

**CITY OF OBERLIN, OHIO**

**ORDINANCE No 25-13 AC CMS**

AN ORDINANCE APPROVING AMENDMENTS TO THE RULES OF PROCEDURE FOR THE COMPREHENSIVE PLAN IMPLEMENTATION COMMITTEE TO GO INTO IMMEDIATE EFFECT

Be it Ordained by the Council of the City of Oberlin, County of Lorain, State of Ohio:

**SECTION 1.** That the Rules of Procedure for the Comprehensive Plan Implementation Committee as approved by Ordinance No. 24-61 AC CMS be and are hereby amended as approved by the Comprehensive Plan Implementation Committee on February 19, 2025, a copy of which is attached hereto as Exhibit A.

**SECTION 2.** 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 3.** To facilitate the conduct of the meetings of the Comprehensive Plan Implementation Committee, and provided that at least five (5) members of the 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: March 3, 2025

2nd Reading: March 17, 2025

3rd Reading: \_\_\_\_\_

ATTEST:

  
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BELINDA B. ANDERSON, MMC  
CLERK OF COUNCIL

  
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EBONI A. JOHNSON  
PRESIDENT OF COUNCIL

POSTED: 03/18/2025

EFFECTIVE DATE: 03/17/2025

**Rules of Procedure  
For the City of Oberlin Comprehensive Plan Implementation  
Committee**

**PURPOSE:**

The purpose of these rules is to establish procedures for the City of Oberlin Comprehensive Plan Implementation Committee (“Committee”), to ensure the orderly conduct of its meetings

**ORGANIZATION:**

1. Presiding Committee Member & Secretary: The Committee is an ad hoc committee appointed by the City Council whose charge is to make recommendations to Council and to take actions for the implementation of the City of Oberlin Comprehensive Plan. The temporary nature and informality of the Committee do not warrant the formal election of a Chair and Vice Chair. The City Manager or any other member of the Committee designated by a majority of the Committee, (“Presiding Member”) shall preside over the meetings of the Committee. The Presiding Member may appoint a Secretary who shall prepare and maintain minutes of the Committee meetings

**AGENDAS:**

1. Agenda Required: Each regular and special meeting of the Committee shall have an agenda, prepared by the Presiding Member. 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 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. Any 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: Regular meetings shall take place on the 3rd Wednesday of each month at 8:30 a.m. or at such other time(s) as the Committee may determine but subject to notice sufficient to enable the public to determine the time

and pace of such regular meetings. Unless otherwise posted in advance, all meetings shall be held at 36 South Prospect Street, Oberlin, Ohio. A special meeting may be called by the City Manager or upon the request of at least three (3) members of the Committee. Twenty-four (24) hours advance notice of a special meeting shall be given to the news media that have requested notification except in the event of an emergency requiring immediate official action.

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

4. Approval or Passage of Motions: Official actions of the Committee shall be made by unanimous consent or by motion duly passed by the affirmative vote of at least a majority of the members of the Committee. The Presiding Member 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. The Committee may establish rules to permit comments by the public that relate to matters before the Committee. The rules may prescribe the order and duration of public comment.

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 observe the rules or orders of the Presiding Member. The presiding member 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, pursuant to the authority conferred by Ordinance No. 21-44 AC CMS 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 hear and observe 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 be 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 COMMITTEE: September 17, 2024

ATTEST:

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Jon D. Clark, Interim City Manager

Approved by Ordinance No. 24-60 AC CMS