

RULES OF ORDER GOVERNING THE COUNCIL OF THE CITY OF YOUNGSTOWN, OHIO

I. MEETINGS, PLACE, TIME OF CONVENING, QUORUM, ORDER OF BUSINESS

Rule 1. Meetings – PLACE, All meetings of the Council shall be held in the Council Chambers in the City Hall, unless otherwise ordered by Council.

Rule 2. Meetings – PUBLIC, Except as provided in O.R.C. 121.22 (G) all meetings of the Council or Committees thereof shall be public, and upon request of any Citizen desiring to be heard on any matter, then under consideration by the Council, the Council may, on motion, resolve itself into a Committee of the Whole and hear such Citizen as such period as Council may determine. Persons desiring to be heard by any committee of Council on any matter then under consideration, may by consent of such committee be given an opportunity to be heard thereon. All minutes and records of the Council shall be promptly recorded by the Clerk of Council and shall be open for inspection by the public at all reasonable times.

Rule 3. Regular Meetings – After the Council has met pursuant to Section 7 of the Charter, regular meetings of the Council shall be held in the Council Chambers on the **first and third Wednesday's of each month at *5:30 o'clock p.m. Working sessions and the various committees of Council shall meet on the second and fourth Wednesdays of each month at 5:30 o'clock p.m. Council will announce, as required by the rules, any meeting to be held on a fifth Wednesday. No regular meeting shall be held from the fourth Wednesday in June to the second Wednesday in September, both inclusive. No regular meeting shall be held on a Wednesday following Election Day. When any regular meeting falls on a legal holiday, such meeting shall be held on the following day following, but the Council may adjourn any regular or special meeting to meet at any time within ten days after.

(*amendment 3-1-00) (**amendment 4-6-00)

Notice shall be given of said time and place of said regular meetings of this Council by publication in the Youngstown Vindicator on at least one occasion annually on or before the date preceding the first regular meeting of this Council.

RULE 4. Special Meeting – Special meetings may be called at any time by the Mayor, the President of Council, or any three members of Council upon at least twelve hours written notice to each member of Council, served personally on each member or left at his/her usual place of residence. Such notice shall state the subject to be considered at the meeting and no other subjects shall be then considered unless all members of Council are present.

Twenty-four (24) hours advance notice of said special meeting shall be given to all news media or designated members thereof who file a written request for such notice with the Clerk of Council annually on or before the first regular meeting of Council. Such notice shall be informative as to the time, place and purpose of said meeting.

However, in view of Section 7 of the Youngstown City Charter which provides in part that when a special meeting of council is called, each member of council shall have no less than twelve (12) hours advance notice of such meeting, in the event a Special Meeting of Council is called within twelve (12) to twenty-four (24) hours prior to said meeting, then the news media shall be notified of said meeting within one hour subsequent to the completion of notice to each and every member of Council, provided that any such notice shall be given to the news media no later than eleven (11) hours prior to any such Special Meeting of Council.

All such written requests shall be on a form provided by the Clerk of Council and shall specify the Name, Address and all telephone numbers at which any such news media or its designated representative may be contacted at any time and shall contain like information for any designated alternate representative.

The Clerk of Council shall prepare and maintain a Journal in which to record the written requests for notice from the news media, and shall prepare and maintain a Journal of log in which the time and manner of communication of any such notice to the news media is given. The news media who have requested such notice shall be responsible updating and amending any information necessary for the Clerk of Council to keep said news media informed of such Special Meetings.

Rule 5. Quorum – A majority of all the members elected to Council shall be a quorum to do business, but a less number may adjourn from day to day and compel the attendance of absent members in the manner and under such penalties as may be prescribed by Ordinance.

