

RESOLUTION NO. 54-2019

Adopting Amendments to City Council Rules.

WHEREAS, Section 2.15 of the Worthington City Charter provides for City Council to determine its own rules, procedures and order of business, not inconsistent with the provisions of the Charter; and,

WHEREAS, Section 2.05 of the City Charter indicates the process for the election of President of Council and President Pro-tem of Council may be included in rules adopted by City Council pursuant to the Charter; and,

WHEREAS, City Council last adopted City Council Rules in May 2009; and,

WHEREAS, City Council has expressed a desire to clarify the management and procedures of the Organizational Meeting held on the first Monday in January following a regular municipal election, or on the succeeding day if the first Monday is a legal holiday.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Municipality of Worthington, County of Franklin, State of Ohio:

SECTION 1. That the Worthington City Council adopts the attached City Council Rules to determine its own rules, procedures and order of business.

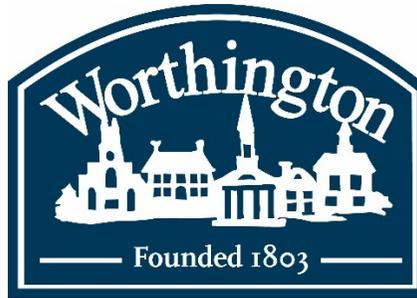
SECTION 2. That the Clerk be and hereby is instructed to record this Resolution in the appropriate record book upon its adoption.

Adopted September 16, 2019

/s/ Bonnie D. Michael  
President of Council

Attest:

/s/ D. Kay Thress  
Clerk of Council



## City Council Rules

### City Council Meeting Agenda

The City Council Meeting Regular Agenda is the usual and customary order of conducting regular and special meetings of City Council.

### City Council Regular Meeting Agenda

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Special Presentations
5. Swear-in Witnesses - When Necessary
6. Consent Agenda
7. Approval of Consent Agenda
8. Visitor Remarks - Non-Agenda Matters
9. Public Hearing on Ordinances
10. Public Hearing on Resolutions
11. Introduction of New Legislation
12. Report of the Clerk of Council
13. Report of the City Manager
14. Report of City Council Members/Committees
15. Executive Session
16. Adjournment

The City Council Meeting Consent Agenda is a part of the Regular Agenda and consists of routine items which are not controversial or do not require further discussion or separate action by City Council. In general, the Consent Agenda will consist of such items as approving minutes of Regular and Special Meetings of City Council; approving or accepting written reports which do not require discussion or separate action; approving Resolutions and Ordinances of a routine nature; and approving or accepting any other matter which has been placed on the Consent Agenda by the Council President, any Council Member, or the City Manager. Before voting on the Consent Agenda, the President of Council will ask whether anyone (i.e. a Member of City Council, the City Manager or member of the Public) desires to have

any matter removed from the Consent Agenda. If so, that matter will be removed from the Consent Agenda and placed on the Regular Agenda. The minutes of the Meeting shall contain a record of the passage of the Consent Agenda and the vote thereon the same as if each matter had been considered separately and voted upon.

#### Agenda and Non-Agenda Visitor Remarks

In addition to visitors who attend meetings of City Council for the purpose of observing its proceedings, other visitors attend for the purpose of addressing City Council on Agenda and Non-Agenda issues. Agenda visitors are those who desire to address City Council on matters which appear on the Agenda (e.g. Ordinances or Resolutions scheduled for public hearing). Non-Agenda visitors are those who desire to address City Council on matters which do not appear on the Agenda. City Council will hear visitor remarks on Non-Agenda items at a place set forth on the Agenda specifically for that purpose. Visitor remarks on Agenda items will continue to be taken during that time when the matter is being discussed (e.g. public hearing on an Ordinance).

#### Speaker Slip - Sign-in Procedure

To provide for an orderly meeting and to assure that time is allowed for Agenda and Non-Agenda visitors to address City Council, the following procedure will apply:

1. Each visitor who desires to address City Council shall fill out a speaker slip provided by the Clerk of Council; the visitor shall return it (together with any attachments) to the Clerk of Council prior to the beginning of the City Council meeting. The speaker slip, a copy of which is set forth below, must provide all of the information requested (except spaces marked "Optional") or the visitor will not be allowed to address City Council.
2. While City Council does not routinely impose time limits on either Agenda or Non-Agenda visitors who wish to address City Council, visitors are asked to confine their remarks to approximately five (5) minutes and to avoid being repetitious by offering points of view already addressed by other speakers.
3. The President of City Council presides over Meetings of City Council and has the authority and responsibility to manage the meeting and to maintain order. Using the speaker slips, the President of Council will call on visitors to address City Council at the appropriate time on the Agenda. The President of City Council has the authority to set time limits on remarks by visitors.

