

*Rules of the  
Council of the  
County of  
Summit*



Adopted by Motion No. M-003-2006  
on November 27, 2006

Amended by Motion No. M-035-2008  
on June 30, 2008

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on June 15, 2009

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on November 26, 2012

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on March 17, 2014

Amended by Motion No. M-059-2017  
on October 16, 2017

## **1.01 COUNCIL RULES ADOPTED**

The following “Rules of Council of the County of Summit” (Council Rules) are hereby adopted for the orderly conduct of business. These Council Rules shall be posted on the Internet and a copy shall be provided to any person upon request at a cost not to exceed the actual cost of reproduction.

## **2.01 DEFINITIONS**

As used in these Council Rules, certain words and terms are defined as follows:

- (A) “Adopted” or “adoption” means approval of legislation by Council after three (3) or more readings or after dispensing with the requirement of three (3) readings.
- (B) “Adjourned session” means a closed meeting, but prior to the closure of such meeting the time and date for another meeting to continue business of the meeting has been set.
- (C) “Agenda” means a list of any and all ordinances, resolutions, Motions of Council, requests, plans or reports to be considered by Council at a Regular or Special Council Meeting that is prepared by the Clerk of Council in written form prior to such Regular or Special Council Meeting. Any Member of Council may move to consider items not appearing on the Agenda pursuant to the procedures set forth in these Council Rules.
- (D) “Assembly” means Council or any Committee thereof.
- (E) “Charter” means the Charter of the County of Summit duly adopted by the electors of the County at the general election on November 6, 1979, as amended.
- (F) “Clerk” means the Clerk of Council.
- (G) “Enacted” or "enactment" means, with respect to legislation, adoption by Council and approval by the Executive within ten (10) days after presentment by the Clerk; or adoption by Council and the expiration of ten (10) days without approval

- or veto by the Executive; or approval by the vote of at least eight (8) Members of Council upon reconsideration after disapproval by the Executive as provided in the Charter.
- (H) “Executive” means the duly elected County Executive of the County of Summit as provided in Article II of the Charter.
  - (I) “Executive Session” means a meeting of Council or Committee of Council not open to the public held pursuant to ORC § 121.22, as amended.
  - (J) “Legislation” means any ordinance or resolution submitted to the Council for consideration. Legislation shall ordinarily be designated an "ordinance" if it is of a general and permanent nature and is of a kind commonly provided for by ordinance in municipalities. Legislation designated as a “resolution” is ordinarily of a temporary nature that does not prescribe any permanent rules of conduct and/or an expression of legislative intent. Council hereby determines, however, that the designation of a particular piece of legislation as an "ordinance" or "resolution" shall not determine or be indicative of its nature, weight, or effectiveness. All legislation shall be adopted, enacted, recorded, and published under the procedures provided in the Charter, the Codified Ordinances, and these Council Rules.
  - (K) “Matters” mean all legislation, parliamentary motions, Motions of Council, agenda items and requests to address Council.
  - (L) “Meeting” means any prearranged discussion of the public business by a majority of the Members of Council or of any Committee.
  - (M) “Member,” unless the context requires otherwise, means a Member of the Council as provided in Article III of the Charter.
  - (N) “Motion of Council” means an action of Council, in written form, that does not involve the legislative authority of Council and that does not require the formalities inherent in the adoption of legislation to be followed.

- (O) “Organization Meeting” means a meeting of Council on the first day of the year which is not a Saturday, Sunday or legal holiday for the purposes of electing the President and Vice President of Council pursuant to Section 3.04 of the Charter.
- (P) “Parliamentary Motion” means a proposal made in a meeting of Council or a Committee thereof to expedite and control deliberations and the transaction of business.
- (Q) “Post” means to post in a conspicuous public place at the offices of Council.
- (R) “Presiding Officer” means the President of Council or, in the case of a Committee of Council, “presiding officer” means the Committee Chair.
- (S) “Regular Council Meeting” means a prearranged discussion of the public business and scheduled pursuant to a Motion of Council approved prior to December 31<sup>st</sup> of each year.
- (T) “Special Meeting” means a meeting that is neither a Regular Council Meeting, a regularly scheduled meeting of a Committee of Council, nor an adjournment of a regular or special meeting to another time or day to consider items specifically stated on the original agenda of such regular or special meeting.

### **3.01 MEMBERS OF COUNCIL**

- (A) Members of Council shall have a duty to immediately disclose any personal or pecuniary interest in matters under deliberation by Council or any Committee thereof and upon disclosure shall be disqualified from voting on such matters.
- (B) Members shall at all times conduct themselves with courtesy and respect for their fellow officeholders and shall discharge their duties in accordance with the high public trust placed in them.
- (C) Members shall have equal status, privileges, and rights regardless of Council Office or Committee Chair a Member holds.

