

## **COUNCIL BY-LAWS**

### **SECTION 1: ORGANIZATION**

The organization meeting of Council shall be held in accordance with Section 3.9 of the Charter of the City of North Ridgeville.

### **SECTION 2: REGULAR MEETING**

A. Council shall hold regular meetings on the first and third Monday's of each month.

B. Meetings shall convene at 7:30 P.M. and adjourn no later than 10:00 P.M. unless extended by a two-thirds vote of the members present.

C. If a regular meeting falls on a legal holiday, that meeting shall be held on the following business day.

### **SECTION 3: SPECIAL MEETINGS**

Special meetings shall be called by the Mayor or any three (3) members of Council. There shall be at least twenty-four (24) hours' notice given, in writing, or digitally with confirmation. Said notice shall state the subject to be considered at the meeting, and no other subject may be considered prior to those for which the meeting was called.

### **SECTION 4: OPEN MEETING**

All meetings of Council, including regular, special and committee meetings shall be open to the public; except that executive sessions may be held to discuss those subjects permitted by the general laws of Ohio in accordance with the procedure set forth in the general laws of Ohio.

### **SECTION 5: QUORUM**

A majority of the members of Council (4) shall constitute a quorum to do business (Section 3.10 of the City Charter).

### **SECTION 6: SEATING**

A. The President of Council will be seated in the center of the Council table at the south wall. The Clerk of Council will be seated at the right hand of the President. Council's legal representative will be seated at the left hand of the President.

B. Right wing of Council seating shall be as follows:  
Starting at the Clerk's right - Third Ward, Second Ward, First Ward

Left wing of Council seating shall be as follows:

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Starting at Council’s legal representative’s left - Fourth Ward, with at-Large members taking alphabetical order

If the President of Council is a Ward Council person, the seating shall be adjusted accordingly.

C. The Administration shall be seated at a table on the west wall as follows:  
Starting from the left of the last seated at-Large Member - Auditor, Engineer, Mayor and Safety-Service Director.

D. In the event of a Council replacement, the replacement will take the seating position of the Council member he or she has replaced.

**SECTION 7: VOTING**

A. A general voice vote of “yes” or “no” may be taken at the discretion of the President of Council unless a member votes no or abstains. In such case a roll-call vote will be taken.

B. All roll call votes shall be taken in seating sequence (Ward I, Ward II, etc.) except that the President shall vote last.

C. An abstention vote is to be considered as a vote not cast and shall neither count as a yes or no vote.

**SECTION 8: COUNCIL COMMITTEES**

1. Safety Committee shall consider all matters related to the safety and protection of persons and property. This scope of activity shall include, but not be limited to, present and future needs for:

- |                                 |                             |
|---------------------------------|-----------------------------|
| Crime Prevention                | Crime Investigation         |
| Traffic Control                 | Traffic Accident Prevention |
| Fire Prevention                 | Fire-fighting               |
| Disaster Prevention and Control | Narcotics and Drug Control  |
| Animal Control                  |                             |

2. Buildings & Lands Committee shall consider all matters related to the development of North Ridgeville. This scope of activity shall include, but not be limited to, the present and future needs for Industrial Development, Commercial Development and Residential Development.

It shall be this Committee's responsibility to consider specifically those matters which directly influence development to each type of area, such as:

- |   |                                |
|---|--------------------------------|
| Zoning Regulation                       | Land Use Developments          |
| Utility Requirements (Development only) | Housing and Building Standards |
| Zoning Board of Appeals Liaison         | Planning Commission Liaison    |

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A Planning Commission Alternate Liaison shall be appointed by the President of Council and subject to the approval of a majority of all of the members of Council, for such term as Council shall determine. The Planning Commission Alternate Liaison shall serve upon the request of the Planning Commission Liaison or when the Planning Commission Liaison is unable for any cause to perform his or her duties. The Planning Commission Alternate Liaison shall have the same rights, powers and duties as the Planning Commission Liaison.

3. Streets, Sidewalks & Bridges Committee shall consider all matters related to citizens convenience and communication to assure that North Ridgeville is a convenient and pleasant place to live. Their scope of activity shall include, but not be limited to the following, present and future needs for

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|-----------------------------|----------------------------------|
| Highways, Roads and Streets | Sidewalks                        |
| Bridges                     | Storm water and Surface Drainage |

4. Utilities Committee shall consider all matters related to the environment of North Ridgeville. This scope of activity shall include, but not be limited to, the present and future needs for:

- |                                    |                             |
|------------------------------------|-----------------------------|
| Water Service                      | Sanitary Services           |
| Gas, Electric, Telephone Service   | Public Transportation       |
| Public Communication Systems       | Water, Air, Noise Pollution |
| Libraries and Similar Service      | Other Pollution             |
| Utilities Facilities and Equipment |                             |