Rule 6. Order of Business - The business of all regular meetings of the Council shall be transacted in the following order unless the Council, by a majority vote, shall amend the rules and change the order:

- (1) Roll Call of Members
- (2) Allegiance
- (3) Disposal of the journal of the preceding meeting
- (4) Petitions, Communications, Notices, Certifications, etc.
- (5) Reports of standing and special committees
- (6) Reports of various boards, etc.
- (7) Introduction of regular 30 day Resolutions for 1st reading, 2nd reading and 3rd reading

- (8) Introduction of emergency Resolutions for 1st reading, 2nd reading and 3rd reading
- (9) Introduction of regular 30 day Ordinances for 1st reading, 2nd reading and 3rd reading
- (10) Introduction of emergency Ordinances for 1st reading, 2nd reading and 3rd reading
- (11) Miscellaneous Business
- (12) Adjournment

The presiding officer may, at anytime, by majority vote of all members elected to Council permit a member to introduce an ordinance, resolution, or motion out of the regular order.

Rule 6a. - During Miscellaneous Business the President of Council shall first call upon the Mayor and the members of his/her cabinet for remarks; immediately thereafter upon each Councilman for remarks.

II. OFFICERS AND EMPLOYEES OF COUNCIL

Rule 7. Presiding Officer – The President of Council, and in his/her absence the President of Council Pro Tempore, shall preside over the meetings of Council. The President of Council ProTempore shall discharge all the duties and be clothed with all the powers of the President of Council as such presiding officer in his/her absence. The presiding officer shall call all meetings to order at the order appointed and shall proceed with the order of business. If a quorum be present he/she shall give the members an opportunity for correcting the journal of the previous meeting, a copy of which shall be placed on the desk of each member of Council. In the absence of any objection or corrections, the minutes shall stand approved. He/She shall preserve the order and decorum, prevent personalities or the impugning of members’ motives, shall confine members in debate to the question under discussion, shall decide all points of order subject to an appeal to the Council. When in the absence of the President of Council, the President Pro Tempore presides over Council, he/she shall retain his/her vote as an elected representative of his/her ward. He/She shall vote only once and if because of any member of Council’s absence and a tie vote results, the question shall not be resolved until the next Council meeting.

Rule 8. - The Vote Necessary for Election of Clerk and Other Employees of Council. No candidate for Clerk of Council shall be declared elected unless he/she shall have received a majority vote of all members of Council and no person shall be employed by this council except pursuant to majority vote of all the members elected to Council. No vacancy, which Council is authorized to fill shall be filled except pursuant to majority vote of all members elected to Council.

Rule 9. The City Clerk – The Council shall choose a clerk and such other officers and employees as may be deemed necessary and fix their compensation. The Clerk shall keep the record of Council. He/She shall keep a proper file of all papers and documents which is a part of

the transaction of the Council, meetings of committees, and all orders of Council, and shall make such records available to the public. Copies of all ordinances, resolutions, minutes and communications shall be made available upon request to any interested party. The cost of such copies shall be ten (10) cents per page. Said monies shall be payable to the Director of Finance, City of Youngstown, and shall be used to defray the cost incurred. He/She shall be secretary to all committees, but may assign an assistant as secretary to any committee. When directed by any committee He/She shall cause to be kept minutes of each meeting of such committee, which shall be kept in record form and be made available for public inspection. In addition, the clerk shall report to Council the reasons advanced by any member for absence from Council meetings, and shall perform such other and further duties as may from time to time, by charter, statute, or ordinance be required of him. (amended 2/2/66)

Rule 10. Sergeant-At-Arms – (Deleted 3-1-00)

III. COMMITTEES OF COUNCIL

Rule 11. Standing Committees – The standing committees of the Council shall be Finance, Legislative, General Improvement, Public Safety, Public Buildings and Grounds, Parks and Playgrounds, Public Utilities, Off-Street Parking, Public Health and Housing, Community and Economic Development, C.D.A.* (*amended 9/17/97), Education* (*amended 4/22/98 by RES-98-31) and Chevrolet Centre Oversight** (**Deleted ORD-06-276 ~ 11/15/06)

There shall be a committee on standing committees composed for four (4) members of Council. Said committee shall be elected by a majority vote of the entire membership of Council. Said committee is empowered to appoint the chairman, vice-chairman and members of all standing committees.

