

# STANDING RULES KENT CITY COUNCIL

(ADOPTED JANUARY 22, 1986; LAST REVISED September 2020)

## I. INTRODUCTION

The Kent City Charter, Kent Codified Ordinances, the Ohio Revised Code, the Ohio Sunshine Laws Open Meetings Act, and the current edition of Robert Rules of Order govern meeting requirements and actions of the Kent City Council.

## II. ORGANIZATION OF COUNCIL

In accordance with Section 5.10 of the Kent City Charter, Kent City Council shall meet at 7:30 p.m. on the first Wednesday in January of each even-numbered year, unless any such Wednesday falls on January 1<sup>st</sup>, in which case this provision shall apply to the second Wednesday in January of such year. The primary purpose of this meeting is for the purpose of organizing the Council.

## III. STANDING RULES

The Standing Rules of the Kent City Council shall be reviewed at the Organizational Meeting of Council, as described in the preceding paragraph. The existing rules or new rules shall be adopted by a vote of the majority (5) of elected members.

### A. AMENDMENTS OF RULES

These rules may be amended by a vote of the majority (5) of elected members.

### B. SUSPENSION OF STANDING RULES

At any time, Kent City Council has the right to suspend these rules of order and procedure by a super majority (7) vote of the elected members.

### C. REPEAL OF FORMER RULES

All former rules of order and procedure of the Kent City Council shall be and the same are hereby repealed and these rules shall take effect and be in force from and after their adoption.

## IV. ROLE OF COUNCIL

### A. POLICY

The Kent City Council is elected to set and monitor the implementation of policy for the City of Kent. The Council shall endeavor to execute all ordinances, resolutions, motions, and actions necessary for the governance of policy. The Council shall meet regularly in various formats to provide thorough public participation in the policy making process. They shall hire a City Manager, in accordance with Charter Section 6.01 of the Kent City Council, to implement policies of the City. The Council shall hire a Clerk of Council, in accordance with Charter Section 5.09 of the Kent City Council, to facilitate the work of Council and legislative administration.

### B. GOAL SETTING

The Kent City Council shall administer a regular process to prioritize the goals of the City. This process shall be done separately, and/or in conjunction with the City Manager and heads of all City Departments.

### C. COUNCIL AUTHORITY

No **one** Councilperson shall have the authority to set policy, to determine a given course of action or to speak on behalf of the Council without the majority consent and approval of the same. All actions on behalf of Council committees must receive a majority vote.

## V. ROLE OF MAYOR.

On October 27, 1995, a legal opinion of the City Law Director was rendered regarding the role of the Mayor/President of Council at Council meetings and is on file in the City Council office. A summary of that ruling is hereby incorporated as a part of these rules:

- A. At meetings of the Kent City Council, the Mayor of the City has the right to:

1. Have a voice and vote in Council proceedings on an issue only in the event of a tie in the approval or disapproval of ordinances or resolutions of the City Council. Conversely, the Mayor shall not voice opinions or give comments on issues unless there is a tie vote by the Council.
2. Preside at all meetings of Council, which includes the following from Roberts Rules of Order, Newly Revised, and including any future amendments to Robert's Rules of Order, on the duties of a presiding officer:
  - a. To open the meeting at the appointed time by taking the chair and calling the meeting to order, having ascertained that a quorum is present.
  - b. To announce in proper sequence the business that comes before the assembly or becomes in order in accordance with the prescribed order of business, agenda, or program, and with existing orders of the day.
  - c. To recognize members who are entitled to the floor.
  - d. To state and to put to vote all questions that legitimately come before the assembly as motions or that otherwise arise in the course of proceedings, and to announce the result of each vote; or, if a motion that is not in order is made, to rule it out of order.
  - e. To protect the assembly from obviously frivolous or dilatory motions by refusing to recognize them.
  - f. To enforce the rules relating to debate and those relating to order and decorum within the assembly.
  - g. To expedite business in every way compatible with the rights of members.
  - h. To decide all questions of order, subject to appeal unless, when in doubt, the presiding officer prefers initially to submit such a question to the assembly for decision.
  - i. To respond to inquiries of members relating to parliamentary procedure or factual information bearing on the business of the assembly.
  - j. To authenticate by his or her signature, when necessary, all acts, order and proceedings of the assembly.
  - k. To declare the meeting adjourned when the assembly so votes or where applicable at the time prescribed in the program, or any time in the event of a sudden emergency affecting the safety of those present.