- (D) Upon taking office, each Member shall provide the Clerk detailed contact information including business address or residential address to which notices and correspondence are to be sent, phone and fax numbers, and electronic mail addresses.

### **3.02 OFFICERS**

- (A) At its annual organizational meeting required to be held pursuant to Section 3.04 of the Charter, the Council shall elect from its Membership a President and a Vice-President to serve for a term of one (1) year. No member shall serve as President for more than two consecutive one-year terms. The Senior Member of Council shall call Council to order, ensure the presence of a quorum and conduct the election of such officers.
- (B) The President and Vice-President shall be elected in the following manner:
  - (1) Any Member may nominate another Member. No second shall be required.
  - (2) The Senior Member of Council shall distribute to each Member one (1) ballot for the election of a Member to each office. Each Member shall write one (1) nominee's name on a ballot. The Senior Member of Council shall collect the ballots, read aloud the votes cast and record the votes for each office subject to verification and polling upon the request of any Member.
  - (3) A majority of the votes cast shall be required to elect a Member to each office. In the event no Member receives a majority, the procedure of nomination and balloting shall be repeated until both offices are filled.
  - (4) In the event only one Member is nominated for President or Vice-President, any Member may make a motion, to be determined by voice vote, to dispense

with the above rule requiring the election of that officer by ballot and to cast a unanimous ballot for that officer.

- (C) The President shall preside at all Regular Council Meetings and shall perform all duties as set forth in the Codified Ordinances, these Council Rules, or by Motion of Council.
- (D) The Vice-President shall preside in the absence or disability of the President and shall perform all duties of the President during such absence or disability.
- (E) In the absence or disability of both the President and Vice-President, the Member with the most seniority shall perform all duties of the President during such absence or disability.
- (F) The President and Vice-President shall be entitled to vote on all matters.

### **3.03 COUNCIL PERSONNEL**

- (A) The Chief of Staff shall have the following duties:
  - (1) Supervise and provide direction to all Council staff and manage all office procedures;
  - (2) Prepare annually a proposed budget for Council operations;
  - (3) Provide assistance to Council members and Committees in the performance of their duties;
  - (4) Respond to inquiries from the press;
  - (5) Conduct regular staff meetings;
  - (6) Assist members of Council in the exercise of their legislative oversight authority;
  - (7) Facilitate regular strategic planning sessions and assist Council in establishing long-term goals;
  - (8) Assign at least one staff person to each standing committee of council; and
  - (9) Any other such duties as Council determines to be necessary for the efficient performance of its duties.
  - (10) Authority to sign all adopted legislation and motions in the absence of the Clerk of Council. (M-028-2009)

(B) Clerk of Council

Under the direction of the Chief of Staff, the Clerk of Council shall have the following duties:

- (1) Attend meetings of Council and Council Committees, determine quorums, record the proceedings and the votes of each member and keep the journal of proceedings;
  - (2) Provide and post notices as required by these Council Rules;
  - (3) Accept, record and compile proposed legislation for inclusion in the agenda of Council subject to the requirements set forth in Section 121.05 of the Codified Ordinances;
  - (4) Deliver all adopted legislation to the Executive;
  - (5) Deliver proposed legislation to the Committee Chairs and designate to Council any legislation pending expiration in committee;
  - (6) Cause to be published all legislation as required by these Council Rules;
  - (7) Certify and authenticate all legislation enacted;
  - (8) Conduct the election of Council Officers;
  - (9) Accept and provide the Chair of the applicable Committee or the President of Council with requests to address Council or a Committee thereof; and
  - (10) Any other such duties as Council determines to be necessary for the efficient performance of its duties.
- (C) The Chief of Staff and other Council personnel may make written recommendations to the Council concerning deficiencies, conflicts or obsolete provisions in and need for reorganization or revision of the Codified Ordinances.
- (D) The Chief of Staff shall be in charge of and shall provide legislative and other drafting assistance for the use and benefit of the Council, individual Council Members and the



Committees of Council. The assistance must be confidential and nonpartisan and no Council personnel may advocate for or against any Council measure.

#### **4.01 QUORUM OF COUNCIL**

- (A) A quorum of Council shall consist of six (6) Members and shall constitute the number of Members competent to transact business in the absence of other Members. This rule shall not alter the provisions of the Charter as to the minimum number of votes required to take actions, dispense with the requirement of three (3) readings, enact emergency legislation, or enact legislation notwithstanding the disapproval of the Executive.
- (B) The Clerk shall determine the presence of a quorum, which shall be computed with the number of Members present at roll call, and shall record the Members present.

