

Whitehouse

June 5, 2025

Meeting Notice
Village Council Meeting As
A Committee of the Whole
June 10, 2025
6:30 p.m.

The Whitehouse Village Council is encouraging citizens to consider accessing public meetings remotely. You may do so by phone at 1-567-318-0438. You will then be prompted to press the following Meeting ID 708107151#. You may also access the meeting online by going to the Village website at www.whitehouseoh.gov and clicking on the link from the home page. Please make sure you mute your microphone.

Notice is hereby given that the Whitehouse Village Council will meet as a Committee of the Whole on Tuesday, June 10, 2025, at 6:30 p.m.

AGENDA

- I. Call to Order
- II. Roll Call
- III. Review and Approval of the May 13, 2025 Committee of the Whole Meeting Minutes
- IV. Citizen Comments on Committee of the Whole Agenda Items
- V. **General**
 - A. Backflow Program Implementation
 1. **Supporting Information** – PowerPoint Slides (Exhibit A)
 - B. Review Council Rules
 1. **Supporting Information** – Copies of Council Rules for Whitehouse and Surrounding Areas (Exhibit B)
 - C. Discussion of Finance Dashboard Layout
 1. **Supporting Information** – Mockup to be Provided During the Meeting
- VI. Citizen Comments
- VII. Consider Other Business as Appropriate Under the Village Charter
- VIII. Adjourn

**Village of Whitehouse
Village Council Meeting As A
Committee of the Whole
Village Hall, Whitehouse, OH
6:00 May 13th, 2025**

CALL TO ORDER – ROLL CALL

Meeting called to order at 6:00pm by President of Council Dave Riggenbach.

Council Members Present: Carrie Tuohy, Larry Yunker, Steve Fine, Louann Artiaga and Steve Connelly and President of Council Dave Riggenbach

Staff Present: Administrator Jordan Daugherty, Deputy Administrator Joshua Hartbarger, Public Works Director Mike Hill, and Fire Chief Jason Francis

Guests Present: Karen Gerhardinger, Greg Telecky, Jamie Beier Grant, Paul Proudfoot. Online; Andrew Ulrich

Motion by Councilwoman Tuohy, seconded by Councilman Yunker to approve the minutes of the April 15th, 2024 Committee of the Whole meetings. 6 ayes

CITIZEN COMMENTS ON COMMITTEE OF THE WHOLE AGENDA ITEMS

Council President Riggenbach asked if there were any citizens present to comment on the Committee of the Whole agenda items. There were none.

Council President Dave Riggenbach reserved the right to enter an executive session later in the meeting for the purpose of economic development.

PROJECT TARGETS WITH KLEINFELDER

Jamie Beier Grant thanked Council and wanted to give an update for the information they had gained. At the last meeting, the survey results weren't ready, however they have now been able to review the results. She spoke on the three main buckets of targets. Greg Telecky spoke to prioritization of targets and the need to stream down. He spoke to the desire tonight for a "yes" this is what we have discussed. Next steps would be to get with administration and narrow down the path. He also stated that a monthly report would be included. Discussion was had on the goal of the last work session and targets important to the community. Greg noted that once the priorities are blessed, then the strategic plan on the top three or four items will be addressed.

Greg Telecky spoke to an example of a grant that was applied the first of May for planning funds regarding the pedestrian bridge. The total is approximately \$50,000 and is 100% funded if awarded. Tuohy asked if that was a part of this program to which Greg Telecky confirmed.

Jamie spoke to the big picture goals and targets and how to break down into action items. These action items then receive a methodical plan. Greg Telecky spoke to the 64 pedestrian bridge and

how this is in the works. He stated it's not just about grants, its alternative funding sources and partners.

Steve Connelly commented that he appreciated the pause and regroup of this meeting.

Jamie Beier Grant discussed the recommendation of targets based on all discussions and survey information. They include Downton development, State Route 64 Corridor Development, and Community Identity. Discussion was held on how to narrow these down and possibilities and funding. Greg Telecky spoke to the strategic approach with an example of the State Route 64 corridor which included talking with our neighbors and landowners along the area.

Discussion was held on prioritization of projects such as walkways and what the public may expect. Greg Telecky spoke on the window of opportunity and timing. Tuohy spoke to the importance of identifying all the projects including small ones, so the public is aware.

Council President asked on the next steps. Jamie spoke to sitting down with administration and a quick executive summary can be created with deliverables in the "buckets". Jordan Daugherty indicated if Council agrees and we are aligned, that gives the go ahead to move forward. Daugherty indicated that while the Bridge is grand and time has been spent on this, more staff time has been spent on the sidewalk plan while we may not have been successful, we continue to try.

Steve Connelly asked what is still needed. Is there more commentary needed or action steps. Confirmation was had that the list presented was agreed upon and to move forward with the steps as discussed.

UPDATE ON CAPITAL PROJECTS

Jordan Daugherty spoke to the compilation of these capital projects and performance numbers. He spoke to active projects and multi-year projects with actual costs. Committed projects are on the worksheet and here is the budgeted number. Clarification was had on the total number and individual numbers via discussion. More discussion was had on individual projects including signage, finishing the caboose, and making the shelter house year-round. Councilman Riegenbach asked on the timing and when we may be moving forward. Jordan Daugherty said we would want clarification and agreement of the projects.

The top items signs, year-round shelter house, trails in the park, and caboose. Budget estimates will be provided. Jordan asked on if Council would like to prioritize the 64-corridor street scaping referencing the larger flowerpots. Council agreed on the in-house corridor landscaping (\$30,000). And the costs estimate as listed.

DISCUSSION ON COUNCIL RULES

Council President Riegenbach stated they all received the rules. He suggested they all take the list and prioritize what they would like changed. Councilwoman Artiaga stated that there are more housekeeping items needed than anything such as holiday meetings and meeting time.

Council agreed to review the initial notes from Councilwoman Artiaga, and this will be brought up at the June meeting. After as this is an ordinance, it would be sent to Council in August. A request to have other rules from other communities. Jordan Daugherty agreed to help.

Discussion was had on the process for canceling July meetings.

CITIZEN COMMENT

There were none.

CONSIDER OTHER BUISNESS AS APPROPRIATE UNDER VILLAGE CHARTER

A motion was made by Councilwoman Artiaga and seconded by Councilwoman Tuohy to enter an executive session for the purpose of economic development. Motion carried 6 ayes.

A motion was made by Councilwoman Artiaga and seconded by Councilwoman Tuohy to reconvene from executive session for the purpose of economic development. Motion carried 6 ayes.

ADJOURN

A motion was made by Councilman Connelly and seconded by Councilman Yunker to adjourn. Motion carried all ayes. At 7:20pm

Respectfully submitted,

Joshua Hartbarger
Acting Clerk of Council



Whitehouse

2025 Backflow Program

Purpose of the program

Water normally flows from the public water system into your home or business, but backflow is the “backwards flow” of water from private plumbing systems into the public water system. Backflow can carry harmful contaminants and bacteria into the public water system, which can lead to illness, injury and, in some cases, death. A backflow program’s goal is to mitigate these hazardous threats.

Regulatory authority for the backflow program rests with the Ohio Environmental Protection Agency. The enforcement of the program rests with the Village of Whitehouse.

Whitehouse

Common hazards we look for?

- Irrigation system
- Water powered back up sump pump
- Well or cistern
- Boiler heating system
- Auto-filling swimming pool and hot tub
- Booster pump on water system
- Fire sprinkler system
- Yard hydrant

Whitehouse

How do we find these hazards?

Currently, these hazards are identified by our staff when conducting an in-home inspection. These are currently done on all meter changes and requested inspections.

Whitehouse

What happens if we find a hazard?

Residents or businesses have two options:

- Mitigate or remove the hazard if possible
- Install a testable containment backflow device and test annually

Whitehouse

Aqua Backflow / NOVO

We have partnered with Aqua Backflow to aid in tracking and sending notices to addresses that have backflows installed. We also make notations in our internal Public Service Department Software NOVO.

Once in the system, Aqua Backflow sends a letter to the resident in different intervals letting them know they may be out of compliance if not tested. Once the test is completed, the testing company sends verification to Aqua Backflow and in turn we receive the notice as well.

Whitehouse

Brief History

- 2019 Program begins
- COVID pause on Program
- Program begins again 2023

Whitehouse

EPA Survey

In October 2024, the EPA conducted a sanitary survey.

- A notice of violation was received for not having recorded devices tested (Approximately 35). These are residents that have tested backflows before but are no longer compliant.

Letter citation #1 and OAC Rule 3745-95-06(C)(3), “The consumer shall, on any premises on which any containment principal backflow preventer required by rules 3745-95-04 and 3745-95-05 of the Administrative Code are installed, have thorough inspections and operational tests made of the backflow preventers at the time of installation or repair, and as may be reasonably required by the supplier of water or the director, but in all cases at least once every twelve months.”

We planned for a deadline of October 2025 to be compliant.

Whitehouse

Step 1 - Compliance

- As a result of these findings, we have worked out a planned compliance date of October 1, 2025.
- A plan has been worked out for compliance
 - Step 1 – A personal phone call and letter from our office with a 30-day deadline
 - Step 2 – Follow up letter and phone call if compliance is not met
 - Step 3 – As a last resort, cessation of water services. (Communicated to the user)

Ordinance 933.04 Rule 4. The Water Department reserves the right, through its authorized agents, to enter the premises to which its service extends, at all reasonable hours, for the purpose of reading, repairing, installing, removing or inspecting meters, inspecting the piping systems thereof, or for any other purposes which it deems necessary in properly safeguarding the interests of the Village and the consumer. When such access is refused, the water shall immediately be turned off and not turned on again until access to enter has been complied with and an “off/on” charge of twenty dollars (\$20.00) for customers in the Village has been paid.