## **VI. TYPES OF MEETINGS**

The Kent City Council shall meet in the following formats:

- A. Regular
- B. Committee
- C. Public Hearings
- D. Special
- E. Work Sessions

## **VII. MEETING REQUIREMENTS**

### **A. MEETING LOCATION**

In accordance with the Kent City Charter, all meetings of the Kent City Council, including City Boards, and Commissions, shall be within the City corporation limits in facilities that will allow the free flow of information to the public. Approved exceptions to this requirement include declared disasters necessitating locations outside of the City for public safety reasons; joint meetings with other public legislative bodies; and meetings in which no City business is discussed and is intended for educational or recreational purposes only. All meetings of the Council shall be held in the in the Fire Department Training Room, until further notice, unless otherwise approved by a majority vote of the Council.

### **B. OPEN MEETINGS**

The Open Meetings Act requires public bodies to provide openness, notice and minutes. All meetings of the Council, or committees thereof, shall be public to conform to the Ohio Sunshine Laws. All minutes and records of the Council shall be open to the public at all reasonable times.

### **C. TYPES OF MEETINGS**

**1. REGULAR MEETINGS**

After the Council has been organized, regular meetings shall be held in the Fire Department Training Room, until further notice, on the third Wednesday of each month at 7:30 p.m., unless otherwise ordered by motion, resolution, or ordinance. Alterations may be made to the number of meetings by a majority vote of Council, provided the Council has a minimum of one regular meeting monthly. No new items of business will be entertained after 10:00 p.m. unless authorized by a majority vote of the members present.

**2. COMMITTEE MEETINGS**

Committee meetings of the Kent City Council shall be in the Fire Department Training Room, until further notice, on the first Wednesday of each month. The second Wednesday of the month shall be reserved for Committee meetings, if needed. These meetings shall begin at 7:00 p.m. Meetings may be called on nights other than those listed by a majority vote of Council.

**3. EMERGENCY, SPECIAL MEETINGS AND BOARD OF CONTROL**

**a. SPECIAL COUNCIL MEETINGS**

Special Council meetings may be called at any time by the Mayor/President of Council, or any three Council members. (See Codified Ordinances of the City of Kent, Sections 107.04 and 107.05). Notice shall be given to the news media 24 hours in advance of a special meeting. At least twelve hours' notice shall be given to each member of Council, by telephone or served personally on each member or left at their usual place of residence; provided, however, that no such notice need be served on any Council member present at a meeting of Council at which the Mayor/President of Council may give oral notice of the time and purpose of a special meeting. Any such notice shall state the subjects to be considered at the special meeting and no other subjects shall be considered.

**b. EMERGENCY MEETINGS**

In the event of an emergency requiring immediate official action, a special meeting may be held without giving twenty-four hours advance notice thereof to the requesting news media. The person calling such meeting, or any one or more of such persons or the Clerk on their behalf, shall immediately give oral notification or written notification, or both, as the person giving such notice determines, of the time, place and purpose of such special meeting to the news media that have requested such advance notice. The minutes or the call, or both, of any such special meeting shall state the general nature of the emergency requiring immediate official action.

**c. BOARD OF CONTROL**

The City of Kent's Board of Control may be called as needed by the City Manager, with proper notification to Council and the media.

**4. PUBLIC HEARINGS**

The time and place of Public Hearings shall be determined by Council and posted conspicuously by the Clerk on a bulletin board at the Service Administration Complex, 930 Overholt Road, Kent, OH. Public Hearings shall be convened and presided over by the President of Council. Public Hearings shall be limited to comments from the public only.