#### **4.02 MEETINGS**

- (A) No later than December 31<sup>st</sup> of each year, the Council, by a Motion of Council, shall establish a schedule of the dates, times, and locations of all Regular Council meetings and meetings of Committees of Council for the following calendar year, including the Organizational Meeting required to be held pursuant to Section 3.04 of the Charter. Such schedule shall be widely disseminated by the Clerk.
- (B) Meetings shall be held at the Council Chambers located in the Ohio Building at 175 South Main Street, Akron, Ohio, unless otherwise designated.
- (C) Upon motion and affirmative vote of six (6) Members, Council may change the date, time, or place of any regular Council meeting. Any meeting may be adjourned to a time and place certain without the necessity of further notice, except as provided in subsection (D) of this Section or Section 10.02 of these Council Rules.

- (D) Notice of any change in the date, time, or place of a regular meeting shall be given to all Members, and notice of any adjourned session of any meeting shall be given to all Members not in attendance at the meeting adjourned, not later than the third business day prior to the meeting or adjourned session or as soon as practicable if such adjournment is for a time less than four (4) days. Such notice may be provided verbally or by electronic mail.

#### **4.03 SPECIAL COUNCIL MEETINGS**

- (A) Notice of any Special Council Meeting shall be given to all Members by the Clerk not later than twenty-four (24) hours prior to the time of such meeting unless there is an emergency. Such notice may be provided verbally or by electronic mail.
- (B) Special Council Meetings may be called by any five (5) Members or the President and two Members, upon delivery to the Clerk of a written request (Request) specifying the date, time, location, and purpose of such meeting, together with the titles of any legislation or topics for discussion.
- (C) The Clerk shall post a copy of the Request specifying the date, time, location, and purpose of any such meeting.
- (D) Special Council Meetings shall be solely for the consideration of matters set forth in the Request.
- (E) Meetings shall be held at the Council Chambers located in the Ohio Building at 175 South Main Street, Akron, Ohio, unless otherwise designated.

#### **5.01 ORDER OF BUSINESS**

Business of Council shall be conducted in the following order:

- (A) The Pledge of Allegiance to the flag of the United States of America
- (B) Silent meditation

- (C) Roll call
- (D) Reading and approval of minutes
- (E) Consideration of Motions of Council
- (F) Open for debate and adoption or rejection
- (G) Reading of titles of legislation for the first time
- (H) Open for debate and motion for first reading passage
- (I) Presentation of the Routine Agenda by the Rules Committee Chair
- (J) Reading of titles of legislation for the second time
- (K) Committee reports and recommendations
- (L) Open for debate and motion
- (M) Reading of titles of legislation for the third or more time
- (N) Committee reports and recommendations
- (O) Open for debate and motion
- (P) Miscellaneous Committee reports
- (Q) Presentation of new business or other items before Council
- (R) Adjournment

## **5.02 PARLIAMENTARY MOTIONS**

- (A) A parliamentary motion may not be entertained or debated until announced by the presiding officer of the Council or Committee. The presiding officer shall place the motion before the Council or Committee for consideration if appropriate and recognize the movant for further remarks. Motions are classified as follows: Main Motion, Subsidiary Motions, Privileged Motions, Incidental Motions, and Renewal of Motions. The Main Motion, the seven subsidiary motions and the five privileged motions fall into a definite order of precedence, which gives a particular rank to each of these thirteen motions. The main motion is ranked lowest. Each of the other twelve motions has its proper position in the order, taking precedence over the motions that rank below it and yielding to those that rank above it:

- (1) Privileged Motions – Do not relate to the pending business, but have to do with special matters of immediate and overriding importance, which should be allowed to interrupt the consideration of anything else:
  - (a) Adjourn to a time certain – to set the time for another meeting to continue business of the session
  - (b) Adjourn – to close the meeting
  - (c) Recess – a short intermission
  - (d) Raise of Question of Privilege – a request that relates to the rights of the assembly or its members
  - (e) Call for Orders of the Day – on member can require the assembly to conform to its agenda, program or order of business
- (2) Subsidiary Motions – aids in the handling or disposing of a main motion
  - (a) First rank: To Lay on the Table – to set aside business temporarily when something else of immediate urgency has arisen
  - (b) Second rank: Previous question – to close debate and vote immediately
  - (c) Third rank:
    - (i) Limit or extend debate – to exercise special control over debate
    - (ii) To postpone to a day certain – to put off action on the pending questions, within limits, to a definite day, meeting or hour, or until after a certain event
    - (iii) To commit or refer – to assign to a Committee to investigate or study the main motion and any amendments
    - (iv) To postpone indefinitely – cancels the main motion and avoids a direct vote on the question

