

**Cuyahoga Falls City Council  
Minutes of the Ad Hoc Committee Meeting  
on Revising Council Rules  
March 1, 2010**

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

Mrs. Colavecchio called the meeting to order at 5:25 p.m. All members were present.

**Discussion**

Mrs. Colavecchio stated they would begin by reviewing what everyone had taken as an assignment from the previous week.

Organization: Mrs. Klinger stated she determined that the maximum number of days until the first Monday in January would be seven so she changed the number of days to hold an organization meeting from 14 to seven. Ms. Jones pointed out that the Charter states ten days. It was decided that an organizational meeting would be held within ten days from the commencement of Council's term. Paragraph A is new and addresses the designation of seating assignments. For paragraph C, she worked off a template that Mr. Arrington had given her when she was President of Council. Paragraph E starts off the same but she added some detail regarding the Clerk being sworn in. In Paragraph I, she added the last sentence stating that the President may designate Council Representatives for Boards and Commissions. Mrs. Colavecchio asked whether the process for designations should be included. Ms. Jones stated that is spelled out in the Code and she didn't feel a need to rewrite all of it in these Rules. She will make a cheat sheet on Boards and Commissions for the Committee members. Mrs. Colavecchio asked about requiring a Council person be included on the Charter Review Commission. Ms. Jones stated that would appear in Article 8, Section 1 of the Charter. Mrs. Hummel thought perhaps a copy of the cheat sheet could be attached to the rules. Mrs. Colavecchio was concerned about a president making appointments without knowing what the limitations were. She stated that it had been discussed to include subtitles for the purpose of a table of contents. Mrs. Klinger will add some. There was additional discussion regarding seat designation mentioned in Section A. It was decided to insert the language "prior to calling the meeting to order" at the beginning of that section. Mrs. Colavecchio commented that the language in Section I regarding Committee on Committees doesn't indicate where the individuals are supposed to meet. They usually left the room. It was decided that the committee would discuss the list then pass it to the President who will read it. Someone would then make a motion. She felt this section should spell that out. It should also state that the committee shall conduct a public committee meeting. Mrs. Klinger will rework the section along with the other sections with the suggestions made.

Officers: Mrs. Hummel added subtitles based on other rules she had been looking at. Section 1 indicates the officers that should be elected. In Section 2, she left the President's term at one year because it is set forth in the Charter. In Section 4, she changed the vote from a two-thirds vote to a majority vote in order to remove a Council member from office. Mrs. Klinger felt that the language should be left at two-thirds. This is a very serious thing. It was decided to leave the vote at two-thirds. Section 5 is the same but she added language regarding the Clerk. Section 2.6 is new. Ms. Jones stated the Rules should refer to the records retention schedule. She will check on it. Mrs. Klinger felt that a form should be distributed and signed by members indicating their agreement to receive communications via e-mail. The same thing should happen with legislative packets. Mrs. Hummel wondered if the requirement for the Clerk to provide and post notices should be in this section. Mrs. Colavecchio stated the same requirement appears in her section. It was decided to leave it here for now. Mrs. Klinger asked if there was anything in the Charter requiring the

Chaplain and Sgt. at Arms being elected. Ms. Jones didn't believe so. Mrs. Colavecchio agreed that those two positions should be part of the assigned committees that Council votes on in January. Mrs. Klinger will look at incorporating it into her section. Mrs. Hummel stated she will take them out of her section dealing with elected officers.

The following committee assignments were made:

Committees	-	Mrs. Klinger
Conduct of Business	-	Ms. Jones
Membership	-	Mrs. Hummel
Miscellaneous	-	Mrs. Colavecchio

Mrs. Colavecchio stated that the Committee will meet again in two weeks on March 15 at 5:00 p.m. She asked whether Ms. Jones was going to add a section regarding public records. Ms. Jones stated she will send the policy to everyone. There is a City policy and they may want to just refer to it.

Mrs. Hummel stated there was also language in other rules about presenting media to the Clerk prior to meetings. One of the duties of the Clerk is if someone wants to do a presentation during a meeting, they must get their materials to the Clerk prior to that meeting. There are very stringent rules about receiving information in advance.

Meeting adjourned at 6:15 p.m.