

AN ORDINANCE AMENDING CHAPTER 220 OF THE CODIFIED ORDINANCES TO CREATE A “CLERK PRO TEMPORE.”

WHEREAS, in the absence or disability of the Clerk of Council, the role of a Clerk of Council Pro Tempore is necessary for timely and orderly meetings of this Council; and

WHEREAS, a question has arisen as to who shall serve as the Clerk Pro Tempore; and

WHEREAS, procedural motions to appoint a Clerk Pro Tempore create unnecessary delays in conducting the business of this Council, and an administrative solution is more advisable; and

WHEREAS, it is in the best of the City and its residents to have orderly and efficient City Council meetings in the absence of the Clerk of Council.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Hudson, Summit County, Ohio, that:

Section 1. Sections 220.03(b), (c), (d), (e), (k), and (l) of the Codified Ordinances of the City of Hudson are hereby amended to provide as follows, with additions being in **bold and underlined**:

- (b) Roll Call. The Clerk of Council, **or in his or her absence, the Clerk Pro Tempore**, shall call the roll and enter into the minutes the members present or absent at the meeting and proceed with the Council agenda.
- (c) Order of Business. All meetings of Council shall be open to the public in accordance with the Charter and statutes of Ohio providing for open meetings. Each written agenda for regular and special meetings of Council shall be approved at a prior workshop and published by the Clerk of Council, **or in his or her absence, the Clerk Pro Tempore**, in advance of each regular or special meeting. The agenda shall be administratively prepared by the City Manager or his/her designee after each workshop and delivered to the Clerk of Council, **or in his or her absence, the Clerk Pro Tempore**, for publication. All agenda items shall be identified by title or subject matter and item or ordinance/resolution number. An item which appears on a subsequent agenda shall be additionally identified by the month and agenda number when initially entered (e.g., 4-22) or, in the case of ordinances and resolutions, by the history of its previous readings, including dates of those readings. The minutes of the Council meeting shall identify matters by item number or ordinance/resolution number. The Mayor may declare a brief recess during the course of the meeting as appropriate. The order of business shall be as follows:

- (1) Call to Order;
- (2) Pledge of Allegiance to the Flag;
- (3) Roll Call;
- (4) Approval of minutes of previous meetings;
- (5) Honorary resolutions;
- (6) Proclamations by Mayor;
- (7) Holding of public hearings in order of agenda;
- (8) Public comment;
- (9) Reading of any correspondence, including petitions and recommendations received by the Mayor or members of Council at their discretion; Council Comments;
- (10) Reports of Council committees;
- (11) Reports or presentations of City Council other committees, City officials, the City Manager, or community organizations;
- (12) Nominations, appointments, and elections;
- (13) Consent agenda - At the request of any member of Council, without cause, an item in this portion of the agenda can be removed and placed on the legislative portion of the agenda for regular action. The consent agenda may include reports from various departments, bid awards, items having had two previous readings, acceptance of property and dedications, easement agreements, and such other items as Council determines, as provided in these Council rules. Items which may not be included on the consent agenda are those that impose a tax or propose a levy or question for popular consideration on the ballot. Action on any item on the consent portion of the agenda shall not eliminate the need for a greater majority vote if one is called for by the Charter or these Council Rules. The consent agenda requires two motions: one to suspend the rules and a second motion for approval;
- (14) Legislation - All ordinances and resolutions that are not part of the consent agenda, including those that were removed from the consent agenda;
- (15) Adjournment/Recess: Unless the Council shall, by a two-thirds vote, agree to continue, no discussion or action on any item of business shall be initiated or continued after 11:00 p.m., and at that time, a regular meeting of the Council shall be recessed until the next meeting;
- (16) Adjournment.

- (d) Minutes. The official minutes of any meeting of the Council shall consist of a written summary of the topics of discussion by the Council and its actions during the meeting, as well as a record of those Council members and City officials in attendance and the starting and ending times of the meeting and any executive sessions held thereat. The official minutes of any meeting of Council shall also consist of a permanent audio and video recording of the meeting, excluding executive sessions, which permanent audio and video recording shall be referred to in the written summary of the minutes. Unless a reading of the written summary of the minutes of a Council meeting is requested by a member of Council, such minutes may be approved without

reading if ~~the Clerk of Council has previously furnished~~ each member **of Council has been furnished** with a copy of a written summary of such minutes. The Clerk of Council, **or in his or her absence, the Clerk Pro Tempore, or the clerk pro tempore appointed by Council in the Clerk's absence,** shall be responsible for providing for the audio and video recording of the Council meetings and in the event of a failure to audio and video record any such meeting, for producing written minutes of the meeting in sufficient detail to summarize the discussions and actions taken at the meeting. It shall be the duty of the Clerk of Council, **or in his or her absence, the Clerk Pro Tempore,** to furnish an accurate written summary of all items considered and action taken on the items considered at the proceedings of regular or special meetings of Council to each member as soon as possible and to provide access to the audio and video recorded minutes to each member upon request.