- (d) Fourth rank: To amend – to modify the motion before it is voted on. In amending an ordinance or resolution, it shall not be necessary to set forth in full the ordinance or resolution, as amended, but it shall be sufficient to identify with certainty the section, sub-section, or paragraph being amended and to set forth the same in full, as amended.
- (3) Incidental Motions – Deal with questions of procedure, which must be decided before business can proceed. Incidental motions have no rank. The following incidental motions may take priority over a privileged or subsidiary motion, depending on the circumstances under which they are moved and the application to the main motion:
  - (a) Points of order – when the rules of assembly are being violated
  - (b) Suspension of the rules – to do something that cannot be done without violating one or more of the regular rules, providing the proposal is not in conflict with these Rules of Council, the Charter, the Codified Ordinances, or laws of the State of Ohio, or the fundamental principles of parliamentary law.
  - (c) Withdraw a motion
  - (d) Division of a question – allows a motion with several parts that are capable of standing as a complete proposition to be divided and considered separately
- (B) A Main Motion to bring an item for consideration before the Council or any Committee thereof is not in order when any other question is before the Council or Committee and yields to all Privileged, Incidental, and Subsidiary Motions.
- (C) Effect of postponement  
A motion to postpone to a day certain, to refer or recommend, or to postpone indefinitely, once decided, may

- not again be allowed on the same day and at the same stage of the proceedings.
- (D) Renewal of Motions
- (1) Motions that failed to be adopted may be renewed at another meeting, but may not be reintroduced at the same meeting. No assembly is obliged to repeat consideration of business a second time on the same day except by use of such motions as Reconsider or Rescind.
  - (2) Motions that Bring a Question Again Before the Assembly
    - (a) Take from the Table – to bring back as the pending question a motion that has been previously laid on the table
    - (b) Rescind or Amend Something Previously Adopted – to strike out an entire main motion, resolution, rule or to change an action previously taken or ordered
    - (c) Reconsider – to bring back for further consideration a motion which has already been voted on. A motion to reconsider must be made within thirty (30) days of the original vote on the motion.

## **6.01 MOTIONS OF COUNCIL GENERALLY**

Any non-legislative power of the County Council or actions not subject to Executive veto may be exercised by the adoption of a Motion of Council. Motions of Council are not subject to the formalities inherent in the adoption of legislation and do not require three readings prior to adoption. These powers and actions include, but are not limited to:

- (1) Declarations of policy that do not have the force of law;
- (2) Organization and administration of the legislative branch;

- (3) Confirmation or rejection of appointments proposed by the County Executive pursuant to Section 2.03(2) of the Charter of the County of Summit;
- (4) Actions necessary to exercise Council's legislative oversight authority pursuant to Section 3.06 of the Charter of the County of Summit and Chapter 123 of the Codified Ordinances that do not have the force of law; and
- (5) Adoption of the County Council Personnel Manual.

All approved Motions of Council shall be in written form, recite the purpose of the Motion and the reasoning of Council for the adoption of the Motion, indicate the name(s) of the movant(s) and the date of approval by Council, and signed by the presiding officer and Clerk immediately upon adjournment. A Motion of Council may be approved with an affirmative vote of a majority of Council after it has been considered by Council at two Regular Council Meetings. A Motion of Council that has not been considered by Council at two Regular Council Meetings may be approved only by an affirmative vote of at least eight (8) Members of Council. Motions of Council shall be published in the same manner legislation is published as set forth in Section 8.08 of these Council Rules.

## **7.01 LEGISLATION GENERALLY**

- (A) All legislative actions of the County Council shall be exercised by adoption of an Ordinance or Resolution and are subject to the formalities required to be followed for the adoption of legislation as set forth in the Charter of the County of Summit, the Codified Ordinances and these Council Rules.
- (B) All legislation shall be introduced in printed form, except as provided herein, and a copy shall be provided to each Member prior to introduction.

- (C) All legislation shall contain no more than one (1) subject clearly expressed in its title. After legislation has received a first reading, any member of Council may move to divide one piece of legislation into more than one or may move to consolidate multiple pieces of legislation on the same subject into one new piece of legislation. A motion to divide legislation shall specify the ordinance or resolution number to be divided, the tentative numbers to be assigned to the new legislation and shall be accompanied by written drafts of the proposed division. A motion to consolidate multiple pieces of legislation on the same subject into one new piece of legislation shall specify the ordinances or resolutions to be consolidated, the tentative number to be assigned to the new legislation and shall be accompanied by a written draft of the proposed consolidation.
- (D) Legislation shall recite the sponsor, the date of introduction, the date of adoption, the date of approval or disapproval by the Executive, and the date of enactment upon reconsideration if disapproved by the Executive, as applicable.
- (E) Legislation adopted shall be authenticated by the signatures of the presiding officer, the Clerk, and, if approved, by the Executive.
- (F) Following introduction, the Clerk shall maintain all original copies of proposed and adopted legislation in a safe and permanent manner and allow for public inspection of all proposed and adopted legislation and/or provide copies thereof upon request at a cost not to exceed the actual cost of reproduction.

