

CHARTER  
OF THE  
CITY OF  
RAVENNA, OHIO

EDITOR'S NOTE: The Charter of the City of Ravenna was adopted by the voters at a general election on November 2, 1971. Dates appearing in parentheses following an article or section heading in the Table of Contents indicate that the article or section was subsequently amended or enacted on the date given.

TABLE OF CONTENTS

ARTICLE I -	NAME AND BOUNDARIES
ARTICLE II -	FORM OF GOVERNMENT
ARTICLE III -	POWERS OF CITY (11-3-87)
ARTICLE IV -	MAYOR
	Section 1. Qualifications. (11-3-98; 11-5-02)
	Section 2. Removal. (11-2-82)
	Section 3. Vacancy in Office. (11-2-93; 11-3-98)
	Section 4. Executive Powers and Duties. (11-3-98)
	Section 5. Veto Power. (11-7-78)
	Section 6. Judicial Powers.
	Section 7. Legislative Powers.
	Section 8. Conflicts of Interest.
ARTICLE V -	ADMINISTRATIVE DEPARTMENTS
	Section 1. Directors of Departments. (11-3-87)
	Section 2. Board of Control. (11-2-82)

ARTICLE VI - MAYORAL APPOINTMENTS

- Section 1. Director of Public Service.
- Section 2. City Engineer.
- Section 3. Boards and Commissions.
- Section 3.1. Civil Service Commission (11-3-98)
- Section 4. Present Employees.
- Section 5. Safety Forces (11-3-98)

ARTICLE VII - POLICE AND FIRE FORCES

- Section 1. Police Force.
- Section 2. Fire Force.

ARTICLE VIII - DEPARTMENT OF LAW (11-3-98; 11-5-02)

- Section 1. Powers and Duties of Law Director.
- Section 2. Vacancy in the Office of Law Director.

ARTICLE IX - FINANCE DIRECTOR (11-4-86; 11-3-87; 11-3-98; 11-5-02)

- Section 1. Vacancy in Office.
- Section 2. Powers and Duties. (11-7-78; 11-2-82)

ARTICLE X - THE COUNCIL

- Section 1. Powers and Numbers.
- Section 2. Qualifications. (11-3-98; 11-5-02)
- Section 3. Removal. (11-3-87)
- Section 4. Vacancies.
- Section 5. Meetings Generally. (11-5-02)
- Section 6. Special Meetings. (11-2-82)
- Section 7. Rules and Order of Business.
- Section 8. Elections.
- Section 9. Salaries.
- Section 10. Organizational Meeting.
- Section 11. Fixing of Salaries and Bonds. (11-7-78; 11-2-93; 11-3-98)

ARTICLE XI - ORDINANCES AND RESOLUTIONS

- Section 1. All Action to be by Ordinance.
- Section 2. Form of Introduction; Readings Before Passage; Style.
- Section 3. Manner of Amending and Repealing.
- Section 4. Emergency Measures.
- Section 5. Effective Date.
- Section 6. Publication. (11-5-02)
- Section 7. Initiative and Referendum. (11-7-78)

ARTICLE XII - CREATION OF NEW DEPARTMENTS; CHANGE OF DUTIES

ARTICLE XIII - PRESIDING OFFICERS: PRESIDENT OF COUNCIL; PRESIDENT PRO TEM

- Section 1. Election and Term of President of Council. (11-3-98)
- Section 2. Duties of President of Council. (11-2-82)
- Section 3. Vacancy in Office of President of Council.
- Section 4. President Pro Tem.

ARTICLE XIV - SPECIAL PROVISIONS

- Section 1. Elections for Elective Officers.
- Section 2. Effective Date of Charter.
- Section 3. Continuance in Office.

ARTICLE XV - CONTINUATION OF ORDINANCES

ARTICLE XVI - AMENDMENTS TO CHARTER

- Section 1. Submission to Electors.
- Section 2. Adoption.

ARTICLE XVII - ELECTIONS

- Section 1. Time for Holding.
- Section 2. General Laws to Apply.

ARTICLE XVIII - CHARTER REVIEW COMMISSION

- Section 1. Composition and Term. (11-3-98)
- Section 2. Duties.
- Section 3. Submission to Electors of Proposed Amendments to Charter. (Repealed 11-3-98)

ARTICLE XIX - PERSONAL INTEREST

ARTICLE XX - EFFECT OF CHARTER UPON EXISTING LAWS AND RIGHTS

ARTICLE XXI - SAVINGS CLAUSE

ARTICLE XXII - INTERPRETATION OF CHARTER

- Section 1. Headings.
- Section 2. Number and Gender. (11-3-87)

ARTICLE XXIII - REARRANGEMENT AND REPRINTING OF CHARTER

ARTICLE XXIV - REMOVAL OF ELECTED OR APPOINTED OFFICIALS OF THE CITY. (11-3-87)



**CHARTER  
OF THE  
CITY OF  
RAVENNA, OHIO**

**ARTICLE I - NAME AND BOUNDARIES**

The municipal corporation now existing in Portage County and the State of Ohio and known as the City of Ravenna shall continue to be a body politic incorporated in perpetuity under the name of the "City of Ravenna." The City shall have the same boundary that exists on the effective date of this Charter and the power and authority to change its boundary and annex other territory contiguous thereto in the manner authorized by the laws of Ohio.

