

**ITEMS TO BE CONSIDERED
AT THE CAUCUS PRIOR TO THE COUNCIL MEETING
TO BE HELD ON TUESDAY, JANUARY 21, 2020
7:00 P.M.**

I. ROLL CALL OF MEMBERS:

II. PLEDGE OF ALLEGIANCE:

III. DISCUSSION:

Note: Item numbers 1 through 3 were moved by motion from the January 14, 2020 Caucus agenda:

1. PROPOSED AMENDMENT TO COUNCIL RULE #4 - PER COUNCIL PRESIDENT VECCHIO.
2. PROPOSED AMENDMENT TO COUNCIL RULE #5 - PER COUNCIL PRESIDENT VECCHIO
3. PROPOSED AMENDMENT TO COUNCIL RULE #9 - PER COUNCIL PRESIDENT VECCHIO.

IV. ADJOURNMENT:

Posted 01/17/20

RULE 4: SPECIAL MEETINGS

Special meetings may be called at any time by the Mayor, President of Council or any three (3) Members of Council, by a written notice, not less than any twenty-four (24) hours in advance. Such notice shall be served personally on each Member, or left at his usual place of residence and shall state the date, time and subjects to be considered. No other subjects shall be considered other than what is stated in the NOTICE OF SPECIAL MEETINGS.

Is hereby amended to read:

Rule 4: SPECIAL MEETINGS

Special meetings may be called at any time by the Mayor, President of Council or any three (3) Members of Council, by a written notice, not less than any twenty-four (24) hours in advance. Such notice **shall be given to each of them personally or electronically by the Clerk of Council. Text message with response will be sent to all Members and if no response is received within a certain time or end of day the Clerk will follow-up with phone call.** The notice shall state the date, time, and subjects to be considered. NOTICE OF SPECIAL MEETINGS.

RULE 4 - SPECIAL MEETINGS

Notices of Special Meetings shall be given to each Member of Council and any City Official requested to attend the meeting by a member of the Police Department. The proof of notification form shall be signed by each member of Council and/or City Official, showing date and hour of delivery, and certified by the Delivering Officer. If the Delivering Officer is unable to obtain certification of delivery after two attempts, he may leave the notice in the mailbox at the residence of the Member of Council and/or City Official and indicate the date and hour with his signature, on the proof of notification form. The signed proof of notification form shall be returned to the Clerk of Council immediately after delivery of the notices.

Is hereby amended to read:

RULE 4 - SPECIAL MEETINGS

Notices of Special Meetings shall be given to each Member of Council and any City Official requested to attend the meeting. **Such notice shall be given to each of them personally or electronically by the Clerk of Council. Text message with request for response will be sent to all Members. If no response is received by the end of day, the Clerk will follow-up with a phone call.**

Rule 5 - Standing Committees

All Regular Standing Committees consisting of the Committee of the Whole shall hold their regular meetings on the second (2nd) and fourth (4th) Tuesdays of each month at 7:30 p.m. Should additional meeting(s) be required, they may be scheduled at the discretion of the President of Council and/or a majority of the Members of Council.

Is hereby amended to read:

All Regular Standing Committees consisting of the Committee of the Whole shall hold their regular meeting of each month at **7:00 p.m.** Should additional meeting(s) be required, they may be scheduled at the discretion of the President of Council and/or a majority of the Members of Council.

Rule 5 - Standing Committees

All Regular Standing Committees consisting of the Committee of the Whole shall hold their regular meetings on the second (2nd) and fourth (4th) Tuesdays of each month at 7:30 p.m. Should additional meeting(s) be required, they may be scheduled at the discretion of the President of Council and/or a majority of the Members of Council.

Is hereby amended to read:

All Regular Standing Committees consisting of the Committee of the Whole shall hold their regular meetings at **7:00 p.m. as per the Council schedule.** Should additional meeting(s) be required, they may be scheduled at the discretion of the President of Council and/or a majority of the Members of Council.

Rule 5 - Standing Committees

The agendas for all Regular Council and Committee of the Whole Meetings shall be prepared by the President of Council and each member of the Committee of the Whole shall have a copy of the agenda at least seventy-two (72) hours in advance in his mailbox at City Hall.