In the absence of the chairman, the vice-chairman shall preside until the chairman appears and shall discharge all the duties and be clothed with all the powers of the chairman during such absence. The subject matter, which shall be referred to the standing committee, shall be as follows:

- A.** Committee of Finance, to which shall be referred all ordinances, resolutions and other matters relating to finance, indebtedness, appropriations, the payment of monies not provided for by previous legislation, taxation, and all matters pertaining to the Department of Finances, the standardization of salaries and wages, civil service, pensioning of employees and the sale or purchase of real estate.
- B.** Committee on Legislation, to which shall be referred all ordinances, resolutions and other matters pertaining to county, state and federal legislation affecting the City annexations, re-districting, charter amendment, and initiative, referendum and recall petitions; all

matters relating to courts ordinances relating to license, and those imposing fines penalties, forfeitures or imprisonment, printing and advertising.

- C.** Committee on Public Safety, to which shall be referred all ordinances, resolutions pertaining to police and fire, traffic regulations, smoke abatement, nuisance ordinances and matters pertaining to the boxing commission, concessions upon public streets and inspection of buildings, and all matters relating to the enforcement of the building code, to housing, to slum clearance and to zoning.
- D.** Committee on General Improvements, to which shall be referred all ordinances, resolutions and other matters pertaining to street and sewer improvements, pipe lines, elimination of grade crossing, street cleaning, waste collection and disposal matters pertaining to streets, taxes and assessments relating to sidewalk and street improvements and bridges.
- E.** Committee on Public Buildings and Grounds, to which shall be referred all ordinances, resolutions, and other matters relating to all public buildings and grounds owned, leased, or operated by the City of Youngstown.
- F.** Committee on Parks and Playgrounds, to which shall be referred all ordinances, resolutions and other matters pertaining to public parks, public places, public recreation, playgrounds and public baths or beaches.
- G.** Committee on Public Utilities, to which shall be referred all ordinances, resolutions, and other matters relating to the City's water supply, sewage disposal and all matter relating to the Department of Public Utilities, and all ordinances, resolutions and other matters relating to existing or proposed franchises.
- H.** Committee on Off-Street Parking, to which shall be referred all ordinances, resolutions and other matters relating to off-street parking in the City of Youngstown.
- I.** Committee on Public Health, to which shall be referred all ordinances, resolutions and other matters relating to the Public Health of the City of Youngstown.
- J.** Committee on Housing, Community and Economic Development, to which shall be referred all ordinances, resolutions and other matters relating to the city's Housing, Community, and Economic Development.
- K.** Committee on Community Development Agency, to which shall be referred all ordinances, resolutions and other matters relating to the city's Community Development Agency. (added 9/17/97)
- L.** Committee on Education, to which shall be referred all ordinances, resolutions and other matters relating to the city's education. (RES-98-31, 4/22/98)
- M.** **Committee on Chevrolet Centre Oversight, ~~deleted~~ (**~ORD-06-276 ~ 11/15/06)

Rule 12. Committee of the Whole – When the Council shall decide to go into of the Whole, without objection the regular officers shall continue to serve, otherwise, the Council shall appoint a chairman to preside, and the presiding officer of the Council shall leave the chair. The rules of Council, insofar as practicable, shall be observed in the Committee of the Whole, except that no limit shall be placed on the frequency of speaking, that the yeas and nays shall

not be taken and that a motion to rise and report progress shall always be in order and shall be decided without debate.

IV. DUTIES, PRIVILEGES, AND DECORUM OF MEMBERS

Rule 13. Duty to Vote – Every member present shall vote on all questions upon the call of yeas and nays unless excused by the unanimous consent of Council; except that no member shall vote on any question in which in any way involves personal or private rights. Any member present, unless so excused or excepted as above, who refuses to vote upon any question relating to the City government, upon which he/she may vote, when the yeas and nays are being taken, shall be guilty of contempt of the Council, and may for such contempt, be censured by a vote of two-thirds of all the members of Council.

Rule 14. Yeas and Nays – On the passage of every ordinance or resolution and on the appointment of every officer the vote shall be taken by yeas and nays and entered in full upon the records. On any other question the yeas and nays shall be entered upon the records on the request of any member seconded by any other member. Upon the call of the yeas and nays the Clerk shall call the names alphabetically and record the vote.

Rule 15. Change of Vote – Before the announcement of the vote on any measure the clerk shall read the vote so taken upon the demand of a nay member, at which time any Councilman on account of error or for any other reason may change his/her vote. But no Councilman shall be permitted to change his/her vote as recorded after the roll call has been verified and the result declared.

