

RESOLUTION NO. 082-2024(COTW), *Third  
Reading*

By President Cuda

A Resolution establishing supplemental processes and procedures for City Council development of legislation.

WHEREAS, Article III, Section 1 of the Charter of the City of Cleveland Heights vests the legislative powers of the City of Cleveland Heights in the City Council; and

WHEREAS, pursuant to Article III, Section 8 of the Charter of the City of Cleveland Heights, Council has the authority to determine its own rules and order of business, including prescribing the form, method, and procedure for legislative enactments; and

WHEREAS, the members of City Council regularly review and vote on legislation, sometimes amending such legislation in the process, and sometimes create legislation (as opposed to legislation emanating from the City administration); and

WHEREAS, in furtherance of good governance and the general goal of civic efficiency, this Council has agreed upon processes and procedures to be utilized in the review and creation of legislation, which Council believes will increase the likelihood of quality legislation and desirable outcomes.

BE IT RESOLVED by the Council of the City of Cleveland Heights, County of Cuyahoga, State of Ohio, that:

SECTION 1. Pursuant to Article III, Section 8 of the Charter of the City of Cleveland Heights, this Council hereby approves the Summary of Procedures Applicable to Legislation Initiated by Council, attached hereto and incorporated herein as **Exhibit A**.

SECTION 2. This Council may, at any time but consistent with the City Charter and Chapter 111 of the Codified Ordinances, prescribe different or additional rules and limitations governing Council's development and adoption of legislation.

SECTION 3. In the event of a conflict between any of the processes and procedures contained in the attached Exhibit A with the provisions of Chapter 111, "Council," of the Codified Ordinances, the provisions of Chapter 111 will prevail.

SECTION 4. Notice of the passage of this Resolution shall be given by publishing the title and abstract of its contents, prepared by the Director of Law, once in one newspaper of general circulation in the City of Cleveland Heights.

SECTION 5. This Resolution shall take effect and be in force from and after the earliest time allowed by law.

RESOLUTION NO. 082-2024(COTW)



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TONY CUDA  
President of Council



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ADDIE BALESTER  
Clerk of Council

PASSED: June 3, 2024

Presented to Mayor: 06/06/2024

Approved: 06/13/2024



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KAHLIL SEREN  
Mayor

## Summary of Procedures Applicable to Legislation Initiated by Council

1. Ideas are discussed in committee (either the author's committee or the appropriate committee with the permission of the chair, or COTW).
  - a. If the idea is first proposed in COTW, it may be referred by the presiding office to the appropriate individual committee(s) for further discussion.
2. If there is at least one other member of the referred committee supporting the idea or proposed legislation, or there is consensus in COTW, further research and development may be done by the author and any co-sponsors if applicable.
  - a. Staff input and recommendations shall be obtained on any ordinance or resolution that affects the operations of the City.
3. If there is general support for the proposed idea, the author may submit the idea to the law department for drafting.
4. The law department and author and/or co-sponsors may meet to discuss the drafting of the proposed legislation.
5. The committee chair shall report to COTW as to whether or not the idea is recommended by the referred committee(s).
  - a. The committee may recommend for, against, or recommend further investigation without support in either the affirmative or negative. (Preferably, any idea would have support from other members of the individual committee though not necessary to continue in the process).
6. When the author is satisfied, the legislation (written to form) may be put on the agenda by the presiding officer and discussed in COTW during Legislative Review/Caucus.
  - a. Legislation may be referred back to individual council committees for further discussion **if necessary**. Otherwise, the legislation shall have at least the standard 2 readings in accordance with Chapter 111, unless council decides to do otherwise.

\*Resolutions in support or opposition to State or Federal bills will be discussed only in COTW unless presiding officer refers to committee or future COTW meeting for review

\*Resolutions pertaining to recognizing celebratory months/days may not be subject to committee review unless presiding officer refers to committee for review