**ARTICLE II - FORM OF GOVERNMENT**

The Municipal government provided by this Charter shall be known as the "Mayor Council" form of government. The executive power of the City shall be exercised by a Mayor who shall be duly elected by the people. Pursuant to its provisions and subject only to the limitations imposed by the State Constitution and by this Charter, all legislative powers of the City shall be vested in an elected Council, which shall enact ordinances, adopt budgets and exercise all other powers hereinafter prescribed.

**ARTICLE III - POWERS OF CITY**

The City shall have all powers granted to municipal corporations and to cities by the Constitution and general laws of this State, together with all implied powers necessary to carry into execution all the powers granted. The City may acquire property within or without its corporate limits for any City purpose, in fee simple or any lesser interest or estate, by purchase, gift, devise, lease or condemnation, and may sell, exchange or lease, at public or private sale as determined by the Council, mortgage, hold, manage and control such property as its interests may require, and, except as prohibited by the Constitution of this State or restricted by the Charter,

2004 Replacement

the City shall and may exercise all municipal powers, functions, rights, privileges and immunities of every name and nature whatsoever. The enumeration of particular powers by this Charter shall not be deemed to be exclusive, and, in addition to the powers enumerated therein or implied thereby, or appropriate to the exercise of such powers, it is intended that the City shall have and may exercise all powers which, under the Constitution or laws of this State, it would be competent for this Charter specifically to enumerate.

All powers of the City shall be exercised in such manner as may be provided herein, or, in the absence of such provision, in such manner consistent with this Charter as may be prescribed by ordinance or resolution of the Council, or, in the absence of such provision in this Charter or in an ordinance or resolution of this Council, in such manner as may be provided by the general laws of the State of Ohio then applicable.  
(Amended November 3, 1987)

#### **ARTICLE IV - MAYOR**

The Mayor shall be elected by the voters at the regular Municipal election to be held in the year 1975, and every fourth year thereafter for a term of four years. His or her term shall commence, and he or she shall assume office, on the first day of January next following such election and shall serve until his or her successor is duly elected and qualified. The Mayor may be a candidate to succeed himself or herself.

##### **Section 1. Qualifications.**

The Mayor shall have been a qualified elector and a resident of this City for at least one year immediately prior to the date of the election and shall continue to be a qualified elector of the City of Ravenna during his or her term of office. The Mayor must have obtained at least a high school diploma or equivalent.  
(Amended November 3, 1998; November 5, 2002)

##### **Section 2. Removal.**

The office of the Mayor shall be declared vacated by resolution of Council upon determination that the Mayor:

- (a) Does not possess, or has ceased to possess, the qualifications of office;
- (b) While in office has been convicted of a felony or other crime involving moral turpitude;
- (c) Has been adjudicated legally incompetent;
- (d) Is guilty of conflict of interest, gross misconduct, gross neglect of duty or misfeasance, malfeasance or nonfeasance in office; or
- (e) Has violated the oath of office.

2004 Replacement

The decision of Council to remove the Mayor shall be made only upon concurrence of two-thirds of the members of Council, after public hearings upon the charge or charges brought, provided that the Mayor shall have been notified, in writing, of the charge or charges at least fifteen days in advance of such public hearing, and provided, further, that the Mayor and the Mayor's counsel shall have been given an opportunity to be heard, present evidence and examine under oath all witnesses appearing in support of such charge or charges.

(Amended November 2, 1982)

### **Section 3. Vacancy in Office.**

(a) **Absence.** When the Mayor is temporarily absent, inaccessible or unable for any cause or reason to perform his or her duties, the President of Council shall become the acting Mayor and while so acting shall have and exercise all of the powers of the Mayor with the exception of the termination of any officer or employee of the City, but shall not thereby cease to be President of Council. (Amended November 3, 1998)

(b) **Vacancy.** In the event the office of Mayor shall become vacant for any cause or reason, or if a Mayor-elect fails to qualify for office, the President of Council shall thereupon become Mayor and serve for the unexpired term or until the beginning of the term of a successor duly elected as hereinafter provided, and his or her office as President of Council shall become vacant.

In the event the President of Council is unable or declines to serve as Mayor, Council by a vote of the majority of the remaining members of Council shall appoint one of its members as Mayor to serve for the unexpired term or until the beginning of the term of the successor duly elected as hereinafter provided, and the office of the member of Council so appointed shall immediately become vacant.

(c) **Absence of President of Council.** In the event the President of Council shall be absent or inaccessible or for any reason unable to perform his or her duties as acting Mayor, the President Pro Tem of Council shall serve as acting Mayor.

(d) **Election of Successor in the Event of Vacancy.** In the event the office of Mayor shall become vacant, a successor for the unexpired term shall be elected as Mayor at a special election to be held on the day of the next regular Municipal election, provided that (1) such election shall occur more than two (2) years prior to the expiration of the unexpired term, and (2) the vacancy shall have occurred more than one hundred twenty (120) days prior to such election. A President of Council or a Councilperson, who has become Mayor pursuant to subsection (b) of this section, may be a candidate to succeed himself or herself. In other instances in which the office of Mayor shall become vacant the provisions of subsection (b) of this section shall apply.

