

2nd AMENDED ORDINANCE NO. 03 - 12

By: Ben Kessler

An Ordinance to amend Section 223.02(b), Public Meetings, to clarify the method of recording and distributing meeting minutes.

WHEREAS, It is the desire of Bexley Council to strive towards an increasingly transparent and accessible public process;

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF BEXLEY:

Section 1.

Section 223.02 of the City of Bexley ordinances shall be amended to read as follows:

223.01 DEFINITIONS.

As used in this chapter:

- (a) "Public body" means Council, any committee of Council or any board, commission, or Task Force of the City established by the Charter or by Council.
- (b) "Meeting" means any prearranged discussion of the public business of the public body by a majority of its members.
- (c) "Draft minutes" means minutes of a regular or special meeting of any public body which have been prepared but have not been approved by the relevant public body.

223.02 PUBLIC MEETINGS.

- (a) Except as provided in Section 223.03, all meetings of any public body are declared to be public meetings open to the public at all times. A member of a public body shall be present in person at a meeting open to the public in order to be considered present or to vote at the meeting and for purposes of determining whether a quorum is present at the meeting.
- (b) The minutes of a regular or special meeting of any such public body shall be promptly recorded and open to public inspection.
 - 1) Minutes may take the form of one or more of the following:
 - i. A verbatim written transcript;
 - ii. A non-verbatim summary written transcript of the meeting that provides sufficient detail regarding the content of the meeting;
 - iii. An audio recording, presented in a digital format via the City's website, accompanied by a synopsis of any actions taken at the meeting. *written summary*
 - iv. A video recording, with audio, presented in a digital format via the City's website, accompanied by a synopsis of any actions taken at the meeting. *written summary*
 - 2) Prior to the approval of minutes by the relevant public body, draft minutes shall be made available for public inspection. Draft minutes shall be clearly

marked as "draft" via a watermark and/or a disclaimer that clearly communicates that the minutes have not been approved by the relevant public body.

- 3) The minutes need only reflect the general subject matter of discussions in executive sessions authorized under Section 223.03.

Section 2.

This ordinance shall go into effect and be in force from and after the earliest period allowed by law.

Passed: 2/14, 2012

Attest: [Signature]
Clerk of Council

[Signature]
~~Ben Keeler~~, President of Council
Rice Weber

Approved: 2/14, 2012

[Signature]
~~John M. Brennan~~, Mayor

First Reading 1-10-12
Second Reading 1-24-12

Third Reading 2-14-12