

111.03 BIDS AND CONTRACTS.

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ADOPTING ORDINANCE NO. 116-84

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Sheffield Lake

Codified Ordinances of Sheffield Lake, OH

111.03 BIDS AND CONTRACTS.

CHAPTER 111 Council

111.01 COUNCIL RULES.

Rule No. 1

Regular Meetings

The regular meetings of Council shall be held in the Council Chamber on the second and fourth Tuesday of each month at the hour of 7:00 p.m. unless the date and/or time of the meeting is changed by motion of Council. No member of Council shall be required to remain in the Council Chamber longer than one-half hour after the regular time for calling the meeting and to which Council stands adjourned, unless there is a quorum present and Council is called to order and proceeds to business, and provided further that should the regular meeting of Council occur upon a legal holiday or on an election day then Council shall meet in regular session on the day and at the time and place fixed for the meeting by Council.

(Ord. 81-02. Passed 12-30-02.)

Rule No. 2

Special Meetings

No business shall be transacted at any special meeting of Council except the particular business

for the transaction of which such meeting may be called, and notice shall be served upon each member requiring his attendance at such special meeting and shall contain a statement of the business for the transaction of which such special meeting may be called. Such meetings may be called by the Mayor or President of Council or by the Clerk of Council upon written recommendation of three members of Council and at least twenty-four hours notice shall be given, served personally upon each member of Council or delivered to his usual place of residence.

Rule No. 3

EDITOR'S NOTE: Former Rule 3 was repealed by Ordinance 87-02.

Rule No. 4

EDITOR'S NOTE: Former Rule 4 was repealed by Ordinance 87-02.

Rule No. 5

Presiding Officer

The President of Council and, in his absence, the President Pro Tem, shall preside over the meetings of Council. In the absence of the President of Council, the President Pro Tem shall preside until the President of Council appears and shall discharge all the duties and be clothed with all the powers of the President of Council as such Presiding Officer during his absence. The Presiding Officer shall call all meetings of Council to order at the appointed hour and shall proceed with the order of business. If a quorum is present he shall give the members an opportunity for correcting the journal of the previous meeting following a reading thereof by the Clerk of Council. In the absence of any objections or corrections the minutes shall stand approved. He shall preserve order and decorum, prevent personalities or the impugning of the members' motives, confine members in debate to the question under discussion, decide all points of standing committees and all other committees which Council shall not vote to elect. The President Pro Tem shall be appointed by the President of Council upon the concurrence of a majority of the voting members of Council.

In the absence of the President of Council and the President Pro Tem at a regular scheduled meeting, such meeting shall be called to order by the most senior member of Council. In the event two or more members have served the same length of time, the most senior member whose name occurs first alphabetically, shall call the meeting to order. The first order of business in such case shall be to elect an acting President Pro Tem upon a majority vote of the members present. Said acting President Pro Tem shall preside and vote as acting President Pro Tem for the purpose of conducting the meeting and shall have all powers and duties as previously set forth herein. (Ord. 24-08. Passed 5-27-08.)

Rule No. 6

EDITOR'S NOTE: Former Rule 6 was repealed by Ordinance 87-02.

Rule No. 7

EDITOR'S NOTE: Former Rule 7 was repealed by Ordinance 87-02.

Rule No. 8

Voting

Every member present shall vote on all questions upon the call for the yeas and nays, unless excused by the unanimous consent of Council, except that no member shall vote on any question in which said vote would violation the Ohio Ethics Law. Any member present, unless so excused or excepted as above who refuses to vote upon any question on which he may vote, will be recorded as having voted on the side of the majority.

(Ord. 82-02. Passed 12-30-02.)

Rule No.9

Absentee Voting and Excuse for Absence

Any member, having been unavoidably absent, may at the next meeting be permitted to have his vote recorded upon any question acted upon during such absence, provided such vote does not change the result. (Ord. 83-02. Passed 12-30-02.)

Rule No. 10

Speaking

No member shall be allowed to speak, except from his own desk, and not for longer than five minutes at any one time without permission of Council. No member shall speak more than once on the same motion until every member desiring to speak on the motion has had an opportunity to do so. Nor shall any official speak longer than five minutes upon the same motion, ordinance or question without the consent of Council. The directors shall only be permitted to discuss questions pertaining to their departments. Any citizen addressing Council shall do so in the regular order of business and shall confine his comments and or questions to three minutes unless authorized by Council to continue.

(Ord. 17-95. Passed 2-28-95.)

Rule No. 11

Right of Floor

When any member is about to address Council, he shall respectfully address himself to the Presiding Officer and shall confine himself to the question under debate, avoid personalities and refrain from impugning the motives of any member's argument or vote.

Rule No. 12

Right of Appeal

Any member may appeal to Council from the ruling of the Presiding Officer and, if the appeal is seconded, the member asking the appeal may briefly state his reason for the same, and the Presiding Officer may briefly explain his ruling, but there shall be no debate on the appeal and no other member shall participate in the discussion. The Presiding Officer shall then put the question: "Shall the decision of the Chair be sustained?". If a majority of the members vote aye, then the ruling of the Chair is sustained, otherwise it is overruled.

