

CITY OF OBERLIN, OHIO

RESOLUTION No. R25 -16 CMS

A RESOLUTION AMENDING RESOLUTION No. R24-12 ESTABLISHING PROCEDURES FOR FILLING VACANCIES ON MUNICIPAL BOARDS AND COMMISSIONS IN THE CITY OF OBERLIN AND PROVIDING FOR AN ORIENTATION FOR NEW MEMBERS OF BOARDS AND COMMISSIONS

WHEREAS, the City of Oberlin recognizes the importance of ensuring effective governance and continued participation on municipal boards and commissions; and,

WHEREAS, Resolution No. R24-12, adopted by the Oberlin City Council on December 16, 2024, amending Resolution No. R08-07 CMS, established procedures for filling vacancies on municipal boards and commissions; and

WHEREAS, the City Council finds that certain procedures should be revised and amended to enhance the efficiency of the selection process for filling vacancies; and

WHEREAS, the City Council desires to amend the procedures for filling vacancies on municipal boards, and commissions to ensure a clear and consistent process.

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

SECTION 1. that Resolution No. R24-12 be and is hereby amended as set forth in the attached **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 Resolution 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 actions, were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 3. The Resolution shall take effect on the earliest date allowed by law.

PASSED: 1st Reading: November 3, 2025

2nd Reading:

3rd Reading:

ATTEST:



BELINDA B. ANDERSON, MMC
CLERK OF COUNCIL



EBONI A. JOHNSON
PRESIDENT OF COUNCIL

POSTED: 11/04/2025

EFFECTIVE DATE: 12/03/2025

Exhibit A

(Resolution No. R25-16 CMS)

That the following general procedures shall apply to the process of filling vacancies on municipal boards and commissions whose membership is made by Council appointment:

1. **Advertising Vacancies:** Every year, the City Council takes action to fill vacancies that will arise due to annual term expiration. The opportunity to serve on city boards, and commissions will be advertised for a reasonable period of time. The advertising methods may include but not be limited to the following:
 - a. **Web-Based** on the City of Oberlin website and social media platforms. An application shall be available online for an applicant to download.
 - b. **Cable Television**, through Oberlin Cable Co-Op, Inc.
 - c. **Posters**, which shall be placed in such places open to the public as determined by the Clerk of Council.
 - d. **Public announcement** at City Council meetings.
2. **Advertising Schedule:** Advertisement for board and commission vacancies that expire in December shall occur from September through the second week of October of that year.
3. **Mid-Term Vacancies:** Because vacancies may occur at various other times of the year, the advertising shall indicate that applications may be submitted at any time for consideration to fill vacancies that arise for reasons other than term expiration. Information and applications will be available on the City website throughout the year. In the event of a mid-term vacancy, the City Clerk shall advertise the vacancy in accordance with Section 2 a, b, and d, above. Such advertising shall take place for at least two weeks.
4. **Application Process:** Applicants, who desire to be considered for appointment to fill a vacancy on a City Board or Commission, including a Board or Commission member whose term is expiring and who desires reappointment, must complete an application and file it with the Clerk of Council by the established deadline.
 - a. At the beginning of each new term, the City Council shall establish a three-member Nominating Committee which shall be responsible for screening applications. The Nominating Committee shall take input from each Board and Commission, Council Liaison, and City staff regarding the upcoming vacancies that will occur due to terms that expire at the end of the year.
 - b. Once the time for filing an application has been closed, all applications are to be provided by the Clerk of Council to all members of the City Council.
 - c. The Nominating Committee shall review all applications and shall conduct interviews as needed to evaluate selected candidates.
 - d. The Nominating Committee shall prepare a slate of recommended candidates for vacancies and present it to the Council for consideration and action no later than the first Council meeting in December.

- e. The Nominating Committee shall continue to seek applicants and make recommendations to the Council for any remaining vacancies as soon as possible
 - f. For Boards and Commission seats that expire in December, the Nominating Committee interviews with the applicants shall occur in late October of that year. For other vacancies the interviews will be scheduled as soon as possible after the period for filing applications has closed.
5. **Orientation:** Following appointment, new Board and Commission members shall be provided with a copy of the City of Oberlin Boards and Commissions Membership Handbook.
6. Following the appointment to Boards and Commissions, but prior to their organizational meeting, an orientation session shall be presented to the members by the City Manager, Law Director, and the Clerk of Council. At a minimum the orientation session shall include:
- a. A general overview of the roles, responsibilities, and expectations of Oberlin Boards and Commissions;
 - b. A review of the mission, procedure and work of the specific Board or Commission;
 - c. A review of conflict of interest, ethics, and other legal issues affecting members of Boards and Commissions, including open meetings and public records law requirements;
 - d. A review of parliamentary procedures, i.e., Roberts Rules of Order;
 - e. Adoption of Rules of Procedure for boards and commissions and the conduct of their initial organizational meeting;
 - f. A review of the role of the chair of a board or commission;
 - g. A discussion of paths for communication with City Council, its appointees, and department heads;
 - h. A review of the role of staff and council liaison to boards and commissions.
7. **Annual Recognition:** The Nominating Committee will coordinate an annual recognition event for board and commission members, either collectively or for those whose terms of service are ending.