

CITY OF OBERLIN, OHIO

ORDINANCE No. 24-16 AC CMS

AN ORDINANCE ESTABLISHING THE CITY OF OBERLIN'S CLIMATE ACTION PLAN UPDATE 2024 STEERING COMMITTEE, APPOINTING THE STEERING COMMITTEE'S MEMBERS AND AUTHORIZING THE COMMITTEE'S RULES OF PROCEDURE TO GO INTO IMMEDIATE EFFECT

WHEREAS, the City of Oberlin's Climate Action Plan was last reviewed and updated in 2019, and

WHEREAS, the City of Oberlin's policy is to review the Climate Action Plan and consider appropriate updates as determined by the City Council every five (5) years.

NOW THEREFORE, BE IT ORDAINED by the Council of the City of Oberlin, County of Lorain, State of Ohio:

SECTION 1. That the Climate Action Plan Update 2024 Steering Committee is hereby established to review and recommend updates to the City of Oberlin's Climate Action Plan.

SECTION 2. That the slate of proposed Steering Committee members attached hereto as **Exhibit A** is hereby approved, and the proposed members are hereby appointed.

SECTION 3. That the Committee's Rules of Procedure attached hereto as **Exhibit B** are hereby approved and authorized.

SECTION 4. It is hereby found and determined that all formal actions of this Council concerning or relating to the adoption of this Ordinance were adopted in an open meeting of this Council and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 5. To establish a committee to proceed with the quinquennial review of the Climate Action Plan to facilitate the Council's consideration of proposed updates, and provided that at least five (5) members of Council determine by motion, this Ordinance shall go into full force and effect immediately after its passage; otherwise, it shall take effect on the earliest date allowed by law.

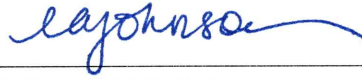
PASSED: 1st Reading: April 15, 2024
 2nd Reading: _____
 3rd Reading: _____

ATTEST:



BELINDA B. ANDERSON, MMC
CLERK OF COUNCIL

POSTED: 04/16/2024



EBONI A. JOHNSON
PRESIDENT OF COUNCIL

EFFECTIVE DATE: 04/15/2024

EXHIBIT A

Proposed slate for Climate Action Plan update 2024 Steering Committee

- 1-Ralph Thompson, resilience, counseling, POWER
- 2-Cindy Frantz, Oberlin College Behavior Change Specialist, POWER
- 3-David Hall, City Schools
- 4-John Petersen, Oberlin College, Environmental Studies, Community Hub
- 5-Eli Butler, OCS, Youth, Greenhouse Gas Inventory
- 6-Sharon Pearson, OBP, Transportation
- 7-Heather Adelman, City Council, Oberlin College, EPA
- 8-Ted Wolner, Kendal, Seniors
- 9-JoAnne Sahli, Environmental Consultant, Industry
- 10-Joe Waltzer, City Council, Business owner
- 11-Jessa New, City Council, Business owner

EXHIBIT B

Rules of Procedure For the Climate Action Plan Update 2024 Steering Committee

PURPOSE:

The purpose of these rules is to establish procedures for the Climate Action Plan Update 2024 Steering Committee (hereinafter referred to as the “Committee”), to ensure the orderly conduct of its meetings.

ORGANIZATION:

1. Election of Chair and Vice Chair: At its first meeting, the members of the Committee shall elect a Chair and Vice-Chair. At that meeting, the Secretary shall conduct the election of the Chair, who, in turn, will conduct the election of the Vice-Chair.

2. Duties of the Chair and Vice-Chair: The Chair, or in the absence of the Chair, the Vice-Chair, shall preside over the meetings. In the absence of the Chair and the Vice-Chair, a member selected by a majority of a quorum of the Committee shall act as Chair for that meeting. The presiding member shall preserve order in the meeting and shall conduct the proceedings in accordance with these rules.

3. Authority to Represent: The Chair or Vice-Chair may represent or speak publicly about the actions of the Committee. No other member of the Committee shall have such authority unless authorized by the Committee. Comments regarding sensitive or legal matters shall be first approved by the City Manager. Unless authorized, any member who speaks publicly about a matter before the Committee shall make clear that they are speaking in a private capacity and not on behalf of the Committee.

AGENDAS:

1. Agenda Required: Each regular and special meeting of the Committee shall have an agenda, with time allotted for each item of business to be considered by the Committee. Only those matters contained in the agenda for a special meeting may be considered.