5. Administrative Committee shall consider all matters related to organization, procedures, and personnel. This scope of activity shall include but not be limited to, the present and future needs of:

- |                        |                       |
|------------------------|-----------------------|
| Organization Structure | Staffing Requirements |
| Wages and Salaries     | Operating Procedures  |

6. Finance Committee shall consider all matters related to the financial requirements or conditions of the City. This scope of activity shall include, but not be limited to, the present and future needs for:

- |                             |                      |
|-----------------------------|----------------------|
| Annual Budget               | Appropriations       |
| Financial Operating Reports | Funding Requirements |
| Funding Research            | Financial Planning   |

**SECTION 9: ORDER OF BUSINESS**

The business of all regular meetings of Council shall be transacted as far as practicable, and unless changed by a vote of a majority of the members present in the following order:

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### Agenda

1. Call to Order
2. Invocation
3. Pledge of Allegiance
4. Roll Call
5. Minutes - Corrections (if any) and Approval
6. Lobby
7. Administrators Reports
  - A. Mayor
  - B. Safety-Service Director
  - C. Engineer
  - D. Auditor
  - E. Other Reports
8. Council Committee Reports
9. Correspondence
10. Old Business
11. New Business
12. Recess
13. First Readings
14. Second Readings
15. Third Readings
16. Committee Meeting Announcements
17. Adjournment

#### **SECTION 10: PRESENTATION OF MINUTES**

Minutes of preceding regular, special meetings or public hearings will not be read except by a mandated majority vote of Council. The President shall allow time for a motion to read the minutes, should a member desire them read. A second to the motion will be required, and a roll call vote taken on any such motion.

The Clerk of Council shall prepare electronic copies of all minutes or paper copies upon request for each Council member, the Mayor, the Safety-Service Director, the Law Director, the Auditor and the Engineer prior to 4:00 P.M. of the Wednesday prior to the regular meeting of Council.

#### **SECTION 11: CLERK OF COUNCIL**

All matters pertaining to City Council business must be filed with the Clerk's Office.

#### **SECTION 12: MAYOR AND DIRECTORS REPORTS**

The Mayor, Safety-Service Director, Engineer, and Auditor are requested to provide an oral report to the Council at each meeting. President of Council has the discretion to control the

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length of time for each report with the intention of being a brief overview. Due to time constraints, reports will be kept short.

**SECTION 13: COUNCIL COMMITTEE REPORTS**

Council Committee reports shall be prepared after a Committee meeting if an action was taken during the meeting. The report shall be prepared by the Clerk of Council or the Committee Chairperson and signed by members of the Committee.

**SECTION 14: NEW BUSINESS**

Provides members of Council the opportunity to bring up issues not covered in the meeting, pending issues, or items requiring clarification.

**SECTION 15: ORDINANCES AND RESOLUTIONS**

Ordinance and Resolution submittals include matters which have NOT been previously before Council. All proposed legislation, except as set forth below, shall be introduced to Council as the first item under Ordinances and Resolutions.

All legislation will be introduced to Council without the emergency clause.

No legislation shall be brought before Council for action at the same meeting as the committee report.

**SECTION 16. OLD BUSINESS**

Includes any item of business which is pending before Council, or has been tabled and needs to be brought back to the floor for consideration.

**SECTION 17: SPONSORING LEGISLATION**

Members of Council will have the right to sponsor legislation. The names of the sponsor(s) of Ordinances or Resolutions will appear on all legislation and in the permanent records. In addition, they will appear on the agenda.

Legislation may be introduced by any member of Council or the Mayor.

Legislation from any other department or person shall be referred to a committee for study.

**SECTION 18: READING OF LEGISLATION**

1. All Ordinances in which the emergency has been incorporated will be read in full at least once if so desired by at least one member of Council.

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2. All legislation will be read by title only, except in the case of adopting or amending zoning laws or assessment Ordinances (Section 3.12 of the Charter) or if otherwise excepted by previous rules.

3. All legislation shall be posted on the bulletin board in the lobby at City Hall and through electronic media (Section 3.16 of the Charter) before reading and action by Council unless the Rule of Cloture is suspended.

4. All proposed legislation shall be posted in the rear of Council Chambers.

5. Notwithstanding previous exception, if Council desires to have an Ordinance or Resolution read in full this may be done by a majority vote of Council.

### **SECTION 19: COMMITTEE REFERENCE**

All matters presented to Council may be referred to an appropriate committee for investigation and possible report before Council action is taken, and any matters so referred shall be studied at a public committee meeting of such committee. Any report of this study must be made to Council, in writing, within sixty (60) days of reference. Any matter assigned to more than two Council committees shall be entertained at a Committee of the Whole meeting.

### **SECTION 20: COMMITTEE MEETINGS**

Committee meetings shall be arranged prior to meetings with the Clerk of Council in order to avoid scheduling conflicts. Meeting dates and times then will be announced at the allotted time.