## **8.01 READING OF LEGISLATION**

- (A) All legislation shall be read on three separate days at Regular Council meetings unless this requirement is otherwise dispensed with by the affirmative vote of at least eight (8)



- Members in accordance with the Charter, the Codified Ordinances, and these Council Rules.
- (B) Legislation shall be read by title only.
  - (C) The amendment or substitution of legislation does not require re-reading of the legislation or three (3) readings of the amendment or substitute, so long as the amendment or substitute conforms to the original subject.
  - (F) Upon the affirmative vote of a majority of members of the Council that a piece of legislation shall be divided into more than one or multiple pieces of legislation on the same subject shall be consolidated into one new piece of legislation, the new ordinance(s) or resolutions(s) created by such a vote may be considered for adoption by Council or heard by a Committee of Council as with any other legislation. The division or consolidation of legislation does not require rereading of the legislation or three (3) readings of the new legislation, so long as the divided or consolidated resolution/ordinance conforms to the original content of the legislation as introduced. Original legislation so divided or consolidated shall not appear on the agenda and may not be considered by Council for further consideration or adoption unless submitted to the Clerk of Council as new legislation.

## **8.02 VOTING AND ABSTENTION**

- (A) Voting upon all matters shall be by voice vote, except that a roll call vote may be held on any matter at the discretion of the presiding officer or upon the request by any Member of Council or the Clerk. The Clerk shall record the votes of each Member. Members shall announce any abstention from a vote.
- (B) If one or more Members abstain from a vote in any Council or Committee meeting, the abstention(s) shall not be counted as a negative or an affirmative vote and shall not be used to break tie votes or create a tie vote.

- (C) If all motions, except a motion for adoption of legislation, pertaining to the same matter that is before Council fail to receive the necessary number of votes to pass the motion, then the matter shall be assigned to or be returned to the appropriate Committee for further review. If a motion for adoption of legislation that is before Council fails to receive the necessary number of votes for adoption, the legislation has failed to be adopted and shall not be further considered by Council or any Committee thereof and shall no longer appear on the Council Agenda unless re-introduced as new legislation.
- (D) If all motions pertaining to the same matter that is before a Committee of Council fail to receive the necessary number of votes passage, including a motion for time, then the matter shall remain in the Committee for further review.

### **8.03 TAKING TIME**

In any Council or Committee meeting, any Member may move to postpone further consideration on any piece of pending legislation. Any motion to postpone pending legislation for a time certain must specify the amount of time requested. Motions for time shall be granted upon the affirmative vote of the majority of the Members present. If time is not specified for a definite period of time, it shall be considered that time is only taken until the next meeting.

If time until a date designated is taken, the item shall not appear on any Council or Committee agenda and cannot be brought back to the Council or Committee prior to the time designated unless a motion to resume discussion is passed by a majority of the Members present. After passage of a motion to dispense with time by a Committee or Council the item will be placed on the agenda of the next scheduled meeting of the Council or Committee.

## **8.04 AMENDMENTS TO LEGISLATION**

Council and Committees of Council may consider and approve amendments to legislation. If an amendment is approved by a Committee the amendment does not have to be considered separately at a Regular Council Meeting. Approving an amendment to a piece of legislation does not exclude it from appearing on the Routine Agenda provided for by Section 8.05(D) of these Council Rules.

## **8.05 ADOPTION OF LEGISLATION**

- (A) After receiving at least three readings, legislation may be adopted by the affirmative vote of at least six (6) Members of Council, except as otherwise provided for by these Council Rules, the Codified Ordinances or by the County Charter.
- (B) Legislation necessary for the immediate preservation of the public health, safety, and welfare may be adopted as an emergency by the affirmative vote of at least eight (8) Members of Council.
- (C) Council may dispense with the requirement of three (3) readings by the affirmative vote of at least eight (8) Members and such requirement may be dispensed with at a Regular or Special Council Meeting.
- (D) A consent action creates a procedure, which when incorporated as part of the Council Agenda, is designed to dispose of non-controversial matters on the agenda swiftly and efficiently. Items unanimously recommended by Committee may appear on the Council Agenda under the heading of "Routine Agenda" and shall be read together as a group and approved with one (1) motion and one (1) vote by the affirmative vote of a majority of Council. Any Member may request the removal of any piece of legislation from the Routine Agenda whereupon it shall be considered and acted upon separately. Consent items may also receive less than

the required three (3) readings and such requirement may also be dispensed by one (1) motion and one (1) vote to suspend the rule of three (3) readings for all items appearing on the Routine Agenda with the affirmative vote of at least eight (8) Members of Council.

