Canal Winchester

Town Hall
10 North High Street
Canal Winchester, OH 43110

Meeting Agenda

September 16, 2019

5:00 PM

Rules Committee

Patrick Lynch - Chair
Jill Amos - Vice-Chair
Mike Coolman

A. Call To Order

B. Roll Call

C. Also In Attendance

D. Items for Discussion

19-085	Council Rules Review
19-086	Community Coffee

E. Adjournment

2014 COUNCIL RULES
FINAL DRAFT
8/18/2014

Rule 1 - President

At the first regular meeting of the Council in each even numbered year, the Council shall elect, by a majority vote of its members, one of its members as the President of Council for a two year term of office. The President of Council shall exercise the following powers, duties, and functions:

(1) To serve as President of the Council and to preside at all regular meetings of the Council;

(2) To perform or exercise such other powers, duties and functions as provided by the Charter of the City of Canal Winchester and the rules of the Council; to the extent such rules of the Council are consistent with the Charter of the City of Canal Winchester.

Rule 2 - Vice-President

A. At the first regular meeting of the Council in each even numbered year, the Council shall elect, by a majority vote of its members, one of its members as the Vice President of Council for a two year term of office. The Vice President of Council shall serve as a president pro-tempore of the Council. In the event of a vacancy in the office of President of Council, the Vice President of Council shall succeed to the office of President of Council to serve for the remainder of the unexpired term and the Council shall elect, by a majority vote of its members, another of its members to the office of Vice President of Council to serve for the unexpired term of office. In the event of the temporary absence or disability of the President of Council, the Vice President of Council shall exercise all powers, duties and functions of the President of Council.

B. If the Council chooses to establish Work Sessions, the Work Sessions shall organize at its first meeting of the year by electing a vice chair**.**

Rule 3 - Succession

If the office of Mayor shall become vacant, the President of Council shall succeed to the office of Mayor.

If the Mayor is temporarily absent from the Municipality or is temporarily unable to perform the duties of Mayor, the President of Council shall become the Acting Mayor and shall, during the period of absence or disability, perform all the powers, duties and functions of Mayor, except he or she shall not have the power to veto ordinances or resolutions. The Acting Mayor shall continue in his or her capacity as President of Council and as a voting member of the Council during the period of the Mayor's temporary absence or disability.

Rule 4 - Vacancies

A. A vacancy in the Council shall be filled by a majority vote of the remaining members of the Council. If the vacancy occurs subsequent to fifteen days before the date when candidates for the office of Council member must file their nominating petitions or if two years or less remain in the term of the incumbent who created the vacancy, the person elected by the Council shall serve for the unexpired term. If the vacancy occurs at least fifteen days prior to the date when candidates for the term of the incumbent who created the vacancy, the person elected by the council shall serve until a successor is elected at the next regular municipal election for the remainder of the unexpired term. The person elected for the unexpired term at the next regular municipal election shall take office on the first day of January following his or her election.

B. If the Council shall fail to elect a person to fill a vacancy in the Council under Division (A) of this Section within thirty days after the occurrence of the vacancy, its power to do so shall lapse and the Mayor shall appoint a person to serve for the time as provided in Division (A) of this Section.

Rule 5 - Resignation.

Any member of Council who desires to resign during his or her term of office shall submit his or her resignation in writing to the Mayor and Council of the City of Canal Winchester, Ohio and such resignation shall take effect when the same has been accepted by a vote of the majority of the members of Council, exclusive of the person tendering his or her resignation.

Rule 6A - Powers of Mayor

A. The Mayor shall be the chief executive, administrative, and law enforcement officer of the Municipality. He or she shall be responsible for the administration of all municipal affairs placed in the Mayor's charge by or under this Charter, the ordinances or resolutions of the Municipality and state laws.

B. The Mayor shall have the following powers, duties and functions to:

(1) Appoint, promote, and when he or she deems it necessary for the good of the service, suspend or remove or otherwise discipline all municipal employees and appointive administrative officers, except as otherwise provided for by or under this Charter, subject to the powers granted to the Council pursuant to Section 3.01(A) (4) of this Charter and subject to the provisions of this Charter pertaining to the Merit System.

(2) Direct and supervise the administration of all departments, offices and agencies of the Municipality, except as otherwise provided by this Charter.

(3) Attend all council meetings and shall have the right to take part in discussions but may not vote.

