

**CITY CHARTER  
CITY OF WILLOUGHBY HILLS  
ARTICLE III  
THE COUNCIL**

**SECTION 3.1 COMPOSITION.**

3.11 Number, Manner of Election. The Council shall consist of seven (7) members, four (4) of whom are elected at-large and three (3) of whom are elected as district councilmen.

(Amended 7-8-75)

3.12 Voting Districts. The City shall consist of three (3) Voting Districts titled District One (1), District Two (2) and District Three (3), as determined by Ordinance.

(Amended 11-4-08)

3.12.1 Councilmen-at-large. There shall be four (4) councilmen-at-large elected for terms as defined below:

- a - Councilman-at-large I - four-year term commencing on the next January 1 following his election and expiring on December 31.
- b - Councilman-at-large II - four-year term commencing on the next January 2 following his election and expiring on January 1, except in 2002 when the term shall commence on January 1.
- c - Councilman-at-large III - four-year term commencing on the next January 3 following his election and expiring on January 2, except in 2002 when the term shall commence on January 1.
- d - Councilman-at-large IV - two-year term commencing on the next January 1 following his election and expiring on December 31. (Enacted November 7, 2000.)

3.13 Term of Office. Except as otherwise stated herein, three (3) councilmen-at-large and the three (3) district councilmen shall serve terms of four (4) years; one (1) councilman-at-large, designated herein as councilman-at-large IV, shall serve a term of two (2) years.

The terms of all district councilmen shall commence on the next January 1 following their election, and the terms of all councilmen-at-large shall be as defined in Section [3.12.1](#).

Beginning with the Municipal election in 2001 and every four years thereafter, four (4) councilman-at-large shall be elected for terms as defined in Section [3.12.1](#).

Beginning with the Municipal election in 2003 and every four (4) years thereafter, the three (3) district councilmen shall be elected for terms of four (4) years and the councilman-at-large IV shall be elected for a term of two (2) years. (Amended November 7, 2000.)

3.14 Qualifications. Every councilman shall be an elector and shall continue to reside within the Municipality during his term. A district councilman shall reside within the voting district he represents and shall continue to reside within the district during his term. If, however, the Board of Elections changes the boundaries of the precincts, therefore changing the boundaries of the districts, and this section results in placing residence of a district councilman outside the boundaries of the district he was elected to represent, he shall continue to represent the district that elected him for the remainder of his term. No person shall serve as a member of Council without having been continuously a resident and elector of the Municipality for one (1) year immediately prior to his election or appointment.

(Amended 11-4-75)

3.15 Removal from Office. The Council shall have the power to remove or expel from office any of its members in accordance with provisions outlined in Section [9.32](#).

## **SECTION 3.2 ORGANIZATION.**

3.21 Presiding Officers. The presiding officers of the Council shall be President of Council and Vice-President of Council.

The President of Council shall preside at all meetings of the Council. In the absence of the President, the Vice President shall temporarily assume his duties, relinquishing them to the President upon his return. (Amended 7-8-75)

3.22 Election of Presiding Officers. Following the Municipal election in 1985 and at each organizational meeting thereafter, the Council shall elect one of its members as President of Council and another as Vice President. (Amended 11-2-82)

3.23 Organizational Meeting. Council shall convene at 7:00 p.m. on the first Monday of January on or after January third (3rd) of each year following a General Municipal Election. Council shall meet in the Council Chamber for the purpose of organization and shall elect its presiding officers who shall serve until the next organizational meeting. (Amended 11-4-08)

3.24 Vacancies in the Council. Any vacancy in the Council shall be filled by appointment by a majority vote of the remaining members of the Council. If the vacancy is not so filled within thirty (30) days, the Mayor shall fill it by appointment immediately. The appointee shall hold office for the unexpired term of the councilman he replaces. Any appointee must meet all of the qualifications for the office as described in Section [3.14](#).

A vacancy in the office of President of Council shall immediately be filled by the Vice President who shall thereupon become President, to serve for the balance of the unexpired term.

A vacancy in the office of Vice President shall be filled by the Council which shall immediately elect one of its remaining members as Vice President to serve the balance of the unexpired term. (Amended 11-2-82.)

3.25 The Clerk and Other Employees. The Council shall appoint a Clerk of Council and such other employees of the Council as it deems necessary.

The Clerk shall be an elector unless Council shall waive this requirement for good and sufficient reason. He shall give notice of and attend all meetings of Council in which he shall enter the votes, by roll call, of each councilman upon any ordinance, resolution or motion. he shall authenticate all records, documents and instruments of the Municipality on which authentication is properly required and perform all other duties prescribed for him by Council.

A vacancy in the office of Clerk shall be filled by appointment of the Council within thirty (30) days. If the vacancy is not so filled, the Mayor shall fill it by appointment immediately. (Amended 7-8-75)

### **SECTION 3.3 POWERS, DUTIES AND RESPONSIBILITIES.**

3.31 Powers. The Council shall enact any and all legislation deemed necessary for the preservation of the safety and welfare of the community and provide for the orderly and desirable growth of the community for the efficient and orderly operation of the local government.

The procedures for enacting this legislation shall follow the laws of the State of Ohio and any additional stipulations as found in Article [VI](#) of this Charter, provided, however, that each ordinance or resolution shall be read by title only on three (3) different days unless five (5) members of Council dispense with the rule, and no other provision of this Charter, nor the general laws of Ohio shall impair or limit this rule. (Amended 11-2-82)

3.32 Fixing of Salaries. Council shall by ordinance fix the salary or compensation of every officer and employee of the Municipality.

3.33 Meetings. The Council shall meet no less frequently than once a month for not less than eleven months of each year. Council shall provide by ordinance for the time and place of its regular meetings and for the method of calling special meetings. All meeting of Council or any other municipal body as defined at Section [107.01](#) (c) of the City's Codified Ordinances, shall be subject to the "Open Meeting" provisions of Chapter [107](#) of the City's Codified Ordinances.

Four (4) members of the Council shall constitute a quorum for the transaction of business, but a lesser number may adjourn from time to time and compel the attendance of absent members. (Amended 11-8-88)

3.34 Rules. The Council shall determine its own rules and keep a journal of its proceedings which shall be open to public inspection.

3.35 Instruction of New Members. At every organizational meeting the incumbent members of the Council shall instruct the new members with regard to their powers and duties, and present to each such member a copy of the Charter, of the ordinances of the Municipality, of the rules of Council and such other material as they may deem necessary to assist the new members in carrying out their responsibilities in an informed manner.

3.36 Adoption of Master Plan. Council shall adopt a Master Plan for the preservation and development of the physical character of the Municipality and appropriate ordinances to implement the plan by January 1, 1973.