1998 Replacement

**Section 4. Executive Powers and Duties.**

(a) The Mayor shall be the Chief Conservator of the Peace within the City and shall cause all of the laws of the State, provisions of the Charter and ordinances of the City to be enforced. The Mayor shall be the Chief Executive Officer of the City, shall supervise administration of the City affairs and exercise control of all departments and divisions. The Mayor shall be responsible for the preparation and submission of the annual budget, including the estimates of receipts and expenditures, and of appropriation measures, and shall at all times keep the Council fully advised as to the financial conditions and needs of the City. He or she shall cause all terms and conditions imposed in favor of the City or its inhabitants in any franchise or contract to which the City is a party to be faithfully kept and fully performed.

Except as may be otherwise provided in this Charter, and the provisions of the civil service law of the State of Ohio, the Mayor shall have power to appoint, promote, transfer, reduce or remove any officer or employee of the City except those required by this Charter to be elected.

Unless otherwise provided by ordinance, the Mayor shall execute on behalf of the City all contracts, conveyances, evidence of indebtedness and all other instruments to which the City is a party. The Mayor shall have custody of the seal of the City and may affix it to all of said instruments, but the absence of the seal shall not affect the validity of any such instrument. The Mayor shall be recognized as the official and ceremonial head of the City government by the Governor for military purposes and by the Court for the purpose of serving civil process. He or she shall recommend to Council such measures as he or she deems necessary or expedient for the welfare of the City and shall keep Council advised of the present conditions and future needs of the City.

The Mayor shall also serve as Director of the Department of Public Safety which will exercise supervision over the Police and Fire Departments and other divisions, departments or bureaus as shall be provided by ordinance.

(b) The Chief Executive shall be responsible for the preparation and submission to Council by November 1, commencing with the year 1994, for its approval, a preliminary annual budget which shall contain at least the following:

- (1) A statement of estimated revenues from all sources, including fund balances from previous years;
- (2) A statement of proposed expenditures shown by departments;
- (3) A summary of the budget describing the important features, including any proposals for major changes in financial policies, in expenditures, in appropriations, and in revenues as compared with the preceding fiscal year and the reasons for such proposals, as well as itemizations and explanations of each proposed capital improvement.

1998 Replacement

(c) The Chief Executive, in conjunction with Council, shall formulate a five-year capital program to commence November 1, 1994. This program shall contain at least the following:

- (1) A summary of contents;
- (2) A list of all capital improvements which are proposed to be undertaken during the five fiscal years next ensuing, with appropriate supporting information as to the necessity for such improvements;
- (3) Cost estimates, methods of financing, a designation of the appropriated funds account that will be charged for these expenditures, and a recommended time schedule for such improvements;
- (4) The estimated annual cost of operating and maintaining facilities to be constructed, acquired or renovated.

The above information should be revised and extended each year as necessary.  
(Amended November 2, 1993; November 3, 1998)

#### **Section 5. Veto Power.**

Every ordinance or resolution passed or adopted by Council shall be signed by the President of Council or other presiding officer and shall be attested by the Clerk of Council and promptly presented to the Mayor. If the Mayor approves such ordinance or resolution, he or she shall sign and return it within five (5) days after it has been presented to him or her following Council's passage or adoption, but if he or she does not approve it, he or she shall return it to the Council with his or her written objection within said five (5) days by delivery to said Clerk. His or her objection shall be entered in full on the journal of the Council. The Mayor may approve or disapprove the whole or any item of an ordinance appropriating money, but, otherwise, his or her approval or disapproval shall be addressed to the entire ordinance. If the Mayor does not sign or veto an ordinance or resolution after its passage or adoption within the said five-day period, it shall take effect in the same manner as if he or she had signed it. When the Mayor has disapproved an ordinance or resolution or part or item thereof as herein provided, the Council shall, no later than the next regular meeting, proceed to reconsider it, and if, upon reconsideration, the ordinance or resolution or part or item thereof disapproved by the Mayor is approved by two-thirds of the members of Council eligible to vote, it shall then take effect as if it had received the signature of the Mayor. In all cases, the vote shall be taken by yeas and nays and entered upon the journal. (Amended November 7, 1978)

#### **Section 6. Judicial Powers.**

The Mayor shall have all the judicial power provided by this Charter, the ordinances of this City and the general laws of Ohio.

1998 Replacement

**Section 7. Legislative Powers.**

The Mayor shall attend all Council meetings, but shall have no vote therein. He or she shall have the right to recommend and introduce legislation and to take a part in the discussion of all matters coming before Council.

**Section 8. Conflicts of Interest.**

The Mayor shall, during the term of his or her office, neither directly nor indirectly, solicit, contract for, receive or be interested in any profit of any account or contract, job, work or service with or for the City of Ravenna.

**ARTICLE V - ADMINISTRATIVE DEPARTMENTS**

The administrative departments of the City shall consist of a Department of Law, a Department of Public Service and such other departments as may be determined to be necessary by Council for the efficient operation of the services of the City in the best interest of the public.

**Section 1. Directors of Departments.**

At the head of each department shall be a director who shall be an officer of the City appointed by the Mayor, unless otherwise provided by this Charter. He or she shall have supervision and control over his or her respective department, to service the same subject to and under direction of the Mayor, unless otherwise provided in this Charter.  
(Amended November 3, 1987)

**Section 2. Board of Control.**

The Mayor, the Director of Public Service and the Finance Director shall constitute the Board of Control of the City of Ravenna. The Board of Control shall have the powers and duties of a board of control of a city, as provided by the general laws of the State of Ohio, relating to the approval of contracts of the City.  
(Amended November 2, 1982)

**ARTICLE VI - MAYORAL APPOINTMENTS****Section 1. Director of Public Service.**

The Mayor shall appoint a Director of Public Service, and he or she shall have charge of all public works, public buildings and public utilities and the construction of such public facilities of the City, and other functions that may be assigned to him or her by the Mayor, and, further, he or she shall have direct supervision of the City Engineer.