Rule 16. Right of Floor – When any member is about to address the Council, he/she shall raise his/her right hand and wait to be recognized by the presiding officer, and when recognized by the chair, said member may remain seated to deliver his address and shall confine himself/herself to the question under debate, avoid personalities and refrain from impugning the motives of any other member's argument or votes.

Rule 17. Time limitations of Speaking –No member shall be allowed to speak for a longer time than *five (5) minutes at any one time without permission of Council. No member shall speak more than once on the same motion until every other member desiring to speak on that motion shall have had an opportunity to do so. Nor shall neither the Mayor nor any director speak longer than fifteen minutes upon the same motion, ordinance or question without the consent of Council.

Rule 18. Members Called to Order – If any member in speaking or otherwise, transgresses to rules of Council, the President of Council shall call the offending member to order. The member so called to order shall immediately take his/her seat unless permitted by the President

to explain. Any member may, by raising to the point of order call the attention of the President to such transgression. The President without debate shall decide the point of order. Every such decision of the President shall be subject to appeal to the Council by any two members.

Rule 19. Right of Appeal – Any member may appeal to the Council from a ruling of the presiding officer, and if the appeal is seconded the member making the appeal may briefly state his/her reason for the same, and the presiding officer may briefly explain his/her ruling, but there shall be no debate on the appeal and no other member shall participate in the discussion. The presiding officer shall then put the question, “Shall the decision of the chair be sustained?” If a majority of the members vote yeas, the ruling of the chair is sustained; otherwise, it is overruled.

Rule 20. Members may read from books, etc. – Any member while discussing a question, may read from books, papers or documents, any matter pertinent to the subject under consideration without asking leave.

Rule 21. Division of Questions – If the question contains two or more divisible propositions, the presiding officer may and upon request of a member shall divide the same; but a motion to strike out a provision and insert a substitute is not divisible.

Rule 22. Personal Privilege – Any member may rise to explain a matter personal to himself, and on stating that it is a matter of personal privilege, he/she shall be recognized by the President, but shall not discuss a question or issue in such explanation. Such explanation shall not consume more than five minutes of time unless extended by the consent of Council. Matters of personal privilege shall yield only to a motion to recess or adjourn.

Rule 23. DELETED (3-1-00)

V. MOTIONS

RULE 24. Purpose and Form. – Motion shall be used only to expedite the orderly transaction of the business of Council and shall not be substituted for Resolutions and Ordinances. The form of all motion shall be “I move that” followed by the substance of the motion. Upon demand of any member shall be reduced to writing. The maker with the consent of the second may withdraw any such motion before it has been amended or voted upon. When a motion is made and seconded the presiding officer shall state it before any debate shall be in order. All motions which have been entertained by the President of Council shall be entered upon the minutes.

RULE 25. Precedence of Motions. – When a question is before the Council no motion shall be entertained except the following:

1. To adjourn.
2. To fix the hour of adjournment
3. For the previous question.
4. To lay on the table.
5. To postpone to a day certain.
6. To postpone indefinitely.
7. To refer to a committee.
8. To amend.

These motions shall have precedence in the order indicated. The motion to adjourn and the motion for the previous question, shall be put to vote without debate; the motion to fix the hour of adjournment shall be debatable only as to the time of such adjournment; all other motion shall be debatable.

Rule 26. The Previous Question – The motion for the previous question shall require a majority vote of all members elected to Council shall be considered only once; may be renewed after intervening business; shall take precedence over all debatable questions and shall be in order to prevent amendment of undebatable questions. When the previous questions is moved and seconded by one other member it shall be put as follows” “Shall the main question be now put?” There shall be no further amendment or debate, but pending amendments shall be put in their order before the main question. If the questions, “Shall the main question be put now?” be decided in the negative the main question remains before Council.

Rule 27. Motion to Lay On The Table - (amended 1/13/65) The motion to lay on the table shall dispose finally of the legislation against which it is invoked and the Clerk of Council shall destroy and dispose of such ordinances six (6) weeks following the date of passage of said motion but a motion to lay a pending amendment to an ordinance or resolution shall not carry the ordinance or resolution with it. Motion to lay on the table shall require a majority vote of all members elected to Council.