- (E) Legislation adopted shall be signed by the presiding officer and certified by the Clerk immediately upon adjournment.

## **8.06 EXPIRATION**

Legislation that is not adopted by Council within four (4) calendar months of the date of introduction shall expire and shall be so designated by the Clerk, unless this rule is suspended by the affirmative vote of at least six (6) Members of Council. Expired legislation may be placed again before Council only by submission to the Clerk as new legislation.

## **8.07 RECONSIDERATION OF LEGISLATION**

Reconsideration of legislation disapproved (vetoed) by the Executive shall be undertaken not later than the second Regular Council Meeting following the date the legislation is returned by the Executive to Council and may be undertaken at a special meeting. Enactment of legislation following reconsideration by Council requires the affirmative vote of at least eight (8) Members. If, upon a motion for Council to reconsider legislation vetoed by the Executive at the first Regular Council Meeting following the date the vetoed legislation is returned by the Executive, a motion to override the veto fails to receive the affirmative vote of at least eight (8) Members, no Member of Council may renew the motion for Council to reconsider the legislation at the second Regular Council Meeting following the date the legislation is returned by the Executive to Council.

## **8.08 PUBLISHING LEGISLATION**

All legislation shall be published on the internet and/or posted at 175 South Main Street, Akron, Ohio.

## **8.09 CODIFICATION OF LEGISLATION**

- (a) Council Staff Attorney, with assistance by the Clerk of Council, shall regularly compile the legislation of the County as enacted by the Council into a code or compilation of laws in book form by title, chapter and section, without substantive change or alteration of purpose or intent. Legislation so codified and arranged in book form and known as “The Codified Ordinances of the County of Summit” (Codified Ordinances) shall be certified as correct by the Clerk of Council and the County Executive following approval and adoption by Council.
- (b) Codification and Revision of Laws
  - (1) The Staff Attorney shall include for codification all laws of permanent or general nature enacted by the Council and assign permanent numbers as provided by law to all new titles, chapters and sections added to the Codified Ordinances;
  - (2) The Staff Attorney shall edit and revise the laws for the consolidation, only to the extent deemed necessary by the Clerk and Council Staff Attorney without changing the meaning of the law and consistent with Council Rules, these Codified Ordinances, and general law, in the following respects:
    - A. Make capitalization uniform with that followed generally in the Codified Ordinances;

- B. Make chapter or section division and subdivision designations uniform with that followed in the code;
  - C. Substitute for the term “this ordinance,” if necessary, the term “section,” “part,” “code,” “chapter,” or “title” or reference to a specific section of an ordinance the proper code section or chapter numbers, as required;
  - D. Substitute the proper calendar date for “effective date of this ordinance,” “date of enactment of this ordinance,” and other phrases of similar import;
  - E. Correct manifest errors in references by chapter or section number to other laws.
- (3) The Staff Attorney may omit from the Codified Ordinances all titles to ordinances, enacting and repealing clauses, statements of facts, findings of fact, preambles, effective dates, and declarations of emergency and severability unless, in a particular instance, it might be necessary to codify that portion of the ordinance to preserve the full intent of the law.
- (4) Historical Records
- A. The Staff Attorney shall prepare and maintain full historical records showing the enactment, amendment, revision, supersession, and repeal of various sections of the Codified Ordinances.
  - B. This Subsection shall not apply to ordinances and resolutions adopted prior to enactment of this Chapter.
- (5) Following the regular compilation and revision of laws by the Staff Attorney and Clerk of Council into Codified Ordinances and the approval and

adoption of such Codified Ordinances by Council pursuant to this Section, the Clerk shall publish a notice of the enactment of such approval and adoption. The notice shall contain the number and the title of the Ordinance approving and adopting the Codified Ordinances and shall state that a complete copy of the Codified Ordinances is on file with the Clerk and the County law library and that copies are available at cost.

- (6) Notwithstanding the above, if the Codified Ordinances approved and adopted by Council pursuant to this Section include content that has not theretofore been published, the Clerk shall also include a complete reference to such content in the notice required by subsection (5) of this Section.

## **9.01 COMMITTEES**

The President of Council shall assign all legislation and/or any Motions of Council pending before Council to a standing Committee of Council for review and recommendation. Standing Committees are hereby established for the following purposes:

(A) Committee-of-the-Whole

Consists of all eleven (11) Members of County Council. Reviews and makes recommendations on legislation and policy issues of interest to the entire Council.