- (e) **Suspension of Rules Relating to Reading Resolutions, Ordinances and Bylaws.** No resolution, ordinance, or bylaw of a general or permanent nature, or granting a franchise, or creating a right, or involving the expenditure of money, or the levying of a tax, or for the purchase, lease, sale, or transfer of property, shall be passed unless it has been fully and distinctly read on three (3) different days. Council may dispense with this rule provided there is an affirmative vote of at least six (6) members if seven (7) are present, or an affirmative vote of at least five (5) members if only five (5) or six (6) are present; the affirmative vote of four (4) members or less shall not be sufficient to suspend this three (3) reading rule regardless of the number of members present at a Council meeting. The vote on suspension of the rule requiring reading on three (3) separate days shall be taken by yeas and nays, separately on each resolution or ordinance (except as may be dispensed with in the consent portion of the agenda), and the Clerk of Council, **or in his or her absence, the Clerk Pro Tempore,** shall enter such vote on the minute book, together with the names of the members voting yea and members voting nay.

- (k) **Order of Roll Call in Connection with Council Voting.** For each roll call vote of Council members in connection with a motion, ordinance, resolution or other vote of Council in the course of a regular or special Council meeting, the Clerk **of Council, or in his or her absence, the Clerk Pro Tempore,** shall call the roll in alphabetic order according to the first letter of the last name of each Council member present; provided that with the second and each succeeding call of roll during a meeting, ~~the~~ **such** Clerk shall begin the roll call with the Council member who was called second in the immediately preceding roll call.

- (l) Public Hearings. When a public hearing is required by the City Charter, City codes and ordinances, or State law, the Clerk of Council, **or in his or her absence, the Clerk Pro Tempore,** shall set the date and time of the public hearing in compliance with any legal requirements for such public hearings. The Council may, however, revise a public hearing schedule by a motion that is passed by at least four members of Council, provided that the revised schedule for the public hearing is in compliance with all legal requirements.

Section 2. Sections 220.031(a) and (b) of the Codified Ordinances of the City of Hudson are hereby amended to provide as follows, with additions being in **bold and underlined**:

- (a) In General. Workshop meetings of City Council shall generally take place on Tuesdays on the weeks following the first and third Tuesday regular Council meetings and shall be held at 7:30 p.m. The meetings will be held in the Meeting Room of the Town Hall, 27 East Main Street, or other location as decided by the President of Council. Workshop meetings are informal meetings of Council to discuss matters to be considered by Council at regular Council meetings or other matters concerning the City. All workshop meetings shall be open to the public in accordance with the Charter and statutes of Ohio providing for open meetings. Council shall take no legislative action at workshop meetings. Minutes of workshop meetings will be full and accurate minutes, which will enable the public to understand and appreciate City Council's discussion. The official minutes of workshop meetings shall be in the form as set forth in Section 220.03, except that it shall be within the discretion of City Council to determine that a workshop meeting will not be audio recorded and/or video recorded, in which case the Clerk of Council, **or in his or her absence, the Clerk Pro Tempore,** shall be responsible for preparing full and accurate written meeting minutes which will enable the public to understand and appreciate City Council's discussion and such written meeting minutes shall serve as the official minutes of such workshop meeting. It shall be the duty of the Clerk of Council, **or in his or her absence, the Clerk Pro Tempore,** ~~or the Clerk's designee,~~ to provide for and to produce the official minutes for workshop meetings. Citizen comments will generally not be solicited at workshop meetings.

Section 3. Section 220.10, titled "Clerk Pro Tempore," of the Codified Ordinances of the City of Hudson is hereby established and shall provide as follows:

In the event of the temporary absence or disability of the Clerk of Council, the City Manager shall serve as Clerk of Council Pro Tempore and shall exercise all of the powers and perform all of the duties of the Clerk of Council until his or her return. If the City Manager is unavailable, the longest serving Assistant City Manager shall serve as Clerk of Council Pro Tempore.

Section 4. That the aforesaid recitals are rendered to be the findings of this Council and are hereby incorporated into this Ordinance.

Section 5. It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Section 6. This Ordinance shall be in full force and effect from and after the earliest period allowed by law.

PASSED: _____

Jeffrey L. Anzevino, Mayor

ATTEST:

Aparna Wheeler, Clerk of Council

I certify that the foregoing Ordinance was duly passed by the Council of said Municipality on _____, 2025.

Aparna Wheeler, Clerk of Council