Rule 28. Motion To Postpone to A Day Certain. – A motion to postpone to a day certain shall require a majority vote of the members present; shall be subject to reconsideration; may be renewed after intervening business; shall be debatable as to the propriety of the postponement but not upon the merits of the legislation; and may be amended by changing the date. Upon the arrival of the date to which postponed the legislation shall be considered in the regular order of business of that day.

Rule 29. Motion to Postpone Indefinitely – The motion to postpone indefinitely shall have the same effect as a motion to lay on the table, and shall require a majority vote of all members elected to Council. Motion to postpone indefinitely shall not be reconsidered; shall be debatable

and shall open the legislation to debate; may be renewed after intervening business and may not be amended or laid upon the table, and shall be subject to previous question.

Rule 30. Reconsideration – (Amended 1/13/65) After the decision of any question any member who voted with the majority may move a reconsideration not later than six weeks, of any action at the time or any succeeding meetings, provided, however, that a resolution authorizing or relating to any contract may be reconsidered at any time before the final execution thereof. A motion to reconsider shall require the same number of votes as is required to adopt any ordinance or resolution. After a motion for reconsideration has once been acted upon, no other motion for reconsideration thereof shall be made without unanimous consent of the members present.

VI. ORDINANCES AND RESOLUTIONS

Rule 31. Form of Ordinances. – The enacting clause of all ordinances shall be “Be it ordained by the Council of the City of Youngstown” except those submitted by initiative petition, which shall “Be it ordained by the people of the City of Youngstown”. All ordinances before introduction shall be in typewritten form. No ordinance or resolution or section thereof shall be revised or amended unless the new ordinance or resolution contains the entire ordinance or resolution, or section revised or amended, and the original ordinance, resolution, section or sections so amended shall be repealed.

Rule 32. Emergency Ordinances – If any emergency ordinance or resolution fails to receive a three-fourths affirmative vote of all members elected to council, it shall be declared defeated.

Rule 33. Reference To Committee – All Ordinances and Resolutions shall be read by title on the day when introduced unless it be declared to be an emergency measure and unless otherwise ordered by Council shall be referred by the presiding officer to the appropriate committee, which reference shall be announced forthwith, by the Clerk, the Committee, or committees to which so referred shall, after due consideration report the same back with or without proposed amendments and with recommendations for approval or disapproval. When so reported such ordinance or resolution shall, unless otherwise, ordered, be read a second time by title only and laid over until the next meeting of Council when the same shall be read a third time in full and vote taken thereon.

Rule 34. Three Readings – No ordinance or resolution shall be passed until it has been read on three separate days, unless the reading on three separate days has been dispensed with by a three-fourths vote of all members elected to Council. The final reading shall be in full unless a printed copy of the measure shall have been furnished to each member of the Council prior to such reading.

Rule 35. Appropriation Ordinances – Ordinances making appropriations shall be confined to the subject of appropriation. No money shall be appropriated except by ordinance. All ordinances for fixing a tax rate, the appropriation of money, the issuance of bonds, the transfer of money to any fund, or the payment of claims; and all resolutions and ordinances, whereby the City shall become liable for the payment of any money, shall be referred without debate to the finance committee for consideration and report; unless the requirement shall be suspended by majority of all the members elected. The vote of each suspension shall be taken by yeas and nays and entered on the record.

Rule 36. Amendments – It shall be in order to amend an ordinance at any time when not in the hands of a committee; but if amended after its second reading it shall again be read as the second reading thereof, and laid over for further and final action. A majority vote of all members elected to Council shall be necessary for adoption of an amendment to any legislation pending before the Council.

Rule 37. Adoption – All ordinances and resolutions shall require for passage or adoption, at least, a majority vote of all the members elected. The vote of their adoption shall be taken by yeas and nays and entered on the records of the meeting except as otherwise provided in these rules.

Rule 38. Signing Ordinances and Resolutions – All ordinances passed and resolutions adopted by Council shall be signed by the President, attested by the Clerk, and presented forthwith to the Mayor by the Clerk.

