

North Canton City Council  
Ordinance, Rules, and Claims Committee

Resolution 10 - 2020

A resolution to adopt Rules for the Council of the City of North Canton, Ohio as attached hereto and incorporated herein as "Exhibit A", and declaring the same to be an emergency.

WHEREAS, Council seeks to adopt uncodified rules that govern the processes and procedures of the body to grant the body increased control over its own affairs and to be more in line with best practices of similar governmental organizations; and

WHEREAS, the current Rules of Council, codified in Chapter 111, Council, of the Codified Ordinances of the City of North Canton shall be amended through Ordinance ### to remove provisions to be governed by these rules.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF NORTH CANTON, COUNTY OF STARK, AND STATE OF OHIO:

- Section 1. That the Rules of Council as attached hereto and incorporated herein as "Exhibit A" are hereby adopted as the Rules of the Council of the City of North Canton, Ohio.
- Section 2. That if a provision of this resolution is or becomes illegal, invalid or unenforceable, that shall not affect the validity or enforceability of any other provision of this ordinance.
- Section 3. That this resolution is hereby declared to be an emergency measure necessary for the preservation of the health, safety and peace of the City of North Canton; and; further necessary to ensure the rules contained herein take effect with the start of the next session of City Council on December 1, 2020, wherefore, provided it receives the affirmative vote of six or more members of Council elected thereto, together with the Mayor's approval, this ordinance shall take effect and be in full force from and after December 1, 2020. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

Passed in Council this 23rd day of November 2020.

Attest: Benjamin R. Young  
Benjamin R. Young, Clerk of Council

Stephan B. Wilder Signed on: 23 November 2020  
Stephan B. Wilder, Mayor

## Rules of City Council

The following rules shall govern all meetings of the Council of the City of North Canton and its committees. If any part of these rules should become contrary to local or state law, it shall be considered immediately void and the Clerk shall have the authority to strike it from the rules without a vote of council.

### Officers of Council

- Rule 1. The Officers of Council shall be elected by the members of Council at the annual organizational meeting of Council according to the following format.
- (a). The President shall be elected before the Vice President.
  - (b). The Chair will open the floor to nominations for the current office.
  - (c). Once all nominations are made the Chair shall close the floor to nominations and may open the floor to debate.
  - (d). The chair shall then call for the roll call vote of each Council member.
  - (e). Election to any office requires four (4) votes. If no member receives four votes the Chair may reopen the floor to deliberation before conducting another vote.
  - (f). The process shall continue until a nominee receives four (4) votes.
  - (g). Once a nominee has received four votes the Chair will instruct the Clerk to certify the election results via written statement and shall appoint the winner to the elected office. The Clerk may use a verbatim transcript of the meeting as the written statement.
- Rule 2. The President of Council shall:
- (a). Preside over Council meetings and public hearings and therein preserve order and decorum;
  - (b). Confine debate to the question under discussion;
  - (c). Decide all points of order;
  - (d). Assign seats at the Council dais; and
  - (e). Supervise the Director of Law, Director of Finance, and Clerk of Council.
- Rule 3. The Vice President of Council shall fulfill the duties of the President in the President's absence.
- Rule 4. A Clerk of Council shall be appointed by a majority vote of seated members of Council and serves until said Clerk resigns, retires, or is removed for any just cause as defined by Council.
- Rule 5. The Clerk or their designee shall be present at all meetings of Council and its committees unless excused by a vote of Council due to appropriate circumstances such as illness or legitimate use of vacation hours.
- Rule 6. The Clerk shall act as parliamentary advisor to the President of Council responsible for assisting in compliance with parliamentary procedure as adopted by these rules.

### Meetings of Council

- Rule 7. Council shall hold an annual organizational meeting upon the call of the Mayor during the first three days of December to elect Officers. (Charter 2.01)
- (a). The Mayor shall preside over the meeting until such time as a President is elected.
  - (b). The Clerk is instructed to, at the direction of the Mayor, publish notice of the time, date, and location of the organizational meeting in accordance with local and state law.
  - (c). The provisions of this Rule shall not be constructed so as to grant the Mayor authority over legislative officers nor Council authority over administrative officers in violation of the Charter's provisions.

- Rule 8. A quorum necessary to conduct business shall be a Majority of all Seated Members of Council.