Whitehouse

Step 1 – Compliance begin date

- June 13th 2025

Whitehouse

Step 2 Compliance

- The larger approach
 - A survey sent to residents similar to our lead line survey
 - The water user can answer questions that will determine if an in-home survey is needed
 - If needed, the water user can install a backflow or mitigate the hazard
 - Understanding there is a cost associated with this for our residents, 6 months time will be given for compliance.
 - The goal will be to have all accounts surveyed over a 3-year period
- What if someone can't afford to do this?
 - Case by case basis. We will work with our residents as we do in other water service issues.

Whitehouse

What changes from the old program?

- Pressure Vacuum Breaker (PVB) is now allowed (2025)
- Time till compliance

Whitehouse

Step 2 – Compliance begin date

- 3rd quarter 2025

Whitehouse

Who else is doing this?

- We surveyed 29 Communities

Whitehouse

Thank You!

Whitehouse

ORDINANCE NO. - 2012

**AN ORDINANCE ESTABLISHING RULES GOVERNING THE CONDUCT
OF THE COUNCIL OF THE VILLAGE OF WHITEHOUSE, LUCAS COUNTY,
OHIO, AND DECLARING AN EMERGENCY.**

WHEREAS, this Council finds it is necessary to enact revised and updated rules for the conduct of the government of the Village of Whitehouse, Lucas County, Ohio.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF WHITEHOUSE, LUCAS COUNTY, OHIO, three-fourths (4/6) of all members elected thereto concurring:

SECTION 1. That Ordinances Nos. 13-70, 5-75, 3-80, and 4-87 shall be and hereby are repealed in their entirety.

SECTION II: That the following shall serve as the index to the rules:

RULE 1	Meetings
RULE 2	Holiday meetings
RULE 3	Presiding committee officers
RULE 4	Standing committees
RULE 5	Schedule of business
RULE 6	Conducting discussions
RULE 7	Receiving motion when question is before council
RULE 8	Handling motions for reference to committee
RULE 9	Motions to reconsider
RULE 10	Motion to take from the table
RULE 11	Motion to postpone indefinitely
RULE 12	Motion for the question
RULE 13	Motion to amend
RULE 14	Motion on question of privilege
RULE 15	Motion that matter be taken from committee
RULE 16	Majority defined; three-fourths defined
RULE 17	Amending resolution or ordinance
RULE 18	Approval of ordinances or resolutions
RULE 19	Village solicitor
RULE 20	Special hearings before council
RULE 21	Roberts Rules of Order
RULE 22	Amendments

SECTION III: Except as otherwise provided by law or specifically waived by Council, the following are hereby adopted and enacted as the rules of order of the Council of the Village of Whitehouse:

RULE 1 – Meetings.

Meetings of the Council of said Village shall be held on the first and third Tuesday of each month at 7:00 o'clock pm.

RULE 2 – Holiday meetings.

When any regular meeting of the Council falls due on a legal holiday, the Council shall meet in regular session on the day following, and at the place and hour fixed by the rule governing the same.

RULE 3 – Presiding committee officers.

The president of the Council shall preserve order and decorum and confine members in debate to the question. He/she may in common with any other member call any member to order who shall violate any of the rules, and shall, when in the chair, decide all questions of order, subject to any appeal to the Council on the demand of two members. On such appeal there shall be no debate, but the member making the appeal may briefly state his/her reasons for the same, and the presiding officer shall have the same right to a similar statement.

RULE 4 – Standing committee.

Council shall organize itself in committees as it deems necessary

RULE 5 – Schedule of business

The schedule of business for conducting meetings of Council shall be as follows:

(A) Roll Call. Roll call of members to determine if a quorum is present. Absent councilmen/women should be excused by motion for cause.

(B) Minutes. Reading and approval of minutes of the previous meeting, and correction of errors of omission or commission therein, if there be any.

(C) Introduction of persons appearing before Council. Introduction of delegations or citizens wishing to appear before Council.

(D) Reports from the Mayor, Administrator, Department Heads, Engineer, Treasurer and other public officials. The report of the Mayor and Treasurer should be in writing when necessary, and any other reports from public officials should also, whenever possible, be in writing.

(E) Reading of communications. Should any communication call for Council action which cannot be immediately taken, it should be referred to the appropriate committee by the presiding officer. Should there be any question about the committee to which any matter should be referred, Council can, by majority vote, refer the matter to any committee.

(F) Second reading of ordinances and resolutions.

(G) Third reading of ordinances and resolutions and disposition thereof.

(H) Reports of committees. Since most matters coming before Council require some investigation and study, the Council shall refer such items to committees for investigation and report. The committees may then call meetings of their members and make such investigations as they deem necessary.

1. In writing. Reports of committees should be in writing when practicable and signed by the chair of the committees. Three is the usual number appointed to comprise a committee. Minority reports may also be presented, if desired, either written or oral.
2. Standing committees. Standing committees are those which are permanent in their functions, but they may have a change in membership from one Council to the next. (See Rule 10 for the standing committees of council.)
3. Contents of reports. Petitions, ordinances and resolutions presented to Council may be referred to the proper committee for study and report. A committee report may include therein recommendations for approval of a number of items including approval of ordinances or resolutions which deal with the matters referred to the committee. As it is possible that some members of Council may approve of some items and disapprove of others, at the request of any member of Council, a separate vote shall be taken on each item presented by the committee report.
4. Legislation referred to committee. When ordinances and resolutions are to be prepared, Council shall by majority vote, request their preparation by the Solicitor. When they are prepared, they may be referred to the committee concerned with the subject matter of the ordinance or resolution. The committee will then report out the ordinance or resolution at the next Council meeting. Council may accept or reject any committee report, in whole or in part. The Village Solicitor has the responsibility of preparing legislation in the manner prescribed by law. The committee to which legislation is referred shall not concern themselves with the fulfillment of legal requirements. They will only determine whether the subject matter has been fully covered. For instance, the finance committee may request that certain salary increases be granted. Council may approve such request and vote to have the Solicitor prepare the legislation needed to effect such increase. The legislation would be referred to the finance committee to determine whether all the approved increases are included.
5. Voting on legislation. Ordinances and resolutions shall always be voted upon separately, even though the committee report urging approval of such legislation may be adopted

unanimously. The voting of such legislation shall be entered by the Clerk in writing in the minutes as “aye” and “nay” together with the names of members of Council voting “aye” and those voting “nay.” Every member present shall vote on any question on the call of the “yeas” and “nays” unless excused by the request of the Solicitor or unanimous consent of the Council, and any member not being excused, who refuses to vote on any question when the yeas and nays are being taken, shall be deemed guilty of contempt of the Council, and may for such contempt be censured by a majority vote of the Council.

6. Seconding of motions. Each motion shall be seconded before further action thereon.

7. First reading of ordinances and resolutions. When committees report out ordinances, these can be set aside and given a first reading at the end of the committee reports. Thus, all ordinances will be given a first reading at one time. Resolutions, unless permanent in nature, may be voted upon immediately, or acted upon at the same time as the ordinances.

8. Second reading of ordinances; emergency ordinances. When an ordinance is presented, it shall be read and, if it is not an emergency ordinance it should be set aside for second reading at the next meeting. If it is an emergency ordinance, requiring immediate action, the presiding officer should after it is read by the Solicitor, entertain a motion to suspend the rules and read the ordinance by its title only for the second and third readings. If a majority (three-fourths) of the members approve the motion, the Clerk will then read the ordinance by its title only for the second and third readings. After a member moves for passage, a vote will be taken. If a super majority (five-sixths) approves the passage of the ordinance, it shall be signed by the clerk and sent to the Mayor for his/her signature.

9. Clerk to enter vote in the minutes. The Clerk shall enter in the minutes the vote on all ordinances and resolutions, together with the names of those voting “aye” and those voting “nay.”

(I) New Business. The presiding officer shall call for new business. In this category may be considered ordinances and resolutions which require immediate action. This may occur where certain action cannot wait for the referral and consideration by committee. An instance may be the transfer of monies from one fund to another to pay an urgent account or salaries. Another instance may be the issue of bonds, and the passage of legislation to meet a deadline. Any other ordinance or resolution which, for any reason, need not be referred to committee may be presented at this time.

1. Reference to committee. Any new business brought before Council should be referred to the proper committee, if such referral is deemed necessary or proper. If such referral is not needed, and the matter can be disposed of quickly, then such action should be taken at once.

When communications are read, earlier in the meeting, they may if necessary be referred to committee immediately after being read by the clerk. Prolonged argument, discussion, and debate shall be avoided. If the matter under consideration requires investigation and study, or is of such a nature that long discussion may be provoked, it shall be referred to committee promptly by the presiding officer.

