



CLEVELAND HEIGHTS

Administrative Services Committee

April 29, 2024

4:00 PM

City Hall – Executive Conference Room

Administrative Code, Board & Commission Appointments, Charter Review, Salaries & Benefits

Council members

Chair: Craig Cobb | Vice Chair: Jim Petras | Member: Tony Cuda

Agenda

- 1) Call to Order/Roll Call**
- 2) Chapter 111**
 - a. Committees/Appointments
 - b. Council Member Elect - Potential Legislation (Jim Petras)
- 3) New Business/Other**
- 4) Adjourn**

Proposed Amended 111.11

111.11 COMMITTEES.

(a) Council may provide from time to time by resolution for such standing and special committees of Council members as the business of Council may require. The President, by virtue of his office, shall be a member and chairman of all committees whenever he attends their meetings and desires to so act. In the absence of provision to the contrary, the President shall appoint members of the committees and the member first named shall act as chairman of the committee when the President does not attend and act. A majority of the appointed members shall constitute a quorum. Vacancies in committee membership shall be filled by like appointment.

(b) Council may provide from time to time by resolution, citizens advisory committees. The resolution establishing a citizens advisory committee shall declare the purposes and functions of the committee, its duration, the number of members of the committee, all of whom to be appointed by a majority vote of the council unless otherwise set forth in the resolution. A good faith effort shall be made to have all appointments reflect the City's goal of racial, social and geographic diversity.

(1) Notice of the fact that a committee has been created or that a vacancy has occurred due to resignation or expiration of a term shall be published on the City's website and announced at Council meetings at least four weeks prior to Council meeting to consider making any appointment. In the case of an emergency, a temporary interim appointment may be made.

(2) All persons interested in serving on any committee shall be required to submit to Council an application for appointment containing such information on their background and qualifications as they deem appropriate. All applications timely submitted shall be reviewed by Council before any vote to appoint is made.

(3) To the extent this provision does not conflict with any existing ordinances or resolutions, Council may remove any appointed member who misses a majority of Committee meetings in a calendar year and declare the position vacant. For good cause shown, Council may remove any appointed member for disruptive conduct or behavior. Any vote to remove shall require 5 votes of Council.

(4) All Committee meetings shall be governed by Robert's Rules of Order and shall comply with Ohio Open Meetings Act, R.C. 122.121 and Ohio Public Records Act, R.C. 149.43.

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Proposed:

ORDINANCE NO. XXX-2024(AS), *First Reading*

By Councilmember Petras

An Ordinance amending Section 111.10 of Chapter 111 of Title Three of the Administrative Code of the Codified Ordinances of the City of Cleveland Heights.

WHEREAS, the time between a person being elected to Council and being sworn in as a member of Council is critical to that person's preparation for work as a member of Council; and

WHEREAS, meetings of Council, Council Committees and other City boards and commissions, and some communications to members of Council, provide critical insight into City government and its operations that can be useful in such preparation; and

WHEREAS, it is a vital City interest that a person be as prepared as possible when they are sworn in as a member of Council.

NOW THEREFORE, BE IT ORDAINED by the Council of the City of Cleveland Heights, Ohio, that;

SECTION 2. Section 111.10, Clerk, of Chapter 111, Council, of the Codified Ordinances of the City of Cleveland Heights shall be and hereby is amended to enact new Subsection 111.10(c) to read as follows:

The Council Clerk shall provide personal notification of all regular and special Council and Council Committee meetings, in a manner consistent with the requirements of Section 107.03 of the Codified Ordinances but without requirement for request form or payment of any fee, to all persons who have been elected to Council but have not yet been sworn in, together with information about how the monthly calendar of meetings and other public notification of meetings of Council, Council Committees and other City boards, commissions and other similar public bodies of the City, as described in Section 107.02 of the Codified Ordinances, may be accessed on the City's website. The Council Clerk shall also provide such further information as the Council President may direct to such persons. If two candidates for election to City Council receive votes in such

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numbers that an automatic recount would be required under Ohio law, both such candidates shall receive the notifications and information described herein.

SECTION 3. Notice of the passage of this Ordinance shall be given by publishing the title and abstract of its contents, prepared by the Director of Law, once in one newspaper of general circulation in the City of Cleveland Heights.

SECTION 4. This Ordinance shall take effect and be in force at the earliest time permitted by law.

TONY CUDA
President of Council

ADDIE BALESTER
Clerk of Council

PASSED:
Presented to Mayor: _____

Approved: _____

KAHLIL SEREN
Mayor