



# **CITY OF NORTH RIDGEVILLE**



## **NORTH RIDGEVILLE MUNICIPAL COUNCIL**

Kevin Corcoran, President of Council

Bernadine Butkowski, At-Large  
Roseanne Johnson, At-Large/President Pro-Tem  
Nancy J. Buescher, Ward I

Dennis J. Boose, Ward II  
Richard W. Jaenke, Ward III  
Robert W. Olesen, Ward IV

## **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, with the exception of the month of August during which no regular meeting will be scheduled.

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 first following day that is not a legal holiday.

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

Special meetings shall be called by the Mayor or any three (3) Members of Council. There shall be at least 24 hours notice given, in writing, served on each Member either personally or at his usual place of residence. 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:  
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, 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 an aye or nay 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    |

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

- |                             |                                  |
|-----------------------------|----------------------------------|
| 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:

### 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 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 and distribute paper copies of all minutes to each Council Member, the Mayor, the Safety-Service Director, the Law Director, the Auditor and the Engineer via the City Hall mail boxes prior to 4:00 P.M. of the Wednesday prior to the regular meeting of Council. Sufficient copies of current minutes shall be available for the lobby at all Regular meetings.

**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 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**

Committee Chairs are afforded the opportunity to provide oral reports to the Council. All efforts will be made by the individual Committee Chair to provide to the Clerk of Council and the President, in advance of the meeting, their desire to provide such oral report to enable the report to be included on the Agenda. However, any Committee Chair will have the opportunity to report out orally during any meeting. Additionally, any Council Member will have the right to discuss any Committee related issues or report.

**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 includes 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.

Legislation which has been brought through all appropriate channels and is ready for final action will appear under First Readings.

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 or sponsors of ordinances or resolutions will appear on all legislation and in 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 that include the emergency clause will be read in full at least once if so desired by at least one Member of Council.

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 ordinances shall be posted on the bulletin board at City Hall before reading and action by Council unless the Rule of Cloture is suspended.

4. All ordinances and resolutions 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 shall be referred to an appropriate committee for investigation and report before Council action is taken, and any matters so referred shall be studied at a public committee meeting of such committee. Report of this study must be made to Council, in writing within 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.

**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 prepare and maintain a separate docket book for all Council non-legislation business, recording all matters referred to standing or special committees, and the current status and due date of referrals and disposition.

3. The Clerk of Council will prepare a summary of outstanding business from each docket and submit a copy of this summary to all Council Members and department heads. Summaries are to be prepared and distributed January, April, July and October yearly.

4. The Committee Chair will be responsible to notify the Clerk of Council in writing when an item is to be deleted from that committee's docket without a written report. Said written notification shall state the reason for such deletion. A copy of this notice will also be given to the Council President.

**SECTION 23: PERMISSION TO SPEAK**

No Member shall be allowed to speak except from his 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 as 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 Chair, and must proceed through the Chair. 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 Chair.

**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 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 copies of the agenda for each and every person in attendance at the meeting, and shall post the agenda in a conspicuous location.

**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.

**SECTION 28: CLOTURE DEADLINE**

All correspondence to be read at 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 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 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 Council meeting.

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

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

**SECTION 29: SUSPENSION OF RULES**

These rules may be suspended by 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 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**

YES 7

NO 0

ATTEST:

  
CLERK OF COUNCIL GEORGE E. SMITH

SIGNED:

  
PRESIDENT OF COUNCIL KEVIN CORCORAN



# **CITY OF NORTH RIDGEVILLE**

**OFFICE OF THE CLERK OF COUNCIL**  
**Charles A. Norris, Clerk of Council**



Paula D. Cope, MMC  
Chief Deputy Clerk of Council  
Donna Tjotjos, Deputy Clerk

North Ridgeville Municipal Council  
Civil Service Commission  
Board of Zoning & Building Appeals  
Planning Commission

## **CORRESPONDENCE DISTRIBUTION POLICY**

1. Written correspondence from Council Members to persons other than Council Members must be signed or initialed by the writer.
2. E-mail from Council Members to Council Members will be distributed to Members of Council in e-mail form. This correspondence will not be noted at a Council meeting unless signed or initialed by the writer.
3. E-mail from the general public to Council Members will be distributed. This correspondence will not be noted at a Council meeting unless signed by the writer.
4. Written correspondence from the general public to Council Members will be distributed. This correspondence will not be noted at Council meeting unless signed by the writer.
5. Correspondence will only be distributed to those addressed or marked as carbon copies.
6. Correspondence addressed to the Council as a whole and signed by the writer will be noted at a Council meeting.
7. Correspondence addressed to individual Council Members will not be noted at a Council meeting unless the Clerk of Council is directed to note this correspondence by the recipient and the writer has signed the correspondence.
8. Any written correspondence or e-mail deemed belligerent or inappropriate will not be distributed by this office. Such correspondence may warrant investigation.
9. Any correspondence addressed to any Member or Members of Council will be time stamped, copied and distributed to the addressee(s). The original will be kept on file in the Clerk of Council's Office.

created 01-09-2001  
No.9 added 03-07-2002

Approved by Council 01-02-2006