(4) See that all laws, provisions of this the Charter and ordinances and resolutions of the Ccouncil, subject to enforcement by the Mayor or by officers subject to his or her direction and supervision, are faithfully executed.

(5) Prepare and submit the annual budget and capital program to the Council.

(6) Submit to Council and make available to the public a complete report on the finances and administrative activities of the Municipality as of the end of each fiscal year.

(7) Make such other reports as the Council may require concerning the operations of municipal departments, offices, boards, commissions and agencies subject to his or her direction and supervision.

(8) Keep the Council fully advised as to the financial condition and future operating and capital needs of the Municipality and make recommendations to the Council concerning the affairs of the Municipality.

(9) Require reports and information of subordinate officers and employees of the Municipality as he or she deems necessary in the orderly operation of the Municipality, or when requested to do so by the Council or any board or commission of the Municipality.

(10) Execute on behalf of the Municipality all contracts and agreements, except as otherwise provided in this Charter.

(11) Affix to official documents and instruments of the Municipality the Mayor's Seal, which shall be the seal of the Municipality, but the absence of the seal, shall not affect the validity of any such documents or instrument.

(12) Perform such other powers, duties and functions as are conferred or required by this the Charter, by any ordinance or resolution of the Council, or by the laws of the State of Ohio.

Rule 6B - Powers of Council

All legislative power of the Municipality shall be vested in the Council, except as otherwise provided by the Charter and the Constitution of the State of Ohio. Without limitation of the foregoing, the Council shall have and possess the following powers:

(1) The power to levy taxes and assessments and incur debts subject to the limitations imposed thereon by the Charter and the Constitution of Ohio.

(2) The power to adopt and to provide for the enforcement of local police, sanitary and other similar regulations as are not in conflict with the general laws.

(3) The power to provide for the exercise of all powers of local self-government granted to the Municipality by the Constitution of the State of Ohio in a manner not inconsistent with this Charter or the Constitution of the State of Ohio.

(4) The power, by ordinance or resolution, to establish or authorize the number of officers and employees in the various offices, departments, divisions, bureaus, boards and commissions of the Municipality, including but not limited to administrative assistants to the Mayor, and to establish or authorize the establishment of a rate of their compensation, hours of work, and to provide such other fringe benefits and conditions of employment as deemed proper by the Council.

(5) The power to require such bonds as in the opinion of the Council are necessary for the faithful discharge of the duties of the officers and employees of the Municipality. The premium for said bonds shall be paid by the Municipality.

(6) At the time this the Charter becomes became effective, the Municipality has contracted with the Sheriff of Fairfield County, Ohio for police services and Madison Township provides fire services. The arrangements currently existing for police and fire services shall continue under this Charter; however, the Council may determine from time to time whether police, fire, utility or other services shall be provided pursuant to contracts with other qualified providers of services or whether any of the Departments of Police or Fire shall be created.

(7) The power to establish, by ordinance or resolution, the rates or charges made of consumers of all municipal utilities and services.

(8) The power to acquire and to sell or otherwise convey interest in real property; and to lease, as lessor or lessee, or otherwise grant or receive interests in real property.

(9) The power to provide for an independent audit of the accounts and records of the Municipality, which may be in addition to audits by state offices and agencies as may be required under the general laws of Ohio.

(10) The power to require the Mayor, department heads, and Boards and Commissions to provide information and reports to the Council.

(11) To exercise all other powers granted to the Council by the Charter of the City of Canal Winchester and by the Constitution and laws of the State of Ohio.

Rule 7 - Meetings.

A. Regular Meetings: Council shall meet in regular session on the first and third Mondays of each month at 7:00 p.m. official time, except as may be modified by a schedule adopted by Council. All regular Council meetings shall be adjourned at no later than 11:00 p.m.

B. Organizational Meeting: The Council shall be a continuing body, but shall meet in the Council Chamber at its first meeting in January of each year for the purpose of organization. Council shall adopt, by majority vote of its members, its own Rules which shall not conflict with the Charter of the City of Canal Winchester and which shall remain in effect until amended, changed or repealed by a majority vote of the members of Council. The Rules shall go into immediate effect unless a later date is specified, and shall not be subject to initiative or referendum. The Rules of Council shall provide for the number, composition and manner of appointment of committees of Council, and such other matters as Council shall determine to be necessary for the proper functioning and government of Council. Council may appoint members to various city organizations such as CWJRD, Human Services, CWICC and Destination Canal Winchester, etc. as provided by each organization's bylaws. However, no more than two members of Council shall be appointed to the same organization. All official appointments shall be made in the form of a Resolution.