1998 Replacement

**Section 2. City Engineer.**

There is hereby created an office of City Engineer, who shall be appointed by the Mayor. The City Engineer is to act in an advisory capacity to the City Council and the Mayor. The City Engineer shall be a registered engineer and after serving a probationary period of a year, he or she will then come under the classified civil service.

**Section 3. Boards and Commissions.**

The following boards and commissions are to be appointed by the Mayor: Planning and Zoning Commission, Board of Zoning Appeals, Parks and Recreation Board, Civil Service Commission, Board of Health and any other boards or commissions that Council shall deem necessary. The powers and duties of these boards and commissions shall be established by the Ohio Revised Code, by the ordinances of the City and by this Charter.

**Section 3.1. Civil Service Commission.**

The Mayor shall appoint three (3) residents to serve six (6) year terms as members of the Civil Service Commission. City Council may enact such ordinances or resolutions pertaining to matters concerning the regulation of the Civil Service of the City as it deems fit in the exercise of the authority granted the City under the provisions of home rule and self government. Such ordinances or resolutions may vary, conflict or deviate, as the case may be, from the laws, statutes, rules and regulations enacted or promulgated by the State Legislature, agencies or departments.  
(Added November 3, 1998)

**Section 4. Present Employees.**

Any officer or employee who has been in the classified service of the City for a period of more than ninety (90) days on the effective date of this Charter shall retain his or her position until discharged, reduced, promoted or transferred pursuant to the provisions of civil service.

**Section 5. Safety Forces.**

(a) A search for candidates to fill the position of Chief of Police and Fire Chief shall permit an individual that is not a member of the Police or Fire Departments of this City, provided such individual has not less than ten (10) years of police/fire training and experience with a safety forces agency of at least comparable size to that of the City of Ravenna. All qualified candidates will test according to defined policy, with selection to be by the appointing authority from the top three qualified applicants.

(b) All qualified candidates from promotional exams within the Police and Fire Departments will test according to the defined policy, with selection to be by the appointing authority from the top three qualified applicants.  
(Added November 3, 1998)

2004 Replacement

## ARTICLE VII - POLICE AND FIRE FORCES

### Section 1. Police Force.

The City shall maintain a police force consisting of a Chief directly in charge thereof and of such number of other officers, patrolman and employees as may be fixed by ordinance.

### Section 2. Fire Force.

The City shall maintain a fire force consisting of a Chief in charge thereof and of such number of other officers, firemen and employees as may be fixed by ordinance.

## ARTICLE VIII - DEPARTMENT OF LAW

The Law Director shall be elected at the regular Municipal election to be held in the year 1975 for a term of four (4) years and every four (4) years thereafter. The term of office of the Law Director shall commence on the first day of January next following his or her election and shall serve until his or her successor is duly elected and qualified. He or she shall be an attorney at law, duly admitted to the practice of law in the State of Ohio, a resident elector of the City of Ravenna at least one (1) year prior to his or her election. The Law Director shall remain an elector of the City of Ravenna during his or her term of office. (Amended November 3, 1998; November 5, 2002)

### Section 1. Powers and Duties of Law Director.

The Law Director shall prepare all contracts, bonds and other instruments in writing in which the City is concerned. He or she shall be the chief legal adviser of all offices, departments, commissions, boards and agencies and of all officers and employees of the City in matters relating to their official powers and duties. He or she shall represent the City in all legal proceedings and shall serve as prosecuting attorney in the Municipal Court. Further, it shall be his or her duty to perform all services incident to his or her office as may be required by statute, by this Charter or by ordinance. The Law Director may, with the approval of Council, retain such assistance as may be necessary in the performance of these duties.

### Section 2. Vacancy in the Office of Law Director.

(a) **Appointment of Successor by Council.** In the event the office of Law Director shall become vacant for any cause or reason, Council shall, by the concurrence of a majority of its elected members, choose his or her successor to serve his or her unexpired term, or until the beginning of the term of a successor duly elected as provided in subsection (b) of this section.

2004 Replacement

(b) **Election of Successor.** In the event the office of the Law Director shall become vacant, a successor for the unexpired term shall be elected as Law Director at a special election to be held on the day of the next regular Municipal election, provided that (1) such election shall occur more than two (2) years prior to the expiration of the unexpired term, and (2) the vacancy shall have occurred more than one hundred twenty (120) days prior to such election. A successor who has become Law Director pursuant to this section may be candidate to succeed himself or herself. In all other instances in which the office of Law Director shall become vacant, the provisions of subsection (a) of this section shall apply.

#### ARTICLE IX - FINANCE DIRECTOR

The Finance Director shall be elected at the regular Municipal election to be held in the year 1975 and every four (4) years thereafter. He or she shall have a bachelor's degree in accounting or finance awarded by a college or university accredited by an organization recognized by the Council of Higher Education Accreditation and meet any qualification guidelines established by Council ordinance as being necessary to fulfill the position. The Finance Director shall be a qualified elector and a resident of the City one (1) year prior to the date of his or her election and shall remain a qualified elector and a resident of the City of Ravenna during his or her term of office. The term of office of the Finance Director shall commence on the first day of April following his or her election and shall continue for a term of four (4) years following said commencement date. He or she shall be bonded for the faithful performance of his or her duties before taking office. The amount of bond shall be fixed by the Council and the premium paid by the City of Ravenna.  
(Amended November 4, 1986; November 3, 1987; November 3, 1998; November 5, 2002)

##### Section 1. Vacancy in Office.

(a) **Appointment of Successor by Council.** In the event the office of the Finance Director shall become vacant for any cause or reason, Council shall, by the concurrence of a majority of its elected members, choose his or her successor to serve his or her unexpired term, or until the beginning of the term of a successor duly elected as provided in subsection (b) of this section.