### **SECTION 21: REPORTS OR CORRESPONDENCE**

The Clerk of Council has administrative authority over designing and implementing a correspondence distribution policy to be approved by a majority vote of all Council members.

All correspondence and administration reports, with the exception of the Auditors report, shall be received by the Clerk's office no later than 4:30 P.M. on the Tuesday prior to a regular Council meeting. The Auditors report shall be in the Clerk's office no later than 4:30 PM Friday prior to a regular Council meeting.

All reports of Committees shall be received by the Clerk's office no later than 8:00 A.M. on the Thursday prior to a regular Council meeting.

All written committee reports shall be read by the Clerk of Council. After reading, the first motion to be in order is to accept the report, after which will come consideration, discussion, amendment, and final action. If the report is defeated and a minority report is then offered, a motion to accept the minority report is in order. No minority report will be entertained without a corresponding majority report.

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**SECTION 22: DOCKET**

1. The Clerk of Council will prepare and maintain a docket for all Council legislation, recording the current status and ultimate disposition.

2. The Clerk of Council will notify all Council members of any outstanding business from the docket.

**SECTION 23: PERMISSION TO SPEAK**

No member shall be allowed to speak except from his/her assigned place. No member shall speak a second time on a given question until all others have had a chance to speak on the subject. Persons other than Council members may address Council upon recognition by the President of Council, and shall be subject to the same rules that apply to Council members. Non-members shall not speak longer than three minutes nor more than once on one question unless permitted by a majority of Council.

All questions must be addressed to the President, and must proceed through the President. No member of Council, the Mayor, or any City official, or any member of the audience may call upon another person to speak until given permission by the President.

**SECTION 24: PRESIDENT OF COUNCIL**

Shall preside at all meetings of Council and at all meetings of Committees of the Whole. In the absence of the President, the President Pro-Tem shall preside at these meetings. The President of Council is an ex-officio member of all committees of Council, without formal vote in the committee.

**SECTION 25: AUDIENCE PARTICIPATION (LOBBY)**

The public will be permitted to speak, at designated times, on any subject related to the business of Council or the general affairs of the City of North Ridgeville. Audience members shall not speak longer than three minutes nor more than once on one question unless permitted by a majority of Council.

**SECTION 26: AGENDA**

The Clerk of Council will prepare an agenda and distribute via electronic media to each Council member, the Mayor and all department heads prior to each meeting. The agenda will list the complete order of the business for said meeting. The Clerk will have sufficient paper copies of the agenda located in the back of Council Chambers for audience members..

**SECTION 27: PARLIAMENTARY RULES**

The Council shall be governed by Roberts Rules of Order, current revised edition, in all matters of business unless otherwise specified in the By-laws.

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**SECTION 28: CLOTURE DEADLINE**

All correspondence to be read at regular Council meetings must be received by the Clerk of Council no later than 4:30 P.M. Tuesday prior to a Council meeting.

All Committee reports to be read at regular Council meetings must be received by the Clerk of Council no later than 8:00 A.M., Thursday prior to a Council meeting.

All legislation, minutes and any other reports must be received by 4:30 P.M. Tuesday prior to a regular Council meeting by the Clerk of Council.

Planning Commission reports to Council must be received by the Clerk of Council no later than 4:00 P.M. Wednesday prior to a regular Council meeting.

Planning Commission minutes must be received by the Clerk of Council no later than 4:00 P.M. Friday prior to a regular Council meeting.

The Auditor's financial report must be received by the Clerk of Council no later than 4:00 P.M. Friday prior to a regular Council Meeting.

If a holiday falls on a Tuesday or Wednesday prior to a Council meeting, all materials must be received by the Clerk of Council no later than 4:30 P.M. Monday prior to a regular Council meeting.

**SECTION 29: SUSPENSION OF RULES**

These rules may be suspended by a two-thirds vote of all seven (7) members of Council, on any specific issue, at any special or regular meeting of Council.

**SECTION 30: AMENDMENTS**

These rules may be amended by two-thirds vote of all seven (7) members of Council on at least fourteen (14) days' notice, in writing, to all members of Council. Such notice to consist of said proposed amendments.

**ADOPTED BY NORTH RIDGEVILLE MUNICIPAL COUNCIL JANUARY 2, 2006  
AMENDED BY NORTH RIDGEVILLE MUNICIPAL COUNCIL FEBRUARY 4, 2008  
AMENDED BY NORTH RIDGEVILLE MUNICIPAL COUNCIL MAY 3, 2010  
CITY COUNCIL REFERRED TO ADMIN ON JANUARY 6, 2014  
ADMIN ON FEBRUARY 3, 2014  
COMMITTEE REPORT ACCEPTED ON FEBRUARY 18, 2014  
AMENDED BY CITY COUNCIL ON MARCH 3, 2014**