C. Special Meetings: Special meetings may be called, for any purpose, by the Mayor or any three members of the Council upon at least twenty-four (24) hours notice to the Mayor and each member of Council, which notice may be served personally or left at the usual place of residence. Members of the Council and the Mayor who attend special meetings of the Council or who are present at another regular or special meeting where a special meeting is announced by the presiding officer need not receive notice of the special meeting. Members of the Council and the Mayor may waive receipt of notice of a special meeting either prior or subsequent to the meeting.

D. Schedule of Council Affairs: The Clerk of Council shall maintain a schedule of Council affairs including therein the times, dates and places of all regularly scheduled meetings of Council, special meetings as they become necessary, regular meetings and public hearings of standing committees, and whenever practicable, meetings of special committees. The schedule shall also list the number and title of ordinances and resolutions set down for committee action and the date scheduled for the committee report.

E. Recess: Council will take a recess on the third Monday in July.

Rule 8 - Committees.

A. Committees.

(1) The Council may choose each year to establish Work Sessions or Standing Committees. Such choice should be made by the last meeting in November each year to avoid any delay in committee activity. If Council chooses to hold Work Sessions, a Rules Committee and Committee of the Whole shall be formed and composed as set forth in subsections (A) (2) (c) and (d) and (B)(2) herein.

(2) If the Council chooses to establish individual committees, they should form the following Standing Committees by December 31, to avoid any delay in committee activity with the responsibilities as shown. (It is to be noted that this Section 1 is directory in nature and not mandatory and is subject to the discretion of Council.)

a. Finance/ Economic Development Committee

i. Review, investigate and recommend Council action in all fiscal matters before Council; including budgets, appropriations, taxes, assessments, employee wages and relations, insurance, expenditures and general monetary policy, including municipal insurance, and professional services as detailed in ordinance 40-11and other special assignments.

ii. Review, investigate and recommend council action in all matters of economic development, annexation, zoning and subdivision regulations, Landmarks Commission, historical features and in all matters of downtown issues, building codes and inspection, Convention and Visitors Bureau and other special assignments.

b. Service/Safety Committee

i. Review, investigate and recommend Council action in all matters of city infrastructure including public service, streets, storm sewers, sanitary sewers, water, and other special assignments.

ii. Review, investigate and recommend Council action in all matters of public buildings and grounds, traffic safety, police protection, fire protection, health, civil defense, building codes and inspection, beautification and public park lands, recreational facilities, street trees, information technology, act as liaison for the Canal Winchester Joint Recreation Board and other special assignments.

c. Rules Committee: Any resolution to amend the Rules of Council shall be referred to the Rules Committee where it shall be considered immediately, taking precedence over any other business before the committee, and the committee shall make a report on the resolution to amend at the next regular session of Council following its introduction. The Rules Committee shall meet at least once a year to review the standing rules of Council. The Rules Committee's authority shall include, but is not limited to, reviewing, investigating and recommending council action in areas involving eligibility for office and conflicts of interest. The Rules Committee shall also review, investigate and recommend council approval or disapproval of all candidates to fill vacancies for positions on City Council.

d. Committee of the Whole: Review, investigate and recommend Council action in all long range planning, potential capital improvement projects and any special topic as determined by Council. Committee of the Whole will be held as needed but no less than quarterly.

(3) If the Council chooses to establish individual committees, the newly elected President shall appoint, with approval by the majority vote of Council, standing committees. The appointment should be done no later than the organizational meeting prior to the first regular scheduled meeting in January of each year.

B. Composition of Committees.

(1) Work Sessions.

a. If the Council chooses to establish Work Sessions, the Work Sessions shall consist of all members of the Council. The Mayor shall be an ex-officio member of this committee.

b. The Vice President of Council shall serve as Chair of Work Sessions.

c. The Work Sessions will be divided into two areas of focus. One Work Session will focus on Finance/Economic Development and the second Work Session will focus on Service/Safety. While the Work Sessions will include an area of focus, other items may be brought before Council as needed.