(b) **Election of Successor.** In the event the office of Finance Director shall become vacant, a successor for the unexpired term shall be elected as Finance Director at a special election to be held on the day of the next regular Municipal election, provided that (1) such election shall occur more than two (2) years prior to the expiration of this unexpired term, and (2) the vacancy shall have occurred more than one hundred twenty (120) days prior to such election. A successor who has become Finance Director pursuant to this section may be a candidate to succeed himself or herself. In all other instances in which the office of Finance Director shall become vacant the provisions of subsection (a) of this section shall apply.

2004 Replacement

**Section 2. Powers and Duties.**

The Finance Director shall have charge of the administration of the financial affairs of the City, and to that end he or she shall have authority and be required to:

- (a) Compile the current income and expense estimates for the budgets for the Mayor and Council.
- (b) Compile the capital estimates for the budget for the Mayor and Council.
- (c) Supervise and be responsible for the disbursement of all moneys and have control over all expenditures to insure that budget appropriations are not exceeded.
- (d) Maintain a general accounting system for the City government and each of its offices, departments and agencies consistent with standard accounting practices.
- (e) Prepare for the Mayor and City Council a monthly financial statement and report and, at the end of each fiscal year, a complete financial statement and report.
- (f) Collect all taxes, special assessments, license fees and other revenues due the City or for whose collection the City is responsible and receive all money receivable by the City from the County, State or Federal Government, or from any court, or from any office, department or agency of the City, or any moneys payable to the City, or any moneys payable to the City from any source.
- (g) Appoint a full-time deputy to act as the City's Income Tax Administrator. The Income Tax Administrator shall, under the supervision of the Finance Director, administer and enforce the Municipal income tax of the City.
- (h) Have custody of all public funds belonging to or under the control of the City, or any office, department or agency of the City government, and deposit or invest all funds coming into his or her hands in such manner as may be provided by ordinance, and all such interest resulting from deposits or investments shall be the property of the City and shall be accounted for and credited to the proper account.
- (i) Have custody of all investments and invested funds of the City government, or in possession of such government in a fiduciary capacity, and have the safekeeping of all bonds and notes of the City and the receipt and delivery of City bonds and notes for transfer, registration or exchange.
- (j) Examine all purchase orders and contracts to determine if funds for such purpose have been appropriated for such purpose prior to the purchase or the execution of the contract. No appropriation shall be encumbered and no purchase shall be made unless the Finance Director certifies that there is a sufficient unencumbered balance of appropriated funds on hand or in the process of collection.

The Finance Director shall keep full, complete and accurate records of all financial transactions of the Municipality, collect, deposit and safely keep all moneys of the Municipality, and disburse the same as required by law and the ordinances of the Municipality.

He or she shall not allow the amount set aside for any appropriation to be overdrawn, nor to be drawn for any purpose not authorized. He or she shall carefully examine all payrolls, bills and other claims against the Municipality and shall issue no warrant, check or voucher in payment thereof, unless he or she shall find the same to be in proper form, correctly computed, duly approved and properly payable, and that an appropriation has been

made therefor.

2004 Replacement

He or she shall perform such other and further duties as may be designated by Council from time to time, not inconsistent with this Charter and the laws of the State of Ohio. (Amended November 7, 1978; November 2, 1982)

## **ARTICLE X- THE COUNCIL**

### **Section 1. Powers and Numbers.**

All the legislative powers of the City of Ravenna, except as limited by this Charter and the Constitution of the State of Ohio, shall be vested in a Council of seven (7) members, four (4) members being elected, one (1) from each ward and three (3) at-large, elected as provided hereafter for a term of four (4) years. Members shall serve beginning on the first day of January of the year following their election until their successors are elected and qualified.

### **Section 2. Qualifications.**

No person shall be eligible to be a member of Council representing a ward unless he or she is a resident and qualified elector of the City of Ravenna and the ward from which he or she is to be elected for at least one (1) year prior to the date of the election. No person shall continue to serve as a member of the Council representing a ward unless, during his or her term of office, he or she shall continue to be a resident and qualified elector of the ward from which he or she is elected. No person shall be eligible to be a member of Council-at-Large unless he or she is a resident of the City of Ravenna for at least one (1) year prior to the date of the election. No person shall continue to serve as a member of Council-at-Large unless, he or she is a resident of the City of Ravenna for at least one (1) year prior to the date of the election. No person shall continue to serve as a member of the Council-at-Large unless, during his or her term of office, he or she shall continue to be a resident of the City of Ravenna. A Municipal employee or appointee shall not be eligible to hold office as Councilperson. (Amended November 3, 1998; November 5, 2002)

