

**131.06 DUTIES OF PRESIDENT PRO TEM.**

The President pro tem of Council, whose duties are as provided in the Charter of the Village of Gates Mills, shall also:

- (a) Meet with the Mayor one to two weeks in advance of the scheduled Council meetings to discuss items for consideration on the Council's meeting agenda;
- (b) Meet with the Mayor each month (and as necessary at such meetings with department heads) to understand the Village activities, deadlines for action, projects and other important items so as to be prepared to continue administering the Village during any vacancy of the Mayor;
- (c) Consult with other Council members in compliance with the Ohio Open Meetings Act on important matters, to ensure that Council views are expressed to the Mayor; and
- (d) Represent the Village in community events, local and regional governmental meetings, and similar ceremonies when the Mayor cannot attend.

(Ord. 2024-2. Passed 3-19-24.)

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