(2) Standing Committees

a. If the Council chooses to establish individual Standing Committees, the newly elected President shall appoint, with the approval by the majority vote of Council, standing committees.

b. Every effort shall be made by the President of Council to provide even representation on the standing committees. Each council person shall be asked to serve on two committees before allowing another council person to participate on a third committee or more.

c. The standing committees shall consist of a minimum of three members of Council, with the exception of the Economic/Finance Committee which will include four members of council.

d. Each standing committee shall select its own Chair; however, no member of Council shall serve as chairman of more than one committee. The Chair shall preside over all committee meetings and appoint a vice-chairman to serve in chairperson's absence. The Chair shall communicate with the Clerk of Council and staff in the preparation of the committee agenda and packet of information.

e. If desired, the Chair may appoint as many citizen advisory members as may be necessary, however, no citizen advisory members shall vote on the recommendations of the committee but may concur in either the majority or minority reports.

C. Committee Meetings.

(1) Meetings of all committees of Council shall be public meetings and whenever possible shall be held in public buildings, however, each committee by a majority of its voting members may elect to hold meetings wherever it deems necessary to properly further its assigned purposes. All committee meetings will be called by the Chair of the committee or two voting members giving notice of the date, time and place to all members of the committee and Clerk of Council. The Clerk of Council shall notify all members of Council of all committee meetings. Any member of Council shall have the right to sit with any committee; however, members of Council shall have a vote only when regularly assigned to such committee. Any committee meeting may be canceled or continued by majority vote of members of the committee. Each committee may adopt its own rules of order; however, in the absence of such rules the parliamentary procedure set forth in Robert's Rules of Order, newly revised, shall prevail.

(2) Each committee, excluding the Rules Committee, shall have at least one monthly meeting; not held at the same time as another committee meeting. No regular committee meeting may be held on regularly scheduled Council meeting times. This prohibition may be temporarily suspended by an affirmative vote of a majority of the members of Council. The Chair of each committee, except the Rules Committee, shall establish regular monthly meeting times at the first committee meeting of each year, so as to not have any conflicting times and dates. The committee meetings are regularly scheduled meetings of Council members.

D. Special Committees of Council/Special Assignments.

(1) The President of Council may from time to time appoint special committees for limited purposes, subject to the approval of the majority of Council. The statement of purpose for all special committees shall contain a section setting forth the length of time required to complete

their special purpose. Special Committees shall not duplicate the function or purpose of the Committee of the Whole, Work Sessions or other Standing Committees.

(2) Special Assignments: Temporary, special committees may be appointed by the President, with the approval of the majority of Council, to undertake some special task.

Rule 9 - Order of Business.

The business of regular Council meetings shall be transacted in the following order:

(1) Roll Call to determine if quorum is present
(2) Reading and approval of prior meeting minutes
(3) Communications/Petitions
(4) Public Comments
(5) Ordinances and Resolutions (Each is to be labeled as Ordinance or Resolution, assigned with an appropriate number and name of the Council person who is sponsoring it. All proposed legislation is to be listed in groups of third readings, second readings and first readings.)
(6) Mayor's Report
(7) Sheriff's Report
(8) Law Director's Report
(9) Finance Director's Report
(10) Public Service Director's Report
(11) Development Director's Report
(12) Staff Reports as needed
(13) Council Reports
(14) Old Business
(15) New Business
(16) Adjournment to Executive Session
(17) Adjournment

Rule 10 - Attendance.

Attendance at regular Council meetings shall ordinarily include the Finance Director, Director of Public Service, Development Director, Law Director, Sherriff Representative and such other staff and department heads as may be requested.

Meetings of Council are open to the public (RC 731.46).

Rule 11 - Record of Proceedings; Meeting Agenda.

A. Council shall adjourn its regular meetings at the time indicated in Rule 7 and, in the event that business has not been completed, Council shall adjourn on a day to day basis until the same is completed. The regular Council meeting agenda will be published on the Friday before the next meeting. Any member of the public wishing to discuss matters of public importance with Council shall be allowed five (5) minutes.

B. The Clerk of Council shall keep a record of all Council proceedings, rules, by-laws, resolutions, and ordinances passed or adopted, which shall be subject to inspection of all persons interested. In case of the absence of the Clerk of Council, Mayor shall appoint a staff member to perform the duties of Clerk of the Council.

