

Public Legislative & Organizational Training (PLOT) Committee

An Ad-Hoc Committee formed to oversee proper public policy training, review suggestions for township level public policy as it relates to training, ensure compliance with required Ohio Revised Code (statutory requirements), and where appropriate ensure continuity across all levels of township government through open communication.

The five voting committee members shall be comprised of the Township Board of Trustees Chairperson, the Chairperson of the Zoning Commission, the Chairperson of the Board of Zoning Appeals, the Fiscal Officer/Records Custodian, and the Township Administrator. Two additional non-voting members, one from the BZA and one from the Zoning Commission, will participate on a rotating basis to add to the discussions. The two rotating members can be regular or alternate members, one from each board.

- The seven-member committee will not be a quorum of any of the existing boards.
- By motion the committee **will only make policy recommendations** to the superior boards and commission, as appropriate to each entity.
- The meetings will be publicly declared and the BZA/ZC Secretary will keep the minutes for the Fiscal Officer, but there **will not be a traditional portion open to the audience** for the work sessions of this committee.
- The PLOT Committee will avail itself of certain guest speakers from time to time from the Erie County Regional Planning Office, The Erie County Prosecutor's Office, the Ohio Township Association, and other public policy experts as needed.
- It is recommended that this committee meet quarterly (*Proposed to be on the second Tuesday of March, June, September and December*) to address public policy issues, both as they arise, and as a matter of continuing educational training.

The committee will not make recommendations which directly affect zoning resolution policy or contradict Ohio Revised Code. The purpose of the committee is to oversee "job training" for board and commission members and the administrative personnel who deal directly with the public as it relates to legislative affairs and policy.

Topics will include how to provide training on the Open Meetings Act (a.k.a. Sunshine Law) compliance, Parliamentary Procedures training, adoption of properly formatted meeting rules to be approved at the individual boards and commission level, proper channels for requesting and sharing public records information, policies for dealing with the media and speaking with one voice, Ohio Ethics Law and regulatory compliance for all fraud related training, and use of OTA learning resources. Intra-board communication will allow each independent governing body to understand and meet the needs of the other boards and commission.