



City of Cleveland Heights Charter Review Commission

AGENDA - Amended

7 December 2017
Council Chambers
Cleveland Heights City Hall

1. Introduction of Members to the Commission

Suggestion: Each member take a few minutes and introduce themselves, giving his or her background

2. *Selection of Temporary Chair*

Suggestion: A volunteer, preferably one who does not want to be the permanent Chair, to chair the session until the election of a permanent Chair.

3. *Adoption of Rules*

Suggestion: **Robert's Rules of Order**

Additional Rules to Consider:

1. Set meeting time for any session, such as 7 to 9 PM
2. Ability of any citizen to speak at a meeting; could include a time limit for individuals and/or an overall limit to public comment time or other limitations such as speak only to the agenda items for the meeting
3. Any other Rules the Commission deems desirable

Method: Majority Vote of the body but preferably by consensus

Supplementary Materials

Robert's Rules of Order: Overview and Summary

4. *Election of a Commission Chair and Vice Chair*

Method: nominations and majority vote according to the Rules

Supplementary Materials

Roles of the Commission Chair and Vice Chair

5. *Preliminary Discussion of the Procedures and Goals of the Commission*

Options on Goals

1. Length and Scope of Review

A. If the Commission wants the recommendations to go on the November 2018 ballot, which ultimately will be decided by the Council, the work of the Commission would need to be completed by early May, 2018.

B. Alternatively, the Commission may want to review the complete Charter without regard to a possible ballot date

C. The Commission could decide to look at specific Charter provisions with or without a ballot date. The Commission is charged with looking at the form of government by the Council and justifying any proposed changes in terms of “representation, policy leadership, and administrative efficiency.” The Council also requires ascertaining the consequences of any change in governance.

Supplementary Materials

Overview and Summary of the Cleveland Heights City Charter

(Final version of Overview and Summary will be distributed when completed)

6. *Decision on Procedures and Goals*

Method: Majority Vote on a Motion/s or by consensus

7. *Charge the Committee of the Whole*

Suggestion: A recommended procedure is to charge the Committee of the Whole to reach the selected goals in the specified time by adopting and drafting provisions of proposed Charter amendments.

1. Require the Committee of the Whole to post on the city website all recommendations at least one week prior to holding a public hearing on any proposed recommendations.

Method: Majority Vote on a Motion/s or by consensus

8. *Adjourn the Commission and meet as the Committee of the Whole*

Method: Majority Vote on a Motion/s or by consensus

9. *Set the Agenda, date and time for the Next Meeting*

Suggestion: Commission may want to set time and dates of future meetings

Method: Majority Vote on a Motion/s or by consensus

10. *New Business*

11. *Adjourn*