C. The Clerk of Council shall prepare an agenda for every meeting, attend to all correspondence incidental to his or her office, and perform such other duties as may be assigned by Mayor, or as required by law.

D. A written report must be submitted by the Mayor, Finance Director and staff no later than Noon the Thursday prior to the next week's meeting. Council sponsored written reports are necessary only for items other than those covered by committee meeting minutes. Minutes of committee meetings must be provided as part of the Council agenda packet. Meeting packets consisting of the agenda, minutes to be approved, committee meeting minutes, staff and official reports, proposed ordinances and resolutions and any received communications will be provided by the Clerk of Council to Council, Mayor and Staff no later than Friday 4:00 p.m. prior to the next Council meeting of the month.

E. The Clerk of Council shall be notified by Staff of matters to be presented, including ordinances and resolutions, in order that they may be listed on the meeting agenda by 4:00 p.m. Wednesday. The Mayor and the Clerk of Council will review and approve the agenda no later than Friday at Noon prior to Council.

F. After an ordinance or resolution is adopted, it shall be accompanied by a statement that it has been reviewed by Law Director and is correct as to form.

G. A change may be made to the published proposed agenda by the Clerk of Council if he or she shall deem a change necessary to add or delete any items. The Clerk of Council may make such changes to the proposed agenda at any time prior to the commencement of the Council meeting. After the Council meeting has commenced, any change to the published agenda shall not be made other than by a majority vote in Council on the motion to amend which shall not be debatable except for a brief statement of necessity by the maker of the motion. Such a motion shall require no second.

Rule 12 - Hearings before Council.

Council customarily accommodates visitors by providing a time of five (5) minutes to hear their concerns or requests, while under the main obligation of conducting its scheduled business within normal limits of time. The Presiding Officer may, in his or her discretion, allow visitors to speak more than five (5) minutes. Where electors, taxpayers, or any other person or persons desire a hearing which, in point of time, may exceed the time usually available, then Council shall schedule such public hearing by arranging for a special time and place thereof. Council shall adopt a Policy for Decorum at Public Meetings in order to impose reasonable guidelines for visitors attending and participating in hearings before Council.

Rule 13 - Opening Procedure; Quorum.

The President of the legislative authority shall take the chair at the time appointed for the Council to meet, and shall immediately call the members to order; he or she shall then determine if a quorum is present, call for the approval of the minutes from the previous Council meeting and continue on with the prescribed order of business.

A majority of all members elected shall be a quorum, but a less number may adjourn from day to day to compel the attendance of absent members in such matter and under such penalties as are described in Section 11.01 of the Charter of the City of Canal Winchester.

Rule 14 - Order and Decorum.
The President of the legislative authority shall preserve order and decorum, and confine members in debate to the question. He or she may in common with any other member, call any member to order who shall violate any of the rules**.** The Law Director shall serve as Parliamentarian with respect to all questions of order.

The presiding officer shall avoid any appearance of partisanship on any question. His or her function is solely to see that the business properly brought before Council is conducted in an orderly manner, and that the members of Council observe the rules of procedure. Council shall adopt a Policy for Decorum at Public Meetings in order to impose reasonable guidelines for visitors attending and participating in public meetings.

Rule 15 – Removal of Council Member
Council may punish or expel any member for disorderly conduct or a violation of its rules, in accordance with Section 11.01 of the Charter of the City of Canal Winchester.

Rule 16 - Adjourned Meetings; Excusal during Meetings.
When the business of Council is not completed within the available time for a given meeting, the meeting, by motion of Council, may be adjourned to a definite time. When the Council reconvenes at the appointed time, if a quorum is present, Council shall take up the business where it left off at its former meeting. An adjourned meeting is merely a continuation of the meeting from which it was adjourned and not for the introduction of new business.

No member shall be excused while Council is in session except upon permission of the Presiding Officer. No member shall be excused from attendance at a Council meeting, except upon roll call and by a vote of the majority of the members present.

It shall be the responsibility of the Council member to contact the Clerk of Council, Mayor or another Council member to provide notification of a pending absence.

Rule 17 - Voting
Every member present shall vote by a "yes", "no" or "abstain".

Rule 18 - First Readings.
When a sponsored ordinance is submitted to Council, it may be given a first reading at a regular meeting of Council or a special meeting called for such purpose. Resolutions shall be submitted to Council in the same manner however, per Charter 4.04 only require one reading for passage. At Council's request, an overview by the sponsoring Council member or staff must be given before the first reading of any ordinance or resolution.

