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| ORDINANCE NO. | <u>2026-20</u> | FIRST READING | <u>MARCH 2, 2026</u> |
| | | SECOND READING | <u>WAIVED</u> |
| INTRODUCED BY: | <u>CHRIS BERGER</u> | THIRD READING | <u>WAIVED</u> |

ORDINANCE ENACTING NEW SUBSECTION (d) TO SECTION 220.04 OF THE VILLAGE OF SOUTH RUSSELL’S CODIFIED ORDINANCES TO ESTABLISH THE PROCEDURE FOR THE APPROVED AGENDA FOR COUNCIL MEETINGS AND DECLARING AN EMERGENCY.

WHEREAS, Council desires to enact new subsection (d) to Section 220.04 of the Village of South Russell’s Codified Ordinances to establish the procedure for the approved agenda for meetings of Council.

NOW, THEREFORE, BE IT ORDAINED by the Council of the Village of South Russell, Geauga County, Ohio that:

SECTION 1. New subsection (d) of the Section 220.04 of the Village of South Russell’s Codified Ordinances is hereby enacted to read as follows:

“(d) To be included on the agenda of a regular meeting of Council, an item must be submitted to the Fiscal Officer or if absent, the administrative staff, before noon local time on the Wednesday prior to the regular Council meeting. The Fiscal Officer, and staff, will prepare the draft agenda including all requested items and send to the Council President Pro Tem for approval. The Council President Pro Tem will review to determine that all items are properly placed, edit if necessary as to the placement of agenda items, and return the approved agenda to the Fiscal Officer (and email a copy to the Mayor) no later than the following day by noon local time, and then the Fiscal Officer will distribute the approved agenda to Council members in their council packets and post to the Village website. The Council President Pro Tem does not have the authority to reject or amend any item as to substance placed on the agenda. Any item submitted after noon local time on the Wednesday prior to the regular Council meeting shall be added to the agenda of the next regularly scheduled Council meeting.

“Agendas for special meetings of Council differ from agendas for regularly scheduled meetings as only publicly noticed agenda items for such special meeting may be discussed. Agendas for special meetings of Council should only include items that cannot be deferred until the next regular meeting. Such agendas for special meetings of Council must be prepared in advance and approved by the Council President Pro Tem prior to noticing the special meeting of Council to the public.

“In the event it is necessary to add an item to an approved agenda of a regular meeting of Council, such item submitted to the Fiscal Officer shall be added to the end of the approved agenda as an “emergency item” after consultation with the Council President Pro Tem.”

SECTION 2. It is hereby found and determined that all formal actions of this Council concerning and relating to the passage 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 on or after December

2, 1975, that resulted in 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. That this Ordinance is declared to be an emergency measure necessary for the immediate preservation of the public peace, property, health and safety of the inhabitants of the Village and to provide the procedure for an approved agenda as soon as possible; wherefore, provided it receives the affirmative vote of at least two-thirds (2/3) of all members elected to Council, this Ordinance shall be in full force and effect from and immediately upon its passage by this Council.



Mayor – Presiding Officer

ATTEST:



Fiscal Officer

I certify that Ordinance No. 2026-20 was duly enacted on the 2ND day of MARCH 2026, by the Council of the Village of South Russell, and published in accordance with the Codified Ordinances of the Village.



Fiscal Officer