

Proposed Amendments to Sections 206.01, 206.03, 206.05, 206.06 and 206.07

Sections 206.01 & 206.05 - text discussed by City Council at 3/26/2013 Workshop

Hudson, OH Code of Ordinances
PART TWO - ADMINISTRATION
CODE / TITLE TWO -General Provisions

CHAPTER 206, Public Meetings

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CROSS REFERENCES

Council meetings generally - see CHTR. Sec. 3.02

Public meetings - see Ohio R.C. 121.22

Council meetings - see ADM. 220.01, 220.02

Disturbing lawful meetings - see GEN. OFF. 648.06

206.01 DEFINITIONS.

As used in this chapter:

(a) "Clerk" means the Clerk of Council of the City of Hudson and/or the secretary of the pertinent public body. Any notification or action provided for herein to be given or taken by the Clerk may be given or taken by any person acting on behalf of or under the authority of the Clerk.

(b) "Day" means a calendar day.

(c) "Meeting" means any prearranged discussion of the public business of the City by a public body of the City at which a majority of the members of the public body are present.

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(d) "Member" means any member of a public body of the City duly elected or appointed as a member pursuant to the Codified Ordinances of the City of Hudson.

(e) "Oral notification" means notification given orally either in person or by telephone, directly to the person for whom such notification is intended, or by leaving an oral message for such person at the address, or if by telephone, at the telephone number of such person shown on the records kept by the Clerk under this chapter.

(f) "Post" means to post [on the City's website \(www.hudson.oh.us\)](http://www.hudson.oh.us) ~~in an area accessible to the public during the usual business hours at the City Hall (27 East Main Street, Hudson, OH. 44236-3099).~~

(g) "Public body" means any board, commission, committee, subcommittee or similar decision-making body of a State agency, institution or authority, and any legislative authority or board, commission, committee, subcommittee, agency, authority or similar decision-making body of any county, township, municipal corporation, school district or other political subdivision or local public institution.

(h) "Published" means published once in a newspaper having a general circulation in the City of Hudson, as defined in Ohio R.C. 7.12, except that no portion of such newspaper need be printed in the City. If at the time of any such publication there is no such newspaper of general circulation, then such publication shall be in a newspaper then determined by the Clerk to have the largest circulation in the City.

(i) "Special meeting" means a meeting which is neither a regular meeting nor an adjournment of a regular or special meeting to another time or day to consider items specifically stated on the original agenda of such regular or special meeting.

(j) "Written notification" means notification in writing mailed, ~~telegraphed~~, faxed or delivered to the address of the person for whom such notification is intended as shown on the records kept by the Clerk under this chapter, or in any way delivered to such person. If mailed, such notification shall be mailed by first-class mail, deposited in a U.S. postal service mailbox no later than the fourth day preceding the day of the meeting to which such notification refers. Written notification may be accomplished by giving advance written notification by copies of the agendas of all pertinent meetings.

(Ord. 94-22. Passed 4-18-94.)

206.02 MEETINGS TO BE PUBLIC; EXCEPTIONS.

All meetings of any public body of the Municipality are hereby declared to be open to the public unless the regular or special meeting is for the sole purpose of considering any of the following matters:

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- (a) The appointment, employment, discipline, promotion, demotion or compensation of a public employee or official, or the investigation of charges or complaints against a public employee, official, licensee or regulated individual, unless the public employee, official, licensee or regulated individual requests a public hearing;
- (b) The purchase of property for public purposes, or the sale of property at competitive bidding, if premature disclosure of information would give an unfair competitive or bargaining advantage to a person whose personal private interest is adverse to the general public interest;
- (c) Conferences with an attorney for the public body, concerning disputes involving the public body that are the subject of pending or imminent court action;
- (d) Preparing for, conducting or reviewing negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment;
- (e) Matters required to be kept confidential by Federal law or rules or State statutes; or
- (f) Specialized details of security arrangements where disclosure of the matters discussed might reveal information that would be used for the purpose of committing, or avoiding prosecution for, a violation of the law.

(Ord. 94-22. Passed 4-18-94.)

206.03 POSTING NOTICE.

The Clerk shall, no later than forty-eight hours before the time of a regular meeting, post notice of the time and place of such regular meeting on [the City's website](#) ~~a bulletin board at the City Hall~~. In the event of a special meeting, the Clerk shall, no later than twenty-four hours before the time of a special meeting, post notice of the time, place and purposes of such special meeting. Upon the adjournment of any regular or special meeting to another day, the Clerk shall promptly post notice of the time and place of such adjourned meeting. In case of an emergency requiring immediate official action, the Clerk shall immediately post notice of the time, place and purposes of such special meeting and the general nature of the emergency requiring immediate official action.

