



ADMINISTRATIVE RULES BOARD

**AGENDA (Revised 1/29/2015)
SPECIAL MEETING
MONDAY, FEBRUARY 2, 2015
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
CONFERENCE ROOM 8-007
10:00 A.M.**

1. CALL TO ORDER
2. ROLL CALL
3. PUBLIC COMMENT RELATED TO THE AGENDA
4. IDENTIFICATION OF APPOINTED BOARD MEMBERS AND ALL ALTERNATES
5. DISCUSSION REGARDING BOARD FUNCTIONS AND OPERATIONS
6. CONSIDERATION OF RESOLUTIONS FOR FIRST READING ADOPTION
(COPIES ATTACHED)
 - a. Resolution 2015-0001: A Resolution establishing the regular meetings schedule of the Administrative Rules Board.
 - b. Resolution 2015-0002: A Resolution adopting the Administrative Rules Board's Temporary Rules of Procedure to establish the deadlines for written commentary on matters submitted to the Board in accordance with Sections 113.02 and 205.09(P) of the Cuyahoga County Code.
 - c. Resolution 2015-0003: A Resolution establishing the requirements and time limits for verbal commentary.
7. DISCUSSION REGARDING ORGANIZATION AND FORMAT OF ADMINISTRATIVE CODE
8. MISCELLANEOUS BUSINESS
9. PUBLIC COMMENT UNRELATED TO THE AGENDA
10. ADJOURNMENT



ADMINISTRATIVE RULES BOARD

RESOLUTION 2015-0001

Establishing Regular Meetings Schedule

Whereas, Section 205.09(H) of the Cuyahoga County Code requires the Administrative Rules Board to schedule meetings to take place at least once a week for the first year of its operations and then at least once every two weeks thereafter.

Now, therefore, be it resolved by the Administrative Rules Board of Cuyahoga County, Ohio:

Section 1. The Board hereby establishes its regular meetings from February 1, 2015, through January 31, 2016, to take place every Thursday at 10:30 a.m.

Section 2. The Board hereby establishes its regular meetings effective February 1, 2016, and thereafter, to take place on the second Thursday of the month at 10:30 a.m.

Section 3. If the date of the regular meeting falls on a holiday or a day on which the County Administrative Headquarters is closed, the regular meeting shall take place at the next business day on which the County Administrative Headquarters is open for business.

Section 4. This Resolution shall go into immediate effect and remain in full force and effect until rescinded or amended by the Board.

Section 5. It is found and determined that all formal actions of this Board concerning and relating to the passage of this Resolution were passed in an open meeting of this Board and that all deliberations of this Board that resulted in such formal actions were in meetings open to the public and in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

The foregoing resolution was duly adopted on February ____, 2015.

Clerk of the Board



ADMINISTRATIVE RULES BOARD

RESOLUTION 2015-0002

Temporary Rules of Procedure Establishing Deadlines for Written Commentary

Whereas, Section 113.02 of the Cuyahoga County Code establishes the policies and procedures required for the adoption of administrative rules by any county entity in Cuyahoga County;

Whereas, Section 113.02(B) requires the Clerk of the Administrative Rules Board to publish notice of a request to the Board for approval of the adoption, amendment, or rescission of a rule by a county entity on the Board's web site and to provide an opportunity for written public commentary on the proposed action; and

Whereas, Section 205.09(P) of the Cuyahoga County Code mandates this Board to adopt Rules of Procedure setting forth minimum deadlines for submission of written commentary, which may not be less than one week.

Now, therefore, be it resolved by the Administrative Rules Board of Cuyahoga County, Ohio:

Section 1. The Board hereby establishes the following deadlines for written commentary on proposed actions before the Board in accordance with Sections 113.02(B) and 205.09(P) of the Cuyahoga County Code:

- a. Temporary rules set to expire within 9 months of approval by the Board: 7 calendar days.
- b. Permanent rules: 14 calendar days.

Section 2. This Resolution shall go into immediate effect and remain in full force and effect until May 30, 2015.

Section 3. It is found and determined that all formal actions of this Board concerning and relating to the passage of this Resolution were passed in an open meeting of this Board and that all deliberations of this Board that resulted in such formal actions were in meetings open to the public and in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

The foregoing resolution was duly adopted on February ____, 2015.

Clerk of the Board



ADMINISTRATIVE RULES BOARD

RESOLUTION 2015-0003

Requirements and Time Limits Applicable to Verbal Commentary

Whereas, Section 205.09(J) of the Cuyahoga County Code permits the Administrative Rules Board to require presenters to register with the Board before speaking and permits the Board to set time limits on verbal commentary; and

Whereas, it is necessary to require presenters to register with the Board before speaking to keep accurate records of the Board and to set time limits on verbal commentary for the orderly operations of the Board.

Now, therefore, be it resolved by the Administrative Rules Board of Cuyahoga County, Ohio:

Section 1. Any person who wishes to speak during the public comment period at the beginning of a Board meeting shall register with the Clerk of the Board and shall identify the specific agenda item on which the person wishes to address the Board.

Section 2. Any person who wishes to speak at the public comment period at the end of a Board meeting shall register with the Clerk of the Board and shall identify the topic on which the person wishes to address the Board.

Section 3. The Board hereby sets a time limit of five minutes per speaker on verbal commentary related to the agenda and a time limit of three minutes per speaker on verbal commentary unrelated to the agenda. The Chair may extend the time limits at his or her discretion.

Section 4. This Resolution shall go into immediate effect and remain in full force and effect until rescinded or amended by the Board.

Section 5. It is found and determined that all formal actions of this Board concerning and relating to the passage of this Resolution were passed in an open meeting of this Board and that all deliberations of this Board that resulted in such formal actions were in meetings open to the public and in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

The foregoing resolution was duly adopted on February ____, 2015.

Clerk of the Board