

ORDINANCE NO. 32, 2022

AMENDING THE ST. BERNARD CODIFIED ORDINANCES SECTION 121.10(g), THE PROTOCOL, POLICY AND PROCEDURES CODE SECTION, AND DECLARING AN EMERGENCY

WHEREAS, the Council for the Village of St. Bernard intends to amend certain sections of the St. Bernard Codified Ordinances; now therefore

BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF ST. BERNARD, STATE OF OHIO:

Section 1. Section 121.10(g) of the St. Bernard Codified Ordinances which reads as follows:

(g) Clerk of Council.

(1) Except those meetings or portions thereof occurring in executive session as defined in Ohio R.C. 121.22 as may be amended from time to time, all regular and special meetings of the Council of the Village of St. Bernard, Ohio including those meetings wherein the Council is meeting as a Committee of the Whole, shall be electronically recorded. The electronic recording of the proceedings shall constitute the official minutes of the meeting of the Council so recorded. For the purpose of clarification of the recorded minutes and supplemental thereto, the Village Clerk may provide written minutes of the meeting including a summary of the discussion on matters proposed, deliberated or decided, which member of council made a motion, which member of council seconded any motion and the vote thereon.

(2) All electronic recordings which constitute the minutes of any meeting of the Village Council as set forth in paragraph (a) above shall be kept and maintained in the offices of the City Clerk.

(3) Policy for making copies of the Council electronic recordings will be as follows:

A. A request must be in writing to the Clerk at Village Hall.

B. The person making the request must supply a digital disc with the request.

C. The copy of the disc can be picked up at Village Hall on the Wednesday following the Council meeting, between 4-5 p.m., or any business day thereafter during normal business hours.

Shall be amended to read as follows:

(g) Clerk of Council.

(1) Except those meetings or portions thereof occurring in executive session as defined in Ohio R.C. 121.22 as may be amended from time to time, all regular and special meetings of the Council of the Village of St. Bernard, Ohio, including those meetings wherein the Council is meeting as a Committee of the Whole, shall be memorialized in the form of written minutes by the Clerk of Council. The minutes shall include summaries of the discussions on matters proposed, deliberated, or decided, which member of council made a motion, which member of council seconded any motion, the vote thereon, and such other information as may be needed to create full and adequate minutes of the proceedings. The Clerk of Council may review recordings created by the Village or ICRC of those public meetings for the purpose of supplementing or clarifying the written minutes. The written minutes of the Clerk of Council, as adopted by Council, shall constitute the official minutes of the meeting of the Council.

Recordings which are made by the Village on the night of the public meeting and used by the Clerk of Court to enhance or clarify



the official meetings of the Council, paragraph above shall be kept and maintained in the offices of the City Clerk for two years, and then deleted or destroyed.

- (3) Policy for making copies of the Council official minutes will be as follows:
 - A. The minutes will be available two weeks after the date of the Committee of the Whole or Council meeting during which the minutes were taken. A request must be made to the Clerk at Village Hall, stating the date of the meeting and the preferred format; and
 - B. If the person making the request asks for the minutes in a format other than paper or email, the requestor must supply a digital disc or thumb drive with the request.
 - C. The paper, disc or thumb drive can be picked up at Village Hall three business days after the minutes become available, during normal business hours.

Section 2. That this Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health and safety. The reason for the emergency is the immediate need to update the Codified Ordinances of the Village of St. Bernard. Therefore, this Ordinance shall take effect immediately by and upon its passage, and the approval of two-thirds of the members of said Council. However, this Ordinance shall take effect on the earliest date provided by law if approved by no more than a majority of the members of Council and in that event the emergency provisions herein are set at naught.

Passed this 27th day of October, 2022.

Steve Asbach
President of Council

ATTEST: Carole Stegman
Clerk of Council

Approved this 27th day of October, 2022.

[Signature]
Mayor

I, CAROLINE STEGMAN, CLERK OF COUNCIL, VILLAGE OF ST. BERNARD, STATE OF OHIO, DO HEREBY testify that the publication of Ordinance No. 32, 2022, was made by posting true copies of the same in the most public places designated by Council: City Hall at Vine Street and Washington Avenue; each for a period of fifteen (15) days or more commencing October 27th, 2022.

ATTEST: Carole Stegman DATE October 27th 2022
Clerk of Council

Approved as to form Jim San Eck Date 27 Oct 2022
Director of Law

