

**Duties of the Clerk of the Celina City Council**

Effective November 22, 2021

**I. General Duties**

The Clerk of Celina City Council ("clerk") shall keep the records of the legislative authority and perform such other duties as are required by Ordinance or Resolution.

The clerk shall notify the Mercer County Board of Elections of all vacancies caused by death, resignation, or otherwise in the elective offices of the City of Celina. Such notification shall be made in writing and filed not later than ten (10) calendar days after the vacancy occurs with the Mercer County Board of Elections.

The clerk shall notify the Mercer County Board of Elections of all changes in the boundaries of the City of Celina. Such notification shall be made in writing and contain a plat clearly showing all boundary changes be filed with the Mercer County Board of Elections within thirty (30) calendar days after such change occurs.

**II. Specific Duties****A. Duties prior to each Regular Council Meeting:**

- a. By no later than 9:00 a.m. on Thursday before a Regular Council Meeting:
  - i. Pick up agenda materials from City Administrative Assistant at the Celina Administration Building (225 N. Main Street Celina, Ohio 45822).
  - ii. Type agenda for Monday's Regular Council Meeting.
- b. By no later than noon on that same Thursday before a Regular Council Meeting:
  - i. Provide a copy (via email) of the agenda to the Administrative Assistant, who will make necessary copies for distribution.
  - ii. Provide a copy (via email) of the minutes to the Administrative Assistant from the previous Council Meetings (including Regular Meetings, Special Meetings, Emergency Meetings, and Committee Meetings), who will make the necessary copies for distribution.
- c. If the Administrative Assistant is not able to get the packets ready for distribution on a Friday prior to a Council Meeting you will need to complete the packets. (Administrative Assistant will provide training on how packets are put together.)

**B. Duties for all Meetings of Council**

- a. Arrive fifteen minutes prior to the scheduled start time of the scheduled meetings.
- b. Take minutes of all Council of the Whole Meetings (except for executive sessions), Committee Meetings, Sub-Committee Meetings, and any other official meetings of the Council.
- c. Obtain signatures of Council President, Mayor, and City Law Director on any legislation passed that evening (exception: If a piece of legislation is amended, the clerk will need to first amend the original copy before signatures are obtained.)
- d. Clean up tables after meeting.

**C. Duties after all Meetings of Council**

- a. Before noon on the Tuesday following the meeting email to the Daily Standard a list of legislative action passed (titles only).
- b. Email Administrative Assistant and advise as to what legislation was passed and/or was amended.
- c. Email Administrative Assistant and advise as to any Committee Meetings, Special Meetings, and the like, which Council has scheduled.
- d. File the "Clerk Copies" of passed legislation in the clerk's file (8.5" x 11"). File the second original copy (8.5" x 11") (double folded with the title of the legislation and legislative number typed on the outside) with the Administration Office for placement in the legislative vault. File the third original copy (8.5" x 14"), or as otherwise modified in the future) in a binder provided by the Administrative Assistant. (All three of these copies of the legislation contain original signatures.) (This procedure applies to both Ordinances and Resolutions.)
- e. On the original (largest) copy of the Ordinance or Resolution, type the following:

I, \_\_\_\_\_ (name), Clerk of Council of the City of Celina, Ohio hereby certify that the foregoing is a true and accurate copy of \_\_\_\_\_ (Ordinance number or Resolution number) passed by Council on \_\_\_\_\_ (date) and approved by the Mayor on \_\_\_\_\_ (date), and which was duly published according to the law in the Daily Standard on \_\_\_\_\_ (date), and \_\_\_\_\_ (date).