2. Reference to council of the whole. There are times when a matter will be referred to the Council of the whole. This is a meeting of the entire Council as a committee, but instead of the usual presiding officer being in charge, the President pro tem will preside. Referral to this committee may take place at the direction of the majority of Council or when a major situation or problem arises on which it is felt that every member of Council should express him/herself. Debate or discussion in the regular meeting would consume too much time, and interfere with the regular order of business. Referral to some committee will restrict consideration and study of the problem or question to only the committee members, usually three in number. Council of the whole will sit as a committee, and discuss the questions as a group, and receive the views and opinions of all the members. (Subjects which might be referred to committee of the whole at the discretion of the majority of Council are inadequate parking, salary increases, pensions, etc.) The committee of the whole shall be governed by the rules of Council in its deliberations. The committee will report its recommendations or findings to council, upon the vote of a majority of the committee. This report shall be in writing and signed by the President Pro Tem. If the committee believes that further study or investigation is indicated, it may recommend to Council that the matter be referred to a certain committee. If the question deals with finance, it may recommend that the matter be turned over to the finance committee. Any report of this Council of the whole must be voted upon, just as in the case of any other committee report.

RULE 6 – Conducting discussions.

No member shall speak more than once upon any subject, until every member choosing to speak shall have had an opportunity to be heard, not more than twice upon any subject, nor for a time longer than five minutes, without leave of Council upon a majority vote.

RULE 7 – Receiving motion when question is before council.

When a question or a proposition is before the Council or under debate, or when a motion has been made, no motions shall be received except the following:

- (a) To adjourn.
- (b) To table the motion – lay it aside until later.

- (c) To request that discussion end, and that any motion being considered be voted upon. (Call for the question, as it is usually called.)
- (d) To postpone any action on a motion until some stated future time.
- (e) To refer the proposal to a standing or special committee.
- (f) To amend the main motion.
- (g) To postpone any action for an indefinite time.

These motions shall have precedence in the order in which they are arranged. Motions listed as (a), (b), (c), above shall be decided without debate.

RULE 8 – Handling motions for reference to committee.

When a motion is made for reference of any subject to a standing committee, and it is moved to substitute therefor a select or special committee, the question of reference to a standing committee shall be put first.

RULE 9 – Motions to reconsider.

A motion to reconsider a subject that may have been acted upon favorably must be made before adjournment of that session of Council. A motion to reconsider any other subject may be made not later than the next regular meeting after such action was taken. A motion to reconsider may be made only by any member who voted on the winning or prevailing side. A motion to reconsider shall be in order at any time except when a motion on some other subject is standing.

A motion to reconsider, being laid on the table, may be taken up and acted upon at any time when the council is engaged in the transaction of new or miscellaneous business.

No motion to reconsider shall be made more than once on any matter or subject, and the same number of votes shall be required to reconsider the action of Council, as was required to pass or adopt the same.

RULE 10 – Motion to take from the table.

A motion to take from the table shall be in order when that order of business is being transacted in which such matter to be taken up was laid upon the table, or under the head of new or miscellaneous business, and such motion shall be decided without debate, provided the mover may be permitted to state briefly his reasons for the motion.

RULE 11 – Motion to postpone indefinitely.

If a motion to postpone indefinitely is carried, the principal question shall be declared lost.

RULE 12 – Motion for the question.

The motion shall be in the form, “Call for the question?” or similar language. It shall be admitted only when motioned and seconded by members, and until decided shall preclude further

debate on all amendments and motions. If the motion for the question is demanded on an amendment, it shall apply only to the amendment. If the motion for the question is carried, the main question shall be put without further debate.

However, if the motion for the question is carried, but before it is actually put in execution, the motion to which it is directed may be tabled.

RULE 13 – Motion to amend.

A motion to amend may contain but one amendment. An amendment once rejected may not be moved again in the same form.

RULE 14 – Motion on question of privilege.

Questions of privilege shall be:

First: Those affecting the rights of the Council collectively, its safety, dignity, and the integrity of its proceedings.

Second: The rights, reputation, and conduct of the members of the Council individually, in their capacity as such members.

A question of privilege shall have precedence over all questions except a motion to adjourn.

RULE 15 – Motion that matter be taken from committee.

When any ordinance, resolution, petition, or other matter has been referred to a committee, and said committee fails, within a reasonable time, to report or to offer a valid reason for its failure to report, any member of Council shall have the right to make a motion that such ordinance, resolution, petition, or matter be taken from the committee to which such matter has been referred; that the same may be laid before Council for action. Such motion shall be decided without debate, provided that the member making the motion may state his reason briefly for the motion.

RULE 16 – Majority defined; three-fourths defined.

Whenever the term “majority” is used herein, unless otherwise expressly indicated, it shall be held to mean a majority of those elected to Council; likewise, whenever a three-fourths or five-sixths vote is indicated, it shall mean three-fourths or five-sixths of the members elected to council, pursuant to the provisions of ORC 731.44.

No ordinance shall be passed by Council without the concurrence of a majority of the members.

RULE 17 – Amending resolution or ordinances.

It shall be in order to amend a resolution or ordinance at any time, however, any amendments after a second reading must be reviewed and read at the next subsequent meeting before a vote and final action on the legislation is taken.

RULE 18 – Approval of ordinances and resolutions.

Every Ordinance and Resolution duly passed by this Council shall be signed by the Mayor and Clerk-Treasurer prior to being effective and duly posted according to law. Failure to sign such Ordinance or Resolution shall not constitute a veto of same.

RULE 19 – Village solicitor.

The Village Solicitor shall, when requested by any member of Council, give a verbal opinion on any question of law concerning Village affairs, in open council, but he may if he deems the matter of importance take a reasonable time to submit his opinion in writing. He shall not be required to draw any ordinance or resolution except upon a majority vote of the members.

The Village Solicitor, when requested by the chairman of a committee to which any ordinance or resolution has been referred, shall assist in the examination of such ordinance or resolution.

RULE 20 – Special hearings before Council.

Upon written request or petition of any elector or taxpayer of the Village, and by the affirmative three-fourths (3/4) vote of elected council members; a special public hearing may be ordered by this Council on any matter pending before this Council. Said special public hearing shall be at such time and place designated by the Mayor. No special hearing held pursuant to this rule shall be scheduled during any regular or special meeting of this Council.

RULE 21 – Roberts Rule of Order.

In the absence of any rule upon the matter of business, the Council shall be governed by “Roberts Rules of Order.”

RULE 22 – Amendments.

These rules may be amended or altered or new rules adopted by a vote of the majority of all the members elected at any meeting of the Council, on the report of a committee to which the subject has been referred at a previous meeting.

SECTION IV: That all ordinances or parts of ordinances inconsistent herewith shall be and hereby are repealed.

SECTION V: This Ordinance is hereby declared to be an emergency measure necessary for the public peace, health and safety of the Village and its inhabitants and for the further reason that said ordinance is necessary to provide for orderly and proper meetings of the Council of said Village.

WHEREFORE, this Ordinance shall take effect and be in force immediately after its passage.

Vote on Emergency Measure: Yeas: _____ Nays: _____

Effective Date: _____

Angela J. Kuhn, Mayor

ATTEST:

Susan Miller, Clerk

CHAPTER 111**Council****111.01 Council rules.****CROSS REFERENCES**

Composition and term - see Chtr. Art. III, §1.0

Qualifications - see Chtr. Art. III, §2.0

Meetings - see Chtr. Art. III, §9.0

Powers - see Chtr. Art. III, §10.0

Recall - see Chtr. Art. XI, §3.0

Forfeiture of office - see Chtr. Art. XV, §6.0

Compensation - see ADM. 139.03

111.01 COUNCIL RULES.**(a) Meetings.**

- (1) Regular meetings. Regular meetings of Council shall be held in the Council chambers at 7:30 p.m. on the first and third Monday of each month, provided that regular meetings may be held once only during the months of July and August. Regular meetings shall be held in the Council chambers on Wednesday at 7:30 p.m. whenever the date of a regular meeting falls on a legal holiday. Council may, by majority vote, change the day and hour of holding any regular meeting, or adjourn the same to a day and hour determined by a like vote of the members present, if constituting a quorum.
- (2) Special meetings. Council shall hold such special meetings as may be found necessary, which may be called by the Clerk upon the written request of the Mayor, or the President of Council, or upon the written request of three members of Council. Any such vote

or request for the calling of a special meeting shall state the subject, or subjects, to be considered thereat, and no other subject, or subjects, shall be considered, except upon the approval of five or more of the members of Council in attendance at such special meeting. Twenty-four hours notice in writing of such special meeting, if called by the Mayor, the President of Council, or by three members of Council, shall be given to each member of Council and to the Mayor by personal service or delivery thereof at their usual place of residence, but members of Council may waive such notice by their attendance at such special meeting.

(b) The Chair; Powers and Duties.

- (1) Roll call. The Mayor, or in his absence, the President of Council, shall take the chair at the hour appointed for Council to meet, and immediately shall call Council to order. The roll shall be called by the Clerk, who shall enter in the journal of each meeting the names of members present thereat. In the absence of a quorum at the time appointed for a meeting, the members present may, by a majority vote, take a recess or recesses, and cause the Clerk to procure the attendance of absent members.
- (2) Temporary chairman. In the case of the absence of the Mayor and the President of Council, the Clerk shall call the Council to order. The Clerk shall call the roll, and if a quorum is found to be present, Council shall proceed to elect, by a majority vote, a temporary chairman of the meeting until the appearance of the Mayor or of the President of Council.
- (3) Substitute chairman. The chair, i.e. Mayor, President of Council, or temporary chairman, may call any other member to take his place in the chair, such substitution not to continue beyond adjournment.