Rule 19 - Second and Third Reading of Ordinances; Emergency Ordinances.
Each ordinance shall be given a second reading and a third reading at separate meetings; provided, however, Council may or may not, as Council so desires, suspend the rules requiring three readings by a vote of at least two-thirds of the members of Council, pursuant to Section 4.04 of the Charter. The ordinance is then ready for passage.

After a member moves for passage, a vote will be taken. If a majority of the members of Council approves the passage of the ordinance, it shall be signed by the Clerk of Council, and the presiding office of Council, Mayor and Law Director. Each emergency ordinance or resolution shall require an affirmative vote of at least two-thirds of the members of Council. Legislation passed as an emergency measure must have the reason stated for the emergency, and not in the more general terms that such action is "necessary for the peace, health, welfare and safety of the City".

In instances where a motion is made at the meeting to amend legislation to pass the ordinance as an emergency measure, the Presiding Officer shall allow visitors to speak in accordance with the Council Rules and Policy for Decorum at Public Meetings for a maximum of two minutes.

Rule 20 - Amending Resolution or Ordinance.
It shall be in order to amend a resolution or ordinance at any time, but if such ordinance is of a general or permanent nature, and such amendment is made after the second reading, a report shall be given by the sponsoring Council member and/or staff as to the nature of the amendment.

Rule 21 - Majority Defined; Two-Thirds or Three-fourths Defined.
Whenever the term "majority" is used herein, unless otherwise indicated, it shall be held to mean a majority of those elected to Council; likewise, whenever a two-thirds vote is indicated, it shall mean two-thirds of the members elected to Council. Thus, in a Council of seven members, a majority shall be four; two-thirds shall be five; and three-fourths shall be six.

No ordinance shall be passed by Council without the concurrence of a majority of the members.

Rule 22 - Limitations on Debate.
When an ordinance, resolution or motion is before Council, an adequate opportunity shall be provided for all members of Council to be heard. However, in order to expedite business and to assure that a minority cannot effectively abrogate the desire of the majority by dominating the floor and thus prevent a vote, the rules of discussion contained in the following requirements are set forth as the official policy of Council.

The Presiding Officer shall recognize members prior to such member taking the floor. No member shall be permitted to speak longer than five (5) minutes at any one time. No member shall be permitted to speak more than two times for or against the proposition under consideration. While members may yield to other members, the limitations set forth above shall prevail. No member shall be permitted to speak the second time until all members have been heard at least once or a member who has not been heard wishes the floor. The Presiding Officer, subject to challenge from the Council, may refuse the floor to any member when the tactics are obviously dilatory and not in the best interest of Council. The above rules may be suspended to permit unlimited debate by a vote of three-fourths majority of Council.

Rule 23 - Motions; When Debatable; Withdrawal.
When a motion is made and seconded, it shall be stated by the Presiding Officer before any debate shall be in order. Any such motion and any amendment thereto, may be withdrawn by the movers thereof at any time before the vote.

Rule 24 - Division of Question.
Any member may call for a division of the question, or the Presiding Officer may direct the same, and in either case the same shall be divided if it comprehends questions so distinct that one being taken away, the other will stand as an entire question for decision.

Rule 25 - Adjournment.
The motion to adjourn shall always be in order, unless Council is engaged in voting, and the motion to adjourn or lay on the table, or for the previous question, shall be decided without debate.

Rule 26 - Roberts Rules of Order.
In the absence of any rule upon the matter of business, the Council shall be governed by the current edition of "Roberts Rules of Order".

Rule 27 - Amendments.
These rules may be amended or altered or new rules adopted by a vote of the majority of all of the members elected at any meeting of the Council, on the report from the Rules Committee.

Rule 28 - Minutes of Council.
The Clerk of Council is responsible for keeping an accurate record of the minutes of all Council and Council committee meetings. All minutes of meetings shall be reduced in writing and a copy of the same shall be furnished to all Council members, Law Directors and Staff not later than three (3) days prior to the next regular meeting of Council, together with any available legislation.

Rule 29 - Sunshine Law.

A. (1) To establish a reasonable method for any person to determine the time and place of all regularly scheduled meetings and the time, place and purpose of all special meetings;
   (2) Making provisions for giving advance notice of special meetings to the news media that have requested notification; and
   (3) Making provisions for persons to request and obtain reasonable advance notification of all meetings at which any specific type of public business is to be discussed.

