



CLEVELAND HEIGHTS

**Council Committee of the Whole
August 17, 2026
6:00 PM
City Hall – Executive Conference Room**

Agenda

- 1) Call to Order/Roll Call**
- 2) Legislative Review/Caucus (40 min)**
- 3) Continued Discussion of Council Rules (30 min)**
 - a. Working Draft - Council Rules
 - b. Working Draft - Council Legislative Process
- 4) Finance Department Update (10 min)**
 - a. Special Assessments
 - b. Budget Hearing Schedule/Update
- 5) President's Update (10 min)**
- 6) Other**
- 7) Adjourn**

COUNCIL RULES AND CODE OF CONDUCT

Do we want to delete the word “Rules”?

CLEVELAND HEIGHTS CITY COUNCIL

As a member of the Cleveland Heights City Council, we are considered representatives of our constituents. The City of Cleveland Heights’ residents support and expect that their elected officials are committed to the highest ideals, quality service, and proper conduct.

The following Rules and Codes of Conduct are submitted to provide Council members with standards that will help us strive to do the City’s work while functioning professionally to help the City thrive.

Respect and Civility: All members of the Cleveland Heights City Council are expected to conduct themselves with utmost respect and courtesy and politeness towards fellow council members, staff and members of the public. ~~These standards should be followed whether in meetings, on emails, in public and on social media.~~ Members should **be encouraged to** refrain from engaging in any situation where their own values and beliefs are challenged. **These standards should be followed whether in meetings, on emails, in public and on social media.**

Adhere to Council Procedures: Council members must adhere to established meeting procedures and guidelines. Disruption of Council procedures or failure to follow established protocols may result in penalties administered by the **Council President**. Members shall conduct themselves in a professional and respectful manner, during council meetings and related activities, foregoing any personal attacks, offensive language or disruptive behavior such as (unnecessary whispering and cell phone usage). ~~Maybe the entire Council/Roberts Rules.~~

Respect for Public Input: Members shall listen attentively to public comments and respect the rights of citizens to express their opinion. Council members shall **refrain from interrupting or showing disrespect to members of the public.** ~~And each other.~~

Ethical Standards: Council members are expected to uphold high ethical standards and avoid behavior that brings disrepute to the council or the city. Council members shall avoid any appearance of Conflict of Interest by

publicly disclosing on the official records any direct or financial interest or other personal or private right he or she may have in any legislation pending before Council prior to passage of said legislation.

Communication and Accessibility: Council members shall maintain open lines of communication with constituents and shall be accessible to the public when convenient for the Council member. Communication updates on council activities and decisions shall be provided through official channels. ~~Council comments during Regular Council Meetings should directly relate to the business of the City of Cleveland Heights rather than personal reflection or commentary.~~ **Comments recognizing outstanding citizens and events shall be acceptable during Council Comments.** Members are asked should not to give any speeches that can be construed as campaigning during public meetings.

Collaboration and Teamwork: Council members are expected to work collaboratively with fellow council members, city staff and community shareholders to encourage an environment of teamwork and mutual respect.

Responsible Use of Resources: Council members shall use city resources responsibly and effectively. Members should be respectful of staff availability when requesting information and or meeting attendance from the Administration. Any use of public funds for personal gain or benefit is strictly prohibited.

Compliance With Legislative Processes: Members shall adhere to established legislative processes, including voting procedures and parliamentary rules, obtaining advice from the law director when necessary. **Council's current Legislative Processes are included as Exhibit A.**

Continued Professional Development: Council members shall make a good faith effort to stay informed about relevant issues and participate in ongoing professional development opportunities in order to continually strive to enhance their knowledge and skills for effective governance. Council members must complete any coursework required by the State of Ohio for elected officials and ask the Clerk of Council to maintain the records of that coursework for compliance purposes.

Attendance Requirements: Council members are expected to attend scheduled regular or special Committee of the Whole and regular or special Council Meetings. If members have a conflict, they must notify the Council President. If members miss meetings more than _____? Times in one year, they may be subject to a penalty as determined by the Council President.

Penalties that can be applied as determined by the Council President:

Verbal Warning: A council member may receive a verbal warning for a first-time minor violation of the rules.

Written Warnings: Persistent or more serious violations may result in a written warning issued by the Council President or designated authority.

Censure: In case of continued non-compliance or serious breaches of conduct, the council may vote to censure a member formally expressing disapproval.

Loss of Privileges: Council members who constantly violate rules may temporarily lose certain privileges, such as Committee appointments, the right to propose, monitor or speak during meetings.

Penalty: Investigation and removal. Allegations of serious misconduct may be referred to the Ethics Committee for investigation; removal from Council may be considered based on the Committee's finding. Please refer to Cleveland Heights City Charter, Article 111, Section 3.

Sources for this document: Dublin City Council Member Code of Conduct and an unadopted draft of Cleveland Heights Council rules from 2024.

Respectfully submitted by: Gail Larson, 5/1/2026

Proposed Council-initiated Legislation Process

1. Legislation is assigned to a Council member to take the lead in developing (Sponsor). Legislation can be assigned by Council President, by consensus in a Committee of the Whole meeting, or by volunteering to take the lead and approved by the Council President. [Edit if necessary after Chapter 111 edits are adopted]
2. Sponsor pre-work:
 - a. Assesses legislative history if any (amending prior legislation? Previous Council discussions but no legislation drafted? What work has already been done by City staff?)
 - b. Has initial discussion with appropriate City administration department on proposed idea for legislation to discuss legislative parameters, community engagement considerations, process required for passage, and potential timeline
 - c. Obtain relevant example(s) of the proposed legislation that another municipality or government entity has approved, if applicable.
3. Sponsor drafts summary email or memo including all relevant pre-work information. [Potentially a fillable form created by the Law Department.]
4. Sponsor sends summary email/Law Department Form to Legislation@clevelandheights.gov and all Council members, CCs relevant City department heads Legislation email already includes: *Deanna Bremer Fisher, Clerk, Mayor and Administrator are all part of the Legislation email.*
5. Law Department responds promptly with initial feedback on the propose legislation including content and process comments and suggestions. Law Department should also include their feedback on the legislative timeline if applicable:
6. Council Clerk adds the proposed legislation to the Legislation Tracker the Council Clerk maintains
7. Council leadership puts proposed legislation on the next Committee of the Whole meeting following the Council member's receipt of the Law Department's feedback as a discussion item for 5-7 minutes of introduction to Council.
8. CoTW Agenda Item (Public or Executive Session):
 - a. Sponsor presents pre-work information, including non-privileged Law Department feedback
 - b. Council provides brief input as to process, legislative parameters, timeline
 - c. Mayor/Administration provides brief input as to process, legislative parameters, timeline
 - d. Sponsor communicates at the same CoTW meeting how the proposed plan will be updated as a result of that discussion
9. Sponsor revises legislative plan bases on the CoTW feedback and emails legislation@clevelandheights.gov with the updated information, with the same CCs as initially.
10. Legislative process follows the updated plan as outlined in the email.
11. Council Clerk ensures proper calendaring of agreed upon timeline, any relevant agenda additions, and any public meetings, and updates Legislation Tracker.