

DEFINITIONS

Amendment	A change to a law that has been passed or is being considered
Agenda	List of items received and being considered for action by Council
BOC	Board of Control, made up of the Mayor, Finance Director and Law Director, responsible for executing contracts and financial expenditures on behalf of the City
Caption	The heading or title on an Ordinance or Resolution
Caucus	A meeting. During the caucus Council discusses agenda items
Charter	Defines the roles of the City Government and its authority
City Council	Elected body of seven individuals representing different areas of the City who make up the legislative branch of Youngstown City Government
Clerk	Appointed by Council and is responsible for recording and keeping records of legislative body and related activities
Communications	Documents received pertaining to City business
Consent Agenda	Grouping agenda items together to vote on at one time, used to expedite routine matters
Legislation	All matters of business under consideration, which may become law in the City
Mayor	Chief Administrative Officer of the City of Youngstown
Minutes	Official record of proceeding of meetings
Motion (move)	A formal proposal for action
Ordinance	A law
Petitions	A formal request for action

President	Elected official who presides over meetings, maintains order and ensures governing rules are followed
President Pro Tempore	A member of Council elected by Council to perform in the absence of the President
Reading	The act of formally and officially considering legislation during a Council meeting, Council rules mandate that all legislation must be “read” on 3 separate occasions unless rules are suspended by a majority
Reports	Documents describing specific items
Resolutions	A formal expression of an opinion or recognition
Suspend	Temporarily defer the rules
Rules of Council	Rules of order governing City Council
Roll or Roll Call	Identifying by name each Council member, each response is recorded when called during voting
Vote	The privilege to indicate with a verbal response support or disagreement