member approximately two (2) days prior to a scheduled meeting.

ACKNOWLEDGEMENT OF RECEIPT OF POLICES AND PROCEDURES OF THE 2026 CHARTER REVIEW COMMISSION

I, _____, being a duly appointed and qualified member of the 2026 Charter Review Commission for the City of Trotwood, Ohio, hereby acknowledge receipt of the Policies and Procedures for the Charter Review Commission.

Date: _____

By: _____
(signature)

Printed Name: _____