### **Section 3. Removal.**

Council shall be the sole and final judge of the election and qualifications of its members. It shall expel or remove any member for gross misconduct, misfeasance, malfeasance or nonfeasance, or disqualification from holding office or for conviction, while in office, of a crime involving moral turpitude or for the violation of his or her oath of office or for absence without justifiable excuse from three (3) consecutive meetings of Council. Such expulsion shall be only on the concurrence of five (5) members of Council and shall not take place until the accused member has been notified in writing of the charges against him or her at least ten (10) days in advance of any hearing upon such charge or until he or she or his or her counsel shall have been given the opportunity to appear before Council and be heard, present evidence and examine witnesses appearing in support of the charge. (Amended November 3, 1987)

2004 Replacement

**Section 4. Vacancies.**

In the event the office of any member of Council shall become vacant for any cause or reason, Council shall, by a majority vote of the remaining members elected thereto, choose his or her successor. In the event that Council fails to elect such a successor on or before the expiration of thirty (30) days after such vacancy, Council shall be divested of its power to appoint a successor and the Mayor shall appoint a successor. Such successor, whether elected by Council or appointed by the Mayor, shall serve until the next Municipal election when he or she shall run for the unexpired term.

**Section 5. Meetings Generally.**

The Council shall hold at least one (1) regular meeting in each calendar month. A majority of the members of the Council shall constitute a quorum for the transaction of business at any meeting of the Council. At any meeting at which a quorum is present, any ordinance or resolution may be passed or adopted, or any other action taken, by the affirmative vote of four (4) members of the Council unless a larger number be required by the provisions of this Charter or by the laws of the State of Ohio. The Clerk of Council shall keep a record of its proceedings in a journal of which the yes and no vote of each Councilperson voting on an ordinance or resolution shall be recorded. All meetings, whether regular or special, or of its committees, shall be open to the public, except that Executive Sessions may be held in accordance with the Ohio Revised Code Section 121.22. The public shall have access to the minutes and records thereof at all reasonable times.  
(Amended November 5, 2002)

**Section 6. Special Meetings.**

Special meetings of Council may be called by a vote of Council taken at any regular or special meetings, or special meetings may be called by the Clerk of Council upon the written request of the Mayor or President of Council or any three (3) members of Council. Any such vote or request for the calling of a special meeting shall state the time and subject or subjects to be considered at the meeting and no other subject or subjects shall be there considered. Twenty-four (24) hours notice in writing of such meetings shall be given to each member of Council, the President of Council and the Mayor, by personal service, or by leaving the same at their usual place of residence. Twenty-four (24) hours notice shall also be given to the public by posting the same in the City Hall.  
(Amended November 2, 1982)

**Section 7. Rules and Order of Business.**

Council shall determine its own rules and order of business.

2004 Replacement

**Section 8. Elections.**

At the general election in 1979, Councilpersons from Wards 3 and 4 shall be elected for four (4) years. Of the two (2) Councilpersons-at-large to be elected, the candidate receiving the smaller number of votes shall serve for two (2) years. All subsequent elections shall be for four (4) years.

**Section 9. Salaries.**

The Council shall have power to establish the salaries of Councilpersons by ordinance, but no increase shall become effective unless adopted at least ninety (90) days prior to a Municipal election, and in no case shall an increase be paid to any person who is a member at the time of its adoption, unless he or she be re-elected, and no ordinance fixing salary shall be passed as an emergency measure.

**Section 10. Organizational Meeting.**

Council shall meet on the first Monday after the first day of January after election for the purpose of organizing and shall elect one (1) member of its body as President Pro Tem. The Council shall appoint an elector of the City who shall have the title of Clerk of Council and who shall serve at the pleasure of Council. His or her salary and duties shall be established by Council except as otherwise provided in this Charter.

**Section 11. Fixing of Salaries and Bonds.**

Council shall fix a salary or compensation for all officers, members of boards and commissions and all other employees of the City and may require any officer or employee to give bond for the faithful performance of his or her duties in such amount as it may determine and with such surety as the Director of Finance may approve and may, from time to time, require additional bond or surety on an officer or employee and shall provide that the premium for any such bond be paid by the City.

The salary schedule of all Municipal elected officials shall be established and posted by Council at least thirty days prior to the earliest filing deadline of nominating petitions of the primary election for the terms beginning in the next succeeding year and shall not thereafter be changed in any respect during such term or any part thereof.  
(Amended November 7, 1978; November 2, 1993; November 3, 1998)

**ARTICLE XI - ORDINANCES AND RESOLUTIONS****Section 1. All Action to be by Ordinance.**

Every measure enacted by Council having the force or effect of law, except such resolutions as are prescribed by general law beyond the power of this Charter to alter, shall be in the form of an ordinance.

2004 Replacement

**Section 2. Form of Introduction; Readings Before Passage; Style.**

Every proposed ordinance shall be introduced in written or printed form and shall not contain more than one (1) subject which shall be clearly expressed in the title. The making of general appropriations or transfers shall not contain matter upon any other subject. No ordinance shall be passed until it has been read at three (3) separate meetings, unless, upon roll call, this requirement shall have been waived by the affirmative votes of at least five (5) members of Council. The style of all ordinances passed by the Council shall be: "Be it ordained by the Council of the City of Ravenna, State of Ohio."

**Section 3. Manner of Amending and Repealing.**

No ordinance or section thereof shall be revised, amended or repealed, except by ordinance, and no ordinance or resolution or section of either shall be revised or amended unless the ordinance or resolution making such revision or amendment sets forth the full text of the ordinance, resolution or section as revised or amended. The repeal of any ordinance, resolution or section by which another ordinance, resolution or section was expressly repealed or amended shall not have the effect of reviving or reenacting such prior ordinance, resolution or section.

