

THE CITY COUNCIL OF NORTH ROYALTON, OHIO

ORDINANCE NO. 07-29

INTRODUCED BY: Uffman-Kirsch

AN ORDINANCE AMENDING THE CODIFIED ORDINANCES OF THE CITY OF NORTH ROYALTON, PART 2 ADMINISTRATION, CHAPTER 220 COUNCIL, SECTION 220.06 RULES OF COUNCIL, RULE XII, AND DECLARING AN EMERGENCY

- WHEREAS: Pursuant to the Charter, Council has established rules which govern the manner in which it operates; and
- WHEREAS: Council provides for minutes of its various Committee meetings as the formal and official record of the matters discussed and decided at those meetings; and
- WHEREAS: Council agrees that public scrutiny is necessary to enable citizens to evaluate the workings of their government and to hold government accountable; and
- WHEREAS: Council agrees that keeping full and accurate minutes allows members of the public who are unable to attend meetings in person to obtain complete and accurate information about the decision-making process of their government; and
- WHEREAS: Council agrees that the opportunity to examine complete and accurate minutes enables citizens to stay informed about the actions and thoughts of their elected officials; and
- WHEREAS: The Ohio Supreme Court has made these interpretations of Ohio law related to the required contents of public body meeting minutes with which Council agrees; and
- WHEREAS: Council desires to amend Rule XII to require full and accurate minutes of Council Committee meetings and to provide for the timing of amendments and incorporation of said amendments into the final approved minutes; and
- WHEREAS: It is necessary to amend Part 2 Administration, Chapter 220 Council, Section 220.06 Rules of Council, Rules XII to provide for these changes; and
- WHEREAS: Rule XXV provides that these rules may be amended from time to time by a majority vote of Council; and
- WHEREAS: Council desires to provide for these amendments.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF NORTH ROYALTON, COUNTY OF CUYAHOGA AND STATE OF OHIO, THAT:

Section 1. Council hereby amends the Codified Ordinances of the City of North Royalton, Part 2 Administration, Chapter 220 Council, Section 220.06 Rules of Council, Rule XII to hereinafter read as follows:

Rule XII - Minutes of Committees. ~~A recording secretary assigned by the Council Office shall attend all Council committee meetings for the purpose of taking minutes.~~ All committee meetings are required to be audio taped as outlined in Section 212.03 of these Codified Ordinances.

~~Said Minutes shall be prepared from the audio tapes by the recording secretary Council Office in a timely fashion. The minutes shall accurately summarize sufficient facts and information to permit the public to understand the rationale behind the actions or decisions of the committee. The Recording secretary shall forward minutes to the Director of Legislative Services. The Director or his/her designee shall review them and make any formatting adjustments as necessary and shall then forward the minutes to the Committee Chair for review and approval. The Committee Chair will then advise the Council Office of any changes that need to be made or if the minutes are ready to be distributed as received. The Council Office will make changes/corrections as requested by the Committee Chair, if any, and shall distribute the minutes to all of Council, the Mayor and all Department Heads. Said minutes shall bear a legend at the beginning of the document that states that such minutes are in draft form and are "UNOFFICIAL" until approved by the Committee. Said draft of the minutes shall also be posted on the City's official website.~~

Any documents produced at the committee meeting that are to be incorporated as part of the minutes shall be provided to all members of the committee ~~and the recording secretary~~ before the close of the meeting and shall be referred with the ~~draft of the minutes~~ **audio tape** to the Council Office. Said attachments shall be included in the copies distributed by the Council Office ~~as provided above.~~ **The procedure for the distribution and placement on the website of these minutes shall be established by the Director of Legislative Services, with the approval of the President of Council.**

No later than ~~one week~~ **three days** prior to the next regularly scheduled committee meeting, Council members, the Mayor, and/or Department Heads in attendance at the committee meeting shall submit any proposed changes or amendments to the ~~draft of the~~ minutes in writing to the Chair and Council Office. Said amendment proposals shall be discussed in public at the next regularly scheduled committee meeting after motion to approve the minutes, properly seconded followed by discussion of the Committee members. A majority vote of the committee members is necessary to approve the minutes or any amendments thereto.

Each committee shall have the right and privilege of initiating discussion and study of any subject or matter such committee deems a proper subject of consideration within the province of the committee.

Section 2. Chapter 220, Section 220.06, Rule XII of the Codified Ordinances of the City of North Royalton is hereby amended as provided for herein and all other provisions of Chapter 220 shall remain in full force and effect.

Section 3. This Ordinance shall supercede all previously adopted Ordinances in direct conflict herewith.

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.

Section 5. This Ordinance is hereby declared to be an emergency measure immediately necessary for the preservation of the public peace, health, safety and welfare of the city, and for the further reason that it is immediately necessary to provide for full and accurate minutes of Council Committee meetings and the distribution thereof.

THEREFORE, provided this Ordinance receives the affirmative vote of two-thirds of all members elected to Council, it shall take effect and be in force immediately upon its passage and approval by the Mayor; otherwise, from and after the earliest period allowed by law.

/s/ Robert A. Stefanik
PRESIDENT OF COUNCIL

APPROVED: /s/ Cathy Luks
MAYOR

DATE PASSED: April 3, 2007

DATE APPROVED: April 5, 2007

ATTEST: /s/ Laura J. Haller
DIRECTOR OF LEGISLATIVE SERVICES

First reading March 6, 2007
Second reading March 20, 2007
Third reading April 3, 2007
Amended April 3, 2007

YEAS: Stefanik, Bobulsky, Gentile, Willey,
McKee, Antoskiewicz, Uffman-Kirsch
NAYS: none