Is hereby amended to read:

Rule 5: Standing Committees

The agendas for all Regular Council and Committee of the Whole Meetings shall be prepared by the President of Council and each member of the Committee of the Whole shall have a copy of the agenda at least seventy-two (72) hours in advance in his mailbox **in the Council office.**

Rule 5 - Standing Committees

Copies of these detailed minutes shall be available to all Members of Council, the Mayor and the President of Council in their mailbox at City Hall and shall be accepted by a majority (4) vote Council at the next regularly scheduled Committee Meeting.

is hereby amended to read:

Rule 5 - Standing Committees

Copies of these detailed minutes shall be available to all Members of Council, the Mayor and the President of Council in their mailbox **in the Council office** and shall be accepted by a majority (4) vote Council at the next regularly scheduled Committee Meeting.

THE STANDING COMMITTEES SHALL BE: (Eight)

FINANCE

To which all ordinances and resolutions shall be referred 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 Finance, the standardization of salaries and wages, civil service, pension of employees, and the sale and purchase of real estate.

PUBLIC SAFETY

To which shall be referred all ordinances, resolutions and other matters pertaining to police and fire, and matters pertaining to concession upon public streets, inspection of buildings, and enforcement of the Building Code.

SERVICE AND DEVELOPMENT

To which shall be referred all ordinances, resolutions and other matters pertaining to street and sewer improvements, switch track and pipe lines, elimination of grade crossings street cleaning, waste collection and disposal matters pertaining to streets, taxes and assessments pertaining to sidewalks and street improvements.

CITY PLANNING

To which shall be referred all ordinances, resolutions and other matters relating to City Planning, the City Planning Commission and new municipal buildings, proposals, etc.

BOARD OF ZONING APPEALS

To which shall be referred all ordinances, resolutions and other matters relating to zoning issues, appeals, etc.

LEGISLATIVE, PUBLIC UTILITY

To which shall be referred all ordinances, resolutions and other matters pertaining to County, State and Federal legislation affecting the City, annexations, redistricting all 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; and the City's water supply, sewage disposal, ordinances and resolutions pertaining to rates to be paid by the City to any public utility for street lighting or other utility services, and to existing or proposed franchises.

PUBLIC PARKS & RECREATION

To which shall be referred all ordinances, resolutions and other matters pertaining to public parks, public places, public recreation, playgrounds, public buildings not specifically related or belonging to some department or division, and to the use of City property and land for public purposes.

AVIATION AND ENVIRONMENTAL

To which shall be referred all ordinances, resolutions and all other matters pertaining to airport; air and water pollution control; some abatement; and other environmental nuisances.

HOSPITAL BOARD OF TRUSTEES
SOUTHWEST HEALTH CENTER

Council shall elect a Trustee to represent the City of Brook Park, and he/she shall serve at the pleasure of Council. He/She will present a report to Council through the President of Council when necessary.

REPRESENTATIVE TO BEREA
SCHOOL BOARD

Council may elect a delegate or committee to represent the City of Brook Park and he/she shall serve at the pleasure of Council. He/She will present a report to Council through the President of Council when necessary.

REPRESENTATIVES IN AIRPORT-
RELATED MATTERS AND AIRPORT
NOISE CONTROL

Council may elect a representative to represent the City of Brook Park and he/she shall serve at the pleasure of Council. He/She will present a report to Council through the President of Council.

is hereby amended to read:

Rule 5 - Standing Committees

Copies of these detailed minutes shall be available to all Members of Council, the Mayor and the President of Council in their mailbox **in the Council office** and shall be accepted by a majority (4) vote Council at the next regularly scheduled Committee Meeting.

THE STANDING COMMITTEES SHALL BE: (Eight)

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To which all ordinances and resolutions shall be referred 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 Finance, the standardization of salaries and wages, civil service, pension of employees, and the sale and purchase of real estate.

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To which shall be referred all ordinances, resolutions and all other matters pertaining to airport; air and water pollution control; some abatement; and other environmental nuisances.

REPRESENTATIVES IN AIRPORT-RELATED MATTERS AND AIRPORT NOISE CONTROL_

Council may elect a representative to represent the City of Brook Park and he/she shall serve at the pleasure of Council. He/She will present a report to Council through the President of Council.