(4) Appeals from decisions of the chair. The chair shall preserve decorum and decide all questions of order, subject to appeal to Council. If any member transgresses these rules of Council, the chair shall, or any member may, call him to order, and in the latter instance the chair shall render a decision as to the point of order. In case of an appeal from a ruling of the chair, the question shall be, "Shall the decision of the chair stand as the decision of Council?" The chair shall be sustained unless overruled by a majority vote of the members of Council present.

(5) Votes. All questions shall be stated and put by the chair as follows:

A. Roll call votes. The chair shall declare the vote after the Clerk has announced the number of votes on each side.

(6) Chair's power to vote. See Article IV Section 6.0 of the Charter.

(c) Members' Duties and Privileges.

(1) Seating arrangement. Seats in the Council chamber shall be numbered in order and all new members shall occupy all vacant seats after drawing same by lot at the beginning of their term, except in the case of the President of Council who shall sit at the right of the Mayor, and his seat shall be number one.

(2) Addressing chair. Members when about to speak to a question or make a motion, shall address the chair as "Mr. Mayor, " "Mr. President, " or "Mr. Chairman, " who shall pronounce the name of the member entitled to the floor. Members addressing Council shall confine themselves to the question under debate and avoid personalities.

(3) Limitation of debate. No member shall be allowed to speak more than once upon any one subject until every member choosing to speak shall have spoken, nor more than twice upon the same subject, nor for a time longer than five minutes, without leave of Council as

expressed by a majority vote of the members present.

(4) Voting. Every member present when a question is put shall vote on the same, unless Council, for special reasons, excuses him from voting. Such excuse shall be granted only if the member states reasons for the request before voting begins and Council, by majority vote of the members present, accepts them. There shall be no debate upon this question.

(5) Division of a question. On demand on any member, a question under consideration which covers two or more points shall be divided where the question admits of such division.

(6) Excusal from attendance. No member shall be excused from attendance at a Council meeting, except upon request to and permission by the Mayor prior to such meeting or by a vote of a majority of the members present.

(7) Excusal during meeting. No member shall be excused while Council is in session except upon permission of the chair.

(d) Order of Business.

(1) Order of business. The order of business at meetings of Council shall be as follows:

A. Roll call, to determine presence of a quorum.

B. Reading of the journal of the preceding meeting unless such reading shall be dispensed with by consent of two-thirds of the members present. If no objection is made to the journal, the same shall be approved.

(1964 Code §20.1)

C. Emergency legislation and reports and communications from the Mayor, Clerk and other City officials, having been filed with the Clerk not later than 12:00 noon on Wednesday next

preceding the meeting day. (Ord. 4-68.
Passed 2-5-68.)

- D. Call of the members in alphabetical order that each may present petitions or communications, or offer original motions, orders, ordinances or resolutions.

There shall be no interruption of business under this call. All such petitions, communications, motions, ordinances and resolutions shall be filed with the Clerk not later than 12:00 noon on the Friday next preceding the meeting day, and it shall be the duty of the Clerk to include the same in the calendar of such meeting day, in their order upon the call. Matters not filed with the Clerk and introduced upon such call shall not be read or referred to, but shall be held over until the next meeting, to be placed on the calendar and taken up on the regular call of the members, unless leave for immediate consideration is granted by a majority vote of the members present.

E. Second reading of ordinances and resolutions.

F. Third reading of ordinances and resolutions.

G. Reports of Committee of the Whole.

H. Reports of standing committees.

I. Reports of special committees.

J. Upon motion of any councilman the order of business at any meeting may be altered by affirmative vote of two-thirds of the members present.

- (2) Old business. Following the roll call and reading of the journal of the preceding meeting or waiver thereof, the business of regular meetings shall commence at the point where the order of business at the preceding meeting was interrupted by the adjournment, unless the order of business is altered as provided herein.

For special meetings, see Article III Section 9.0(b) of the Charter.

(1964 Code §20.1)

(e) Committees.

(1) Appointment. The following standing committees consisting of four members each are hereby authorized. Appointment of members to such committees shall be made by the President of Council, subject to confirmation of a majority vote of Council.

- A. Finance Committee;
- B. Safety Committee;
- C. Streets Committee;
- D. Utilities and Environment Committee;
- E. Buildings and Grounds Committee;
- F. Parks and Forestry Committee;
- G. Annexation and Zoning Committee;
- H. Employee and Community Relations Committee.

The Mayor may appoint such special committees as he deems necessary provided that matters referred to or pending before a standing committee without consent of its members be referred to or considered by a special committee. (Ord. 12-2004. Passed 2-18-04.)

(2) Committee of the Whole. The President of Council shall preside when Council resolves itself into the Committee of the Whole. These rules of Council shall govern the Committee of the Whole except that no limit shall be placed on time or frequency of speaking and that the previous question cannot be moved. All questions shall be decided by a majority vote of those members present. When this Committee arises, any measure, together with any amendments thereto, reported out, shall receive the immediate consideration of Council unless otherwise ordered placed upon the calendar.

(3) Meetings. Committees shall meet on call of the chairman, or on request of two members, communicated to the Clerk.

(4) Quorum. A majority of the members of a committee shall constitute a quorum.

(5) Temporary chairman. In the absence of the chairman, the member named next shall act as temporary chairman.

(6) Secretary to committees. The Clerk or one of his assistants shall act as secretary to each committee and shall keep a record of attendance and business transacted at meetings thereof.

(7) Reports. Reports of committees shall be agreed to by a majority thereof. All documents referred shall be returned to Council with the report of the committee. Upon motion, and by a majority vote, Council may relieve a committee of further consideration of any question, and order it placed on the calendar. When any matter is referred to a committee with instructions to report at a time named in the order of reference, failure to report at such time shall be considered as if reported back without recommendation, unless the time for report is extended by Council. If no such extension is granted, the committee shall forthwith return to the Clerk the documents pertaining thereto, and the matter shall take its appropriate place on the calendar.

(f) Motions.

(1) Motions. When a motion is made it shall be stated by the chair before debate. Any member may demand that it be reduced to writing. A motion shall not be withdrawn by the mover without the consent of Council. Unless otherwise required by law, or the Charter, a motion shall be deemed passed if it receives the affirmative vote of a majority of the

members present including the chair, if entitled to vote thereon.

(2) Order of precedence. When a question is before Council, no motion shall be entertained except the following:

- A. To adjourn.
- B. To lay on the table.
- C. The previous question.
- D. To postpone to a certain time.
- E. To refer.
- F. To amend.
- G. To postpone indefinitely.

Such motions shall have precedence in the foregoing order.

(3) Motion to adjourn. Motions to adjourn shall be in order at any time, except as follows:

- A. When repeated without intervening business or discussion.
- B. When made while another member is speaking.
- C. When the previous question has been ordered.
- D. While a vote is being taken.

A motion to adjourn is not debatable, except as to the time to which the meeting is adjourned.

(4) Motion to lay on the table. A motion to lay on the table shall preclude all amendments or debate of the subject under consideration. If the motion prevails, the consideration of the subject may be resumed only upon motion of a member voting with the majority and with the consent of the majority of the members present.

(5) Previous question. The previous question shall be stated in these words: "Shall debate now close ?" The motion shall pass if two-thirds of the members present favor it. If the motion is ordered, there shall be no further amendment or debate, but the question shall be put immediately.

(6) Motion to postpone. Motions to postpone may be amended as to time, excepting a motion to postpone indefinitely. If

a motion to postpone indefinitely is carried, the principal question shall be declared lost.

(7) Motion to amend. A motion to amend shall be susceptible of but one amendment. An amendment once rejected may not be moved again in the same form.

(8) Motion to suspend rules. A motion to suspend the rule which requires three readings shall be debatable. Upon the passage of such motion, the main question shall be open to debate. All other rules may be suspended by a majority of members of Council present without debate.

(9) Motion to reconsider. A motion to reconsider a proposal that has been acted upon favorably must be made before adjournment of the session of Council at which the vote was taken. A motion to reconsider any other action taken by Council may be made not later than the next regular meeting after the vote of Council thereon. In either case such motion may be made only by a member who voted with the prevailing side. The concurrence of a majority of the members present shall be sufficient for reconsideration of a vote. If a motion to reconsider is lost, it shall not be entertained again.

(g) Miscellaneous.

(1) Procedure in absence of rule. In the absence of a rule to govern a point of procedure, reference shall be had to the approved practice in parliamentary bodies.

(2) Decorum in Council chambers. The chair shall maintain decorum in Council chambers during sessions. Persons, other than members of Council, City officials, and members of the press, shall not be permitted upon the floor of Council, or to address Council, except upon introduction by the chair or a member of Council. If anyone, other than a City official, desires to speak to a member of Council while it is in session, the member, if agreeable to the request

shall leave his seat and retire to the rear of the Council chambers or elsewhere until the conversation is finished.

