COUNCIL BY-LAWS

OFFICIALS OF COUNCIL
2026-2027 Term

Holly A. Swenk
President of Council
Council At Large

Paul Wolanski
Council At Large

Cali Zingale
Council At Large

Kathryn Rogerson
Ward 1

Robert Holub
Ward 2

Bruce Abens
Ward 3

Clifford Winkel
Ward 4 / Pro Tem

Nicholas Ciofani
Clerk of Council

Fijabi Gallam, MMC
Assistant Clerk of Council

Tina Wieber
Deputy Clerk of Council

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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 of each month.

B. Meetings shall convene at 7:00 P.M. and adjourn no later than 10:00 P.M. unless extended by a two-thirds vote of the members present. **(Amended 12.07.2020; Effective 01.04.2021)**

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. The Clerk of Council will be seated to the right hand of the President. Council's legal representative will be seated to the left hand of the President.

B. Council seating shall be as follows:

1. Starting at the Clerk's right - Third Ward, Second Ward, First Ward;

2. Starting at Council's legal representative's left - Fourth Ward, with At-Large members taking alphabetical order.

3. 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 near Council as follows:

1. Starting from the left: Mayor, City Engineer, and Director of Finance.

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 a 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.

D. Votes required for passage of ordinances, formal resolution, and motions:

1. All votes require an affirmative vote of a majority of all seven (7) members of Council for passage.

2. Where a vote of two-thirds of all seven (7) members of Council is required by law—a minimum of five (5) affirmative votes is necessary.

SECTION 8: COUNCIL COMMITTEES

A. **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	Firefighting
Narcotics and Drug Control	Disaster Prevention and Control
Animal Control	

B. **Building & 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.

C. **Streets, Sidewalks & Bridges Committee** shall consider all matters related to citizens' convenience and communication to ensure 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

D. **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 Services	Other Pollution
Utilities Facilities and Equipment	

E. **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

F. **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. City Engineer
c. Director of Finance
d. 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. 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 vote of a majority of the members present. The President shall allow time for a motion to read the minutes, should a member desire them to be read. A second to the motion will be required, and a roll call vote will be 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 Administration, and the Public, 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, Engineer, and Director of Finance 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.

All electronic reports from the administration shall be received by the Clerk's office no later than 4:30 P.M. on Tuesday prior to a regular Council meeting, with the exception of the Department of Finance.

SECTION 13: COUNCIL COMMITTEE REPORTS

Council Committee reports shall be prepared after a Committee meeting if an action was taken during the meeting. A Committee of the Whole committee report is not required. The report shall be prepared by the Clerk of Council or the Committee Chairperson and signed by members of the Committee.

All reports of Committees shall be received by the Clerk's office no later than 12:00 P.M. on Thursday prior to a regular Council meeting.

The Clerk of Council shall read all written committee reports. An affirmative vote of a majority of the members present is necessary to accept the report.

SECTION 14: CORRESPONDENCE

All correspondence shall be received by the Clerk's office no later than 4:30 P.M. on Tuesday prior to a regular Council meeting.

SECTION 15: NEW BUSINESS

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

Council shall vote to accept Planning Commission reports except where such reports pertain to legislation.

SECTION 16: ORDINANCES AND RESOLUTIONS

Ordinance and Resolution submittals include matters that 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 17: 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 18: 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 only be introduced by any member of Council or the Mayor.

SECTION 19: READING OF LEGISLATION

A. An affirmative vote of a majority of the members present is required if at least one Council member requests to read in full a legislation that includes an emergency clause.

B. All legislation will be read by title only.

C. All legislation shall be posted through electronic media (Section 3.16 of the Charter) before reading and action by Council unless the bylaws are suspended to adhere to the Rule of Cloture.

D. 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 20: COMMITTEE REFERENCE

All matters presented to Council may be referred to an appropriate committee by the Council President 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 resulting from this study must be submitted to Council in writing no later than the first City Council meeting (regular, special, or emergency) held after ninety (90) days from the date of referral.