**5. EXECUTIVE SESSIONS**

All meetings of the Kent City Council shall be held in open session, except those meetings that may be closed for those purposes specified in the Ohio Revised Code §121.22. These purposes include the employment and dismissal of public employees, the performance evaluation of Council's employees, labor negotiations, real property transactions, and consulting with legal counsel on pending or threatened litigation. Any regular meeting, special meeting or committee meeting may be recessed for an executive session. The motion must include the specific provision of the law authorizing the session, and include a roll call vote. ***The Mayor and all members of Council shall maintain the confidentiality of the information discussed in executive sessions.***

**D. AGENDA**

It shall be the duty of the Clerk to post the agenda on a bulletin board at the Service Administration Complex, 930 Overholt Road, Kent, OH, in accordance with the Ohio Sunshine Law, at least 48 hours prior to each Regular Meeting, with a listing of measures to be voted on at the meeting. The agenda shall be posted on the City's website, [www.kentohio.org](http://www.kentohio.org), as a courtesy to the public, allowing for exceptions for those times when the website may not be operational.

**E. MINUTES**

Minutes shall be taken for all Council and committee meetings in accordance with the Ohio Revised Code and Ohio Sunshine Laws. The minutes must give a true reflection of the matters discussed and are to be transcribed within a reasonable amount of time. Minutes **are not required to be a verbatim transcript of the proceedings**, but must include enough facts and information to permit the public to understand and appreciate the rationale behind Council's decisions. Both the draft version and final version of the official minutes approved by members of Council are a public record.

Members of the audience are encouraged to and may submit their pre-prepared statements and/or comments to the Clerk of Council in writing for inclusion as an "attachment" to the minutes.

**F. COUNCIL MEMBER COMMENTS**

Each Councilperson shall be recognized for a three (3) minute period to speak initially on a given issue, and shall be recognized for one (1) minute periods for subsequent rebuttals. The maker of a motion shall be recognized first, followed by the seconder of the motion. All remaining Councilpersons shall have an opportunity to speak to the motion before the proponent addresses the motion again.

At the end of each regular Council meeting, all Council members will have an opportunity to make comments. Comments by Council members shall observe decorum in words and action befitting of a member of the leadership. The image of the entire Council and the confidence and respect of the community is enhanced by such behavior. All council persons should act in a dignified and respectful manner not only during council comments but at all times. Insinuations about unethical behavior, personal attacks and insults, and loud and demonstrative conduct are out of place and demeaning to our Council, staff and citizenry.

The three-minute limit may be extended if requested by a majority of Council before the commencement of the comments.

**G. PUBLIC COMMENT**

In an effort to encourage public participation in policy discussions, the Council shall allow members of the public three (3) minutes to address the council. Persons speaking shall address issues, *not persons*, respecting the office being addressed and the decorum of the meeting.

All members of the public must address Council by: signing in with the Clerk of Council prior to the start of the meeting; using the microphone and/or podium; clearly stating their name and address for the record; facing Council not the audience or any TV cameras during their three (3) minutes of comments; and refrain from prohibited conduct\*\*\*.

Rule G (1) (a), (b) (c), (d) titled "Audience Participation" and Rule G (2) (a)(b) "Prohibited Conduct" will be placed for public viewing with the Clerk of Council on a separate sheet next to the sign-in sheet at each meeting. Each audience member who so addresses Council must adhere to the following:

*(1) Audience Participation:*

*(a) Procedure. Any member of the general public who wishes to address the City during a regularly scheduled Council meeting and Council Committee Meetings must sign-in with the Clerk of Council prior to the start of the meeting. During the "Audience" portion of the meeting. Audience members must first be recognized by the Mayor, called upon by the Clerk of Council from the sign-in sheet, address Council from the podium/microphone stand, clearly state his/her name and address into the microphone for the record, and limit his/her comments to three (3) minutes. Comments may address one or more topics, to a total of three (3) minutes*

*in length unless otherwise specifically authorized by the Mayor. Visitors must and refrain from “prohibited conduct” as identified in Rule (G)(2) of these Rules. The 3 minute time rule shall be monitored by the Mayor.*

*(b) Content. Public comments shall focus on a specific matters within the Council’s jurisdiction. Members of the public are encouraged to present written comments in advance of the meeting, as a way to fully communicate their thoughts on agenda or non-agenda items. When written materials are presented, they should be submitted to the Clerk of Council for distribution prior to the Council meeting. If materials are submitted to the Clerk of Council during or after comments, the materials will not be distributed to Council until after the adjournment of the meeting. Written statements will be included in the minutes as Attachments.*