- (3) Rule on readings and suspension of rules. See Article III Section 11.0(b) of the Charter.
- (4) Emergency measures. A roll call shall first be taken on the emergency clause and then a roll call on the legislation as a whole.
- (5) "Majority." Whenever the term "majority" is used herein, unless otherwise expressly indicated, it shall be held to mean a majority of those members elected to Council.
- (6) Amending rules. A majority vote is required to alter, amend, rescind or supplement these rules. Any proposed alterations, or amendments or supplements shall be submitted in writing at a regular meeting and placed on the calendar for the next regular meeting under the order of new business. By unanimous recorded vote of all members elected to Council, such proposed alterations, amendments or supplements may be adopted at the meeting at which the same are submitted.
- (7) Quorum. A majority of all members elected to Council shall constitute a quorum.
- (8) Director of Law. The Director of Law shall, when requested by a member of Council, give a verbal opinion on any question of law concerning City affairs, in open Council, but he may, if he deems the matter of importance, take a reasonable time to submit his opinion in writing. He shall not be required to draw any ordinance or resolution except upon a majority vote of the members.

CHAPTER 31: LEGISLATIVE

Section

- 31.01 Regular meetings
- 31.02 Special meetings
- 31.03 Quorum
- 31.04 Order of business
- 31.05 Standing committees
- 31.06 Committees subject to call
- 31.07 Committee report
- 31.08 Committee meeting absenteeism
- 31.09 Naming and/or renaming of city owned facilities
- 31.10 Endorsement on legislation
- 31.11 Reference to committee
- 31.12 Motions
- 31.13 Voting
- 31.14 Introduction of legislation
- 31.15 Investigation of expenditure or assessment
- 31.16 Finance Director certificate on expenditures

- 31.17 Vote on special assessment
- 31.18 Readings on legislation
- 31.19 Amendments
- 31.20 Motion to reconsider
- 31.21 Franchise, expenditure, or tax levy
- 31.22 Enrollment of ordinance
- 31.23 Extended unexcused absence from Council
- 31.24 Adoption of committee reports
- 31.25 Adoption of motions
- 31.26 Calling the roll
- 31.27 Voting without roll call
- 31.28 Final report
- 31.29 Motion to adjourn
- 31.30 Precedence of motions
- 31.31 Finance Director monthly report
- 31.32 Duties of Clerk
- 31.33 Amendment of rules
- 31.34 Suspension of rules
- 31.35 Parliamentary rules applicable
- 31.36 Term and compensation of Clerk
- 31.37 Salary and duties of Councilpersons

31.38 Civility and rules of decorum at public meetings

Charter reference:

Rules and journal of Council, see Charter, § 2.07

§ 31.01 REGULAR MEETINGS.

Regular meetings shall be held in the Council Chamber on the first and third Monday of each month at such time as determined by City Council. When the date of any meeting falls on a legal holiday or an election day, Council shall meet on the following day at the same hour. Council may dispense with any regular meeting or change the day and hour of holding any regular meeting.

(1980 Code, § 31.01) (Am. Ord. 8244, passed 6-3-2013)

Charter reference:

Meetings, see Charter, § 2.09

§ 31.02 SPECIAL MEETINGS.

Special meetings may be called by a vote of the Council taken at any regular or special meeting thereof, or shall be called by the Clerk upon the written request of the Mayor or president of Council or of three members of Council. Any such request shall state the time, place, and date thereof and the subject or subjects to be considered at the meeting, and no other subject or subjects shall be considered. Notice in writing of each such special meeting called, except by vote of Council, shall be given to each member of Council and the Mayor by serving the same on each of them personally or by leaving a copy thereof at his or her usual place of residence not less than 24 hours prior to the meeting. Service of notice may be waived in writing and shall be deemed conclusively to be waived by attendance at the special meeting. In the event that a special meeting is called by a vote of Council at a meeting

from which the Mayor or any member of Council is absent, written notice of the special meeting shall be given each absentee in the manner hereinbefore described.

(1980 Code, § 31.02) (Am. Ord. 4409, passed 2-21-1984)

Charter reference:

Meetings, see Charter, § 2.09

§ 31.03 QUORUM.

A majority (four votes) of all members elected to Council shall be necessary to constitute a quorum.

(1980 Code, § 31.03)

Charter reference:

Quorum, see Charter, § 2.06

§ 31.04 ORDER OF BUSINESS.

Unless otherwise ordered by Council, the following shall be the order of business at all regular sessions of Council.

- (A) Pledge of allegiance.
- (B) Roll call.
- (C) Approval of minutes.
- (D) Correspondence received by Clerk.
- (E) Special recognition(s), if any.
- (F) Lobby visitations.
- (G) Introduction of new legislation.
- (H) Official reports by the Mayor and City Officers.

- (I) Council committee reports.
- (J) Ordinances and resolutions for first reading.
- (K) Ordinances and resolutions for second reading.
- (L) Ordinances and resolutions for third reading.
- (M) Ordinances and resolutions which may be tabled.
- (N) Any other business legitimately presented to Council.

(1980 Code, § 31.04) (Am. Ord. 4409, passed 2-21-1984; Am. Ord. 9161, passed 2-20-2024)

§ 31.05 STANDING COMMITTEES.

The following standing committees, consisting of three members each, and the first member named to be the chairperson of each such committee, shall be appointed by the President of Council at the first meeting in January of each term or as soon as may be practicable thereafter.

(A) *Finance and Ways and Means.* Whose duty it shall be to examine into and report upon all matters of accounts or claims against or in favor of the city, to prepare and approve the semi-annual appropriations ordinances, to examine and report upon all matters relative to the revenue of the city which may be referred to it, to fix the tax level for the several general funds from the annual budgets for the city officers, to inquire into the city debts, the revenue and expenditures and whether any and what retrenchment can be made at any time to advantage, and to report from time to time upon those provisions and arrangements which are conducive to economy, order, and accountability in the conduct of the fiscal affairs of the city.

(B) *Transportation and Safety.* Whose duty it shall be to take into consideration all matters pertaining to parking, traffic control,

streets and alleys, Fire Division, Police Division, and related matters.

(C) *Public Utilities Committee*. Whose duty it shall be to consider all matters pertaining to electric, water, sewer, and to make suggestions regarding service and the regulation of same, and to report upon those matters referred to it. Also includes cable TV contract.

(D) *Planning, Zoning and Economic Development*. Whose duty it shall be to consider and report on all matters pertaining to the planning, zoning, industrial and economic development of the city.

(E) *Parks, Recreation, Public Lands and Buildings*. Whose duty it shall be to consider and report upon matters pertaining to parks and recreation services and matters pertaining to lands or buildings owned or used by the city other than those used by the Utilities Department.

(F) *Sustainability*. Whose duty it shall be to consider and report on matters relating to sustainability initiatives and related matters.

(G) *Community Improvement*. Whose duty it shall be to consider and report upon all matters pertaining to litter control; vandalism; loud parties; neighborhood associations; municipal employee attitudes; animal control; drug and alcohol concerns; and related matters.

(1980 Code, § 31.05) (Am. Ord. 3759, passed 9-5-1978; Am. Ord. 4409, passed 2-21-1984; Am. Ord. 5946, passed 1-16-1996; Am. Ord. 8900, passed 2-16-2021)

§ 31.06 COMMITTEES SUBJECT TO CALL.

All standing committees shall be subject to the call of the chairperson of each committee or the president of Council.

(1980 Code, § 31.06)

§ 31.07 COMMITTEE REPORT.

Committees shall report on all matters referred to them as soon as feasible.

(1980 Code, § 31.07) (Am. Ord. 4409, passed 2-21-1984)

§ 31.08 COMMITTEE MEETING ABSENTEEISM.

Any member of any committee who shall absent himself or herself from two or more successive committee meetings, except in case of sickness or absence from the city, may be removed from that committee by the president of Council upon a two-thirds vote of the members elected to Council, and Council, by two-thirds vote, may also declare the member not eligible to any further committee ship.

(1980 Code, § 31.08)

§ 31.09 NAMING AND/OR RENAMING OF CITY OWNED FACILITIES.

City Council shall have the power to name and/or rename city owned public facilities in accordance with rules and regulations promulgated by the Mayor and Municipal Administrator from time to time.

(1980 Code, § 31.09) (Ord. 6056, passed 10-7-1996)

§ 31.10 ENDORSEMENT ON LEGISLATION.

All legislation recommended for passage or otherwise by the head of departments or committees shall be so endorsed on the back thereof.

(1980 Code, § 31.10)

§ 31.11 REFERENCE TO COMMITTEE.

A motion to refer to a standing committee shall take precedence over a similar motion for a special committee. (1980 Code, § 31.11)

§ 31.12 MOTIONS.

Every motion shall be reduced to writing, if the president or member making the motion so desires, except a motion to adjourn, postpone, or commit. When made or seconded, the motion shall be stated by the president, or, if written, shall be read by the Clerk.

(1980 Code, § 31.12)

§ 31.13 VOTING.

Every member who shall be present when a question is put shall vote thereon, unless excused by Council or unless he or she is directly interested in the question, in which case he or she shall not vote. The yeas and nays shall be called on request of the chair or any member of Council.

(1980 Code, § 31.13)

§ 31.14 INTRODUCTION OF LEGISLATION.

Resolutions and ordinances can be introduced only by a member of Council, when present, and with his or her name endorsed thereon, or by a committee report with its endorsement thereon.

(1980 Code, § 31.14)

Charter reference:

Ordinances and resolutions, see Charter, § 2.10

§ 31.15 INVESTIGATION OF EXPENDITURE OR ASSESSMENT.

All communications, resolutions, and ordinances contemplating or providing for the expenditure of public funds or assessments upon property owners shall be referred to the appropriate committee or

the Council member of the respective ward for investigation and recommendation before they can be considered by Council.