(Res. 1-64. Passed 1-14-64.)

Rule No. 13

Standing Committees

No later than the second meeting of Council after its organization, the President of Council shall appoint five standing committees: all of which, save and except the Finance and Claims Committee and the Road, Drain, Water and Sewer Committee shall have three (3) or more members each and the Finance and Claims Committee and the Road, Drain, Water and Sewer Committee shall have as their membership seven (7) members of Council. The Council President shall designate the Chairman of all standing committees. The names of the committees and the subject matters which shall be referred to them shall be as follows:

(1) Road, Drain, Water and Sewer Committee. To which shall be referred any and all matters concerning: the maintenance, construction, removal or relocating of all City streets, sidewalks, curbs, tree lawns, and ditches; the maintenance, construction and repair of all City owned water lines and fire hydrants; the maintenance construction, relocating, and repair of all City owned storm sewers and sanitary sewers; all matters pertaining to the sanitary sewer lines; and all matters concerning: environmental problems, including but not limited to, air and water pollution; the utilization and maintenance of the City's natural resources, including but not limited to, trees, land and water, recycling; and the hazardous materials; and any and all matters concerning the handling and disposal of refuse and rubbish within the City of Sheffield Lake.

(2) Buildings and Lands and Vehicles and Equipment Committee. To which shall be referred any and all matters concerning: the maintenance, construction, removal, or sale of any and all City owned buildings, land, vehicles and work equipment; the maintenance, purchase, lease, sale or replacement of any and all City owned vehicles and work equipment (excluding vehicles and equipment associated with the Safety Forces); the maintenance, purchase, repair or replacement of all equipment associated with all City owned buildings, including but not limited to boiler, furnaces, air conditioners, generators and other such equipment; all maintenance, construction, and/or removal of street lighting within the City; and all Building Codes and Zoning Codes; and all City Signets.

(3) Ordinance Committee. To which shall be referred any and all matters concerning: any new, or proposed ordinances, submitted by Committees of Council or by individual members of Council or the Mayor not otherwise specifically referred to any other Committee. Additionally, the Ordinance Committee shall review existing ordinances and offer input to any additions, deletions, or amendments to any such existing ordinances as from time to time may be determined by the Ordinance Committee to be appropriate. The Ordinance Committee shall have the overall responsibility for all ordinances and resolutions within the City of Sheffield Lake unless such responsibility is specifically directed to another Committee. Any ordinances or resolutions proposed by the Ordinances Committee may be put on the agenda of Council by a majority of those members of Council who are present at a work session of Council should a work session of Council be held. Additionally, such ordinances may be placed on the agenda of Council by a majority of the members of Council present at any regular scheduled Council meeting.

(Ord. 84-02. Passed 12-30-02.)

(4) Finance and Audit Committee. To which shall be referred all matters pertaining to the financial claims made against the City by any person, firm or corporation or other entity regardless of the nature of the claim; and all matters concerning insurance proposals, whether new insurance or renewal, and all insurance claims. Additionally, the Finance and Audit Committee shall review the City's financial accounting, record keeping, reporting and related internal control risks and shall monitor and assess the City's risk management and legal compliance.

(Ord. 15-12. Passed 5-8-12.)

(5) Safety Committee. To which shall be referred any and all matters concerning the maintenance, purchasing and/or replacements of any and all safety equipment and vehicles assigned the Police and Fire Departments; all matters concerning safety policies and procedures involving the citizens and/or employees of the City and all matters pertaining to stop signs, traffic lights, posted speed signs and overall traffic control within the City.

(Ord. 84-02. Passed 12-30-02.)

Rule No. 14

Committee Meetings

A majority of the members of a committee shall constitute a quorum for the transaction of business. Each committee shall hold its meetings at such time and place as fixed by the chairman of the respective committees and each committee or chairman thereof shall have the right to require the attendance at its meetings of such administrative officers as in its judgment are needed to properly dispose of the matter under consideration.

Rule No. 15

Reports of Committees

If any matter referred by Council to any committee is not reported upon within two weeks of the time of such reference, such matter shall be brought by the Clerk of Council to the attention of

Council and if no report is made by such committee, officers or director within four weeks after such reference, Council shall take such further action in the matter as it deems best.

Rule No. 16

Reference to More Than One Committee

Whenever any pending matter is referred to more than one committee for consideration and report, such committees may consider the same in joint session as a joint committee. The chairman of the committee first named shall preside at such joint sessions and each member of the joint committee shall have one vote for each committee of which he is a member composing the joint committee. A majority of the individual members of the several committees shall constitute a quorum of such joint committee. Its report shall be made in the same manner and under the same rules as reports are made by a standing committee.

(Res. 1-64. Passed 1-14-64.)

