

AN ORDINANCE AMENDING AND SUPPLEMENTING CHAPTERS 220 AND 222 OF THE CODIFIED ORDINANCES OF THE CITY OF HUDSON VILLAGE AS TO NEW RULES OF COUNCIL

WHEREAS, Section 3.06 of the Charter of the City of Hudson Village provides that Council shall adopt its own rules and regulations or bylaws; and

WHEREAS, this Council, by Chapters 220 and 222 of the Codified Ordinances has adopted rules and regulations for the conduct of Council business and the adoption of ordinances and resolutions; and

WHEREAS, this Council desires to amend and improve Chapters 220 and 222 of the Codified Ordinances providing for new rules of Council.

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

SECTION 1. That Section 220.01 of the Codified Ordinances be amended to read as follows:

"220.01 REGULAR MEETINGS.

The regular meetings of Council shall be held in the Council Chambers at 27 East Main Street on the first and third Wednesday of each month at 7:30 p.m., provided that in the event the date for any regular meeting falls on a holiday, Council shall meet on the next following business day.

Unless otherwise determined by Council, the first meeting of each month shall be considered the formal meeting at which new business shall be regularly introduced and old business acted upon. The second meeting of each month shall normally be reserved for discussion of reports and new business. Nothing shall prevent any item of business properly introduced from being acted upon in accordance with these rules at any duly noticed meeting."

SECTION 2. That existing Section 220.02 of the Administrative Code, entitled "Special Meetings", be amended to read as follows:

"220.02 SPECIAL MEETINGS.

The Mayor or any three members of Council may call a special meeting of Council by giving at least twenty-four hours notice to each of the members, served personally or left at the member's usual place of notice, such meeting to be held at the time and place designated in such notice.

SECTION 3. That Section 220.03 of the Administrative Code entitled "Rules" be amended to read as follows:

"220.03 RULES.

The following rules shall govern the meetings of Council:

(a) Opening Proceedings. The Mayor, or, in his absence, the President of Council, or, in the absence of the Mayor and President of Council, the member, of those members present, who has served on Council for the longest number of years shall take the chair, serve as President pro tempore for the meeting and immediately call the members to order. A quorum for the meeting shall be determined by Section 3.07 of the Charter. In the absence of a quorum, at hour appointed for the meeting, the then members present may, by a majority vote of those present, recess for a period not to exceed one hour in order to obtain a quorum.

(b) Roll Call. The Clerk of Council 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 statutes of Ohio providing for open meetings. All agenda items shall be identified by title or subject matter and item number. An item which appears on a subsequent agenda shall be additionally identified in parentheses by the month and agenda number when originally entered, e.g. (4-22). The minutes of the Council meeting shall identify matters by item number. The Mayor, or President pro tempore, 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) Invocation;
- (4) Roll Call;
- (5) Holding of (a) public hearings in order of agenda and (b) requests from the public to address the Council on other matters;
- (6) Approval of minutes of previous meetings;
- (7) The Mayor apprises Council of any items of business which need to be completed that evening, of any unusually lengthy items, or of requests for executive sessions that will come before the Council;
- (8) Action by unanimous consent on any matter of the agenda. At the request of any member of Council, an item in the consent portion of the agenda can be removed and placed on a later portion of the agenda for regular action. The consent agenda may include reports from various departments, bid awards, appointments to boards and commissions, citizen recognitions and such other items as Council determines. Action on any item on the consent portion of the agenda shall not eliminate the need for a greater than majority vote if one is called for by the Charter or these Council Rules;
- (9) Public discussion;

- (10) Reports of Council committees;
- (11) Communications, recommendations and reports from the Manager together with related ordinance, resolution or report;
- (12) Petitions and communications to the Council, together with related ordinance or report;
- (13) Reports of other committees and City officials, together with related ordinance or resolution;
- (14) Business remaining unfinished at previous meeting;
- (15) Nominations, appointments and elections;
- (16) Ordinances, resolutions, petitions relating to the subject matter of hearings held under subsection (5) beginning with any items which must be decided that evening;
- (17) Ordinances and resolutions;
- (18) New business;
- (19) 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 p.m., and at that time, a regular meeting of the Council shall be recessed until the third (3rd) Wednesday of the month;
- (20) Adjournment.

(d) Minutes. Unless a reading 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 with a copy thereof. It shall be the duty of the Clerk of Council to furnish an accurate, record 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.

(e) Committees. All committees shall be appointed by the presiding officer, unless otherwise directed by Council.

(f) 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 different days, and with respect to any such resolution, ordinance or bylaw, Council may dispense with this rule, provided there is an affirmative vote of five Council members if only five or six members are present, or an affirmative vote of six Council members if seven members are present. The vote on suspension of the rule requiring reading on three 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 shall enter such vote on the minute book, together with the names of members voting yea and of members voting nay.

(g) Robert's Rules of Order. The procedures and deliberations of Council shall, except as otherwise provided by the Charter or an ordinance of

Council, be governed and controlled by the provisions of the most current revised edition of Robert's Rules of Order.