\_\_\_\_\_  
(Name), Clerk of Celina City Council

\_\_\_\_\_  
Date

- f. The clerk will check the Daily Standard for printed notice of passage of Ordinances and Resolutions. Ordinances and Resolutions need to be published twice by title only. (The dates published can be entered later since the Auditor receives a copy of the affidavit from the Daily Standard. The date of legislation passed will be different for each meeting.)
- g. After the minutes are read and approved by the Council, type a copy upon 8.5" x 14") paper for the binder. Type at the end of the minutes:

\_\_\_\_\_  
(Name), Council President

\_\_\_\_\_  
(Name), Clerk of Celina City Council

I, \_\_\_\_\_ (name), Clerk of Council of the City of Celina, Ohio, hereby certify that the foregoing is a true and correct copy of the minutes of \_\_\_\_\_ (date) and were approved by Council on \_\_\_\_\_ (date).

\_\_\_\_\_  
(Name), Clerk of Celina City Council

- h. Prepare a Certificate of Compliance of each meeting for the City Law Director to sign. Store in clerk's file. An example is as follows:

CERTIFICATE OF COMPLIANCE WITH ORDINANCE NUMBER 3-76-O, AN ORDINANCE ESTABLISHING AND ADOPTING RULES TO PROVIDE FOR NOTIFICATION OF MEETINGS OF PUBLIC BODIES OF THE CITY OF CELINA, OHIO, TO THE PUBLIC AND THE NEWS MEDIA.

I, \_\_\_\_\_ (name), Clerk of Council of the City of Celina, Ohio, do hereby certify that I have, to the best of my knowledge, fully complied with Rules of Notification for this meeting of the Council of the City of Celina, Ohio, held this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Signed \_\_\_\_\_ (name), Clerk of Council

STATE OF OHIO)  
) SS:  
MERCER COUNTY)

BEFORE ME, A NOTARY PUBLIC IN AND FOR SAID COUNTY, PERSONALLY APPEARED THE ABOVE NAMED \_\_\_\_\_ (NAME), KNOWN TO ME TO BE THE PARTY DESCRIBED HEREIN AND WHO EXECUTED THE SAME OF HER OWN FREE ACT AND DEED, FOR THE USES AND PURPOSES HEREIN MENTIONED.

IN WITNESS WHEREOF, I HAVE HEREUNTO SUBSCRIBED MY HAND AND AFFIXED MY OFFICAL SEAL AT CELINA, OHIO, THIS \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
(name), City Law Director  
Notary Public

- i. Liquor Control requests are to be placed on the agenda for the next meeting. The required date the form is required to be returned to the Ohio Department of Liquor Control is listed upon each such item. After (if) approval by the Council, sign, date and copy the form. Mail the original back to the Ohio Department of Liquor Control, and keep a copy in the clerk's file for records purposes.
- j. If items need certified and sealed, unless these pages are provided by the State of Ohio, the clerk shall use the Mayor's Seal (which is stored in the Administrative Assistant's Office) and the clerk will type a certification page, in a form as follows, as appropriate for the particular need:

#### CERTIFICATE

The undersigned certifies that the foregoing is a true and correct Copy of Ordinance No. \_\_\_\_\_ adopted by the Council of the City of Celina, Ohio on \_\_\_\_\_.

\_\_\_\_\_  
Date

\_\_\_\_\_  
(name), Clerk of Council

### RECEIPT

The undersigned hereby acknowledges receipt of a certified copy of the foregoing Ordinance.

\_\_\_\_\_  
Date

\_\_\_\_\_  
(name), Clerk of Council

-Or-

### CERTIFICATE OF COPY STATE OF OHIO

The City of Celina Mercer County, Ohio

I, \_\_\_\_\_ (name), as Clerk of the City of Celina, Ohio, do hereby certify that the foregoing is a true and correct copy of \_\_\_\_\_ (Ordinance/Resolution), adopted by the legislative Authority of the said City of Celina on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, that the publication of such Ordinance/Resolution has been made and certified of record according to law.

IN WITNESS WHEREOF, I have hereunto subscribed my name this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
(name), Clerk of Council  
City of Celina, Ohio

\*If the clerk's signature is required on letters, you will receive a call from the Safety-Service Director Office.