Rule No. 17

Committee of the Whole

When Council decides to go into a Committee of the Whole, the President of Council or a Council Member designated by the President of Council, shall preside. The rules of Council, insofar as practicable, shall be observed in the Committee of the Whole, except that no limit shall be placed on the frequency of speaking, that the yeas and nays shall not be taken and that a motion to rise and report progress shall always be in order and shall be decided without debate. The Clerk of Council shall be required to attend all meetings of Council when Council acts as a Committee of the Whole. (Ord. 85-02. Passed 12-30-02.)

Rule No. 18

Order of Business

Unless changed by the Council President, business of all regular meetings of Council shall be transacted in the following order:

- (1) Call to order.
- (2) Invocation.
- (3) Pledge of Allegiance.
- (4) Roll call.
- (5) Reading and disposal of the journal.
- (6) Reading, referral or filing of communications.
- (7) Report of the Director of Finance.
- (8) Report of the Treasure.
- (9) Reports of standing committees.
- (10) Reports of special committees.
- (11) Report of the Mayor.
- (12) Reports of the directors.
- (13) Comments from citizens.
- (14) Unfinished business.
- (15) New business.
- (16) Reading and passage of resolutions, ordinances and measures, both emergency and otherwise. (Ord. 86-02. Passed 12-30-02.)

Rule No. 19

Roll Call Vote

On the passage of every ordinance or resolution and on the appointment of every officer the vote shall be taken by roll call vote, entered in full upon the records and written or typed in the official

journal. On any other question the roll call vote shall be entered upon the records, on the request of any member, seconded by one other member or upon the demand by the Presiding Officer. Before the vote on any measure, the Clerk of Council shall read the votes so taken upon demand of any member. (Ord. 7-03. Passed 3-11-03.)

Rule No. 20

Precedence of Motions

When a question is before Council, no motion shall be entertained except the following:

- (1) To adjourn.
- (2) To fix the hour of adjournment.
- (3) To lay on the table.
- (4) To amend.
- (5) For the previous question.
- (6) To refer to a committee.
- (7) To postpone to a certain day.
- (8) To postpone indefinitely.
- (9) Main motion.

These motions shall have precedence in the order indicated. Any such motion, except a motion to amend, shall be put to a vote without debate.

Rule No. 21

The Previous Question

When the previous question is moved and seconded, it shall be put as follows: "Shall the main question be now put?". There shall then be no further amendment or abate, but pending amendments shall be put in their order before the main question. If this question is decided in the negative, the main question shall remain before Council.

Rule No. 22

Division of Question

If the question contains two or more divisible propositions, the Presiding Officer may, and upon the request of a member, shall, divide the same, but a motion to strike out a provisions and insert a substitute is not divisible.

Rule No. 23

Reconsideration

After the decision on any question, any member who voted with the prevailing side, or who was absent during the voting on the question, may move a reconsideration of any action at the same or the next succeeding meeting. A motion to consider shall require the same number of votes as is required to adopt an ordinance or resolution. After a motion for reconsideration has been acted on, no other motion for a reconsideration thereof shall be made without unanimous consent.

Rule No. 24

Emergency Ordinances

If any emergency ordinance or resolution fails to receive a two-thirds affirmative vote, such measure shall cease to be before Council as an emergency measure and shall have the standing that a measure would have had if it had not been read as an emergency measure.

Rule No. 25

Motions; Withdrawals

When a motion is made and seconded, it shall be upon the request of any member of Council, stated by the Presiding Officer before any debate shall be in order. Any such motion may be withdrawn by the maker with the consent of the second before it has been amended or voted upon.

Rule No. 26

Measures to be in Writing

When required by any member, any motion or proposition (except privileged questions) shall be reduced to writing before action is taken thereon. At any time any member deems it proper to prefer any charges against another member, person, company or corporation, such charges shall be in writing, and shall specifically set forth the facts upon which such charge or charges are based, the procedure of which shall be as provided by law and ordinance.

Rule No. 27

To Adjourn

To motion to adjourn shall always be in order unless Council is engaged in voting. A motion to adjourn, or to lay on the table, or for the previous question, shall be decided without debate.

Rule No. 28

To Take from the Table

A motion to take from the table shall be in order only when that order of business is being transacted in which the matter to be taken up was laid upon the table. Such motion shall be decided without debate. However, the mover and the chairman of the committee may be able to state his reasons for or against the motion.

Rule No. 29

EDITOR'S NOTE: Former Rule 29 was repealed by Ordinance 8-03.

Rule No. 30

Introduction

Ordinances and resolutions shall be introduced in Council only by members of Council then present, with their names endorsed thereon, except such ordinances and resolutions as may be presented to Council upon recommendation of some committee of Council or some officer of the City to whom the subject matter has previously been referred. All proposed general legislation, introduced by an individual member of Council and not a committee, shall be deposited with the Clerk of Council at least ninety-six hours before the meeting at which such legislation is to be considered. The Council member introducing the legislation must be present at the meeting, or the matter will be removed from the agenda of the Council meeting.

However, any resolution or ordinance involving the approving of an report of an assessment equalization board or an ordinance determining to proceed with a public improvement shall be not introduced for consideration by Council until the first Council meeting following the filing of the report of such equalization board, and in no case before a minimum of ten days has passed between the time of the report of the assessment equalization board and the next regular Council meeting.