#### Committees of Council

- Rule 9. The standing committees of Council shall be:
- (a). Community and Economic Development;
  - (b). Finance and Property;
  - (c). Ordinance and Rules;
  - (d). Park and Recreation;
  - (e). Personnel and Safety;
  - (f). Street and Alley; and
  - (g). Water, Sewer, and Rubbish.
- Rule 10. By an affirmative vote of a Majority of Seated Members of Council ad-hoc committees may be established for specified purposes. Such ad-hoc committees shall last until the next organizational meeting of Council.
- Rule 11. Council members shall present to the President of Council her or his preference of committee assignments, in writing, following the Organizational Meeting of Council by a date established by the President of Council.
- Rule 12. The President of Council shall assign committee positions at his or her own discretion by the next regular meeting of Council following the annual organizational meeting, but shall take into consideration seniority, preference, special qualifications, experience, and the best interests of the City, and may alter committee assignments or make special assignments thereafter as needed.
- Rule 13. The Clerk shall cause committee assignments to be publicly posted in City Hall and on the City's website for at least one week after assignments are made.
- Rule 14. The President of Council shall designate one member of each committee as the chairperson and one member as the vice chairperson.
- Rule 15. Committees of Council shall meet upon call by the President or its chairperson subject to Rule 17.
- Rule 16. Committee of the Whole shall meet upon call by the President subject to Rule 17.
- Rule 17. No Committee of Council shall meet without the Clerk having first provided the committee's members and the public with twenty-four hours advance notice of the meeting's date and time.
- Rule 18. All seated members of Council shall constitute each committee of Council and the Presidents shall designate one member as Committee Chair and one member as Vice Chair for each committee.

#### Council Docket

- Rule 19. A matter may be introduced to Council's docket only upon the receipt of a standard Agenda Request, as created and maintained by the Clerk of Council. Only the Directors of Administration, Finance, and Law, the Clerk of Council, and City elected officials may submit such requests.
- Rule 20. Upon a matter's introduction to the Council docket, or upon referral back to Council, the Clerk of Council, under the authority and supervision of the President of Council, shall refer the matter to the proper committee of Council for consideration, or, in matters requiring pre-council approval, to appropriate boards and/or commissions.
- Rule 21. The Clerk shall promptly notify a committee's chair of any items assigned to said committee.

- Rule 22. All matters to be placed on a Committee's meeting agenda shall be reported to the Clerk by 4:00 p.m. on the Tuesday before the meeting. The President of Council may make exceptions to this rule, provided that sufficient time is available to comply with the request.
- Rule 23. All non-legislation matters to be placed on the Council's meeting agenda shall be reported to the Clerk by 10:00 a.m. on the Thursday prior to the Council meeting. The President of Council may make exceptions to this rule, provided that sufficient time is available to comply with the request.
- Rule 24. Legislation may be placed on the Council agenda only upon a motion to move forward, second, and affirmative majority voice vote in a committee of Council as recorded in Council's Journal.
- Rule 25. Legislation will be assigned an official ordinance number in the form of (### - year) by the Clerk upon its placement on the Council Agenda.
- Rule 26. The Council meeting agenda shall be in substantially the following form:
- (a). Call to order;
  - (b). Opening prayer;
  - (c). Pledge of Allegiance;
  - (d). Roll call;
  - (e). Consideration of items submitted for Council approval;
  - (f). Special Presentations
  - (g). Recognition of visitors;
  - (h). Old business;
  - (i). New business;
  - (j). Reports of Directors of Administration, Law, and Finance, City Engineer, Clerk, and Mayor;
  - (k). Reports of Council members;
  - (l). Final call for new business;
  - (m). Adjourn.
- Rule 27. During the "final call for new business" only elected officials may introduce matters for consideration.
- Rule 28. The committee and Council meeting agendas and supporting paperwork such as ordinances, resolutions, committee reports, etc., shall be available to Council, the Mayor, and the Directors of Administration, Law, and Finance by the Thursday before the meeting, or as soon thereafter as possible.
- Rule 29. The Clerk of Council shall present legislation to the Mayor, or their designee for the Mayor's signature, veto, or failure to take action within forty-eight hours of Council having passed the legislation.

#### Other Rules

- Rule 30. All matters of procedure not covered in these rules or applicable state or local law shall be governed by the most recent edition of Robert's Rule of Order Newly Revised (RRoONR) and the Council of the City of North Canton does hereby adopt RRoONR as the council's standard for parliamentary procedure.
- Every municipal election year, following the election, but preceding the organizational meeting, the Clerk of Council shall offer training on RRoONR to all Councilmembers-elect.
- Rule 31. Any proposed amendments to these Rules may be made by a motion to consider from the floor of any regular or special Council meeting. Such motions, upon receiving four favorable votes shall be placed on the agenda for the next scheduled regular Council meeting.

At the next regular Council meeting Council shall vote on whether to adopt the proposed amendments.

Rule 32. As used in these rules

- (a). "Majority" means 51% of Council members at a given meeting wherein a quorum is present, unless otherwise specified.
- (b). "Two Thirds Majority" means 67% of Council members at a given meeting wherein a quorum is present.
- (c). "Seated Members of Council" means all individuals who are currently members of North Canton City Council.