(h) Decorum. No person shall address the Council until recognized by the Mayor. For the consideration of others who may wish to be heard, all speakers will be asked to limit their presentations to five minutes. A speaker may be heard again an additional time subject to the ruling of the chair.

(i) All comments will be made to the Chair. No questions are to be directed to Council members or to members of the Administration.

(j) No member of Council may speak twice in a row. Every other member must first be offered the opportunity to speak.

(k) The Chair will make the decision to "close off" the discussion if it leaves the subject being discussed."

SECTION 4. That Section 220.04 of the Administrative Code be amended to read as follows:

"220.04 ORGANIZATION.

(a) The President of Council shall be an elected officer, elected by a majority of the duly elected members of Council by secret ballot only. The election shall be held at the organizational meeting following the regular municipal election or at such time as may be necessary to fill a vacancy caused by death, removal or resignation. The Council President shall serve a two-year term, except that such a term shall not extend past an organizational meeting following a regular municipal election.

(b) The Mayor will preside at organization meetings pursuant to Section 3.02 of the Charter.

(c) The Clerk of Council shall be appointed pursuant to Section 3.04 of the Charter.

(d) Committee on Committees. At the first meeting of the term, the President of Council shall select two (2) members of the Council who together with the President shall constitute the Committee on Committees. The President of Council shall serve as Chair of said committee which shall meet to select the members of the Standing Committees. Such selections shall then be reported by the President of Council not later than the next meeting of Council.

(e) The Standing Committees for Council shall be as follows:

- (1) Finance: Budget, appropriations and reappropriation, bonds, investments and expenditures.
- (2) Zoning: Land use, zoning, conditional uses, comprehensive planning.
- (3) Utilities: Sewer, water, electricity, cable television.
- (4) Personnel: Employment issues, labor relations, insurance claims, civil service.
- (5) Community Affairs: Public property, recreation facilities, civic affairs, liaison between Council and Hudson Park Board, recycling and franchises.
- (6) Safety: Disaster services, communications, fire and EMS, police and health.

- (7) Capital Planning: Streets, highways, sidewalks and other improvements.

There shall be three (3) members on each of the above Standing Committees. The first member named of each Committee shall be the Chair of the Committee. If the President does not appoint the Chair of the Committee, the Committee shall elect its Chair and Vice Chair.

- (8) Special Committee: Economic development.

- (9) Committee of the Whole: The Committee of the Whole shall consist of Members of Council and the Mayor. The President will act as Chair. The function of this committee is the appointment of personnel to Commissions and Boards.

(f) Committee Procedures:

- (1) Committee Meetings: The Committee shall meet at such time in the Council Chambers as the Chairman of the Committee decides, unless otherwise determined by a majority of the Committee.

- (2) Committee Reports: Council Standing Committee Chairpersons shall be responsible for presenting reports of the recommendations made at the regular Committee Meetings and for causing written minutes of the proceedings to be taken. Decisions of said committee shall be given during Item 10 on the Agenda.

- (3) Special Committee Reports: All reports of Special Committees shall be presented by the Chairpersons. Such reports shall be given during the regular Council meeting at the time set in the order of business.

- (4) Committee Reports - Time: If any matter, resolution, question or report referred to a committee or City Officer is not reported upon by the second meeting from the time of such reference, unless further time is granted by the Council, the same may be called forth by the presiding officer or any member, and further action thereon and all papers shall forthwith be turned over to the Clerk of Council; provided that either the first or second meeting after such reference, such matter may be called up and placed before the Council for action by a majority vote of the Council.

(g) The powers of Council shall be those as listed in Section 3.05 of the Charter."

SECTION 5. That Section 220.05 of the Administrative Code be enacted to read as follows:

"220.05 EXECUTIVE SESSIONS.

Council may hold an executive session for all purposes allowed under the State Open Meeting Law. All items discussed in executive session shall be deemed confidential matters."

SECTION 6. That Section 222.03 of the Administrative Code entitled "Legislation" shall be enacted to read as follows:

"222.03 LEGISLATION.

(a) Ordinances and Resolutions: Ordinances and resolutions will be introduced in the Council only in printed or written form.

(b) Ordinances and Resolutions that take immediate effect: Ordinances or resolutions will go into immediate effect if they provide for appropriations for current expenses of the municipality; or street improvements petitioned for by the owners of a majority of the feet front on the property benefitted and to be especially assessed for the cost thereof, or emergency ordinances or measures necessary for the immediate preservation of the public peace, health or safety in the municipality.

(c) Amendment and Referral: It will be in order to amend an ordinance or resolution or refer to committee at any time."

SECTION 7. That Sections 220.01, 220.02, 220.03 and 220.04 as they existed prior to the effective date of this Ordinance be, and the same hereby are, repealed.

SECTION 8. This Ordinance shall take effect and be in force from and after the earliest period allowed by law.

PASSED: June 7, 1995

Harold L. Bayless  
Harold L. Bayless, Mayor

ATTEST:

Mary Ann George  
Mary Ann George, Clerk of Council

I hereby certify that the foregoing Ordinance was duly passed by the Council of said Municipality on June 7, 1995.

Mary Ann George  
Mary Ann George, Clerk of Council