Rule 39. Action on Mayor's Veto – When the Mayor refuses to sign an ordinance or resolution or part thereof and returns such ordinance or resolution to the Council with his/her objections, the Council shall at the next meeting following the meeting at which such vetoed ordinance or resolution is returned, if such meeting shall occur not less than one (1) week after receipt of such ordinance or resolutions, proceed to reconsider the same. After the adoption of the motion so to reconsider, the question shall be stated as follows: "Shall Ordinance No.____ (Resolution No.____) be passed or adopted notwithstanding the veto of the Mayor?" Those voting yea vote to over-ride the Mayor's veto. Those voting nay vote to sustain the Mayor's veto. If two-thirds of all members elected to Council vote yea such ordinance or resolution vetoed by the Mayor shall take effect without his/her signature.

VII. ADMINISTRATIVE OFFICERS

Rule 40. Attendance Required – The Mayor and the directors of all departments shall be required to attend the regular and special meetings of Council and shall be provided with seats on the floor of the Council. They shall be required at any such meeting, to answer such questions relating to the affairs of the City under their respective supervision and control as may be put to them by any member of Council. The Mayor shall be entitled to take part in the

discussion on all questions before the Council. The directors shall be entitled to take part in the discussion on all questions relating only to their respective departments.

Rule 41. Reports of City Officers – All ordinances, resolutions, and communications pertaining to matter that come under the supervision and control of the Mayor and Directors of Departments, shall in addition to being referred to the proper committees, be also referred to such respective administrative officers for recommendations and report. Every such officer to whom any such matter is referred shall report it to the Council as the case may be, with recommendations within three weeks after such reference. All reports from city officers suggesting or recommending action by the Council, shall unless otherwise ordered by Council be referred to the appropriate committee for consideration and report, which shall be made without necessary delay.

Rule 42. Status of Pending Measures – The City Clerk shall keep the member of Council informed regarding the status of pending ordinances and resolutions by preparing a weekly report on the status of pending measures giving the following information:

- (a) Number, author and brief title of the ordinances and resolutions pending before each of the several committees.
- (b) Date of introduction, and date when filed with the department and date when returned to the committee.
- (c) Where held at the time of the weekly report.
- (d) The date, hour and place of the next hearing of the several committees and the ordinances or resolutions (by numbers) to be heard by said committees on said date. Copies of said report shall be available to members of Council and administrative departments on Tuesday morning. All ordinances and resolutions to be acted upon by the Council on Wednesday, shall be filed with the City Clerk not later than 12 o'clock noon of the preceding Monday. Resolutions and ordinances filed later than 12 o'clock noon *Friday shall be held until the next meeting of Council. That petitions, communications, notices, certifications, reports, etc. shall be filed not later than 12:00 noon Wednesday. (amended 1/3/66)

VIII. COUNCIL CHAMBERS

Rule 43. Use of Council Chamber – The Council Chamber shall be used for only meeting of the Council or Committees thereof, except where the Council by vote authorizes its use by persons other than city officials. The Clerk, with the written approval of the President of Council, may permit other public officials to use the Council Chambers on public business when not in use by the Council or committees.

Rule 44. Privileges of the Floor – No persons except members of the Council, officers names in rules, reporters for the newspapers, TV and radio and persons invited by the President of Council or members of Council shall be admitted within the bar of the Council Chambers.

Rule 45. Anyone wishing to appear or to speak before Council must submit their written request one week prior to their appearance stating their subject and shall be limited to not more than *five (5) minutes. (2/18/98 passed)

Rule 46. Public Hearings before Council – The Chair shall have the discretion as to the number of speakers, but, no one, shall speak more than five (5) minutes.

Rule 47. All ordinances and resolutions in committee cannot be voted out of committee by majority vote of Council for at least *20 days after it has been referred thereto. (*amendment 3/1/00)

Rule 48. Suspension of Rules – Any provision of these rules may be suspended at any meeting of Council, by a majority vote of all the members elected, except when a greater number is required by law or by the rules. The vote on any such suspension shall be taken by yea and nays and entered upon the records.

Rule 49. Amending Rules – These rules may be amended, or new rules adopted by a majority vote of all the members elected to the Council.