(1980 Code, § 31.15)

§ 31.16 FINANCE DIRECTOR CERTIFICATE ON EXPENDITURES.

No contract, agreement, or other object involving the expenditure of money shall be entered into, nor shall any ordinance, resolution, or order for the appropriation or expenditure of money be passed by Council unless the Finance Director shall have first certified that the money required for the contract, agreement, or other obligation, or to pay the appropriation or expenditure, is in the treasury to the credit of the fund on which it is to be drawn and not appropriated for any other purpose. However, this rule does not apply to special improvements to be raised by assessment of property owners or for which an issue of bonds is to be provided.

(1980 Code, § 31.16)

§ 31.17 VOTE ON SPECIAL ASSESSMENT.

To pass ordinances or resolutions for any improvement or other matter, the cost or part of the cost of which is to be paid by special assessments, a three-fourths vote of all members elected to Council (six votes) shall be necessary, unless a petition by property owners is presented therefor according to law.

(1980 Code, § 31.17)

§ 31.18 READINGS ON LEGISLATION.

All bylaws, ordinances, and resolutions shall be fully and distinctly read on three different regular meeting days, unless, by three-fourths vote (six votes) of Council elected thereto, Council shall dispense with the rule. However, this rule shall not apply to the ordering of an election or the direction by Council to any city

officers or board to furnish Council with information as to the affairs of any department of the city, or resolution instructing investigation or reports from officers.

(1980 Code, § 31.18)

§ 31.19 AMENDMENTS.

If amendments to any resolution or ordinance are offered and adopted, the chair shall so report and the ordinance shall be read as amended on request of any member before the vote on its passage is taken, but no amendment shall be offered until the resolution or ordinance shall be read the second time.

(1980 Code, § 31.19)

§ 31.20 MOTION TO RECONSIDER.

A motion to reconsider a vote must be made by a member voting on the prevailing side, and the motion shall be made at the same meeting of Council. No motion to reconsider shall be made more than once on any matter or subject, and the same number of votes shall be required to reconsider any action of Council required to pass or adopt the same.

(1980 Code, § 31.20)

§ 31.21 FRANCHISE, EXPENDITURE, OR TAX LEVY.

All ordinances or resolutions granting a franchise, creating a right, or involving the expenditure of money or the levying of any tax, or for purchase, lease, sale, or transfer of property, shall not be passed unless the same shall have been read on three different days and, with respect to any such ordinance or resolution, there shall be no authority to dispense with this rule except by a three-fourths vote (six votes) of all members elected thereto. No ordinance or resolution can be passed without the concurrence of a majority (four votes) of all members elected thereto, and the vote

on the ordinance or resolution shall be taken by “yeas” and “nays” and so recorded upon the journal.

(1980 Code, § 31.21)

Charter reference:

Publishing ordinance or resolution in newspaper, see Charter, § 2.10

§ 31.22 ENROLLMENT OF ORDINANCE.

After an ordinance shall have passed, it shall be enrolled by the Clerk in an ordinance book kept for that purpose. After having been checked, it shall be signed by the president or presiding officer and the Clerk.

(1980 Code, § 31.22)

§ 31.23 EXTENDED UNEXCUSED ABSENCE FROM COUNCIL.

Any member who, without valid excuse, sickness, or leave of absence, absents himself or herself from six consecutive sessions of Council, extending over a period of at least two months, may be expelled from Council by a vote of two-thirds of all members elected thereto.

(1980 Code, § 31.23)

§ 31.24 ADOPTION OF COMMITTEE REPORTS.

It shall require a majority of all members elected to adopt a committee report.

(1980 Code, § 31.24)

§ 31.25 ADOPTION OF MOTIONS.

A majority of all members present at any session shall be necessary to the adoption of any motion.

(1980 Code, § 31.25)

§ 31.26 CALLING THE ROLL.

In taking the yeas and nays, the Clerk shall list the members' names in alphabetical order with numbers assigned to each Council member 1 through 7.

(1) The first roll call after adoption of this section shall be called in the following order: 1, 2, 3, 4, 5, 6, 7.

(2) The next roll call shall be called in the following order: 2, 3, 4, 5, 6, 7, 1.

(3) The next roll call shall be called in the following order: 3, 4, 5, 6, 7, 1, 2.

(4) The next roll call shall be called in the following order: 4, 5, 6, 7, 1, 2, 3.

(5) The next roll call shall be called in the following order: 5, 6, 7, 1, 2, 3, 4.

(6) The next roll call shall be called in the following order: 6, 7, 1, 2, 3, 4, 5.

(7) The next roll call shall be called in the following order: 7, 1, 2, 3, 4, 5, 6.

(B) In all ensuing roll calls, the above rotating order shall be used by the Clerk in taking roll call votes.

(1980 Code, § 31.26) (Ord. 4577, passed 8-19-1985)

§ 31.27 VOTING WITHOUT ROLL CALL.

Upon all questions before Council upon which no ye or nay vote is required or taken, the president, after putting the question, shall declare all votes and, if in doubt, may direct that a rising vote be taken, or any member can call for a division.

(1980 Code, § 31.27)

§ 31.28 FINAL REPORT.

Every final report of a committee can be either oral or written at the option of the committee.

(1980 Code, § 31.28) (Am. Ord. 4409, passed 2-21-1984)

§ 31.29 MOTION TO ADJOURN.

A motion to adjourn shall always be in order except when a vote is being taken and shall not be debatable.

(1980 Code, § 31.29)

§ 31.30 PRECEDENCE OF MOTIONS.

When a question is under debate no motion shall be in order except to adjourn, lay on the table, postpone to the next meeting, commit, amend, or postpone indefinitely, which several motions shall have precedence in the order in which they are herein stated.

(1980 Code, § 31.30)

§ 31.31 FINANCE DIRECTOR MONTHLY REPORT.

The Finance Director shall, at the second regular meeting of each month, render a detailed statement to Council of the receipt and expenditures of the several officers and departments for the preceding month.

(1980 Code, § 31.31)

§ 31.32 DUTIES OF CLERK.

It shall be the duty of the Clerk to keep a correct journal of the proceedings of Council, to cause Council's committee members and officers and city officers and departments to be informed of those duties they may be charged with by Council from time to time, and perform those other duties which appertain to him or her as Clerk. He or she shall permit no journal accounts or papers to be taken from his or her files or out of his or her custody other than by the regular mode of business of Council, and if any paper in his or her charge shall be missing he or she shall make a report to Council forthwith so that the matter may be inquired into. He or she shall also act as Clerk of all improvement committees which may desire his or her services.

(1980 Code, § 31.32)

Charter reference:

Appointment of Clerk, see Charter, § 2.08

§ 31.33 AMENDMENT OF RULES.

These rules shall not be altered except by a two-thirds vote of all members of Council elected thereto and at a regular meeting. The proposition to make an amendment shall be in the form of a resolution and shall be submitted and read to Council at a meeting preceding the one at which it is acted on.

(1980 Code, § 31.33)

§ 31.34 SUSPENSION OF RULES.

No rules shall be suspended except by a three-fourths vote of all members elected to Council.

(1980 Code, § 31.34)

§ 31.35 PARLIAMENTARY RULES APPLICABLE.

All parliamentary rules applicable and not in conflict with the foregoing rules shall be in force for the government of Council. The latest edition of "Robert's Rules of Order" shall govern parliamentary rules.

(1980 Code, § 31.35) (Am. Ord. 4409, passed 2-21-1984)

§ 31.36 TERM AND COMPENSATION OF CLERK.

(A) The Clerk of Council shall have those duties Council from time to time shall determine.

(B) The compensation for the Clerk of Council for his or her regular duties in attending Council meetings, keeping the minutes thereof, and other statutory duties shall be as set by legislative authority, as defined in § 33.01 of this code. The compensation for all services performed in connection with preparing correspondence for individual members of Council which are not part of the statutory duties of the Clerk, shall be at the rate established by Council for the hours expended by the Clerk.

(1980 Code, § 31.36) (Am. Ord. 3163, passed 8-5-1974; Am. Ord. 4409, passed 2-21-1984; Am. Ord. 5348, passed 11-18-1991; Am. Ord. 6897, passed 12-17-2001)

§ 31.37 SALARY AND DUTIES OF COUNCILPERSONS.

(A) The salary of the president of Council shall be as set by legislative authority, payable in 12 equal monthly installments from the general fund. The president of Council shall have those duties as are provided by the Ohio Revised Code.

(B) The annual salary of the Members of Bowling Green City Council shall align with the minimum earnable salary for one-year service credit as established by the Ohio General Assembly and overseen by the Ohio Public Employees Retirement System.

(1980 Code, § 31.37) (Ord. 2277, passed 12-19-1966; Am. Ord. 4825, passed 12-21-1987; Am. Ord. 6876, passed 11-19-2001; Am. Ord. 8922, passed 5-17-2021)

Charter reference:

Compensation, see Charter, § 2.04

Powers of Council, see Charter, § 2.11

§ 31.38 CIVILITY AND RULES OF DECORUM AT PUBLIC MEETINGS.

(A) Elected officials and employees of the city will treat members of the public with respect and expect the same in return. The city is committed to maintaining orderly administrative processes in keeping city administrative offices free from disruptions. The city is committed to maintaining a safe, productive and harassment-free work environment for all of its city employees.