(Ord. 20-03. Passed 4-22-03.)

Rule No. 31

EDITOR'S NOTE: Former Rule 31 was repealed by Ordinance 21-03.

Rule No. 32

Form of Ordinances

The enacting clause of all ordinances shall be "Be it ordained by the Council of the City of Sheffield Lake, State of Ohio". All ordinances before introduction shall be in a typewritten form. No ordinance or resolution or section thereof shall be revised or amended unless the new ordinance or resolution contains the entire ordinance or resolution or section revised and amended and unless the original ordinance, resolution, section or sections so amended is repealed.

Rule No. 33

Appropriation Ordinances

Ordinances making appropriations shall be confined to the subject of the appropriation. No money shall be appropriated except by ordinance.

(Ord. 45-72. Passed 4-25-72.)

Rule No. 34

EDITOR'S NOTE: Former Rule 34 was repealed by Ordinance 21-03.

Rule No. 35

EDITOR'S NOTE: Former Rule 35 was repealed by Ordinance 21-03.

Rule No. 36

Attendance Required

The Mayor and directors of all departments shall be required to attend the regular meetings of Council. A board or commission chairman shall only be required to attend a Council meeting if requested by Council. They shall be required at any such meeting to answer questions relating to the affairs of the City under their respective supervision and control as may be put to them by any member of Council. (Ord. 89-15. Passed 12-29-15.)

Rule No. 37

Reports of City Officers

All the ordinances, resolutions and communications that are referred to Council committee and that pertain to matters that come under the supervision and control of the Mayor or directors shall, in addition to being referred to the proper committees, be referred to such respective administrative officers. If requested by Council or the Chairman of a committee, such officer to whom any such matter is referred shall report the same with recommendations at the next Council meeting or Committee meeting after such reference. All reports from City officer suggesting or recommending action by Council shall, unless otherwise ordered by Council, be referred to the appropriate committee for consideration.

(Ord. 32-03. Passed 6-10-03.)

Rule No. 38

Public Hearing at All Regular Meetings of Committees

Persons desiring to be heard by a committee of Council on any matter then under consideration may, by consent of such committee, be given an opportunity to be heard thereon.

Rule No. 39

Privileges of Council Chambers

No person except members of Council, administrative officers and persons invited by the Mayor or by vote of Council shall be admitted within the bar of the Council Chamber.

Rule No. 40

Resignation

The resignation of a member of Council shall not take effect until the same has been accepted by a majority vote of the members of Council, exclusive of the person tendering the resignation.

Rule No. 41

Violation

If any member, in speaking or otherwise, violates any of these Rules, the President of Council shall, or any member may, call him to order. If such member shall be called to order while speaking, he shall cease speaking unless permitted to explain. The question of order shall be decided without debate.

Rule No. 42

Confirmation of Appointments

All appointments sent to Council for confirmation shall be taken up for consideration at the meeting of Council at which they are presented unless Council shall, by vote, order them to be referred. (Res. 1-64. Passed 1-14-64.)

Rule No. 43

Vacations

Council may direct the time and duration of its vacation period provided that such vacation period does not violate the provisions of Article IV, Section 8 of the Charter, that states that Council may provide for one vacation in any calendar year without a regular Council meeting, not to exceed a period of thirty (30) continuous days.

(Ord. 65-03. Passed 12-23-03.)

Rule No. 44

EDITOR'S NOTE: Former Rule No. 44 was repealed by Ordinance 66-03.

Rule No. 45

Amendment to Rules

These Rules may be amended, revoked or altered or new Rules adopted by ordinance on the affirmative vote of two-thirds (2/3) of the members of Council.

All amendments, alterations or new rules adopted by Council shall be attached to these Rules, together with the date of adoption of same.

(Ord. 59-03. Passed 11-25-03.)

Rule No. 46

Suspension of the Rules

These Rules, or any of them, may be temporarily suspended at any meeting of Council by a concurrent vote of two-thirds of the members of Council, except when a greater number is required by law or these Rules. The vote on such suspension shall be taken by the yeas and nays and entered on the journal.

(Res. 1-64. Passed 1-14-64.)

Rule No. 47

Notification of Meetings to the Public and News Media

(a) Purposes. This Rule No. 47 is adopted pursuant to Ohio R.C. 121.22(F) for the purposes of:

(1) Establishing a reasonable method for any person to determine the time and place of all regularly scheduled meetings and the time, place and purpose of all special meetings;

(2) Making provisions for giving advance notice of special meetings to the news media that have requested notification; and

(3) Making provisions for persons to request and obtain reasonable advance notification of all meetings at which any specific type of public business is to be discussed.

This Rule No. 47 applies to each Municipal body and is in addition to any applicable legal requirements as to notices to members of a Municipal body or to others in connection with specific meetings or specific subject matters.

(b) Definitions. As used in this Rule No. 47:

(1) "Clerk" means the Clerk of Council.