RULE 5 - SPECIAL COMMITTEES

HOSPITAL BOARD OF TRUSTEES - SOUTHWEST HEALTH CENTER

Council shall elect a Trustee to represent the City of Brook Park, and he/she shall serve at the pleasure of Council. He/She will present a report to Council through the President of Council when necessary.

REPRESENTATIVE TO BEREA SCHOOL BOARD

Council may elect a delegate or committee to represent the City of Brook Park and he/she shall serve at the pleasure of Council. He/She will present a report to Council through the President of Council when necessary.

TECHNOLOGY AND INNOVATION APPOINTMENT:

Council shall elect one member of Council to serve on this committee and he/she shall serve at the pleasure of Council. He/She will present a report to Council through the President of Council when necessary.

RULE 9: CONDUCT OF ELECTED AND APPOINTED OFFICIALS AT COUNCIL MEETINGS:

All elected and appointed officials shall at all times during any Regular or Special Council meeting, conduct themselves in a professional manner. They shall not use offensive language to fellow elected or appointed officials or to the attending public. They shall not personally attack either physically or verbally any elected or appointed official. They shall adhere strictly to "Roberts Rules of Order", dealing with Parliamentary Procedure.

Electronic devices of all elected and appointed officials shall be turned off or set on airplane mode during City Council meetings. Use of electronic devices for talking, texting, email or otherwise during City Council meetings is, except for emergency communications, prohibited. It is the City Council's intent to prohibit electronic communications between Members of the Council and other persons during City Council meetings. Prohibiting communications of this type enables the Council to operate with maximum transparency and to avoid any appearance or perception of engaging in discussions or deliberations not open to the public during City Council meetings.

The President of Council shall admonish any elected or appointed officials who shall violate the provisions of this Section by the following action:

1. He shall first call a point of order, so stating the said elected or appointed official is out of order, and in violation of this Section. A record of such violation shall be kept as part of the Council Journal.
2. In the case where such abuse and violation of this Section shall continue during a Council meeting, the President of Council shall request said elected or appointed official to leave the Council floor.
3. Should such elected or appointed official refuse to leave the Council floor, the President of Council shall be empowered to order his removal.

Any elected or appointed official so charged under the provisions of this Section shall have the right to appeal to the entire Council.

The provisions of this Section shall apply equally to the President of Council, except that enforcement of Subsections 1, 2 and 3 of Paragraph 2 of this Rule shall be preceded by a majority vote of the Council upon the action to be taken.

NOTE: Rule 9 shall not be so construed so as to limit or suppress discussion and debate upon motions, resolutions, or ordinances.

is hereby amended to read:

RULE 9: CONDUCT OF ELECTED AND APPOINTED OFFICIALS AT COUNCIL MEETINGS:

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Electronic devices of all elected and appointed officials shall be turned off or set on airplane mode **except for the Clerk of Council using her cell phone or other electronic device(s) for livestreaming purposes** during City Council meetings. Use of electronic

devices for talking, texting, email or otherwise during City Council meetings is, except for emergency communications, prohibited. It is the City Council's intent to prohibit electronic communications between Members of the Council and other persons during City Council meetings. Prohibiting communications of this type enables the Council to operate with maximum transparency and to avoid any appearance or perception of engaging in discussions or deliberations not open to the public during City Council meetings.

The President of Council shall admonish any elected or appointed officials who shall violate the provisions of this Section by the following action:

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2. In the case where such abuse and violation of this Section shall continue during a Council meeting, the President of Council shall request said elected or appointed official to leave the Council floor.

3. Should such elected or appointed official refuse to leave the Council floor, the President of Council shall be empowered to order his removal.

Any elected or appointed official so charged under the provisions of this Section shall have the right to appeal to the entire Council.

The provisions of this Section shall apply equally to the President of Council, except that enforcement of Subsections 1, 2 and 3 of Paragraph 2 of this Rule shall be preceded by a majority vote of the Council upon the action to be taken.

NOTE: Rule 9 shall not be so construed so as to limit or suppress discussion and debate upon motions, resolutions, or ordinances.

Please note: If the proposed Council rule amendments for 4, 5 and 9 are approved by Council the revised rules will include bold and underlined headings: