

**Cuyahoga Falls City Council**  
**Minutes of the Ad Hoc Committee Meeting**  
**on Revising Council Rules**  
**April 26, 2010**

**Members:** Diana Colavecchio, Chair  
Kathy Hummel  
Carol Klinger

Mrs. Colavecchio called the meeting to order at 5:00 p.m. All members were present.

The minutes from the March 22, 2010, April 5, 2010 and April 12, 2010 committee meetings were approved as submitted.

Meetings – Executive Sessions

Mrs. Colavecchio presented the final draft of the Meetings section. She said the only change was the omission of the language related to holding an executive session when the City was hiring professionals. Ms. Jones had looked at the O.R.C. on executive sessions and that reason for holding an executive session did not appear there, therefore, it was decided to strike it from our draft.

Voting

Mrs. Colavecchio presented the draft on the Voting section. It was agreed that Section 7.12 on Emergency Measures was to be moved to the Legislation section. No other changes were made.

Legislation

Ms. Jones presented the draft on Legislation. She stated that she will add the Emergency Measures language to the final draft. She will delete 6.2 relating to providing copies to news media and add it to the section dealing with Officers, Clerk duties. The new section related to Publication and Advertising of Council Action will also be moved to Clerk Duties. Mrs. Colavecchio requested that the references to gender be made neutral to conform to the rest of the Rules.

Conduct of Business

Ms. Jones stated that she re-wrote Section 5.4 related to Decorum. After more discussion with Mrs. Colavecchio, it was decided that the Lorain Rules provided a better manner of handling this situation. Therefore, the penalty of 1/26th pay was added. She changed the term “punish” to “reprimand.” Mrs. Colavecchio asked that she also add language to clarify that the member who is being reprimanded be barred from voting on the reprimand in accordance with Miscellaneous rules.

Ms. Jones stated that Section 5.11 is for when a member of the public wishes to speak at Committee. It is similar to when Dante wanted to speak on Totally Cooked. She was not sure whether everyone was o.k. with the 12-hour notification requirement. Mrs. Colavecchio stated a sign-in sheet was discussed at an earlier meeting. Mrs. Hummel felt the requirement of not being able to speak unless they signed in is not practical since someone may hear something during the meeting that may prompt them to want to speak. She does not want to stifle anyone from having an opportunity to speak. Council currently votes to allow people to talk during Council meetings. That is a good thing because it lets people know Council is going outside its normal course of business to allow them to address Council. There would need to be a motion. It lets them know that Council is accommodating their request. Ms. Jones stated she will add the

language “with the consent of Council.” It was felt that perhaps Sections 5.11 and 5.12 should be the same. Ms. Jones stated she will blend the two. Mrs. Hummel stated there is a typo in Item B with the word “instruct.” Ms Jones stated that Sections 5.13 through 5.15 were the same as last week. Mrs. Klinger stated that on the third line in Section 5.13 there are terms “his” and “him.” Mrs. Colavecchio felt a three minute time limit was ok. in Section 5.11 but in Section 5.12, they might need five minutes. Mrs. Hummel agreed with having a time limit. If Council wants to enforce it, they could just cut them off. If not, they can just continue speaking. Mrs. Colavecchio stated Council needed to be fair to this person because they are usually there to speak about something Council may not know is going on in the community. That individual may need more time to talk about it. Mrs. Hummel stated Council would not cut someone off who was giving information in a presentation. Mrs. Colavecchio stated there is no time limit in Committee meeting. Mrs. Hummel does not have a problem with that as long as they get to the point. If not, they get cut off.

With regard to signing in, Mrs. Hummel felt having a pad of paper at the podium was sufficient. Citizens would be asked to sign in when they go to the podium. Ms. Jones asked whether this should go here or under the Clerk’s duties. The Clerk would need to make sure there is a sign-in sheet. Mrs. Klinger felt there should be a sheet when people come in and then the Clerk could take it to the podium. That way people do not have to sign in twice. It was decided to have two sheets—one at the door and one at the podium. Mrs. Klinger felt making the process too tedious could discourage people from talking. Mrs. Hummel suggested the Chairman on Committee night would have to make an announcement. At Planning Commission meetings, a clipboard is passed around the room, but if that was done at a Council meeting, she would be worried it would give the impression that attendance is being taken. Citizens would need to be told it is only for if they wish to speak. Mrs. Klinger suggested trying different things over the next couple of weeks.

Mrs. Hummel stated the 12 hour notice requirement may not be practical because no one wants someone dropping something off at their house at 6:00 a.m. Mrs. Klinger stated that Council would also have the opportunity to override that if it chose to. Ms. Jones stated 12 hours is only when the President gets it. The President then considers it and refers it to a Ward Council member or instructs the Clerk to notify the citizen when they can address Council. Ms. Colavecchio stated when someone comes in, they usually speak during Public Affairs, not during Miscellaneous Business. To speak during Public Affairs, a meeting would have to be called the week before. Perhaps that is the wrong place and they should maybe speak in Miscellaneous Business. Mrs. Hummel stated she has accommodated people by allowing them to speak during her committee whether it has to do with her committee or not. Ms. Jones stated that may be the reason why the President gets to decide to refer to a particular committee person or whether it is for Council as a Whole, like Dante.

Mrs. Colavecchio stated there had been discussion regarding making copies of handouts for each side of the room, and wondered if that was the Clerk’s duties or part of these rules? With regard to copies, Mrs. Klinger stated there should be 12 copies of any presentations prepared for the rail and two copies for each side of the room to circulate, for a total of 14 copies with the exception of the budget which would be presented via audio visual equipment. It was decided this didn’t belong in this section and should be moved to the end of Section 5.8 regarding people presenting to Council. It was also discussed to have signs by the table that say “Agenda,” “Sign In,” and “Council Rules,” or just strip out what the procedure is so people understand how business is conducted and how they can participate if they wish.

The meeting was adjourned at 6:15 p.m.