

**Cuyahoga Falls City Council  
Minutes of the Ad Hoc Committee Meeting  
on Revising Council Rules  
February 22, 2010**

**Members:** Diana Colavecchio, Chair  
Kathy Hummel  
Carol Klinger

Mrs. Colavecchio called the meeting to order at 5:00 p.m. All members were present.

**Discussion**

Mrs. Colavecchio stated there was a lot of work to do. She was not sure when the Rules were last modified but there is a lot of old information in there. She is envisioning a total rewrite. She expected the group will draw from the templates provided by Hope Jones. The first thing she thought there should be was a cover page which showed when the Rules were adopted and each date they were amended. She went through the other cities' materials and highlighted changes. Some things she thinks need to be set out more clearly include description of the duties of Council, reorganizing what Council does and how the title numbering is done. There should also be some language regarding participation by the public, use of profanity, no smoking policy, and description of committees. She noted that one of the municipalities shows a Park & Rec. committee and a moral claims provision. The Rules also need a table of contents. She thought each member of the group could take a section and piece it together and then rotate it around the Committee for review. There should also be notations about issues and rules that were not included but may be worthy of discussion.

Mrs. Klinger agreed there needed to be a table of contents. She felt that it was not necessary to delineate all of the sunshine laws or Roberts Rules of Order. Instead, we should reference them in the Council Rules. She thought it would be a good idea to put together how they thought things should flow. She also felt time deadlines should be included such as newly revised legislation being due to Council on Thursday at noon, the clerk posting agendas and meeting notices in a timely manner, dress code, and profanity language extending to members of the public as well. As far as changes in substance, she felt that Council should elect a president for two years vs. one year. She also felt if Council requested a legal opinion orally, that should be enough. She did not feel it needed to also be requested in writing before being responded to. Also, when a member of a committee asks a question of Administration and the response is that they'll get back to that member, the response should be sent to all members of Council and not just the one who requested it.

Ms. Jones stated the Rules needed to be brought into the 21<sup>st</sup> century. One thing she felt could be done is if there was an announcement from the floor about a special meeting, it did not also need to be done in writing.

Mrs. Hummel concurred with Ms. Jones. She stated there needs to be reference to notification on websites. It needs to be updated as to where Council meets and also a posting of the meetings and agenda by the Clerk and where those postings need to be.

Mrs. Klinger stated that Section 9.1 under Membership is in direct conflict with the Charter.

Mrs. Hummel stated that smoking is a state law and did not know if it needed to be delineated. Section 7.8 under Committees states that the reports of the committees should be in writing or given orally. There has never been a written report in the 20 years she has been on Council. Section 7.7 is written in the negative. She feels it should be written in the affirmative. The last sentence in Section 2.5 under Officers says that the Clerk shall keep a summary of legislation. Ms. Jones stated that the Law Dept. keeps one but not in as much detail. They could make it show that detail if that is what Council wants.

Mrs. Colavecchio stated the Upper Arlington rules had a section on Sponsoring and Voting that she felt was worth looking at. She does not want to make the Council Rules as long as a thesis but they should be kept concise.

A discussion began on the order of sections. The following order was preliminarily decided:

- Organization
- Officers
- Meetings
  - Order of Business
  - Voting
- Committees
- Legislation
- Conduct of Business
  - Council Meetings
  - Committee Meetings
- Membership and Miscellaneous

It was also decided to add subtitles to the paragraphs under each Section. The Committee then began going through the current Rules and determining which sections should stay, which should be moved and which were no longer needed.

1. Organization
  - 1.1 Stay
  - 1.2-1.5 Agenda
  - 1.6 Needs to be split out into separate sections
  - 1.7 Stay
  - 1.8 Stay
2. Officers
  - 2.1 Stay. Mrs. Klinger did not like the wording about being removed by 2/3. That should be a separate sentence.
  - 2.2 Duties of president should be delineated.
  - 2.3 Stay
  - 2.4 Clerk's duties should go into one section with subtitles. Some may move to other sections.
  - 2.5 Stay
  - 2.6 Stay
  - 2.7 Stay
  - 2.8 Stay
3. Meetings
  - 3.1 Time and place of meetings needs to be changed.
  - 3.2 Stay
  - 3.3 Stay
  - 3.4 Stay
  - 3.5 This is not done currently. Needs to be posted. Stay.
  - 3.6 There was language about the Clerk keeping a list of individuals requesting reasonable advance notice of meetings. It was felt a lot of this may have to do with public records requests. Mrs. Klinger stated that Upper Arlington has a whole section of notifications and notices. Mrs. Hummel stated that the public sees the titles of the legislation listed on the agenda. It is up to them to contact the City if they want to see the actual legislation. Mrs. Klinger asked whether the packets that were e-mailed to Council were also e-mailed to the press. Ms. Jones did not believe so. No one ever asked for

that to be done. She did not see a problem with doing this. Mrs. Klinger felt that posting the packet on the website would also be a good idea.

- 3.7 Stay
- It was also decided to insert a subsection for Executive Session.
- 4. Order of Business – This should be a subsection of “Meetings.”
  - 4.1 Delete the language on organization meetings since we will have a separate section for those. The agenda that is spelled out is the way meetings are currently run.
- 5. Conduct of Business
  - 5.1 Stay
  - 5.2 Move to duties of president
  - 5.3 Stay
  - 5.4 Stay
  - 5.5 Stay
  - 5.6 Stay
  - 5.7 Time limits are only applicable during Council meetings.
  - 5.8 Stay
  - 5.9 Stay
  - 5.10 Stay
  - 5.11 There is more detail on how people address Council in other rules from the public sector. This will stay for now but whether there are time limits, requests in writing, or sign-in logs can be debated later. Mrs. Klinger felt that some conducts of business belonged under “Meetings.”
  - 5.12 Stay
  - 5.13 Stay
  - 5.14 Mrs. Klinger stated that motions to table are not debatable. It is a motion and second and then a vote. Mrs. Colavecchio stated that motions to table come from the committee chair at a Council meeting. It was decided that even though this was set forth in Roberts’ Rules, it is a point of confusion and should be included in the Council Rules.
  - 5.15 Stay
- 6. Legislation
  - 6.1 Mrs. Klinger stated this is where most other communities have deadlines like noon of Thursday or Friday before Council. Ms. Jones preferred noon on Wednesday. Mrs. Klinger also suggested having a form for members to sign stating they agree to accept their legislation via e-mail instead of receiving it hard copy.
  - 6.2 Stay
  - 6.3 Stay. Change “author” to “sponsor.”
  - 6.4 Stay
  - 6.5 Stay

The committee will start with the section titled “Committees” at next meeting. In the meantime, the following sections will be reviewed by the following committee members:

Legislation – Ms. Jones  
Organization – Mrs. Klinger  
Officers – Mrs. Hummel  
Meetings – Mrs. Colavecchio.

The next meeting will be at 5:00 p.m. on Monday, March 1, 2010 in Council chambers.

Meeting adjourned at 6:15 p.m.