Rule 50. Other Rules – Except as herein otherwise, provided, the proceedings of the Council shall be governed by the City Charter, and Roberts Rules of Order, and it shall be the duty of the presiding Office to adhere to and enforce such rules, together with the rules herein set forth.

Rule 51. Trips of Councilmen – That whenever a Member of City Council deems it necessary to leave the City of official business, he/she shall be required to notify the Clerk of Council in advance of his/her departure, stating the purpose of said trip, where said meeting(s) shall be held, the date of said meetings or, if possible, its itinerary. The clerk will then in turn inform other Councilmen of said trip.

Rule 52. Public Notice – Specific Type of Business –

(1) Any member of the general public may request notice of any meeting of this Council or its committees at which any specific type of business is to be discussed. Provided, however, any and all such requests shall comply with the following:

(a) All requests shall be made in writing and on a form obtained from the Clerk of Council. Any such member of the general public who has requested such notice

shall be responsible for updating and amending any information necessary for the Clerk of Council to keep said person informed as per said person's request.

- (b) All requests shall be accompanied by a fee of twelve dollars (\$12.00) and shall be accompanied by not less than twelve (12) stamped, self-addressed envelopes. It shall be the responsibility of each such person requesting notice to provide the Clerk of Council with the proper postage, and in the event of an increase in the postal rates, the person requesting notice shall be solely and completely responsible for supplying the Clerk of Council with additional postage. Provided, however, such fee shall entitle such person to notice for a period not to exceed twelve (12) months from the date of the application. Should the supply of envelopes provided by such person become exhausted, said person shall not be entitled to further notice until said supply is replenished by said person.
- (2) The Clerk of Council shall immediately establish and maintain a written Journal or other record which shall include but shall not be limited to the names, addresses, telephone numbers, area of interest, and date of application for each member of the general public requesting notice of all meetings at which a specific type of public business will be discussed.
- (a) Regular Meetings – Clerk of Council shall give notice by ordinary U.S. Mail utilizing the stamped, self-addressed envelope provided by each such member of the general public when the particular type of public business in question is to be discussed. The Clerk shall record in his/her journal or log the date and time of such mailing.
 - (b) All other meetings – The Clerk shall attempt to notify each such member of the general public by telephone on not less than two occasions. Where the Clerk fails to reach such person after two such attempts, notice shall be sent by ordinary U.S. Mail utilizing the stamped, self-addressed envelope provided by such person. The Clerk shall Journalize or log the date and time of any such mailing.

Rule 53. CONSENT AGENDA – A consent agenda consisting of any number of resolutions or ordinances may be voted upon. Any council member or the Mayor may remove an item from the consent agenda until the beginning of the Council Meeting.

**- THE FOLLOWING LANGUAGE WAS VOTED ON AT THE YOUNGSTOWN CITY COUNCIL MEETING HELD ON WEDNESDAY, SEPTEMBER 15, 2004 AND WAS ADOPTED BY A ROLL CALL VOTE OF 6 YEAS, NAYS, NONE. (NO COUNCIL MEMBER WAS IN THE SIXTH WARD COUNCIL SEAT)*

***YOUNGSTOWN CITY COUNCIL
CITY OF YOUNGSTOWN
FINANCE COMMITTEE***

*CHAIRMAN – RICHARD ATKINSON
VICE-CHAIRMAN – RUFUS HUDSON
MEMBER – CAROL RIMEDIO-RIGHETTI*

*APRIL 28, 2004
REVISED – 7/14/04
REVISED – 8/12/04
REVISED – 9/13/04*

APPROVED IN COUNCIL 9/15/04
ROLL CALL 6 YEAS, NAYS, NONE.

COUNCIL MISSION STATEMENT

The Mission of the Youngstown City Council is to be effective stewards of Public resources while we represent the values of our Diverse Community. We will provide strong Leadership and engage in active partnership to meet the Needs of Our Community.