(B) Public Safety and Justice Committee

Reviews and makes recommendations on legislation concerning safety, requests for liquor permits, traffic, fire protection, courts, probation, public defender services, regulation of hazardous materials, public protection, consumer protection, animal control, public health, wireless communications, domestic violence, community based corrections facilities, medical

examiner, emergency management and issues relating to the County Sheriff, the Clerk of Courts and the County Prosecutor.

(C) Health & Human Services Committee

Reviews and makes recommendations on legislation concerning the County Department of Job and Family Services (DJFS), including the annual DJFS budget, appropriations and transfers, capital improvements, and interaction with the federal and state governments and the delivery of services. Reviews and makes recommendations on legislation relating to the Summit County Board of Mental Retardation and Developmental Disabilities (MRDD), the Summit County Alcohol, Drug Addiction & Mental Health Services Board (ADAM) and the Summit County Children Services Board (CSB) including the annual budgets of these agencies.

(D) Finance Committee

Reviews and makes recommendations concerning all annual budgets, except the budgets for DJFS, MRDD, ADAM and CSB. Reviews legislation concerning county debt, including bond and note legislation, changes in taxation and fees, except fees relating to the Department of Environmental Services, the Veteran Service Commission, and other matters relating to the financial position of the County.

(E) Personnel and Intergovernmental Committee

Reviews and makes recommendations on legislation relating to County personnel procedures and practices, including the classification, compensation, recruitment, training and discipline of employees and legislation relating to collective bargaining. Reviews and makes recommendations on legislation concerning governmental entities, community merger issues, incorporation issues, Community Development Block



Grant Projects and Solid Waste Disposal proposals. Reviews and makes recommendations regarding Executive appointments to boards, agencies, commissions and authorities pursuant to Section 2.03 of the Summit County Charter.

(F) Public Works Committee

Reviews and makes recommendations on legislation concerning water, sewer and other Department of Environmental Services (DOES) projects and fees, and projects of the County Engineer, including roads, bridges, storm drains and ditching projects, as well as the purchase or lease of equipment by these departments, and the construction or lease of facilities for or by these departments in accordance with established purchase procedures.

(G) Planning, Buildings & Economic Development Committee

Reviews and makes recommendations on legislation concerning master plans for the County, subdivision regulations, building codes, and other regulations of private development, annexations, plats, road dedications, road vacations, construction of County buildings, transfer or lease of real property by or for the County, except those relating to the DJFS or DOES. Reviews and makes recommendations on legislation concerning the Port Authority, Enterprise Zone Agreements, Department of Building Standards, internal revenue bonds, utilities, Northeast Ohio Joint Office of Economic Development, Northeast Ohio Trade & Economic Consortium, Northeast Ohio Four-County Regional Planning & Development Organization and the Community Improvement Corporation.

- (H) Rules Committee  
Reviews rules and procedures of Council; reviews proposed charter amendments; reviews legislation and makes recommendations on legislation relating to lawsuits and other matters posing special legal or procedural questions; reviews and makes recommendations on legislation amending the Codified Ordinances.
- (I) Long-Term Planning Committee  
Establishing a shared direction and focus for the County in order to improve the integration and coordination of internal activities, allocation of resources, and delivery of services to residents; identify emerging trends in county government; review and measure the progress of meeting major long-term goals and objectives as a chartered county; and to establish Council's annual legislative agenda.

## **9.02 COMMITTEES GENERALLY**

- (A) Committee Membership shall consist of at least three (3) Members for each standing Committee.
- (B) A quorum of each Committee shall be a majority of the Members of the Committee and shall constitute the number of Members competent to transact Committee business in the absence of other Members of the Committee.
- (C) Membership on Committees shall be for a one (1) year term and shall be established by Motion of Council upon recommendation by the Council President no later than the second Regular Council meeting of each calendar year.
- (D) Committee Chairs shall be selected by the same procedure as for Committee Membership. A Committee Chair shall preside over all meetings of the Committee, may call for special meetings and workgroups of the Committee with the concurrence of at least one other Member of the Committee,

- and may establish goals of the Committee with the input of the Committee membership.
- (E) The President of Council shall not serve as a Committee Chair unless such service is determined necessary by Council. If such service is determined necessary, the President shall not, while serving as Committee Chair, present any report or recommendation to Council unless no other Member of the Committee is present.
  - (F) Committee recommendations and reports may be made verbally or in writing. Only members of a Committee may vote on recommendations. At the discretion of the Chair of the Committee, Members of Council who are not member of a Committee may take part in the discussion of the Committee.
  - (G) Committee recommendations and reports shall be advisory only and shall be used by Council in its deliberations.
  - (H) Committees may add items to the agenda with an affirmative vote by a majority of Committee Members present.
  - (I) Before the expiration date of legislation as set forth in Section 8.06 of these Council Rules, any Committee Member may move at any time to continue to deliberate on a piece of legislation before the Committee without recommendation or report, and such motion may be approved by the affirmative vote of a majority of the Members of the Committee.

