

## **RESOLUTION NO. 04, 2022**

### **ESTABLISHING BY RULE NOTICES OF VILLAGE COUNCIL MEETINGS, DATES, TIMES AND DECLARING AN EMERGENCY**

**WHEREAS**, Ohio's public meetings law requires every public body to establish, "by rule," a reasonable method for giving notice of meetings; now therefore

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

**Section 1.** The Council of the Village of St. Bernard, Hamilton County, Ohio, in compliance with ORC 121.22(F), hereby establishes by rule the method whereby any person may determine the date, time and place of regular meetings and the date, time, place and purposes of special meetings of the Council, and whereby the news media may be notified of the date, time, place and purposes of special and emergency meetings of the Council.

#### 1. Regular meetings

As set forth in Section 121.10(a)(2) of the Codified Ordinances of the Village of St. Bernard, regular meetings of Council shall be held on the fourth Thursday of the month, commencing promptly at 7:00 p.m. If any fourth Thursday falls on a holiday, then the regular meeting shall be held the preceding or following Tuesday evening at 7:00 p.m. or such date as Council may agree upon by majority vote. Unless otherwise provided, all meetings will be held in Council chambers at City Hall at 110 Washington Avenue, St. Bernard, Ohio 45217.

Regular meetings of Council's Committee of the Whole shall be held on the second Thursday of the month, commencing promptly at 7:00 p.m. in Council chambers unless otherwise provided.

The Clerk shall give notice of regular meetings by posting a copy of this Resolution on the bulletin boards at City Hall, Vine Street, and Washington Avenue. If the date, time or location of a regular meeting is changed, notice of the change shall be posted at least five days prior to the meeting.

#### 2. Special and emergency meetings

As set forth in Section 121.10(a)(3) of the Codified Ordinances of the Village of St. Bernard, special meetings of Council may be called by the Mayor, in the manner prescribed in Ohio R.C. 731.46 or by any three members of Council. The call for a special meeting shall specify the date, time, location and purposes of the meeting. Unless otherwise provided, special meetings will be held at the same location as regular meetings.

The Clerk shall give notice of the date, time, location and purposes of a special meeting other than an emergency meeting by posting in the same locations as provided for posting notice of regular meetings. Notice shall be posted as far in advance of the meeting as practicable, but not less than twenty-four hours prior to the meeting.

If there is sufficient time to provide twenty-four hours' notice, the Clerk shall give notice of an emergency meeting in the same manner as notice of a non-emergency special meeting. Otherwise, notice of an emergency meeting is not required, except as provided in section 3.

**Resolution No. 04, 2022**  
**Page 2**

**3. Notice to news media of special and emergency meetings**

News media who have requested notice of special meetings shall be individually notified by the Clerk of the date, time, location and purposes of any such meeting at least twenty-four hours in advance of the meeting.

If the meeting is an emergency meeting, the member or members calling it shall immediately notify the news media who have requested notification of the date, time, location and purposes of the meeting.

**4. Notice of meetings to discuss particular business**

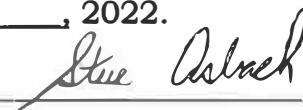
The Clerk shall give reasonable advance notice of any regular or special meeting at which a particular type of public business is to be discussed, to any person who has requested such notice. If time permits, such notice shall be by mail, and may include a copy of the meeting agenda. Otherwise, telephone notice shall be given. A request for notice shall be in writing, shall state the requestor's name, address, telephone number, and the nature of the public business in which the requestor has a particular interest and desires notice, and shall be accompanied by payment of a fee of \$5.00. In addition, the requestor shall furnish the Clerk with a sufficient supply of stamped, self-addressed envelopes for mailing such notice. Any such request shall remain in force for 6 months and can be renewed in the same manner as when originally requested.

**5. Special notice required by law**

When a particular form or method of notice is required by statute for a public hearing or meeting of the Council, notice of the hearing or meeting shall be given in the form and manner prescribed by statute, in addition to notice otherwise required under this resolution.

**Section 2.** This Resolution is hereby declared to be an emergency measure, necessary for the preservation of the public peace, health, welfare and safety. The reason for the emergency is to supplement the Village's current practices and establish by "rule" a reasonable method for giving notice of meetings in accordance with Ohio's public meeting law. Therefore, this resolution shall take effect immediately by and upon its passage, and the approval of two-thirds of the members of said Council. However, this resolution shall take effect on the earliest date provided by law if approved by no more than the majority of the members of Council and in that event the emergency provisions herein are set at naught.

Passed this 25<sup>th</sup> day of August, 2022.

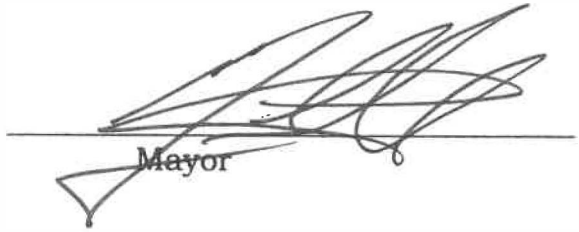


\_\_\_\_\_  
President of Council

ATTEST:

  
\_\_\_\_\_  
Clerk of Council

Approved this 25<sup>th</sup> day of August, 2022.

  
\_\_\_\_\_  
Mayor

**Resolution No. 04, 2022**  
**Page 3**

I, CAROLINE STEGMAN, CLERK OF COUNCIL, VILLAGE OF ST. BERNARD, STATE OF OHIO, DO HEREBY testify that the publication of Resolution No. 04, 2022, was made by posting true copies of the same in the most public places designated by Council: City Hall, Vine Street and Washington Avenue; for a period of fifteen (15) days or more commencing August 25<sup>th</sup>, 2022.

ATTEST: Caroline Stegman DATE August 25<sup>th</sup> 2022  
Clerk of Council

Approved as to form Shirley Sank Date 25 Aug 2022  
Director of Law