(2) "Day" means a calendar day.

(3) "Meeting" means any prearranged discussion of the public business of a Municipal body by a majority of the members of the Municipal body.

(4) "Municipal body" means Council, such departments, divisions, boards and commissions of the City as are established in the City Charter, in these Codified Ordinances or in any ordinance or resolution of Council, any other agency of government that Council may determine that this Rule

No. 47 applies to, and committees of the aforesaid Municipal bodies comprised of members of such bodies if such committees are comprised of a majority of the members of the main Municipal body or are decision-making committees.

(5) "Oral notification" means notification given orally, either in person or by telephone, directly to the person for whom such notification is intended, or by leaving an oral message for such person at the address, or if by telephone at the telephone number, of such person as shown on the records kept by the Clerk under this Rule No. 47.

(6) "Post" means to post in an area accessible to the public during the usual business hours at the office of the Clerk and at the locations provided in Section 113.01 of these Codified Ordinances.

A notice identifying the locations at which notifications will be posted pursuant to this Rule No. 47 shall be published by the Clerk within ten calendar days after the adoption of this Rule No. 47.

(7) "Published" means published once in a newspaper having a general circulation in the Municipality, as defined in Ohio R.C. 7.12, except that no portion of such newspaper need be printed in the Municipality. If, at the time of any such publication, there is no such newspaper of general circulation, then such publication shall be in a newspaper then determined by the Clerk to have the largest circulation in the Municipality. An alternative may be publication in an existing official City record, bulletin or newspaper.

(8) "Special meeting" means a meeting which is neither a regular meeting nor an adjournment of a regular or special meeting to another time or day to consider items specifically stated on the original agenda of such regular or special meeting.

(9) "Written notification" means notification in writing mailed, telegraphed or delivered to the address of the person for whom such notification is intended as shown on the records kept by the Clerk under this Rule No. 47, or in any way delivered to such person. If mailed, such notification shall be mailed by first-class mail, deposited in a U. S. Postal Service mailbox not later than the second day preceding the day of the meeting to which such notification refers, provided that at least one regular mail delivery day falls between the day of mailing and the day of such meeting.

(c) Notice of Regular and Organizational Meetings.

(1) The Clerk shall post a statement of the time(s) and place(s) of regular meetings of each Municipal body for each calendar year not later than the second day preceding the day of the first regular meeting (other than the organizational meeting) of the calendar year of that Municipal body. The Clerk shall check at reasonable intervals to ensure that such statement remains so posted during such calendar year. If at any time during the calendar year the time or place of regular meetings, or of any regular meeting, is changed on a permanent or temporary basis, a statement of the time and place of such changed regular meetings shall be so posted by the Clerk at least twenty-four hours before the time of the first changed regular meeting.

(2) The Clerk shall post a statement of the time and place of any organizational meeting of a Municipal body at least twenty-four hours before the time of such organizational meeting.

(3) Upon the adjournment of any regular or special meeting to another day, the Clerk shall promptly post notice of the time and place of such adjourned meeting.

(4) In addition to the posting of the statements as provided in subparagraphs (1) and (2) hereof, the Clerk shall cause to be published once a statement of the time(s) and place(s) of regular meetings for the calendar year of each Municipal body, a statement of the time and place of any changed regular meetings, and a statement of the time and place of any organizational meeting of a Municipal body. Such publication shall occur not later than the day preceding the day of the first such regular meeting of the calendar year, the day preceding the day of the first

changed regular meeting, and the day preceding the day of any such organizational meeting, as the case may be.

(d) Notice of Special Meetings.

(1) Except in the case of a special meeting referred to in subsection (e)(4) hereof, the Clerk shall, not later than twelve hours before the time of a special meeting of a Municipal body, post a statement of the time, place and purposes of such special meeting.

(2) The statement under this subsection (d) and the notifications under subsection (e) hereof shall state such specific or general purpose or purposes then known to the Clerk to be intended to be considered at such special meeting and may state, as an additional general purpose, that any other business as may properly come before such Municipal body at such meeting may be considered and acted upon.

(3) In addition to the posting of the statement as provided in subparagraph (1) hereof, the Clerk shall attempt to cause to be published once, not later than twelve hours prior to the time of a special meeting of a Municipal body, a statement of the time, place and purposes of such special meeting.

(e) Notice to News Media of Special Meetings.

(1) Any news medium organization that desires to be given advance notification of special meetings of a Municipal body shall file with the Clerk a written request therefor. Except in the event of an emergency requiring immediate official action, as referred to in subparagraph (4) hereof, a special meeting shall not be held unless at least twenty-four hours advance notice of the time, place and purpose of such special meeting is given to the news media that have requested such advance notification in accordance with subparagraph (2) hereof.