**Section 4. Emergency Measures Generally.**

No ordinance shall be passed or adopted as an emergency measure unless it shall set forth in the body thereof a declaration of the circumstances constituting the emergency. A separate roll call vote shall be had upon such emergency declaration before the final vote upon the passage or adoption of the ordinance and shall be passed if five (5) members of Council affirmatively so vote. If fewer than five (5) members of Council vote affirmatively on the emergency, the ordinance shall then have the same status as any other ordinance.

**Section 5. Effective Date.**

Any ordinance containing an emergency declaration shall take effect and be in force on and after the date of its passage or on and after such date as shall be specified in the ordinance. Every other ordinance shall take effect and be in force on and after the thirtieth day following its passage unless before such time a referendum petition be filed against such ordinance or unless a later date therefor be specified in the ordinance.

**Section 6. Publication.**

Ordinances that are penal in nature, as determined by the Law Director, shall be published in full within ten (10) days after adoption in a newspaper of general circulation in the City of Ravenna, unless the ordinances are an adoption of general recodification of, or supplement to, the Codified Ordinances of the City of Ravenna. Ordinances that are general recodifications,

2004 Replacement

recodification supplements, or non-penal in nature shall be published by title only under the conditions above with a statement that such ordinances are on file in the office of the Clerk of Council, City Hall, for examination by any interested party.  
(Amended November 5, 2002)

**Section 7. Initiative and Referendum.**

Ordinances may be submitted to popular vote through the initiative and referendum, as provided by the Ohio Revised Code Sections 731.28 to 731.40, inclusive, subject to the provisions of this Charter.  
(Amended November 7, 1978)

**ARTICLE XII - CREATION OF NEW DEPARTMENTS:  
CHANGE OF DUTIES**

The Council, by ordinance, may create, change and abolish offices, departments, commissions, boards and agencies other than the offices, departments, commissions, boards and agencies established by this Charter. The Council, by ordinance, may assign additional duties or functions to officers, departments, commissions, boards and agencies established by this Charter, but may not discontinue or assign to any other office, department, commission, board or agency any function or duty assigned by this Charter to a particular office, department, commission, board or agency.

**ARTICLE XIII - PRESIDING OFFICERS: PRESIDENT OF COUNCIL;  
PRESIDENT PRO TEM**

**Section 1. Election and Term of President of Council.**

The President of Council shall have been a qualified elector of the City and a resident of the City for at least one (1) year immediately prior to the date of the election and shall continue to remain a qualified elector and a resident of the City during his or her term of office. He or she shall be elected by the voters of the City at the next regular Municipal election in the year 1973 for a term of two (2) years and thereafter for a term of four (4) years. His or her term shall commence and he or she shall assume office on the first day of January next following such election.  
(Amended November 3, 1998)

**Section 2. Duties of President of Council.**

The President of Council shall preside at all regular and special meetings of Council, but he or she shall not vote therein except in the event of a tie. The President of Council shall appoint the chairpersons and members of the various Council committees. The President of Council shall be an ex-officio member of all committees created by Council and shall be notified by the committee chairperson of all meetings of said committee and invited to attend the same.  
(Amended November 2, 1982)

2004 Replacement

**Section 3. Vacancy in Office of President of Council.**

In case of a vacancy, the President of Council shall be elected by Council from among its members and the one elected shall vacate his or her term as Councilperson and shall serve until the next Municipal election when he or she may run for the unexpired term.

**Section 4. President Pro Tem.**

The President Pro Tem shall serve as acting President of Council when the President of Council is temporarily absent, inaccessible or unable, for any cause or reason, to perform his or her duties.

**ARTICLE XIV- SPECIAL PROVISIONS****Section 1. Elections for Elective Officers.**

Elections for elective officers provided by this Charter shall be held and conducted in accordance with the general statutory provisions of the Ohio Revised Code and amendments thereto.

**Section 2. Effective Date of Charter.**

This Charter shall take effect and be in force from and after the first day of January, 1972.

**Section 3. Continuance in Office.**

The Mayor elected in the Municipal election of 1971 shall continue in office until his or her term expires, but exercising only those powers and duties provided in this Charter, and the City Auditor elected in the Municipal election of 1971 shall continue under this Charter until a Director of Finance has been elected and qualified and shall assume the duties of the Treasurer in January, 1973; and the City Solicitor elected in the Municipal election of 1971 shall continue in office as Law Director until his or her successor is elected and qualified. All other persons who are appointees, employees or non-elected officials of the Municipality, at the time this Charter takes effect, shall continue in office and in the performance of their duties until provisions shall have been made otherwise in accordance with the provisions of the Charter. Once such provision shall have been made, the term of any such appointee, employee or non-elected officer shall expire.

**ARTICLE XV - CONTINUATION OF ORDINANCES**

All ordinances of the City of Ravenna in effect, at the time of the adoption of this Charter, shall remain in effect, except as superseded by the provisions of this Charter, until the same are amended or repealed.

2004 Replacement

**ARTICLE XVI - AMENDMENTS TO CHARTER****Section 1. Submission to Electors.**

Council may, by affirmative vote of five (5) of its members, submit to the electors any proposed amendment, or amendments, to this Charter, or upon petition signed by not less than ten (10) percent of the electors of the Municipality setting forth any proposed amendment, or amendments, to this Charter, the Council shall forthwith submit such proposed amendment, or amendments, to the electors in accordance, in each instance, with the provisions of the Constitution and the laws of the State of Ohio now or hereafter in effect.