#### Organizational Meeting

The City Charter provides for an Organizational Meeting to occur on the first Monday in January following a regular municipal election or on the succeeding day if the first Monday is a legal holiday. During the Organizational Meeting, newly elected members of Council take the oath of office and the Council elects the President of Council,

President Pro-tem of Council, Mayor and Vice-Mayor. The agenda and management of the Organization Meeting is as follows:

1. Call to Order - Clerk of Council will call the meeting to order and chair the meeting until a Council President is elected by the Council and has taken the oath of office
2. Pledge of Allegiance - Invitation is extended to stand and recite the Pledge of Allegiance.
3. Oaths of Office – Oaths are administered to new/re-elected members of Council.
4. Roll Call – Performed by the Clerk of Council
5. Election of President of Council - Council members will be provided with ballots listing the names of the members of City Council. Each Council member will fill out a ballot with their name and a vote for one of the seven members they would like to serve as President for the next two years. Ballots are collected and read into the record by the Clerk of Council. The two Council members who receive the most votes will provide a brief statement of not more than five minutes stating his/her interest in being President of Council. If there is a tie resulting in the top two not being identified, then Council members will re-vote until the top two are identified. After the statements, Council members vote using a ballot in the same manner previously described and the member receiving a majority vote is elected as President.
6. Oath of Office for President of Council – Upon completion of the oath, the President of Council becomes the chair of the meeting.
7. Election of President Pro-tem of Council – The election of President Pro-Tem will follow the same process as used for election of the President of Council.
8. Oath of Office for President Pro-tem of Council
9. Election of Mayor and Vice-Mayor – The President of Council asks for nominations for Mayor. Once all nominations are received, the election proceeds by voice vote. The election of Vice-Mayor follows the same process as used to elect the Mayor.
10. Oath of Office for Mayor and Vice-Mayor
11. Appointment of City Council Liaisons to Various Boards, Commissions and Committees
12. Designation of Clerk of Council as Council members’ designee for Open Records Certification.

➤ **Organizational Meeting section adopted by Resolution No. 54-2019, on September 16, 2019.**

### City Council Meetings

Regular Meetings of City Council will be held on the first, second and third Monday of each month (except the month of August) in the John P. Coleman Council Chamber of the Municipal Building at 6550 North High Street. The Council Meeting will commence at 7:30 p.m. and conclude by 10:00 p.m. unless a majority of Council Members vote, by motion, to extend the time at which the Meeting will end.

Special and Emergency Special Meetings of City Council may be called upon receipt of a signed written request delivered to the Clerk of Council by (1) the President of Council, (2) three Members of City Council, or (3) the City Manager. Such meetings shall be held to discuss a specific matter set forth in the request for a Special Meeting. Notice of such Meetings will be given in accordance with Chapter 109 of the Codified Ordinances of the City.

While City Council does not have standing Committees, it has the authority, set forth in the City Charter, to appoint any board, commission or committee that it deems necessary or appropriate, including an ad hoc standing committee comprised entirely of Members of City Council.

A City Council Meeting Recess will occur annually in the month of August, during which City Council will not meet except for Special or Emergency Special Meetings.

The Open Meeting Law will govern Meetings of City Council, including an Executive Session, under such circumstances as are permitted and authorized by Section 2.13 of the City Charter and Chapter 109 of the Codified Ordinances.

Four Members of City Council constitute a Quorum necessary to convene and conduct a City Council Meeting.

A Journal (Minutes) of the proceedings of each Meeting of City Council will be kept by the Clerk of Council. Such journal constitutes the official and sole record of its proceedings and shall be available to public inspection. Currently, the Clerk prepares a written journal of the proceedings and uses an audio record for the purpose of aiding in the preparation of the Journal and for no other purpose. The audio record does not constitute the official record of the proceedings and will be destroyed in accordance with the public record retention and destruction requirements of the policy of the City. In the future, City Council may consider the use of an audio, digital or other similar system to prepare the Journal of the City Council Meeting.

#### Form of Action - Ordinance, Resolution or Motion

Section 2.16 of the City Charter proscribes those actions which are required to be taken by an ordinance of City Council and those include the following:

- establishing any offense;
- providing for the levy of a fine or the imposition of a penalty;
- providing for the levy of any tax or assessment,
- authorizing the appropriation of public funds;
- contracting any indebtedness;
- determining to proceed with any public improvement;
- purchasing, leasing or transferring property; and
- other actions required to be taken by Ordinance.

Some sections of the Codified Ordinances also require that certain actions of City Council be taken by Ordinance. It is the policy of City Council that the form of action,

where possible, be established so as to be efficient and effective while, at the same time, assuring that the rights of citizens of the City to referendum are protected.

Draft - City Council Meeting Speaker's Slip

CITY OF WORTHINGTON, OHIO

City Council Meeting Speaker Slip

You must complete a speaker's slip in order to address City Council. Please complete and submit your slip to the Clerk of Council prior to the City Council Meeting. Please indicate whether you wish to address City Council about (1) a matter not on the Agenda or (2) a matter on the Agenda.

Name: \_ \_ \_ \_ \_ Meeting Date: \_\_\_\_\_

Address: \_ \_ \_ \_ \_

Telephone Number (Optional) \_ \_ \_ \_ \_ E-Mail (Optional): \_\_\_\_\_

I wish to address City Council on a matter:

\_\_\_\_\_ NOT on the Agenda (List Topic) \_ \_ \_ \_ \_

\_\_\_\_\_ ON the Agenda (Specify) \_ \_ \_ \_ \_

**NOTICE:** Information contained on this form becomes part of the Public Record (City Council Meeting Minutes) and is, therefore, subject to public inspection.

*The City will make reasonable accommodations for persons with disabilities who wish to attend a public meeting held by the City with a minimum 48 hours advance notice.*