(2) News media requests for such advance notification of special meetings shall specify: the Municipal body that is the subject of such request; the name of the medium; the name and address of the person to whom written notifications to the medium may be mailed, telegraphed or delivered; and the names, addresses and telephone numbers (including addresses and telephone numbers at which notifications may be given either during or outside of business hours) of at least two persons, to either one of whom oral notifications to the medium may be given, and at least one telephone number which the request identifies as being manned and which can be called at any hour for the purpose of giving oral notification to such medium. Any such request shall be effective for one year from the date of filing the same with the Clerk or until the Clerk receives written notice from such medium canceling or modifying such request, whichever is earlier. Each requesting news medium shall be informed of such period of effectiveness at the time it files its request. Such requests may be modified or extended only by filing a complete new request with the Clerk. A request shall not be deemed to be made unless it is complete in all respects, and such request may be conclusively relied upon by the City, the Municipal body that is the subject of such request, and the Clerk.

(3) The Clerk shall give such oral notification or written notification, or both, as the Clerk determines, to the news media that have requested such advance notification, in accordance with subparagraph (2) hereof, of the time, place and purposes of each special meeting, at least twenty-four hours prior to the time of such special meeting.

(4) In the event of an emergency requiring immediate official action, a special meeting may be held without giving twenty-four hours advance notification thereof to the requesting news media. The persons calling such meeting, or any one or more of such persons or the Clerk on their behalf, shall immediately give oral notification or written notification, or both, as the person or persons giving such notification determine, of the time, place and purposes of such special meeting.

to such news media that have requested such advance notification in accordance with subparagraph (2) hereof. The minutes or the call, or both, of any such special meeting shall state the general nature of the emergency requiring immediate official action.

(f) Notification of Discussion of Specific Types of Public Business.

(1) Any person, upon written request and as provided herein, may obtain reasonable advance notification of all meetings at which any specific type of public business is scheduled to be discussed. Such person may file a written request with the Clerk specifying: the person's name and the address(es) and telephone number(s) at or through which the person can be reached during and outside of business hours; the specific type of public business the discussion of which the person is requesting advance notification of; the Municipal body that is the subject of such request; and the number of calendar months (not to exceed twelve) which the request covers. Such request may be canceled by request from such person to the Clerk. Each such written request must be accompanied by cash, or a check or money order payable to the City, in the amount of five dollars (\$5.00) for each month covered by the request, which amount has been determined by Council to represent a reasonable fee to cover costs of providing such advance notification. Such requests may be modified or extended only by filing a complete new request with the Clerk. A request shall not be deemed to be made unless it is complete in all respects, and such request may be conclusively relied upon by the City, the Municipal body that is the subject of such request, and the Clerk.

(2) The Clerk shall, if possible, give such advance notification under this subsection by written notification. If such written notification cannot be given or has not been given, the Clerk shall give oral notification. The contents of written notification under this subparagraph (2) may be a copy of the agenda of the meeting. Written notification under this subparagraph (2) may be accomplished by giving advance written notification, by copies of the agendas, of all meetings of the Municipal body that is the subject of such request.

(g) General Regulations.

(1) Any person may visit or telephone the office of the Clerk during that office's regular office hours to determine, based on information available at that office, the time and place of regular meetings; the time, place and purposes of any then known special meetings; and whether or not the available agenda of any future meeting states that any specific type of public business, identified by such person, is to be discussed at such meeting.

(2) Any notification provided herein to be given by the Clerk may be given by any person acting on behalf of or under the authority of the Clerk.

(3) A reasonable attempt at notification shall constitute notification in compliance with this Rule No. 47.

(4) At the commencement of each meeting, the Clerk or a member of the Municipal body shall submit a certificate of the Clerk as to compliance with this Rule No. 47 as to notice and notification. Such certificate shall be conclusive evidence as to the facts set forth herein, upon which all person can rely, that this Rule No. 47 has been complied with.

(5) The Clerk shall maintain a record of the date and manner, and time if pertinent under this Rule No. 47, of all actions taken with regard to notices and notifications under subsections (d), (e) and (f) hereof and shall retain copies of proofs of publication of any notifications or notices published thereunder.

(6) To better ensure compliance with this Rule No. 47 as to notice and notification, it shall be the responsibility of the Chairman or Secretary of a Municipal body other than Council, or the person or persons calling the meetings, to timely advise the Clerk of future meetings and the

subject matters to be discussed thereat, of such Municipal body.

(Ord. 17-76. Passed 2-24-76.)

Rule No. 48

Establishment of Subcommittee

Should the chairman of a committee of Council request a subcommittee be established and should Council by a majority vote approve the request of the chairman of such committee, a subcommittee shall be established in a form acceptable to Council as may be determined by Council on a case by case basis. (Ord. 111-91. Passed 12-17-91.)

Rule No. 49

Executive Session

Any member of Council or other individual attending and/or participating in an Executive Session of Council held in accordance with and pursuant to the Sunshine Law of the State of Ohio shall be subject to a fine of up to twenty-five dollars (\$25.00) and such other penalties as the body may determine to be appropriate should any such member of Council or other individual release, discuss or disseminate any information discussed in an Executive Session of the Council without the express authorization and permission of a majority of the members of Council. Should any member of Council or any other individual be subjected to any fine or other penalty as a result of violation of this Rule of the Council, such member of Council or other individual shall have the right to appeal any such fine or other penalty to a Court of competent jurisdiction pursuant to law. (Ord. 61-93. Passed 6-22-93.)