**Section 2. Adoption.**

If any such amendment, or amendments, are approved by a majority of the electors voting thereon, it shall become a part of this Charter, except that if two or more inconsistent proposed amendments on the same subject be submitted at the same election, only one of such amendments receiving the largest affirmative vote, not less than a majority, shall become a part of the Charter.

2004 Replacement



## **ARTICLE XVII - ELECTIONS**

### **Section 1. Time for Holding.**

Regular Municipal elections shall be held on the first Tuesday after the first Monday of November in each odd-numbered year commencing with the year 1975. Such other elections shall be held as may be required by law or authorized by this Charter. Any matter which, by the terms of this Charter, may be submitted to the electors at any special election, may be submitted at the time of a primary or general election.

### **Section 2. General Laws to Apply.**

Except as otherwise provided in this Charter, the general laws of the State of Ohio shall govern the procedure for the nomination and election of the elective officers of the City and the method of holding and conducting elections.

## **ARTICLE XVIII - CHARTER REVIEW COMMISSION**

### **Section 1. Composition and Term.**

In January, 1982, and each five (5) years thereafter, Council shall appoint a Commission of thirteen (13) members and two (2) alternates to serve as a Charter Review Commission. The Commission shall be appointed during the first Council meeting in January of the year that the Commission is to convene and the Commission shall have its first meeting no later than the first week of February in that same year. The members and alternates shall be qualified electors of the Municipality who hold no other office or appointment in the Municipality and shall serve without compensation. The Charter Review Commission may employ a secretary to keep its minutes and records. The secretary shall be compensated by Council at a reasonable rate.  
(Amended November 3, 1998)

### **Section 2. Duties.**

The Charter Review Commission shall, in meetings open to the public, review the Municipal Charter and, no later than July 1st of the same year, propose to Council such amendments, if any, to this Charter which in its judgment are conducive to improving the government of the Municipality.

### **Section 3. Submission to Electors of Proposed Amendments to Charter. (Repealed)**

(EDITOR'S NOTE: Section 3 was repealed by the voters on November 3, 1998.)

## **ARTICLE XIX - PERSONAL INTEREST**

No officer or employee of this Municipality shall directly or indirectly solicit, contract for or receive any gift, profit or emolument from, or on account of, any contract, job, work or

service with or for the Municipality other than his or her compensation and expenses as fixed by Council.

## **ARTICLE XX - EFFECT OF CHARTER UPON EXISTING LAWS AND RIGHTS**

The adoption of this Charter shall not affect any pre-existing rights of the Municipality, nor any right or liability or pending suit or prosecution either on behalf of, or against, the Municipality, nor any franchise granted by the Municipality, nor pending proceedings for the authorization of public improvements or the levy of assessments therefor. Except as a contrary intent appears herein, all acts of the Council of this Municipality shall continue in effect until lawfully amended or repealed.

## **ARTICLE XXI - SAVINGS CLAUSE**

The determination that any part of this Charter is invalid shall not invalidate or impair the force or effect of any other part hereof, except to the extent that such other part is wholly dependent for its operation upon the part declared invalid.

## **ARTICLE XXII - INTERPRETATION OF CHARTER**

### **Section 1. Headings.**

The article and section headings herein have been inserted for convenient reference and are not intended to define or limit the scope of, or otherwise affect, any provision of this Charter.

### **Section 2. Number and Gender.**

Whenever the contents require, the use of words herein in the singular shall be construed to include the plural, and words in the plural, the singular; and words, whether in the masculine, feminine or neuter gender, shall be construed to include all of said genders. (Amended November 3, 1987)

## **ARTICLE XXIII - REARRANGEMENT AND REPRINTING OF CHARTER**

Following any election at which any amendment to this Charter is adopted, the Clerk of Council, with the approval of Council and the Law Director, may, prior to any reprinting of this Charter, make such changes herein, including the numbers, titles and arrangement of articles and sections hereof, as may be necessary or desirable to maintain or assure the logical and consistent ordering thereof, but no such change shall, in any way, affect the substance or meaning of this Charter or any part thereof or amendment thereto. (Added November 7, 1978)

## **ARTICLE XXIV - REMOVAL OF ELECTED OR APPOINTED OFFICIALS OF THE CITY**

For any elected or appointed official of the City for whom this Charter does not already provide for a removal procedure, the office of such elected or appointed official shall be declared vacated by resolution of Council upon determination that said elected or appointed official:

- (a) Does not possess, or has ceased to possess, the qualifications of office;
- (b) While in office has been convicted of a felony or other crime involving moral turpitude;
- (c) Has been adjudicated legally incompetent;
- (d) Is guilty of conflict of interest, gross misconduct, gross neglect of duty or misfeasance, malfeasance or nonfeasance in office; or
- (e) Has violated the oath of office.

The decision of Council to remove the elected or appointed official shall be made only upon concurrence of two-thirds of the members of Council, after public hearings upon the charge or charges brought, provided that the elected or appointed official shall have been notified, in writing, of the charge or charges at least fifteen days in advance of such public hearing, and provided, further, that the elected or appointed official and the elected or appointed official's counsel shall have been given an opportunity to be heard, in support of such charge or charges.

(Amended November 3, 1987)