### **9.03 AD HOC COMMITTEES**

Committees may be established on an ad hoc basis as determined to be necessary by Council. Membership of Ad Hoc Committees shall be established by Motion of Council on the recommendation of the Council President.

## **9.04 SPECIAL COMMITTEE MEETINGS**

- (A) Notice of any Special Committee Meeting called pursuant to subsection (B) hereof shall be given to all Council Members not later than twenty-four (24) hours prior to the time of such meeting unless there is an emergency. Such notice shall be given verbally or by electronic mail.
- (B) Special Committee Meetings may be called by the Committee Chair and at least one other Member of the Committee, upon delivery to the Clerk of a written request specifying a time and place and the purpose of such meeting (Request), together with the titles of any proposed legislation or topics for discussion.
- (C) The Clerk shall post a copy of the Request specifying the time, place, and purpose of any such meeting.
- (D) Special Committee Meetings shall be solely for the consideration of matters set forth in the Request.
- (E) Special Committee Meetings shall be held at the Council Chambers located in the Ohio Building at 175 South Main Street, Akron, Ohio, unless otherwise designated.

## **10.01 OPEN MEETINGS AND EXECUTIVE SESSION**

All meetings of Council or any Committee thereof shall be open to the public as required in Section 5.03 of the Summit County Charter and Section 121.22 of the Ohio Revised Code (ORC).

Notwithstanding the above, the Council or any Committee of Council may hold an Executive Session under the provisions allowed by ORC § 121.22 as amended. Any Member may move to adjourn to an Executive Session during a meeting. The motion to adjourn shall be specific as to the matters to be discussed during the Executive Session. A second is required. Following the motion and a second, there shall be a roll call vote. The Clerk shall record the votes of the roll call and the vote shall be included in the

minutes of the meeting. Following these procedures, the Council or any Committee thereof may adjourn to an Executive Session upon the affirmative vote of a majority of the Members present.

## **10.02 NOTICES**

- (A) Prior to all regularly scheduled meetings of Council or any Committee thereof, the Clerk shall distribute the Agenda of any such meeting, including meeting dates and times, by electronic mail to any person who has requested such information. All meetings shall be held at the Council Chambers located in the Ohio Building at 175 South Main Street, Akron, Ohio, unless otherwise designated on the Agenda.
- (B) The Clerk shall promptly post notice of the time and date of the continuation of a Regular or Special Council Meeting or a Committee meeting where the business of the meeting is not completed and the meeting is continued to a different day.
- (C) The Clerk shall notify any person or news media organization of all Special Council Meetings or Special Committee Meetings that has requested advance notice of such meetings. The Clerk may provide such notice verbally or by electronic mail.

## **11.01 MINUTES**

Copies of minutes shall be available to each Member prior to approval, and if amended or corrected, copies as amended or corrected shall be available to each Member. Approved minutes of Council shall be recorded in a book for that sole purpose known as the "Journal Entries of Charter Government," which shall constitute part of the record of proceedings of Council. The record shall include for all legislation the number, title, sponsor, date of first reading or presentation, committee assignment, date of second reading, date of third reading, or date of dispensing with the three

reading requirement, the date of adoption or failure to adopt, and a summary of the discussions. Copies of minutes shall be available to the public at a cost not to exceed the actual cost of reproduction.

## **12.01 REQUESTS TO ADDRESS COUNCIL**

The public is invited to address Members of Council on legislation pending before Council or on other matters affecting the County. The Council encourages the public to direct any address or presentation to the applicable Committee of Council during a scheduled meeting of that Committee. Requests to address a Committee, other than by the Executive or the Executive's designated personnel, on any agenda items or new business, shall be delivered or communicated to the Clerk of Council in writing at least fifteen (15) minutes before the start of the Committee meeting. The request shall include the name of the requesting party and the topic or legislation number on which the party wishes to speak. Any address or presentation to a Committee by any person(s) shall not commence until such person(s) is called upon by the Committee Chair and such address or presentation shall be limited to three minutes, although such time may be extended at the discretion of the Committee Chair.

The prior notification requirement may be waived by the Committee Chair and the Chair may recognize any citizen at her or his discretion. The Chair shall require the citizen provide her or his name and address for the record. (M-035-2008)

It is within the discretion of the President of Council whether members of the public will be permitted to address Council during a Regular Council Meeting. If a member of the public wishes to address Council during a Regular Council Meeting, the person shall make prior arrangements with the Clerk of Council. After making such prior arrangements with the Clerk, a person may address Council at Caucus after being called upon by the President of Council and shall limit such address or presentation to three

minutes, although such time may be extended at the discretion of the President.