SCOPE OF POLICY
CODE OF CONDUCT
PHILOSOPHY STATEMENT

(THIS INFORMATION CAN BE FOUND IN YOUR COUNCIL REORGANIZATION
PACKET – 2004)

FINANCE COMMITTEE MEETING

PART-TIME INTERN:

- A) Monday, Wednesday, Friday
Summer Hours/No Benefits/ 8 hrs. per day
1 hour lunch – 21 hours per week

MEETINGS:

- A) Parliamentary procedure training
- B) Sunshine Law (one training per term of office with all updates sent to Clerk for Council Members and President of Council)
- C) Rule 6 – Order of Business

The business of regular meetings of Council shall be transcribed in the following order unless the Council, by a majority vote, shall amend the rules and change the order:

- 1) Roll call of members
- 2) Allegiance

- 3) Disposal of the journal of the preceding meeting
- 4) Petitions, Communications, Notices, certifications, etc.
- 5) Reports of standing and special committee
- 6) Reports of various board, etc.
- 7) Introduction of regular 30 day Resolutions for 1st reading, 2nd reading and 3rd reading
- 8) Introduction of emergency Resolutions for 1st reading, 2nd reading and 3rd reading
- 9) Introduction of regular 30 day Ordinances for 1st reading, 2nd reading and 3rd reading
- 10) Introduction of emergency Ordinances for 1st reading, 2nd reading and 3rd reading
- 11) Miscellaneous Business
- 12) Adjournment

The presiding officer may, at anytime, by majority vote of all members elected to Council permit a member to introduce an ordinance, resolution, or motion out of the regular order.

Rules 6-A – During Miscellaneous Business the President of Council shall first call upon the Mayor and the members of his/her cabinet for remarks; immediately thereafter upon each Councilman for remarks.

7) Youngstown City Council appoints a Clerk of Council (Clerk) to facilitate management of staff employed by the Clerk's Office.

The Clerk of Council shall be responsible for Administration of Council approved policies and procedures, including the management of daily administrative tasks relative to Legislative responsibilities and supervision of all staff, interns, volunteers, etc, employed or working in the Clerk of Council office. These tasks should include, but not be limited to scheduling personal and annual leave, as well as the development of policies and procedures designed to facilitate the efficient management and operation of the office of Youngstown City Council.

The Clerk of Council will report to the President Pro Tempore and will consult with him/her on daily administration of the Clerk of Council Office.

When unusual or emergency circumstances occur, the President Pro Tempore will consult with the other members of Council within a reasonable time to seek their input and/or advise them of such situations.

FINANCES

A) Individual expenses:

Anything over \$50.00 – approval by the Finance Committee
(individual expenses ~ equipment, travel, Misc., for members
of council)

B) All expenses for travel must be submitted to the Finance Committee for approval prior to any travel. (Example of travel expenses are registration fees, airfare, hotel lodging, meals, mileage, taxis, car rentals, parking etc.)

- a) follow Rules of Council ~ Rule 51 – page 15-16- seek pre-approval from the Finance Committee
- b) determine annual travel conference schedule
- c) City Clerk's Office to make all arrangements payable by the City
- d) Receipts to be turned in within 3-5 days of return
- e) Any member that fails to secure pre-approval shall assume personal responsibility for all expenses incurred. The expenses will not be processed for payment by the City of Youngstown.

CREDIT CARDS

- A) Credit cards must be turned in three (3) days upon returning from City related travel. If a member does not comply, the member's credit card will be canceled.
- B) No person outside the authority of the City Council/Clerk's Office permitted to use or have access to credit cards.

CELLULAR PHONE PLANS

- A) Must review plan/cost

COUNCIL DISCRETIONARY FUND

A) Any expenses from the account will require an affirmative vote of the majority of council (4 MEMBERS)

SCHEDULING OF COMMITTEE MEETING

- A) 2ND AND 4TH Wednesday of the month
- B) Chairman to copy all material with the agenda before the meeting date.

NOTES

SUMMARY

IT IS THE RECOMMENDATION OF THIS FINANCE COMMITTEE TO UPHOLD THE RULES OF COUNCIL IN CONJUNCTION WITH THE ADMINISTRATIVE POLICIES.

RECOMMENDATIONS FROM THIS FINANCE COMMITTEE WILL THEN BE PRESENTED TO THE COUNCIL MEMBERS.

PREPARED BY CAR - 04/28/04
REVISED 7/14/04-8/12/04-9/13/04