Rule No. 50

Council Representatives to Boards and Commissions

The Council shall cause one of its members to be a representative to each board and commission of the City of Sheffield Lake, Ohio to which Council does not by other Rule, Ordinance, Charter Provision or otherwise have a representative. Said representative shall be appointed by the President of Council and shall serve as such representative until another representative is appointed to any such board or commission.

(Ord. 4-96. Passed 1-9-96.)

Rule No. 51

Work Sessions

Council may, at such times as it determines, hold work sessions. Such work sessions shall be held for the following purposes: To discuss all matters referred to such work session by Council and/or Committees of Council; To discuss legislation prior to legislation being placed on Council's agenda (this provision of this Rule shall not prevent legislation from being placed on Council's agenda in any other lawful manner); To discuss any and all matters brought before the work session; To place matters on Council's agenda; To refer any matter or legislation to Council and/or Committees of Council; To discuss and/or refer any and all matters that may come before the Council of the City of Sheffield Lake, Ohio, and/or any of its Committees. All members of Council may participate in Council work sessions. A majority of the members of Council shall constitute a quorum for Council work sessions. The President of Council shall be the presiding officer at Council work sessions. (Ord. 5-96. Passed 1-9-96.)

111.02 INVESTMENT COMMITTEE.

- (a) An Investment Committee is hereby established.
- (b) The Investment Committee shall be composed of the following named persons:
 - (1) The Mayor.
 - (2) The Finance Director.

(c) The Finance Director shall make a quarterly report concerning the same to Council at the regularly scheduled Finance Committee meeting.
(Ord. 57-18. Passed 10-23-18.)

111.03 BIDS AND CONTRACTS.

(a) All bids shall be advertised for and accepted by an individual to be designated by Council at such time as the advertising for and acceptance of bids are authorized.
(Res. 49-71. Passed 6-22-71.)

(b) All contracts of the City required to be competitively bid, or otherwise requiring legislative approval under Ohio law shall be entered into by an individual at such time as the entering into of said contract is authorized by Council. (Ord. 96-08. Passed 12-30-08.)

111.04 ADVANCED NOTIFICATION FEE.

(a) Any person, upon written request with the Clerk of Council specifying such person's name, address and, if one is available, a telephone number at or through which the person can be reached during and outside of business hours, and specifying the type of public business the discussion of which the person is requesting advanced notification of, the Municipal body that is the subject of such request, and the number of calendar months, not to exceed twelve, which the request covers, shall be provided advanced notification of a Municipal meeting at which public business is scheduled to be discussed.

(b) Each such written request must be accompanied by cash or a check or money order payable to the City of Sheffield Lake in the amount of five dollars (\$5.00) for each month covered by the request, which amount has been determined by Council to represent a reasonable fee to cover costs of providing such advanced notification.
(Ord. 11-76. Passed 2-10-76.)

111.05 PUBLIC HEARING PRIOR TO ADOPTION OF APPROPRIATION ORDINANCE.

(a) Prior to the adoption of the annual appropriation ordinance of the City and at least fourteen days prior to the adoption of said annual appropriation ordinance a public hearing will be held at which time the citizens and residents of the City shall have the opportunity to be heard and to present their views as to the content of the annual appropriation ordinance.

(b) Notice shall be given to the public hearing provided for in subsection (a) hereof at least fourteen days prior to the public hearing.

(c) For good cause, the fourteen day waiting period contained in subsections (a) and (b) above may be waived by a two-thirds majority vote of Council.
(Ord. 56-10. Passed 12-28-10.)

111.06 DONATIONS TO THE CITY.

(a) Any and all proposed donations to the City of Sheffield Lake of real or personal property of whatever kind or nature valued at five hundred dollars (\$500.00) or greater shall be presented to Council for a vote on whether or not to accept the proposed donation as designated by the donor. Any and all proposed donations of service to the City shall not require approval by Council to be accepted by the City.
(Ord. 24-10. Passed 5-25-10.)

(b) Upon approval by a majority of the members of Council, any donation to the City shall be allocated immediately to be utilized by the appropriate department as designated.
(Ord. 9-08. Passed 2-26-08.)

