

Rules of Council

I. MEETINGS

A. Regular Meetings

Regular meetings of Council shall be held in the Council Chambers at 7:00 p.m. on the second and fourth Monday's of each month except July, which will have one meeting held on the third Monday, and December, which will have one meeting held on the second Monday of the month.

When any regular meeting falls on a legal holiday or Election Day, Council shall meet on the following day at the stated place and time.

B. Special Meetings

Special Council meetings may be called by the Mayor and/or three (3) members of Council, providing at least 24 hours' notice to each member, served personally or left at his/her usual place of residence. Any such request for the calling of a special meeting shall state the subject or subjects to be considered. No other subject or subjects may be considered except upon approval of five (5) or more members in attendance.

Special meetings of Standing Committees of Council may be called by the Chairman and/or two members of the Standing Committee, providing at least 24 hours' notice to each member of Council, served personally or left at his/her usual place of residence. Any such request for the calling of a special meeting shall state the subject or subjects to be considered. No other subject or subjects may be considered except upon approval of a majority of the Standing Committee members in attendance.

Notice of all meetings shall be provided to the public in the manner provided for in the Ohio Revised Code for Statutory Villages.

II. PRESIDING OFFICER / CHAIR

A. Mayor

The Mayor shall be the Presiding Officer of the Legislative Authority and shall preside at all regular and special meetings, but shall have no vote except in the case of a tie.

B. President of Council

At the first meeting in January of each year, Council shall immediately proceed to elect a President from its own membership who shall serve until the first meeting in January of the next year. When the Mayor is absent or unable to perform his/her duties, the President of Council shall be the acting Mayor and shall have the same powers and perform the same duties. The President of Council shall also preside at all meetings of the Committee of the Whole.

C. Temporary Chairperson

In the event that the Mayor and the President of Council are absent, Council may, if a quorum is present, elect by majority vote a temporary chairperson of the meeting to preside until the Mayor or President of Council arrives.

D. Substitute Chairperson

The Mayor, President of Council or temporary chairperson may call on any member to take their place as a Substitute Chairperson at any meeting. This substitution does not continue past adjournment of the specific meeting.

E. Succession

In any case where the Mayor is no longer able to hold office, the President of Council shall become the Mayor and serve until a new Mayor is elected. When the President of Council becomes Mayor, the vacancy created shall be filled by the election of another President of Council.

III. MEMBERS OF COUNCIL

A. Addressing Council

Members about to speak or make a motion shall address the Chair as “Mr./Ms. Mayor”, “Mr./Ms. President” or “Mr./Ms. Chairperson”, who will indicate that the member is entitled to the floor. Members shall confine themselves to the question under debate.

B. Voting

Every member present shall vote unless Council excuses them from voting. Said excuse shall be granted by a majority vote of the members present.

C. Vacancies

A vacancy on Council shall be filled by election by Council for the unexpired term. If Council fails to act within thirty (30) days of the vacancy, the Mayor shall fill the vacancy by appointment. Whenever a vacancy occurs, the Village

Administrator will notify the local newspaper that applications for the position will be accepted to fill the vacancy. Such applications shall be submitted within ten (10) days of the first publication of the notice of the vacancy.

IV. ORDER OF BUSINESS—REGULAR COUNCIL MEETINGS

A. Prayer

B. Pledge of Allegiance

C. Roll Call

D. Approval of Meeting Minutes

- a. Reading of the minutes is dispensed with unless requested by a member of Council. Corrections to the minutes will be made if requested by a member of Council.

E. Committee Reports

F. Authorizing Payment of Bills

- a. Approval of payment of the bills. Reading of list of bills is dispensed with unless requested by a member of Council.

G. Other Scheduled Presentations

- a. Presentations to Council from citizens or organizations. All presentations have a 10 minute time limit unless extended by an affirmative vote of two-thirds (2/3) of the members present.

H. Old Business

- a. Third (3rd) reading of twice-read ordinances and/or resolutions.
- b. Second (2nd) reading of once-read ordinances and/or resolutions.

I. New Business.

- a. Emergency matters
- b. Introduction, discussion and first (1st) reading of new ordinances and/or resolutions.

J. Administrator's Report

K. Personnel Report

L. Reports if Needed or Requested

M. Call for Adjournment

Note: All votes taken will be roll call votes with the Fiscal Officer recording each individual member's vote.

The order of business may be altered upon motion of any Council member and the affirmative vote of two-thirds (2/3) of the members present.

Persons or groups wishing to address Council or any committee must contact the Village Administrator before 12:00 noon on the Thursday immediately preceding the Monday on which the meeting is to be held in order to be placed on the agenda.

Further, persons or groups in attendance at a meeting wishing to speak on a topic listed on the agenda will be called upon at the discretion of the Mayor.

All persons or groups will be limited to no more than 10 minutes on a topic.

V. ORDER OF BUSINESS—SPECIAL MEETINGS

- A. Prayer
- B. Pledge of Allegiance
- C. Roll Call.
- D. Transaction of Business Specified for the Special Meeting.
- E. Call for Adjournment.

Note: All votes taken will be roll call votes with the Fiscal Officer recording each individual member's vote.

VI. COMMITTEES

A. Standing Committees

- a. Committee of the Whole: Entire Council
- b. Water and Sewer: three (3) members
- c. Finance: three (3) members
- d. Public Service: three (3) members
- e. Public Safety: three (3) members
- f. Board of Zoning Appeals: five (5) members; excluding the Mayor and Council Appointee to Planning Commission.

B. Appointments to standing committees shall be made by Council in a meeting of the Committee of the Whole to be scheduled at 6:00 p.m. prior to the first Council meeting in January of each year, for a term of one year. Each committee shall elect a chairperson at its first meeting and advise Council of such.

C. Special committees may be formed as needed upon recommendation of the Mayor or a member of Council, provided that such committees must receive an affirmative vote of two-thirds (2/3) of the members elected in order to be formed. These committees must have a specific purpose defined at inception and a stated length of time for its completion.

- D. The make-up, number, duties, size and areas of responsibilities of the above committees may be changed by an affirmative two-thirds (2/3) vote of the Council members elected.
- E. The Mayor shall be an “ex-officio” member of all standing committees; except the Board of Zoning Appeals.

VII. AMENDMENT OF COUNCIL RULES

Council may amend these rules by an affirmative vote of two-thirds (2/3) of the members elected.

VIII. EXECUTIVE SESSIONS

Executive sessions of Council or Committees shall not be held without the Village Solicitor being in attendance.

IX. NEW COUNCIL MEMBERS

In those years when new members of Council need to be sworn in at the first meeting in January, this swearing in shall be performed prior to the meeting of the Committee of the Whole at 6:00 p.m.

X. CONFLICTS OF INTEREST

No member of Council shall participate in any matter before Council, either in open or executive session, where their business interest may be affected or where their spouse or family member may be impacted.

Revised: 1/10/2005

Revised: 5/27/2008

Revised: 9/13/2010

Revised: 1/12/2015

Revised: 5/9/2016

Revised: 6/11/2018