(Ord. 94-22. Passed 4-18-94.)

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206.04 PUBLICATION OF NOTICE.

In addition to or in lieu of the posting of the notice as provided in Section 206.03, the Clerk may cause to be published once, no later than twelve hours prior to the time of the meeting referred to, a notice of the time and place of such regular meeting or the time, place and purposes of such special meeting.

(Ord. 94-22. Passed 4-18-94.)

206.05 REQUESTS FOR NOTIFICATION; FEE.

Any person may, upon [subscribing to electronic mail notifications for calendar events on the City's website \(www.hudson.oh.us\)](#) or upon written request to the Clerk, obtain reasonable advance notification of all regular Council meetings, of any meeting of each public body of the City or any special meeting of Council at which any specific type of public business is to be discussed.

Such person may file a written request with the Clerk specifying the person's name and the addresses and telephone numbers at which the person can be reached during and outside of business hours; the specific type of public business the discussion of which the person is requesting advance notification for; and the number of calendar months (not to exceed twelve) which the request covers. Such request may be canceled by request from such person to the Clerk.

Each such written request shall be accompanied by stamped self-addressed envelopes sufficient in number to cover the number of meetings during the time period covered by the request. The Clerk shall notify in writing the requesting person when the supply of envelopes is running out, and if the person desires notification after such supply has run out such person must deliver to the Clerk an additional reasonable number of stamped self-addressed envelopes as a condition to receiving further notifications.

The Clerk shall, if possible, give such advance notification under this section by written notification. If such written notification cannot be given or has not been given, the Clerk shall give oral notification. There shall be no fee charged for such advance notification.

(Ord. 94-22. Passed 4-18-94.)

206.06 NOTICE TO NEWS MEDIA OF SPECIAL OR EMERGENCY MEETINGS.

Any news medium organization that desires to be given advance notification of special meetings shall file with the Clerk a written request therefor. Except in the event of an emergency requiring immediate official action, a special meeting shall not be held unless at least twenty-four hours

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advance notice of the time, place and purposes of such special meeting is given to the news media that have requested such advance notification.

News media requests for advance notification of special meetings shall specify the name of the medium; the name of and address of the person to whom written notifications to the medium may be transmitted via electronic mail, facsimile, mail or delivery, ~~mailed, telegraphed or delivered~~; and the names, addresses and telephone numbers (including addresses and telephone numbers at which notifications may be given either during or outside of business hours) of at least two persons to either one of whom oral notifications to the medium may be given.

Any such request shall be effective for one year from the date of the filing with the Clerk or until the Clerk receives written notice from such medium canceling or modifying such request, whichever is earlier. Each requesting news medium shall be informed of such period of effectiveness at the time it files its request. Such requests may be modified or extended only by filing a complete new request with the Clerk. The Clerk shall maintain a current list of all news media that have requested such advance notification.

The Clerk shall give such oral notification or written notification, or both, as the Clerk determines, to the news media that have requested such advance notification of the time, place and purposes of each special meeting, at least twenty-four hours prior to the time of such special meeting.

In the event of an emergency requiring immediate official action, a special meeting may be held without giving twenty-four hours advance notification thereof to the requesting news media. The Clerk shall immediately give oral notification or written notification, or both, as the Clerk may determine, of the time, place and purposes of such special meeting to such news media that have requested such advance notification. The notification shall state the general nature of the emergency requiring immediate official action.

A reasonable effort at notification shall constitute notification in compliance with this section. (Ord. 94-22. Passed 4-18-94.)

206.07 ASCERTAINING NOTIFICATION.

Any person may ascertain the time and place of all then-known regular meetings, the time, place and purposes of all then-known special meetings and whether the available agenda of any future meeting states that any specific type of public business, identified by such person, is to be discussed at such meeting, by:

(a) Writing to:

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Clerk of Council
City of Hudson [Municipal Services Center](#)
[115 Executive Parkway, Suite 400](#)
~~27 East Main Street~~
Hudson, OH [44236-1693](#) ~~44236-3099~~

(b) Telephoning the office of Clerk of Council, during its normal business hours, at [330-342-1795](#) or 330-650-1799.

(c) Consulting the [City's website](#) ~~bulletin board located in the lobby at the Hudson City Hall, 27 East Main Street, Hudson, OH. 44236-3099.~~

(Ord. 94-22. Passed 4-18-94.)

206.08 MINUTES.

The minutes of any regular or special meeting of any public body of the City shall be promptly prepared, filed and maintained and shall be open to public inspection.

(Ord. 94-22. Passed 4-18-94.)