(B) This section promotes mutual respect, civility and orderly conduct among city employees, elected officials, and the public. This section is not intended to deprive any person of his or her right to freedom of expression, but only to maintain, to the extent possible and reasonable, a safe, productive, and harassment-free workplace for city staff and a safe and non-threatening environment for visitors and customers. The city encourages professional, respectful, and courteous communication and discourages hostile, intimidating, or otherwise disruptive actions.

(C) *Rules of civility.*

(1) All interactions between city staff, city elected officials and members of the public will be conducted in a respectful manner.

(2) Threats, including threats of violence, will not be tolerated.

(3) Members of the public will refrain from any behavior that disrupts or threatens to disrupt city government operations,

including any of the following:

- (a) Insulting, demeaning, intimidating, or offensive communications;
 - (b) Harassment or intimidation of any city staff, city elected official, or member of the public;
 - (c) Willful destruction or damage of property;
 - (d) Conduct that threatens or provokes a violent reaction;
- and
- (e) A continuing pattern of disruptive behavior.

(D) *Rules of decorum at public meetings.*

(1) The city is committed to the democratic process, individual rights of expression, robust debate, and tolerance for disparate views.

(2) The city's boards and commissions, other public bodies and various community groups all convene public meetings to address controversial issues that engender passionate and often conflicting opinions. An atmosphere of incivility and disrespect at these meetings can stifle participation and debate, threaten the quality of decisions and undermine the local democratic process. Therefore, adopting rules of decorum applicable to all public meetings will help ensure that civic engagement and local democracy continue to flourish in Bowling Green.

(3) *General guidelines.*

(a) The city has numerous public meetings such as City Council meetings, Commission meetings, Board meetings, etc. (hereinafter "Public Meetings"). In order to safeguard participatory democracy in Bowling Green, all persons attending public meetings in Bowling Green should strive to:

1. Treat everyone courteously;

2. Listen to others respectfully;
3. Exercise self-control;
4. Give open-minded consideration to all viewpoints;
5. Focus on the issues and avoid personalizing debate;

and

6. Embrace respectful disagreement and dissent as democratic rights that are inherent components of an inclusive public process and tools for forging sound decisions.

(4) *Rules of decorum.*

(a) No person attending a public meeting shall engage in disorderly or boisterous conduct - including but not limited to threatening, profane, abusive, personal, impertinent, or slanderous utterance - that disturbs, disrupts, or otherwise impedes the orderly conduct of the meeting.

(b) All persons attending a public meeting shall obey any lawful order of the presiding officer to enforce the rules of decorum.

(5) *Enforcement of the rules of decorum.*

(a) The Presiding Officer shall be responsible for maintaining the decorum at the public meeting and for uniformly enforcing the rules of decorum.

(b) In the event that any person breaches the rules of decorum in a manner that disturbs, disrupts, or otherwise impedes the orderly conduct of the meeting, the presiding officer shall order that person to cease the offending conduct.

(c) If any person continues to breach the rules of decorum in a manner that disturbs, disrupts, or otherwise impedes the orderly conduct of the meeting following an order from the presiding officer to cease the offending conduct, the presiding officer may order that person to leave the public meeting.

(d) If any person refuses to leave the public meeting following an order from the presiding officer to do so, the presiding officer may direct any law enforcement officer on duty to remove that person from the public meeting.

(6) The City Council, all city Boards and Commissions, and city staff shall promote the use of, and adherence to, these guidelines for behavior at all public meetings within the City of Bowling Green.

(Ord. 8935, passed 6-7-2021)

The first part of the paper discusses the importance of understanding the local context in which a project is implemented. This includes a thorough analysis of the social, economic, and cultural factors that may influence the success or failure of the intervention. It is essential to engage with the community from the outset, ensuring that their voices are heard and their needs are addressed. This participatory approach not only fosters a sense of ownership and commitment among the community members but also allows for the identification of potential challenges and the development of strategies to mitigate them.

The second part of the paper explores the role of leadership in driving change. Effective leaders are those who are able to inspire and motivate others, to set a clear vision, and to create a supportive environment for innovation and growth. They are also skilled in building strong relationships and in fostering a culture of collaboration and trust. Leadership is not a static role; it evolves over time and is shaped by the needs and circumstances of the community. Therefore, it is important to invest in leadership development and to provide ongoing support and training for leaders at all levels.

The third part of the paper examines the impact of external factors on the implementation of a project. These factors can include government policies, funding availability, and the overall state of the economy. While these factors are often beyond the control of the project team, it is important to be aware of them and to develop strategies to navigate them. For example, building strong relationships with government officials and other stakeholders can help to secure the necessary resources and support. Additionally, being flexible and adaptable in the face of changing circumstances is crucial for the long-term success of the project.

In conclusion, the implementation of a project is a complex and multifaceted process that requires a deep understanding of the local context, strong leadership, and the ability to navigate external challenges. By adopting a participatory approach, investing in leadership development, and being flexible and adaptable, project teams can increase their chances of success and create a lasting positive impact on the community.

CHAPTER 111

Council

- 111.01 President; President pro tem.**
- 111.02 Duties of Chair.**
- 111.03 Quorum; recognition of members; explanation of vote.**
- 111.04 Meetings.**
- 111.05 Committee of the Whole.**
- 111.06 Order of business.**
- 111.07 Committee rules.**
- 111.08 Motions.**
- 111.09 Amendments; suspension of rules.**
- 111.01 Standing committees.**
- 111.11 Administrative matters.**
- 111.12 Robert's Rules of Order.**
- 111.13 Special meetings; waiver of notice.**

CROSS REFERENCES

Composition and term - see CHTR. Art. III, §1
 Qualifications - see CHTR. Art. III, §2
 Compensation - see CHTR. Art. III, §3
 Organization - see CHTR. Art. III, §4
 Special meetings - see CHTR. Art. III, §5
 Quorum - see CHTR. Art. III, §6
 Council powers - see CHTR. Art. III, §8
 Expulsion or removal - see CHTR. Art. III, §8(f)
 Vacancies- see CHTR. Art. III, §11
 Clerk of Council - see CHTR. Art. III, §7
 Nominations and elections - see CHTR. Art. VIII
 Notification of public meetings - see ADM. Ch. 107

111.01 PRESIDENT; PRESIDENT PRO TEM.

The President of Council shall preside at all meetings of Council at the hour appointed for Council to meet and shall immediately call the members to order. The roll shall then be called and the Clerk of Council shall enter in the minutes of each meeting the names of members present. In the absence of the President of Council, Council shall elect a President pro tem. The Mayor, or in his absence, the Clerk of Council, shall act as Chairman for the purpose of electing a President pro tem.
 (Ord.96-1976. Passed 7-12-76.)

111.02 DUTIES OF CHAIR.

(a) The Chair shall preserve decorum and decide all questions of order, subject to appeal of Council. In case of an appeal being taken, the question shall be:

"Shall the decision of the Chair stand as the decision of Council?" The Chair shall be sustained unless overruled by a majority of all members of Council.

(b) The Chair shall declare all votes, after the Clerk of Council has announced the number of each side, except a voice vote, the results of which the Chair shall declare without reference to the Clerk of Council. In case of a rising vote the Chair shall count and announce such a vote. In the matter of a doubt about a voice vote, the Chair may direct, or any member may call for a division of Council.

(c) Either the President of Council or the President pro tem may call any other member to take his place in the Chair, such substitution not to be continued beyond adjournment.

(Ord. 96-1976. Passed 7-12-76.)

111.03 QUORUM; RECOGNITION OF MEMBERS; EXPLANATION OF VOTE.

(a) A majority of the members of Council shall constitute a quorum for the transaction of business at any meeting, but a smaller number may adjourn the meeting from time to time and may compel the attendance of absent members.

(b) At any meeting at which a quorum is present, any ordinance or resolution may be passed or adopted or any other action may be taken by the affirmative vote of a majority of the members of Council present at such meeting unless a larger number is required by the provisions of the City Charter or by the Constitution or laws of Ohio.

(c) Every member, when wishing to speak, shall be first recognized by the Chair and shall address the Chair as "Mr. President" who shall pronounce his title (Mr. or Councilman, etc.) and name which shall entitle that member to the floor. The speaker shall confine himself to the question.

(d) It shall be in order for members to explain their vote during the call of the roll. (Ord. 96-1976. Passed 7-12-76.)

111.04 MEETINGS.

Regular monthly meetings of Council shall be held on the second and fourth Monday of each month at 8:00 p.m. Council may by motion change the day and hour of holding any regular meeting. Whenever Monday is a national holiday, the regular meeting, unless otherwise provided for by motion, shall be on the Tuesday following, at 8:00 p.m. Committee of the Whole meetings shall be held on the first and third Monday of each month. Changes in time and date of Committee of the Whole meetings shall be by two-thirds vote of Council.

(Ord. 96-1976. Passed 7-12-76.)

111.05 COMMITTEE OF THE WHOLE.

(a) An agenda shall be prepared for the Committee of the Whole. Each item on the agenda shall be acted upon by the Committee in the following manner:

- (1) Recommended to Council as approved;
- (2) Deferred to next meeting of the Committee, or to a specific date beyond the next meeting of the Committee;
- (3) Tabled or disapproved.

(b) The President of Council, acting as Chairman of the Committee of the Whole, shall report to Council the actions taken by the Committee at its next regular meeting.

