CITY OF DUBLIN
ADMINISTRATIVE ORDERS
OF THE CITY MANAGER

ADMINISTRATIVE ORDER 1.30
TO: All City of Dublin Employees
FROM: Megan O'Callaghan, City Manager
SUBJECT: Public Meeting Protocol
DATE: July 20, 2023
New Administrative Order
PROPONENT: Legislative Services

1. PURPOSE

The purpose of this Administrative Order is to establish public meeting protocols that will ensure adherence to the Open Meetings Act (Ohio Revised Code Section 121.22). The Open Meetings Act requires that all actions and discussions of public bodies, as well as their committees and subcommittees, be conducted in public. The intent is to provide consistency among our public meetings to meet the expectations of the Open Meetings Act, City Council and the public.

2. DEFINITIONS

A. Public Body

A public body is a decision-making body at any level of government and includes advisory commissions. A public body may include the committees or subcommittees of a public body, even if these committees do not make the final decisions of the public body. This means all of the meetings of any of the City's Boards/Commissions/Committees are public meetings.

B. Meeting

A meeting is a:

    a. Prearranged gathering;

    b. of a majority of the members of the public body;

    c. who are discussing public business.

C. Quorum

    (1) A quorum is a majority of the members. <u>Please be advised that if you do not have quorum, you cannot have a meeting. No discussion should happen if there is no quorum and those present should disperse.</u>

    (2) All of the City's public bodies have Rules and Regulations that outline their meeting processes as well. Please refer to those for additional guidance.

3. SCHEDULING

When a meeting is scheduled, notice must be provided to the members of the public body and to the members of the public. Please send your agenda to Legislative Services and CPI so it can be added to the website and the Council Calendar.

    (1) The agenda must include: date, time, location and topics to be discussed.

    (2) Our practice is to advertise public meetings seven days prior to the meeting date.

4. MEETING LOCATION SET-UP

The staff liaison is responsible for organizing the set-up of the room in which the public meeting takes place.

    (1) If the location of the meeting is Council Chambers, Legislative Services will ensure that the doors are unlocked 30 minutes prior to the meeting start time. If you need the doors open sooner, please let Legislative Services staff know.

    (2) Create a ticket request for Facilities on Go Dublin at least 48 hours prior to your public meeting describing the desired room set-up.

    (3) If microphones are needed for your meeting, Legislative Services will provide those to you. Just send an e-mail letting staff know.

    (4) If name plates are needed, Legislative Services staff will set out your name plates and holders for use during the meeting.

    (5) If any of the settings in the room are changed, for example, the podium microphone disabled or the audio settings on the computer changed, please put it back

to the way you found it when the meeting is done (re-enable the microphone, return audio settings to as they were found).

5. PRESENTATIONS

A. Staff Member Facilitating:

(1) Load presentation(s) to computer prior to meeting;

(2) Turn on the projector in the room to ensure presentation will be displayed properly, and check audio if a video file is being used.

B. Guest Presenter:

(1) Staff is responsible for the guest's presentation.

a. Get the guest's presentation at least 24 hours before the meeting if possible.

b. Greet the guest presenter in the lobby of the building and make them aware of where to sit, and at what point in the agenda they are presenting.

(2) Load presentation on the computer one hour prior to the start of the meeting.

(3) Turn on the projector in the room to ensure the presentation will be displayed properly, and check audio if a video file is being used.

6. RECORDING THE MEETING

A. For The Record software (FTR) is used to record our public meetings and is located in the computer on the Clerk's desk in Council Chambers. It is the City's practice to record all public meetings.

B. The log-in credentials for the FTR are as follows:

(1) User - FTR

(2) Password - FTR

C. Double-click on FTR Reporter

D. Click on the following to set up the system to record, reference pictures can be found in the "Attachments" section:

(1) From the Menu, select "Tools" > "Options" > "Recording".

(2) The Recording Options Window will open. Click "Location Name".

(3) Choose the type of the meeting from the drop down menu. Click "Finish" when done.

(4) From the Menu, select "File" > "New" > "Standard".

It is now ready to record.

E. When the meeting is about to start, click the circle at the top of the screen to begin recording. Please note: the circle will be gold in color and will change to red when recording.

F. When meeting is finished, click the square at the top to stop the recording. Select "Yes" when asked if you want to stop recording. You can now close this window. You will need to save the recording next.

G. Save the recording by clicking on the save icon on the playback screen.

H. Choose where you want the recording to be saved. It is important that you will be able to find it again if needed, so please name the file accordingly.

I. Click "Save".

7. MINUTES

A. Minutes for the meeting must include:

(1) Who was present (both public body and staff);

(2) When the meeting started and ended;

(3) What was discussed.

Minute format should follow and be consistent with the agenda.

B. Minutes should always be an objective record of the discussion. It is important that minutes reflect enough information to understand how the public body came to a decision or recommendation. It is not necessary to document verbatim what was said, rather what was decided and why.

C. Minutes should be approved by the public body at the next meeting. Therefore, minutes should be provided to the body for review prior to the meeting. After the minutes are approved and signed, please scan and e-mail them to Legislative Services and CPI to post on the web.
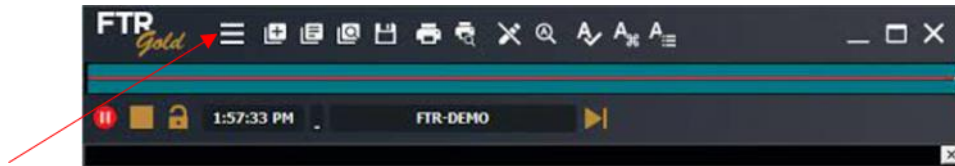
D. The Minutes should be signed by the person that prepared them as well as the Chair of the public body (otherwise known as the presiding officer).
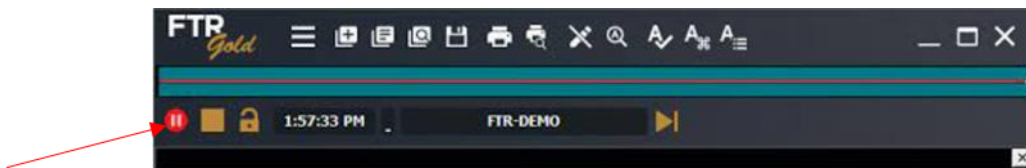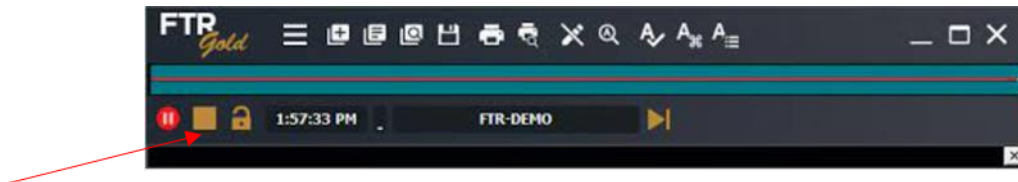
Attachments:

Section 6. D (1)
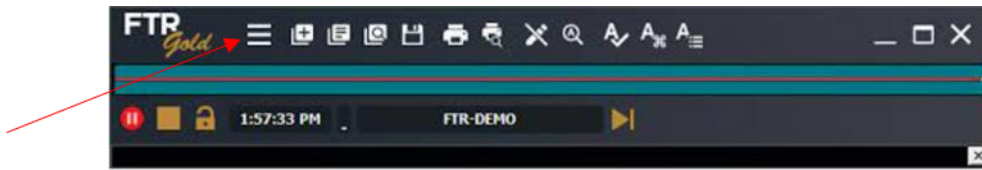
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