Any matter assigned to more than two Council committees shall be entertained at a Committee of the Whole meeting.

SECTION 21: COMMITTEE MEETINGS

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

SECTION 22: CORRESPONDENCE POLICY FROM NON-ADMINISTRATION

1. Hard copy correspondence received which concerns matters relevant to the affairs of the City, addressed to City Council as a whole, will be distributed to each City Council member electronically and noted in the correspondence portion of the agenda at the next meeting.

2. Email correspondence received which concerns matters relevant to the affairs of the City, addressed to City Council as a whole, will be distributed to each City Council member electronically. This correspondence will not be noted at a City Council meeting unless specifically asked to do so by the person, and only if the person has indicated their name and address on the correspondence.

3. Hard copy or email correspondence received which concerns matters relevant to the affairs of the City addressed to individual City Council member(s) will be distributed to the identified City Council member(s) electronically. This correspondence will not be noted at a City Council meeting unless specifically asked to do so by the person, and only if the person has indicated their name and address on the correspondence. City Council members may request that the correspondence be noted on the agenda by the cloture deadline.

4. In the event that City Council as a whole receives several items of hard copy or email correspondence on the same subject, the Clerk of Council will summarize the correspondence, noting on the agenda that a specific number of pieces came in regarding the subject matter.

5. Hard copy or email correspondence received from non-residents, excluding government agencies and businesses, shall not be noted at a City Council meeting.

6. This policy may be suspended by a majority vote of City Council.

7. 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.

SECTION 23: DOCKET

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

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

SECTION 24: 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 or 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 25: 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 a formal vote in the committee.

SECTION 26: AUDIENCE PARTICIPATION (LOBBY)

The public shall 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. Each speaker shall be limited to three (3) minutes and may not speak more than once on the same topic unless permitted by a majority vote of Council. Upon an affirmative majority vote, additional time of up to three (3) minutes may be granted.

Audience members wishing to speak shall adhere to the following rules of decorum:

- Each speaker shall state their name and address for the record.
- Comments shall be directed to the President of Council and/or the Mayor and not to individuals in the audience.
- Speakers shall not engage in conduct that disrupts, delays, or interferes with the orderly conduct of the meeting. This includes, but is not limited to, shouting, making threats, or engaging in conduct that interferes with others' ability to participate.

The President of Council may issue a warning to any individual who violates these rules, identifying the specific conduct at issue. Upon continued violation following a warning, the speaker may be directed to yield the floor. If disruptive behavior persists, the President of Council may order the removal of the individual to ensure the orderly continuation of the meeting. Provided that, in the absence of the President of Council, whoever is conducting the meeting may order the removal of an individual to ensure the orderly continuation of the meeting.

Enforcement of this Section shall be applied in a content-neutral and viewpoint-neutral manner and shall not be based on the substance or viewpoint of the speaker's remarks.

Nothing in this section shall be interpreted and/or enforced in a manner that prohibits criticism of City officials, policies, or actions.

SECTION 27: AGENDA

The Clerk of Council will prepare an agenda and distribute it 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 28: 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 29: 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 regular Council meeting.

All Committee reports to be read at regular Council meetings must be received by the Clerk of Council no later than 12:00 P.M., Thursday prior to a regular Council meeting.

All legislation, minutes, and any other reports must be received by 4:30 P.M. on Wednesday 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 Director of Finance'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, and emailed to City Council.

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

SECTION 30: ELECTRONIC SIGNATURES

Electronic signatures are required for all legislation, minutes, and reports unless a request is made to the Clerk of Council's Office for a wet signature.

SECTION 31: 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 32: AMENDMENTS

These rules may be amended by a 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 shall 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
AMENDED BY CITY COUNCIL ON DECEMBER 7, 2020
AMENDED BY CITY COUNCIL IN COMMITTEE OF THE WHOLE ON MARCH 6, 2023
AMENDED BY CITY COUNCIL IN COMMITTEE OF THE WHOLE ON APRIL 13, 2026
AMENDED BY CITY COUNCIL IN COMMITTEE OF THE WHOLE ON JULY 20, 2026