

AN ORDINANCE AMENDING CHAPTER 220 OF THE ADMINISTRATIVE CODE

BE IT ORDAINED by the Council of Hudson, Summit County, State of Ohio:

SECTION 1. That Chapter 220 of the Administrative Code be amended to read as follows:

“CHAPTER 220
COUNCIL

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 of any regular meeting falls on a holiday, Council shall by a majority vote, set an alternate date according to the Charter.

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, and to the local media in accordance with the Charter and open meeting laws of the State of Ohio. Such notification shall include, at a minimum, the time, place and subject matter of the meeting.

220.03 RULES.

The following rules shall govern the regular and special 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 and 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 the hour appointed for the meeting, the then members present may, by a majority vote, 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 Charter and statutes of Ohio providing for open meetings. 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 in parentheses 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 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) Roll Call;
- (4) Approval of minutes of previous meetings;
- (5) Holding of public hearings in order of agenda;
- (6) Any correspondence including petitions and recommendations received by the Mayor or members of Council;
- (7) Public Comment;
- (8) Reports of Council committees;
- (9) Reports of other committees, City officials, or the City Manager;
- (10) Nominations, appointments, and elections;
- (11) 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. Items which may not be included on the consent agenda are those which 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;
- (12) Consideration of any emergency items to be added to the agenda;
- (13) Legislation - All ordinances and resolutions that are not part of the consent agenda including those that were removed from the consent agenda;
- (14) 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 next meeting;
- (15) 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) Ad Hoc Committees. Ad hoc committees may be appointed by the President of Council.

(f) Suspension of Rules Relating to Reading Resolution, 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. 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 the members voting yea and members voting nay.

(g) Robert's Rules of Order. The procedures and deliberations of Council, except as otherwise provided by the Charter or an ordinance of Council, shall 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 chair. 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 subject to the ruling of the chair for no longer than two minutes.

(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.

220.031 WORKSHOP MEETINGS.

(a) Workshop meetings of City Council shall generally take place on Tuesdays on the weeks following the first and third Wednesday regular Council meetings and shall be held at 7:30 p.m. The meetings will be held in the Barlow Community Center (41 South Oviatt Street) or other location as decided by the President of Council. Workshop meetings are informal meetings of Council to discuss matters brought forward by liaison appointees 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 transact no business at workshop meetings. Minutes of workshop meetings will include only a summary of the topics discussed. Citizen comments will generally not be solicited at workshop meetings.

(b) Opening of Workshop Meetings. The mayor or, in the absence of the Mayor, the President of Council, or in the absence of the Mayor and the President of Council, the member of those present who has served on Council for the longest number of years, shall take the chair and serve as President pro tempore for the meeting and immediately call the meeting to order. As no business will be transacted at workshop meetings, no quorum for the meeting will be necessary for the meeting to commence. Workshop meetings where fewer than four council members are present may be canceled at the discretion of the chair.

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 the organizational meeting 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 Liaison Appointments. At the organizational meeting, the President of Council shall select two (2) members of Council who, together with the President, shall constitute the Committee on Liaison Appointments. The President of Council shall serve as Chair of said committee which shall meet to select the liaison appointments. Each Council member will serve as a liaison appointee for one Liaison Appointment. Such selections shall then be reported by the President of Council not later than the next meeting of Council. It shall be necessary to reassign Liaison Appointments upon the death, resignation, or removal of any member of Council. Liaison appointees shall be a point of reference for Council study and review of city issues. Specific study requests may be referred to liaisons, and liaisons may serve to spearhead initiatives within their topical areas.

(e) The Liaison Appointments for the Council shall be as follows:

- (1) Finance: Budget, appropriations and reappropriation, bonds, investments, and expenditures.
- (2) Zoning: Land use, zoning, conditional uses, and comprehensive plan.
- (3) Utilities: Sewer, electric, and water.

- (4) Personnel: Employment issues, labor relations, insurance claims, recommendations for appointments to boards and commissions, and liaison to the Personnel Advisory and Appeals Board.
- (5) Community and Government Affairs: Public property, recreation facilities, civic affairs, liaison between Council and Hudson Park Board, recycling, and franchises, Council rules, and cable television.
- (6) Safety: Disaster services, communications, fire, EMS, police, public health, signalization, and traffic signage.
- (7) Capital Planning: Streets, highways, sidewalks, and other capital improvements.

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

220.05 EXECUTIVE SESSION.

Council may hold an executive session for all purposes allowed under the Open Meeting Law of the State of Ohio. All items discussed in executive session shall be deemed confidential matters and shall not be discussed with anyone other than the City Solicitor, the City Manager or another member of Council outside of that session.

220.06 LEGISLATION.

(a) Ordinances and Resolutions. Ordinances and resolutions shall be introduced in the Council only in printed or written form in a format approved by the City Solicitor. Ordinances and resolutions may be originated by the Mayor or any member of Council but must be presented to Council through the Clerk of Council at a regular or special meeting.

(b) Ordinances and resolutions that take effect immediately. Ordinances or resolutions will go into immediate effect if they provide for appropriations for current expenses of the municipality; street improvements or utility extensions petitioned for by the owners of the properties benefitting and to be especially assessed for the cost thereof and pursuant to the policy of the City relative to such improvement or extension; 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 2. That Chapter 220 of the Administrative Code as it existed prior to the effective date of this Ordinance be, and the same hereby is, repealed.

SECTION 3. This Ordinance shall take effect and be in force from and after the earliest period allowed by law.

PASSED: August 19, 1998

Harold L. Bayless
Harold L. Bayless, Mayor

ATTEST:

Mary Ann George
Mary Ann George, Clerk of Council

I certify that the foregoing Ordinance was duly passed by the Council of said Municipality on August 19, 1998.

Mary Ann George
Mary Ann George, Clerk of Council

First Reading: ~~7/15/98~~ 12/17/97

Second Reading: 8/5/98