B. The Rule 29 is in addition to any applicable legal requirements as to notices to members of the municipality and to others in connection with specific meeting or specific subject matters.

C. The Clerk of Council shall post all agendas noting the time and place of regular and committee meetings on the City's website at least twenty-four (24) hours prior to the day of the next regular or committee meeting.

D. The Clerk of Council shall post a statement of the time and place of any organizational meeting of the municipal body at least twenty-four (24) hours before the time of such organizational meeting.

E. Upon adjournment of any regular or special meeting to another day, the Clerk of Council shall promptly post notice of the time and place of such adjourned meeting.

F. Except in the case of emergency special meetings, the Clerk of Council shall, if possible, at no later than twenty-four (24) hours before the time of a special meeting, post a statement of the time, place and purpose of such special meeting on the front of the Municipal Building (City Offices), Town Hall, and Community Center.

G. Any news medium organization that desires to be given advance notification of special meetings of any municipal body shall file with the Clerk of Council a written request therefore. Except in the event of any emergency requiring immediate action, a special meeting shall not be held unless at least twenty-four (24) hours advance notice of time, place and purpose of such meeting is given to the news media requesting advance notification.

H. News media requests for such advance notification of special meetings shall specify the municipal body that is the subject of such request; the name of the medium; the names, addresses and telephone numbers (during business hours) of two persons to either written or oral notification should be made and the name and telephone number of one person who can be reached by telephone at any hour for the purpose of notification. Each news medium shall be informed of such period of effectiveness at the time it files its request. Any notification provided herein to be given to the Clerk of Council or may be given under authority of the Clerk of Council, and a reasonable attempt of notification shall constitute notification in compliance with these rules.

I. The Clerk of Council shall give such oral or written notification, or both, as the Clerk of Council determines, to the news media that have requested advance notification, of the time, place and purpose of such special meeting, at least twenty-four (24) hours prior to the time of such special meeting. In the event of emergency meeting a lesser time than twenty-four (24) hours may be given. The minutes or the call, or both, of any such special meeting shall state the general nature of the emergency requiring immediate official action.

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Rule 7 - Meetings.

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B. Organizational Meeting: The Council shall be a continuing body, but shall meet in the Council Chamber at its first meeting in January of each year for the purpose of organization. Council shall adopt, by majority vote of its members, its own Rules which shall not conflict with the Charter of the City of Canal Winchester and which shall remain in effect until amended, changed or repealed by a majority vote of the members of Council. The Rules shall go into immediate effect unless a later date is specified, and shall not be subject to initiative or referendum. The Rules of Council shall provide for the number, composition and manner of appointment of committees of Council, and such other matters as Council shall determine to be necessary for the proper functioning and government of Council. Council may appoint members to various city organizations such as CWJRD, Human Services, CWICC and Destination Canal Winchester, etc. as provided by each organization's bylaws. However, no more than two members of Council shall be appointed to the same organization. All official appointments shall be made in the form of a Resolution.

C. Special Meetings: Special meetings may be called, for any purpose, by the Mayor or any three members of the Council upon at least twenty-four (24) hours notice to the Mayor and each member of Council, which notice may be served personally or left at the usual place of residence. Members of the Council and the Mayor who attend special meetings of the Council or who are present at another regular or special meeting where a special meeting is announced by the presiding officer need not receive notice of the special meeting. Members of the Council and the Mayor may waive receipt of notice of a special meeting either prior or subsequent to the meeting.

D. Community Coffee: Immediately preceding the Regular Meeting of Council on the first Monday of each quarter, Council shall meet in the Council Chamber in an informal "Coffee With Council" format with interested residents for dialogue regarding topics and issues raised by members of the general public. Basic formalities required by the Ohio Open Meeting Act (R.C. 121.22) shall be observed.

E. Schedule of Council Affairs: The Clerk of Council shall maintain a schedule of Council affairs including therein the times, dates and places of all regularly scheduled meetings of Council, special meetings as they become necessary, regular meetings and public hearings of standing committees, and whenever practicable, meetings of special committees. The schedule shall also list the number and title of ordinances and resolutions set down for committee action and the date scheduled for the committee report.

F. Recess: Council will take a recess on the third Monday in July.