



Welcome to the Worthington City Council! The City is pleased to make this information available to you as a guide to procedures and terminology used at the City Council meetings.

Typically, the Agenda contains both a Consent Agenda section for routine business items that require City Council approval, and a Public Hearing section where City Council can receive public comment on important matters before the Council. Listed below is terminology often used in our City Council meetings:

**Action Item** – Any Ordinance, Resolution, Public Hearing, Motion or Recommendation requiring official vote and approval of the City Council to be effective.

**Agendas and Minutes** – Staff reports and documents relating to each agenda item are on file in the Office of the Clerk of Council and are available for public inspection during regular business hours, 8:00 A.M. – 5:00 P.M., Monday – Friday. The Clerk’s office is located in the Municipal Building, 6550 N. High Street, Worthington, Ohio, (614) 436-3100. Council meeting agendas, City Manager Reports, staff reports and minutes are available the Friday before a Council meeting on our website at [www.worthington.org](http://www.worthington.org).

**Agenda Information** – The agenda descriptions provide the public with a general summary of the items of business to be considered by the City Council. The City Council is not limited in any way by the “Recommendation” and may take any action which the City Council deems to be appropriate on an agenda item. *Except as otherwise provided by law, no action shall be taken on any item not listed on the agenda.*

**Consent Agenda** – All matters listed under the Consent Agenda are considered to be routine by the City Council and will be enacted by one motion without discussion EXCEPT: (1) items which have registrants wishing to speak. (2) items which a council member has separated out for discussion purposes.

**Executive Sessions** – May be held by the City Council to discuss matters where confidentiality is required for the public interest, including buying and selling property, certain personnel issues, and lawsuits. An executive session is the only type of Council meeting permitted by law to be closed to the public and news media.

**Informational Item** – An item of the agenda consisting only of an informational report that does not require or permit Council action.

**Motion** – Is the most informal official action, usually to indicate majority approval of a procedural action of routine items of business on the Council agenda.

**New Business** – Consists of items which have not previously been reviewed by the Council, and which may require discussion and policy direction from the Council.

**Ordinance** – Are legislative acts or local laws. They are the most permanent and binding form of Council action, and may be changed or repealed only by a subsequent Ordinance. Ordinances normally become effective 20 (twenty) days after the Ordinance is published in the City’s official newspaper.

**Proclamations/Presentations** – The City Council recognizes individuals and groups for their achievements and contributions.

**Quorum** – At least 4 (four) Council members must be in attendance in order to conduct a regular City Council meeting.

**Resolution** – Are adopted to constitute a written action or decision of the City Council. A Resolution becomes effective on the day of its adoption. A resolution may be changed by adoption of a subsequent resolution.

**Visitor Comments** – You may speak to the City Council about any item that is on the agenda as well as items that are not on the agenda and are within the subject matter jurisdiction of the City Council. If you wish to speak to City Council, please refer to the following guidelines:

- **Fill out a Yellow Speaker’s Slip and submit it to the Clerk of Council seated to the left on the Dais. Do this before the meeting.** This will ensure that your name is called for the item(s) that you wish to address, and it will help ensure the meeting runs smoothly for all participants.
- When the City Council reaches your item on the agenda, President Goorey or President Pro-Tem Michael will open the public hearing and call your name. Please address the City Council from the podium.
- While there is no time limit as to how long each speaker has, the amount of time allotted to speakers may vary at the President of Council’s discretion, depending on the number of speakers or the length of the agenda.

**The Worthington City Council meets every first and third Monday at 7:30 P.M., unless otherwise noted. The Worthington City Council meets in Committee of the Whole sessions every second Monday at 7:30 P.M. If you have any questions, please direct them to the Clerk of Council seated on the left at the dais during the City Council meetings, or call (614) 436-3100. Thank you for your interest. We look forward to seeing you at future meetings.**