

Cuyahoga Falls City Council
Minutes of the Ad Hoc Committee Meeting
on Revising Council Rules
March 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. Klinger stated that the Organization Section 1.0 is completed. Mrs. Hummel stated that the Officers Section 2.0 is also completed, with the exception of adding language concerning the additional duty of clerk that was provided by Mrs. Colavecchio.

Meetings

The Committee continued its discussion of Meetings in Section 3.0. In Section 3.1, the words in the last sentence, “adopted and passed” need to be replaced with the word “considered.” Section 3.5 on Executive Sessions will be further reviewed by Ms. Jones. Mrs. Colavecchio stated that the other changes discussed by the Committee have been made, but that the meeting ended prior to finalizing its review of Section 3.9 and 3.10. No changes were made to 3.9. Changes to 3.10 included: (1) lengthening the title to Order of Business for Regular Council Meetings; (2) add the words, “as presented” to subsection 5; and (3) add the words “as scheduled” to subsections 7 and 8, and add the word “announce” to subsection 10.

Voting

The Committee reviewed the revised section “Voting” as prepared by Mrs. Colavecchio.

It was further discussed whether to keep the Voting section separate, and a decision was made to do so. Mrs. Colavecchio stated she added Section 3.12 regarding emergency measures. There was lengthy discussion regarding the emergency clause being included in all pieces of legislation. It was felt that legislation should state why the emergency clause was needed on a piece of legislation. Mrs. Klinger stated the language must be worded in such a way requiring the question to be answered every time. She could see where the response could be simply that it is needed to go into effect immediately. That would not address the issue unless the answer is captured in the minutes. Mrs. Hummel agreed. She stated it may have been present in the rules as a response to something. Mrs. Klinger cautioned that if this had been in effect when the issue of what happened with the electric fund came up, there would have been a delay of over a month. The Committee felt that this section could have negative consequences and ultimately it was decided to have Ms. Jones take a closer look at it and compare it to other cities’ rules. It is an important change and she can research it and find out how often Akron uses its emergency clauses. Mrs. Colavecchio also added Section 3.18 regarding Roberts Rules. Mrs. Colavecchio suggested adding a new Section 3.19 regarding clerical adjustments. Mrs. Hummel felt it would be good to have this language. Mrs. Klinger stated that the consent of the president should be included because the president would have to initial and date any of the changes. Right now, that is not done. The Committee recommended having Ms. Jones review this section, as well. Mrs. Colavecchio indicated she would highlight the language to show to Ms. Jones.

Committees

The Committee re-reviewed Section 7.0 on “Committees” as prepared by Mrs. Klinger. There was discussion related to Section 7.8 on Committee Reports. Mrs. Klinger was not sure if this section should be moved to “Council Meeting.” She felt where it would come into play is if committees were larger than three members. It was uncertain whether this section relates to the reports given by Chairs prior to voting or actually pertains to reports given during committee meetings. Mrs. Klinger believed this was talking about when the President calls for the report of the Council standing committees. The Clerk reads, the motion is made, a statement can be given and the question is called. She stated Council currently does this as part of the Council meeting. Mrs. Klinger was in favor of striking the language but wanted to hear Ms. Jones’ thoughts to make sure nothing important was being missed. The Committee recommended having Ms. Jones look at this further. Mrs. Klinger will get Ms. Jones’ feedback on Sections 7.8 and 7.9. Mrs. Colavecchio stated if it is as Mrs. Klinger felt, the sections should be moved to Voting. Mrs. Colavecchio stated that the word “dies” in Section 7.10 should be replaced with “expires.” No other changes were suggested at this time.

Mrs. Klinger stated in Section 7.10, she did not know what to put in the title. It was decided to change it to “Expires.” She also added everything after that. She made a notation at the end about the availability of documents to the public during meetings. Mrs. Colavecchio asked if that was addressed under Conduct of Business or Legislation. Mrs. Klinger stated that documents are not currently distributed to the public during Council meetings. She stated she will leave it there and if she does not see it anywhere else, she will bring it up again. Mrs. Colavecchio stated that Section 6.2 references the clerk getting documentation. Mrs. Klinger felt that two copies of handouts, one for the right side of the room and the other for the left side could work. Council can force the issue by telling Administration it is what Council wants. It was agreed that it should be part of the protocol. Mrs. Klinger pointed out that may not work during the budget process unless Mr. Fitzsimmons were to display the pages up on the screen. Mrs. Colavecchio liked the idea for each side of the room to have a copy. She will let Ms. Jones know.

Membership

The Committee reviewed the Section 9.0 on “Membership” as prepared by Mrs. Hummel.

Mrs. Hummel stated Sections 9.1 and 9.2 are new. She used language from another municipality’s document as a base for the language under “Resignation.” There is very lengthy language in Section 9.2. She felt it should be shorter. It was agreed that any resignation of a Council member should be read by the Clerk during a Council meeting under “Correspondence, Petitions and Readings.” All resignations should be in writing. Human Resources needs something in its file for payroll and tax purposes. She suggested the language state that a resignation by a member of Council shall be presented to the Clerk in writing and must contain the official date of resignation. The Clerk will then announce it at the next regularly scheduled Council meeting.

Mrs. Hummel referred to the Charter for Section 9.3 dealing with Vacancy. Section 9.4 regarding a Certificate of Election is new. She did not believe members are currently required to provide anything. Mrs. Klinger stated a copy of this certificate should go into the H.R. file. Mrs. Hummel stated that she moved some of Section 9.2 into Section 9.5. The meeting ended at Section 9.4 and will resume with Section 9.5 at the next meeting.

The meeting was adjourned at 6:15 p.m.