

ORDINANCE NO. 26-33

OFFERED BY: COUNCIL PRESIDENT MICHAEL BIRD

**AN ORDINANCE AMENDING CITY COUNCIL RULES TO DEFINE THE  
ROLE AND DUTIES OF COUNCIL LIAISONS.**

WHEREAS, the members of Council represent the people of Hudson, Ohio, and it is in the best interest of the City and the public that Council members serve to conduct business properly and efficiently; and

WHEREAS, Council liaisons to the City's various boards, commissions, committees, and task forces serve as the primary communication link between Council and the assigned board, commission, committee or external task force, fostering healthy transparency and two-way communications; and

WHEREAS, Council liaisons represent the full Council objectively and do not serve as voting members of any other board or commission; and

WHEREAS, Council liaisons provide boards, commissions, and other Council-appointed bodies with historical perspective on Council discussions and actions, helping appointees place their work within the larger context of City priorities; and

WHEREAS, Council liaisons can identify procedural or structural issues and can help resolve problems related to a board, commission, or other body's internal functioning; and

WHEREAS, Council liaisons act as a formal channel for substantive concerns and can prevent unelected board, commission, or other bodies' members from directly pressuring City staff, thereby maintaining clear lines of authority between policy-setting and execution; and

WHEREAS, a clear, efficient method for Council interaction with boards, commissions, committees, and task forces is valuable and necessary to benefit the administration of City business and the public welfare.

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

Section 1. That Section 220.04 of the Codified Ordinances of Hudson, Ohio be amended and provide as follows, with additions being **underlined and in bold** and deletions being **underlined and stricken**:

**220.04 ORGANIZATION.**

At the organizational meeting, Council members shall be appointed **by the Council President** as liaisons to the various citizen boards, committees, and commissions then in place. Each Council member will serve as a liaison for at least one board, committee, or commission **until Council's next organizational meeting or as otherwise provided by the Charter and the Codified Ordinances.** ~~Such appointments 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 **as**

soon as possible upon the death, resignation, or removal of any member of Council. Liaison appointees shall be a point of contact between Council and citizen boards, committees, and commissions and shall serve as provided in Section 220.11.

Section 2. That Section 220.11 of the Codified Ordinances of Hudson, Ohio be created and provide as follows:

Council liaisons, who are appointed by the Council President under Section 220.04, shall serve in the following manner.

- (a) Facilitate Communication. Each Council liaison shall:
  - (1) serve as the designated and official point of contact between the assigned body and Council;
  - (2) encourage and facilitate periodic meetings between the Council liaison, the body's Chair, and City staff; and
  - (3) ensure Council is regularly updated on the work, recommendations, and significant issues arising from or affecting the assigned body.
- (b) Meeting Participation. Each Council liaison shall:
  - (1) attend the assigned body's meetings when ~~able~~appropriate and may sit at the dais;
  - (2) review meeting agendas, minutes, and reports;
  - (3) participate in discussions as needed or requested by the body's Chair but not vote or otherwise exercise decision-making authority for the body; and
  - (4) if feasible, request that another Council member attend the assigned body's meeting as a temporary liaison if the assigned liaison is unable to do so.
- (c) Report to Council. Each Council liaison shall:
  - (1) provide regular reports to Council, summarizing activities, trends, and potential policy implications. After each assigned body's meeting, City staff, and when practical that body's Chair, should summarize the meeting's outcomes and highlight important issues. This summary can be a brief paragraph or a few bullet points in an email or memorandum to the Council liaison so he or she can present a summary at the next regularly scheduled Council meeting; and
  - (2) coordinate semi-annual or annual presentations by the assigned body to Council when feasible.

- (d) Policy Context and Guidance. Each Council liaison shall:
- (1) when necessary, explain relevant Council policies, recent legislative history, and Council priorities to the assigned body; and
  - (2) serve as a Council resource on procedural questions or municipal government functions.
- (e) Council Representation. Each Council liaison shall act as a representative of the full Council rather than an advocate for the assigned body's positions, unless Council has formally adopted the same position.
- (f) Coordination and Training. Each Council liaison shall:
- (1) facilitate training opportunities for the assigned body on Council processes or municipal governance best practices; and
  - (2) promote proactive planning between Council and the assigned body, including identifying topics for joint study sessions and workshops.
- (g) Other Duties. Each Council liaison shall:
- (1) alert Council to resource or administrative support needs that may be required in order to improve the assigned body's effectiveness; and
  - (2) actively participate in recruitment and/or orientation of new appointees for the assigned body to ensure continuity of expertise and policy.
- (h) Boundaries, Limitations, and Restrictions. ~~Each~~ A Council liaison shall not:
- (1) direct or unduly influence the assigned body's decisions, because Council liaisons are not members of the assigned body for voting or quorum purposes;
  - (2) advocate personal positions unless Council has formally adopted the same position; and
  - ~~(3)~~ (4) unless requested by the assigned body's Chair, raise points of order or otherwise interrupt meeting procedure because procedural concerns should be addressed outside the meeting through the Chair, City staff, or Council. However, Council liaisons are permitted to speak if requested or recognized by the assigned body's Chair;
  - ~~(4)~~ (5) participate in any way during Council's consideration and disposition of an appeal that was the subject of an administrative hearing where the Council liaison participated in the hearing or any discussion by the assigned board or commission.

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Section 3. That the aforesaid recitals are rendered to be the findings of this Council and are hereby incorporated into this Ordinance.

Section 4. 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 5. This Ordinance shall take effect and be in force 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 No. 26-33 was duly passed by the Council of said Municipality on \_\_\_\_\_, 2026.

\_\_\_\_\_  
Aparna Wheeler, Clerk of Council