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- Ordinances of Sheffield Lake, OH
- ORDINANCES OF THE CITY OF SHEFFIELD LAKE, OHIO
- ORDINANCE NO. 116-84
- ORDINANCES OF SHEFFIELD LAKE
- ORDINANCE. 111
- Ordinances and Resolutions
- order and proceeds to business, and provided further that should the regular meeting of Council occur upon a legal holiday or on an election day then Council shall meet in regular ses
- Ord. 81-02
- repealed by Ordinance 87-02
- order at the appointed hour and shall proceed with the order of business
- order and decorum, prevent personalities or the impugning of the members' motives, confine members in debate to the question under discussion, decide all points of standing committees
- order by the most senior member of Council
- order
- order of business in such case shall be to elect an acting President Pro Tem upon a majority vote of the members present
- Ord. 24-08
- orded as having voted on the side of the majority
- Ord. 82-02

- ordered upon any question acted upon during such absence, provided such vote does not change the result
- Ord. 83-02
- ordinance or question without the consent of Council
- order of business and shall confine his comments and or questions to three minutes unless authorized by Council to continue
- Ord. 17-95
- Ordinance Committee
- ordinances, submitted by Committees of Council or by individual members of Council or the Mayor not otherwise specifically referred to any other Committee
- Ordinance Committee shall review existing ordinances and offer input to any additions, deletions, or amendments to any such existing ordinances as from time to time may be determined by the
- Ordinance Committee to be appropriate
- Ordinance Committee shall have the overall responsibility for all ordinances and resolutions within the City of Sheffield Lake unless such responsibility is specifically directed to another
- ordinances or resolutions proposed by the Ordinances Committee may be put on the agenda of Council by a majority of those members of Council who are present at a work session of Council sho
- ordinances may be placed on the agenda of Council by a majority of the members of Council present at any regular scheduled Council meeting
- Ord. 84-02
- ord keeping, reporting and related internal control risks and shall monitor and assess the City's risk management and legal compliance
- Ord. 15-12
- order and shall be decided without debate
- Ord. 85-02
- Order of Business
- order:
- ordinances and measures, both emergency and otherwise
- Ord. 86-02
- ordinance or resolution and on the appointment of every officer the vote shall be taken by roll call vote, entered in full upon the records and written or typed in the official journal
- ords, on the request of any member, seconded by one other member or upon the demand by the Presiding Officer
- Ord. 7-03
- order indicated
- order before the main question
- ordinance or resolution
- Ordinances
- ordinance or resolution fails to receive a two-thirds affirmative vote, such measure shall cease to be before Council as an emergency measure and shall have the standing that a measure would
- amended or voted upon
- ordinance. Rule No

- order unless Council is engaged in voting
- order only when that order of business is being transacted in which the matter to be taken up was laid upon the table
- repealed by Ordinance 8-03
- Ordinances and resolutions shall be introduced in Council only by members of Council then present, with their names endorsed thereon, except such ordinances and resolutions as may be present
- ordinance involving the approving of a report of an assessment equalization board or an ordinance determining to proceed with a public improvement shall be not introduced for consideration
- Ord. 20-03
- repealed by Ordinance 21-03
- ordinances shall be "Be it ordained by the Council of the City of Sheffield Lake, State of Ohio"
- ordinances before introduction shall be in a typewritten form
- ordinance or resolution or section thereof shall be revised or amended unless the new ordinance or resolution contains the entire ordinance or resolution or section revised and amended and u
- ordinance, resolution, section or sections so amended is repealed
- Ordinances making appropriations shall be confined to the subject of the appropriation
- ordinance. (Ord
- Ord. 89-15
- ordinances, resolutions and communications that are referred to Council committee and that pertain to matters that come under the supervision and control of the Mayor or directors shall, in
- ordered by Council, be referred to the appropriate committee for consideration
- Ord. 32-03
- order while speaking, he shall cease speaking unless permitted to explain
- order shall be decided without debate
- order them to be referred
- Ord. 65-03
- repealed by Ordinance 66-03
- amended, revoked or altered or new Rules adopted by ordinance on the affirmative vote of two-thirds (2/3) of the members of Council
- adopted by Council shall be attached to these Rules, together with the date of adoption of same
- Ord. 59-03
- adopted pursuant to Ohio R
- Ordinances or in any ordinance or resolution of Council, any other agency of government that Council may determine that this Rule No
- ords kept by the Clerk under this Rule No
- ord, bulletin or newspaper
- ordinance with subparagraph (2) hereof
- effective for one year from the date of filing the same with the Clerk or until the Clerk receives written notice from such medium canceling or modifying such request, whichever is earlier

- effectiveness at the time it files its request
- ordinance with subparagraph (2) hereof, of the time, place and purposes of each special meeting, at least twenty-four hours prior to the time of such special meeting
- order payable to the City, in the amount of five dollars (\$5
- order of the date and manner, and time if pertinent under this Rule No
- Ord. 17-76
- Ord. 111-91
- ordinance with and pursuant to the Sunshine Law of the State of Ohio shall be subject to a fine of up to twenty-five dollars (\$25
- Ord. 61-93
- Ordinance, Charter Provision or otherwise have a representative
- Ord. 4-96
- Ord. 5-96
- Ord. 57-18
- Ord. 96-08
- order payable to the City of Sheffield Lake in the amount of five dollars (\$5
- Ord. 11-76
- ORDINANCE. (a) Prior to the adoption of the annual appropriation ordinance of the City and at least fourteen days prior to the adoption of said annual appropriation ordinance a public hearing
- ordinance. (b) Notice shall be given to the public hearing provided for in subsection (a) hereof at least fourteen days prior to the public hearing
- Ord. 56-10
- Ord. 24-10
- Ord. 9-08
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