2. Posting of Agenda: The meeting agenda shall be made available to the general public and posted on the City website at least 72 hours prior to a regular meeting.

3. Order of Business: All business shall be conducted in the same order as it appears on the agenda, except that any addition to or deletion from the agenda must be made as the first act of business at the meeting. No additions to the agenda for a special meeting shall be considered. Any other adjustment to the agenda, for example, changing the order of

business, postponing or tabling actions, may be made by unanimous consent of the members present or by motion passed by a two-thirds vote of the Committee.

MEETINGS:

1. Except as is otherwise provided for herein, the Committee shall conduct its meetings in accordance with the Ohio Open Meetings Act. This means that meetings of the Committee must be open to the public and minutes of those meetings shall be promptly prepared and made available for public inspection.

2. Scheduling, Location and Notice of Meetings: Meetings of the Committee will be scheduled on an as needed basis when it is appropriate for the Committee to review items relevant to the development of the Climate Action Plan update as determined by the Sustainability Coordinator. Unless otherwise posted in advance, all meetings shall be held at the former Prospect School Building, 36 South Prospect Street, Oberlin, Ohio.

3. Quorum: A quorum of the members of the Committee must be present to constitute a meeting. A majority of the members of the Committee shall constitute a quorum. No deliberations or official action may be taken in the absence of a quorum with the exception of the following procedural steps:

- a) End the meeting through a motion to adjourn
- b) Recess the meeting, in an effort to obtain a quorum
- c) Take measures to obtain a quorum such as rounding up members in the hall or contacting members.

4. Passage of Motions: Official actions of the Committee shall be made by motion duly passed by the affirmative vote of at least a majority of the members of the Committee. The presiding officer may request a motion and may vote on all matters before the Committee.

5. Presence at Meeting: A member must be present to be counted for the purpose of determining the presence of a quorum, to participate in deliberations and to cast a vote. Except in the case of a conflict of interest, every member must vote on a matter before the Committee. No member may abstain; however, a member may recuse themselves due to a conflict of interest. A member who is precluded from voting due to a conflict of interest shall take no part in any discussions or deliberations relating to the matter. The fact of any recusal shall be reflected in the minutes.

6. Public Participation: All meetings of the Committee are public.

- a) Each speaker from the public shall first be recognized by the Chair.
- b) Each speaker from the public shall state their name and address.

- c) Comments must be addressed to the presiding member or to the Committee as a whole, and not to any individual member of the Committee or of the public.
- d) Comments shall be limited to 3 minutes and shall relate solely to matters under consideration by the Committee at the meeting.
- e) Additional comments from the same speaker may be permitted by the consent of the Chair only after other members of the public desiring to speak have spoken.

7. Order and Decorum: Order and decorum shall be observed by all persons present at the meeting. Neither members of the Committee, nor members of the public shall delay or interrupt the proceedings or the peace of the meeting or interrupt or disturb any member while speaking. Members of the Committee and members of the public are prohibited from making personal, impertinent, threatening, or profane remarks.

8. Enforcement of Rules: Members of the Committee and members of the public shall obey the orders of the Chair or other presiding member. The Chair may declare a recess, order the removal of any person whose conduct substantially interferes with the conduct of the meeting or take such other action as may be appropriate.

9. Electronic Participation in Meetings: Notwithstanding anything hereby to the contrary, members of the Committee may attend, participate, deliberate, vote and take other official actions in Committee meetings, in whole or in part by teleconference, video conference or other similar electronic technology provided that, (1) notice is provided as required under Ohio law for a public meeting; (2) a quorum is present, whether in person or by the technology employed; (3) in the event that a member appearing by the technology employed is disconnected and such disconnection results in less than a quorum being present, all discussions and deliberations shall be discontinued until that member can be reconnected; (4) the public is able to attend the discussions and deliberations of all of the members present including those participating by the technology employed. All other requirements of the Open Meetings Act shall be applicable. In the event the Committee has established a rule to permit comments by the public that relate to matters before the Committee, the technology employed shall provide a means for members of the public to comment in accordance with that rule.

AMENDMENT AND INTERPRETATION OF RULES:

1. Amendment to Rules: Any amendment of these rules shall first be adopted by a two-thirds vote of the members of the Committee and receive the approval of City Council.

2. Interpretation: In the absence of clear guidance by these rules, applicable portions of the most recent version of Robert's Rules of Order shall govern.

ADOPTED BY CITY COUNCIL: Ordinance No. 24-16 AC CMS