*(c) Visitors’ Legislative Comments. Visitors may speak on an item of legislation on the Agenda. Visitors must be recognized by the Mayor/President, address Council from the podium, state his/her name and address, and limit his/her comments to the item of Legislation for a total of three (3) minutes in length unless otherwise specifically authorized by the Mayor/President. Visitors must refrain from prohibited conduct as identified in Rule 8 of these Rules. The 3 minute time rule shall be monitored by the President.*

*(d) Remarks Made To Mayor. Remarks shall be made to the Council as a whole and not to any particular member thereof. No questions shall be asked of a Councilperson except through the Mayor. Councilpersons shall not engage in conversation with the Visitor during the Visitors’ portion of the meeting. Visitors’ questions can answered by Council or Administration within a reasonable time after the meeting.*

**\*\*\* (2) Prohibited Conduct**

*(a) No person appearing before the Council shall do any of the following: campaign for public office; promote private business ventures; use profanity or vulgar language or gestures; use language which insults or demeans any person or which, when directed at a public official or employee, is not related to his or her official duties (citizens do have the right to comment on the performance, conduct, and qualifications of public figures); make non-germane or frivolous statements; interrupt other speakers or engage in behavior that disrupts the meeting including, but not limited to, applause, cheers or jeers; engage in behavior that intimidates others; or address the Council on issues that do not concern the services, policies or affairs of the City.*

*(b) The Mayor shall preserve order and decorum at Council meetings. The Mayor may order the expulsion of any person for violation of these rules or any other disruptive behavior. Any person so expelled shall not be readmitted for the remainder of the meeting from which expelled. Any person who has been so expelled and who at a later meeting again engages in behavior justifying expulsion may be barred from attendance at future Council meetings for a specified and reasonable period of time, as determined by the Mayor, not to exceed six months.*

Answers that can be addressed shall be either by the Mayor, Committee Chair, Manager or Staff that may be present. The three (3) minute limit may be extended by a majority vote of council, if requested before commencement of the address. Any portion of the allotted minutes not used may not be deferred to other members of the public. Members of the public may address the Council during Special Council meetings when authorized by a majority vote of those Council members present only.

**H. RECEIPT OF INFORMATION**

If information for a meeting that requires action is not received forty-eight hours (48) prior to the meeting, the information will not be considered unless it is approved by a majority vote of Council.

**I. CORRESPONDENCE.**

The Clerk of Council shall review prior to Council Meeting, all correspondence. No correspondence shall be publicly read that is of an inflammatory nature or that would tend to embarrass, degrade, ridicule or humiliate any person. Correspondence determined by the Clerk to fall within the intent of this rule shall be turned over to the President of Council for disposition and circulation to all members of Council. All correspondence shall be summarized, and none shall be read in full unless requested. No unsigned letters shall be read or summarized.

#### **VIII. AGENDA FOR REGULAR COUNCIL MEETINGS.**

The purpose of regular meetings of Kent City Council is to approve actions authorized by Council's Standing Committees; receive written and verbal communications from the public; refer items for action to Council's Standing Committees, and to allow general comments by members of Council.

The business of all Regular Meetings of the Council shall be transacted in the following order, unless Council by a 3/4 vote shall suspend the rules and change the order:

- A.** Roll call of members
- B.** Opening remarks and Pledge to the flag
- C.** Approval of minutes of previous meeting(s)
- D.** Communications: Written - Audience - City Manager's Report
- E.** Standing Committee Minutes, Reports, and Action Recommended Items
- F.** Special Committee Minutes, Reports, and Action Recommended Items
- G.** Unfinished Business
- H.** New Business
- I.** Mayor's Report
- J.** Adjournment

The Presiding Officer may use discretion in permitting comments from the audience at a time other than as stated in the above order of business.

Any Council member anticipating missing a Council meeting must inform the Mayor/Council President, President Pro Tem, AND Clerk of Council (hereinafter referred to as designees) via phone contact and/ or email to explain their absence and the reason for the absence so a "Motion to Excuse" from the meeting can be made. Leaving a voice mail for 1 of the 3 designees *will not* be considered a method of contact. If the Councilmember is unsuccessful in personally reaching at least 1 of the 3 designees, only then may they contact any other member of Council to explain their absence from the meeting and the reason for the absence. As a courtesy, the contacted Councilmember must share the absence information with the 3 designees *prior to* the start of the meeting.

Any abstention vote shall be counted as neither for, nor against the matter on which the vote is being taken. An abstention is a true "**non**" vote.

Action that is the result of items brought under New Business will not be taken unless it is emergency by nature or with a 3/4 majority (7 members) vote of Council. Items needing Council's action shall be referred to a standing committee to allow ample discussion by Council and the public.

If a majority (5 members) of Council wish to amend any action previously approved by a standing committee, said item shall be referred back to committee for further discussion.

#### **IX. PLACEMENT OF ITEMS ON COUNCIL AGENDA**

##### **A. AUTHORIZATION OF STANDING COMMITTEE**

Items placed on the agenda of Regular Council meetings shall be authorized by the action of one of Council's standing committees.

##### **CITY MANAGER/ADMINISTRATIVE REQUESTS**

The City Manager may place routine and standard items of Council business, Ordinances, or Resolutions on the City Council agenda. Such items include donations by members of the public to various City offices, and routine matters that are considered to be "housekeeping" by nature.

#### **X. LEGISLATION: ORDINANCES & RESOLUTIONS.**

Legislation shall be read by title only unless a request is made by a member of Council to have the legislation read in part or whole. The Clerk must present each member of Council with an electronically formatted copy of the agenda listing the legislation in the order in which they will be considered, and copies of each ordinance and resolution to be considered 48 hours prior to the meeting.

Roll call votes necessary for passage of legislation shall consist of reading of the title of the legislation, then a motion to suspend the rules. Suspension of the rules allows for the suspension of the three required readings of the legislation at three different meetings and is a *non-debatable* motion. A three-fourths (3/4) vote of the Council (7 members) is required for suspension of the rules. If suspension of the rules passes, a motion to adopt the draft legislation shall be made. If suspension of the rules fails, a motion to approve the first reading will be made. Both motions are debatable, and following debate, a vote on either motion, whichever is applicable, will follow.

Legislation passed with the inclusion of an emergency clause will take effect immediately upon passage. All other legislation that does not contain an emergency clause will take effect at the earliest time permitted by law. Legislation written with the emergency clause must be passed by a three-fourths (3/4) of Council (7 members).

The emergency clause may be added automatically to the following Ordinances and Resolutions when drafted:

- A. Annual appropriation ordinance and amendments thereto.
- B. Annual Position Allocation Ordinance and amendments thereto.
- C. Annual tax budget.
- D. Certifying tax rates to the County Budget Commission.
- E. Public Defenders Contract.
- F. Boards and Commissions appointments.
- G. Community Development Block Grant
- H. Local Law Enforcement Block Grant.
- I. Donations.
- J. Recodification of Ordinances.
- K. Any other ordinances, as mandated by ORC
- L. Depositories ordinance
- M. Any other budget item, not subject to referendum pursuant to the Charter that are not new policy issues or an amendment to an existing policy.
- N. Bond and note ordinances
- O. Resolutions.
- P. Any other ordinances that deal with State or Federal deadlines.

The following examples may have the emergency clause added by a majority vote of Council prior to authorization:

- A. Zoning amendments
- B. Dedication of streets
- C. Ordinances to correct Constitutional violations

#### **XI. STANDING COMMITTEES.**

A. All Standing Committees shall be committees of the whole, with all members of Council and the Mayor serving on all committees. Below is a list of the Standing Committees:

1. Community Development
2. Finance
3. Health & Safety
4. Land Use
5. Streets, Sidewalks and Utilities

#### **B. REFERRALS TO COUNCIL STANDING COMMITTEES**

All information presented to Council, either in writing or verbally, during a Council meeting, will be accepted for the official record. Referral of any item to any standing committee of the Kent City Council, for further discussion, shall be done by a majority vote of the Kent City Council at the time it is presented. Decisions as to what is (a) referred to committees; (b) referred to Administration; (c) kept in committee; or (d) deleted from Council's pending list are to be made by a majority vote of Council.

Items requiring the modification or creation of a policy shall be referred to the appropriate standing committee of Kent City Council for further discussion. Items requiring action directly related to an existing policy shall be forwarded by the Clerk to the Administration.

**C. PROCEDURE FOR STANDING COMMITTEES**

The purpose of a committee meeting is to provide a thorough presentation of information necessary for sound debate; to provide an opportunity to obtain comments from the public; and to receive staff recommendations. Committee meetings shall be held at the call of the Chair; Vice Chair, in the absence of the Chair; or by a majority of the committee members. The Clerk shall thereupon forward a Schedule of Committee Meetings for the following week(s) to all appropriate parties and post a copy of such schedule on a bulletin board at the Service Administration Complex, 930 Overholt Road, Kent, OH, in accordance with the Ohio Sunshine Law.

Where necessary, the Chair; Vice Chair, in the absence of the Chair; or a majority of the committee members may call a meeting by scheduling the time and place with the Clerk and thereupon notifying all other Committee Members and other appropriate parties, including all members of Council. Such a meeting shall require twenty-four (24) hour notification.

A majority of the members of a Committee shall constitute a quorum to conduct business.

The concurrence of the majority of a Committee on a given issue shall be necessary to include recommendations on that issue in the majority report of standing committees to the Council.

Committee meetings should be scheduled so that they do not conflict with meetings of other standing committees of Council.

Committee meetings will be held in the Fire Department Training Room, until further notice, preferably on Wednesdays.

No new items of business will be entertained at Committee meetings after 10:00 p.m. unless authorized by a majority vote of Council present.

Committee reports with substantive recommendations should be distributed to members of Council with the Council Agenda and legislation forty-eight (48) hours prior to the Council Meeting at which they will be considered.

If a committee meeting is held immediately before a Council meeting, on the same day, no action shall be taken on any items discussed at the committee meeting during the City Council meeting unless this rule is suspended by a 3/4 (7 members) vote of City Council.

**D. AGENDA FOR COMMITTEE MEETINGS** - Below is the prescribed agenda for committee meetings:

1. Call to order by Committee Chair
2. Presentation of information, by proponent of agenda item
3. Questions from Committee for presenter
4. Questions, comments from public
5. Comments from Mayor
6. Motion
7. Discussion as it pertains to the motion
8. Vote on motion
9. Adjournment

**E. COMMITTEE CHAIRPERSON ROLE**

Council members who serve as Chairperson of Council Committees are under the same guidelines as found in Rule V., Role of Mayor, when wanting to speak to issues before the Committee. However, Chairpersons may step down from their Chair, turning the chair over to another committee member (the Vice Chair) and speak to the issues at hand. Once discussion on that specific topic is completed, the Chairperson may return to the Chair position.

The role of the Committee Chair is as follows:

1. Preside at Committee meetings
2. Coordinate agenda items with the Administration and the Clerk
3. Keep up-to-date on Council pending items
4. Understand and communicate Council's policies related to the Committee's areas of policy.

## **XII BOARDS AND COMMISSIONS**

All announcements or notices for openings on Boards and Commissions shall be advertised using all available methods of communication to the Clerk of Council, including but not limited to the following methods (revised 09/2020):

1. Announcement on Social Media
2. Post on City of Kent website
3. Announcement made by President of Council at City Council Meeting
4. Posting on the Service Administration Complex Bulletin Board
5. Posting on Electronic Community Sign
6. Notify residents in Tree City Bulletin to view vacancies on website and apply there

Applications will be accepted for 30 days. Applicants will be made aware of the deadline to apply and the date when a mandatory in person interview will take place, during Committee Meetings.

Interviews shall be done in the Fire Department Training Room, until further notice, with one candidate at a time, and shall be open to the public. Applicants will be allowed three minutes to make a presentation during their interview. Applicants must appear before Council to be interviewed for all positions, including reappointments (revised 10/2/19).

At the next Regular Council meeting, a motion should be made by a Council member for their preferred candidate. If a majority is in favor of one candidate, the candidate's name will be inserted into the Ordinance. Each candidate must have a majority vote of Council to be appointed to the position. If no candidate has a majority of support, the position will need to be reposted (revised 10/2/19).

## **XIII. COUNCIL EMPLOYEES**

### **A. CITY MANAGER**

The Kent City Council shall communicate as one voice to the City Manager so as to assure a clear direction on policy issues. The Kent City Council shall establish a book of policies to be reviewed annually and as amended as the policy is modified by the actions of a majority (5 members) of Council. The City Manager will endeavor to implement these policies through budget, staffing, and procedures. The Kent City Council shall be responsible for the review of the book of policies, and shall convene regularly to evaluate the progress towards goals and policies.

The Finance Committee shall have direct oversight of the City Manager, and will provide regular opportunities for all members of Council to meeting informally to discuss Council/Manager relations, progress towards goals, and other matters of mutual concern. In accordance with the City Manager's contract, the Finance Committee shall oversee an annual formal review process.

### **B. CLERK OF COUNCIL**

The Clerk of Council is the Legislative Administrator and liaison between the Council, City Manager, administrative staff, and the public, and shall serve to facilitate communication between all parties. The Kent City Council shall periodically review and update, as necessary, the job description of the Clerk of Council. The Finance Committee shall oversee an annual formal review process. Per ORC §705.10, the Clerk, as an Officer appointed by the Legislative Authority, shall "serve during the pleasure thereof" of the Council as a whole. The Clerk of Council's regular duties for the Council as whole shall take precedence over any individual Councilmembers' requests.

With respect to taking and compiling Council minutes, it is further specifically stated herein that:

1. Full titles of draft legislation listed for official record in minutes.
2. Manager's written or oral report typed into record of minutes at the time in the meeting that the Manager presents it.
3. Oral committee reports that are given during Council meeting to be typed into Council minutes at the point in the meeting they are given.
4. Written committee reports either typed into Council minutes at the point they are presented or attached as an appendix to the minute book if they are long.

5. Notation made of comments on issues made by council members, administration or audience members. Comments can be summarized.
6. City Manager, Mayor, and Committee Chair will provide input on Agenda before it is finalized.
7. When an item is referred to a committee or person, referrals should be emphasized for easy reference.
8. Listing of names in a roll call vote, for, against, and abstaining.
9. Attestation signatures required by the Clerk of Council and the Mayor at the end of each original item of Legislation and each set of Minutes. *(Anyone requiring a paper copy of legislation or minutes shall receive a "certified copy" which attests to its authenticity as a true and accurate copy of the original, which will be signed in blue ink by the Clerk of Council, and then officially sealed with the Seal of the City of Kent by the Clerk of Council.)*
10. The Clerk of Council is hereby designated Official Parliamentarian of the City Council.
11. The Clerk of Council is hereby assigned to be the appropriate designee for the Mayor and members of City Council for purposes of fulfilling the training and education requirements of Ohio's public records laws, ORC §149.43(E)(1) and ORD §109.43.

**XIV. TRAVEL POLICY FOR CITY COUNCIL**

Any member of City Council wishing to attend a seminar and/or conference must obtain a City of Kent Travel Authorization Form from the Clerk, secure the signature of five (5) members of Council on the authorization form that includes the purpose of travel; destination; dates of travel; and a breakdown of the estimated cost of the trip. The Travel Policy used for all employees covered under the general compensation plan for all unclassified employees and various classified employees of the City of Kent is attached to these rules and are hereby adopted as the policy to reimburse City Council for travel costs associated with City authorized business trips. A maximum of \$500.00 is allocated annually for each Council Member's travel expenses for attending a seminar and/or conference. If an individual Council member's \$500.00 allocation is anticipated to be exceeded, the five (5) members of Council must agree and sign off on the usage of other members' allocated funds, upon first verifying the availability of those funds with the Clerk.

Any member of City Council who does not win the Primary Election will forfeit their allocation for their final months serving on Council.

**XV. RULES OF ORDER**

The governing rules of the Council shall be *Robert's Rules of Order Newly Revised* including future amendments to Robert's Rules of Order, except where held otherwise in the *Charter of the City of Kent* or the *Standing Rules of Council* or, in which cases the latter shall take precedence.