- (1) Items referred to Council as approved shall be acted upon by Council without further discussion, however each Councilman shall have the right to hold any item for further discussion. To exercise this right, the Councilman shall make known his request after the report by the President of Council.
- (2) Items held for further discussion shall be deferred until all other approved items are disposed of by Council.

(Ord. 96-1976. Passed 7-12-76.)

111.06 ORDER OF BUSINESS.

Each meeting of Council shall be opened with the Pledge of Allegiance to the flag, which shall precede the order of business. The schedule of business for conducting meetings of Council shall be as follows:

- (a) Roll call of members to determine if a quorum is present. Absent Councilmen should be excused by motion, for cause.
- (b) Reading and approval of minutes of the previous meeting and correction of errors of omission or commission therein, if there are any.
- (c) Introduction of persons or delegations wishing to appear before Council. Any person desiring to speak before Council shall approach Council, give his name and address and speak from the podium provided. Once Council commences its agenda, no person will be permitted to address Council, unless permitted to do so by the President of Council.

- (d) The agenda shall be made up with the approval of the President of Council. No petitions, communications, ordinances or resolutions shall be acted upon at a regular meeting of Council until they have been open for discussion in a Committee of the Whole meeting, unless placed on the agenda by a vote of the majority of members of Council present.
- (e) Report of the President of Council on items referred by the Committee of the Whole.
- (f) Disposal of items referred by Committee of the Whole as recommended for approval.
- (g) Disposal of items referred by Committee of the Whole without recommendation.
- (h) Disposal of items referred by the Committee of the Whole requested to be deferred by a member of Council.
- (i) Second and/or third reading of ordinances and resolutions having had their first reading. (By title only).
- (j) Mayor's reports.
- (k) Reports of standing committees.
- (l) Reports of special committees.
- (m) Any further business to be brought before Council.

All communications, petitions, ordinances and resolutions presented to Council which cannot be immediately taken up shall be referred to the proper committee for study and report by the chairmen of committees. Should there be any questions about the committee to which any matter should be referred, Council can, by majority vote, refer the matter to any committee. The committee will then report out the ordinance or resolution at a Council meeting after they have completed their study and report.
(Ord. 96-1976. Passed 7-12-76.)

111.07 COMMITTEE RULES.

- (a) Each ordinance or other matter referred to a committee may be amended by the committee. These items shall be placed on the agenda for the next Council meeting by the President of Council.
- (b) When any matter is referred to a committee with instructions to report at a time named, should the committee not be ready to report at such time, unless further time is granted, the matter so referred shall be considered as if reported back without recommendation.
- (c) The reports of the committees shall be recommended by a majority of the committee. Council may relieve the committee of further consideration of any questions and order it placed on the agenda.
- (d) (1) By a majority vote of the members of Council any legislation before Council may be referred to a committee.
- (2) The President of Council may refer matters other than legislation to a committee.
(Ord. 96-1976. Passed 7-12-76.)

111.08 MOTIONS.

When a question or a proposition is before Council or under debate, or when a motion has been made, no motions shall be received except the following:

- (a) To adjourn.
- (b) To lay on the table.

If the motion prevails, the consideration of the subject may not be resumed except upon motion of a member voting with the majority and consent of two-thirds of the members present.

- (c) To request that discussion end, and that any motion being considered be voted upon (to move the previous question, as it is usually called).
- (d) To postpone any action until some stated future time.
- (e) To refer the proposal to a standing or special committee.
- (f) To amend the main motion.

- (g) To postpone any action for an indefinite time. If this motion carries, the proposition is finally rejected.

These motions shall have precedence in the order in which they are arranged. Motions listed as (a), (b) and (c) hereof shall be decided without debate.

A motion to reconsider a subject that may have been acted upon favorably must be made before adjournment of that session of Council. A motion to reconsider any other subject may be made at any time not later than the next regular meeting of Council after the original decision of Council upon the same. A motion to reconsider may be made by any member who voted with the prevailing side, and having been made shall not again be entertained. A majority of members present elected to Council may reconsider a vote.

A motion to suspend the ruling requiring three readings on separate days shall be debatable and upon such motion the main question shall be open to debate.

(Ord. 96-1976. Passed 7-12-76.)

111.09 AMENDMENTS; SUSPENSION OF RULES.

A motion to amend is susceptible of but one amendment thereof. An amendment once rejected may not be moved again in the same form.

Any rule, except when otherwise provided by statute or City Charter, may be suspended by votes of a majority of the members of Council without debate. Whenever the term "majority" is used herein, unless otherwise expressly indicated, it shall be a majority of those elected to Council.

It shall be in order to amend a resolution or ordinance at any time and if such amendment is made after the second reading, it shall be read again as amended as the second reading and laid over to the next meeting for final action.

A member of Council may abstain from voting on any issue provided he or she states the reason for abstention. The abstention shall not be counted either as an affirmative nor negative vote.

(Ord. 96-1976. Passed 7-12-76.)

111.10 STANDING COMMITTEES.

Each member of Council shall be chairman of one committee and shall serve on two other committees. The standing committees of Council and the duties of each shall be:

(a) Public Utilities Committee.

- (1) Shall meet when necessary with the public utility companies.
- (2) Shall assist the assessment office in preparing the budget for that office.
- (3) Shall recommend programs and changes in programs pertaining to public utilities in the City to the Mayor and Council.
- (4) Shall report to the Mayor and Council the needs and accomplishments in the area of public utilities.
- (5) Shall discuss environmental concerns when necessary and recommend to the Mayor and Council any action necessary to preserve and protect the environment of the City.

(b) Recreation and Parks Committee.

- (1) Shall meet monthly with the Recreation Board.
- (2) Shall assist the Recreation Board in preparing the budget for the Recreation Department.
- (3) Shall discuss programs with the Recreation Board and recommend to the Mayor and Council.
- (4) Shall recommend recreation sites to the Recreation Board.
- (5) Shall report to the Mayor and Council the needs and accomplishments of the Recreation Department.

(c) Safety Committee (Police and Fire).

- (1) Shall meet monthly with the Police and Fire Chiefs.
- (2) Shall assist the Chiefs in preparing their budgets.
- (3) Shall discuss programs with the Chiefs and forward recommendations to the Mayor and Council.

- (4) Shall report to the Mayor and Council the needs and accomplishments of the Police and Fire Divisions.
- (d) Zoning and Development Committee.
- (1) Shall meet monthly with the Planning Commission and the Inspection Division.
 - (2) Shall assist the Inspection Division in preparing the budget for that Division.
 - (3) Shall recommend changes in the Zoning Ordinance and Subdivision Rules and Regulations.
 - (4) Shall develop and/or update an overall plan for the development of the City's zoning.
- (e) Drainage, Roads, Buildings and Lands Committee.
- (1) Shall meet monthly with the head of the Department of Public Safety and Service.
 - (2) Shall assist such Department in preparing the budget for that Department.
 - (3) Shall recommend programs and changes in programs in the Department to the Mayor and Council.
 - (4) Shall report to the Mayor and Council the needs and accomplishments of the Department.
- (f) Water and Sewer Committee.
- (1) Shall meet monthly with the head of the Division of Water and Wastewater Treatment.
 - (2) Shall assist the Commissioner of Water and Wastewater Treatment in preparing his budget.
 - (3) Shall report to the Mayor and Council the needs and accomplishments of the Water and Wastewater Treatment Division.
- (g) Finance Committee.
- (1) Shall meet monthly with the Director of Finance.
 - (2) Shall assist the Mayor in coordinating the City budget.
 - (3) Shall report to the Mayor and Council from time to time any adjustments that are necessary in the budget.

(Ord. 96-1976. Passed 7-12-76; Ord. 60-1993. Passed 3-22-93.)

111.11 ADMINISTRATIVE MATTERS.

Routine matters that are to be handled by the administration:

- (a) Shall be presented to the administration on the form provided.
- (b) Shall be presented to the administration either during working hours or in a Committee of the Whole meeting.

If the Councilman does not feel that the matter has been handled in a reasonable amount of time or in a satisfactory manner, then it should be referred to the President of Council to be placed on the agenda of the next meeting of the Committee of the Whole.

(Ord. 96-1976. Passed 7-12-76.)

111.12 ROBERT'S RULES OF ORDER.

Robert's Rules of Order, Revised, shall prevail at each regular and special meeting of Council and each Committee of the Whole meeting.

(Ord. 96-1976. Passed 7-12-76.)

111.13 SPECIAL MEETINGS: WAIVER OF NOTICE.

(a) Waiver of notice of a special meeting of Council required by Article III Section 5 of the City Charter may only be waived by attendance of all Council persons at such special meeting notwithstanding the provisions of Article III Section 6 or any other section of the Charter, which may be construed to be to the contrary.

(b) The only exception to such notice requirement is when such service on a Council person or the Mayor of the notice would be futile or useless.

(Ord. 163-1981. Passed 12-14-81.)

CHAPTER 220

Council

- 220.01 Disturbing meetings.**
- 220.02 Amendments of legislation.**
- 220.03 Motion to reconsider.**
- 220.04 Adoption of motions.**
- 220.05 Rules of Council.**
- 220.06 Suspension of rules.**
- 220.07 Compensation.**
- 220.99 Penalty.**

CROSS REFERENCES

Composition and term - see CHTR. Art. III, Sec. 1.0
Qualifications of members; contract interest - see CHTR. Art. III, Sec. 2.0
Compensation - see CHTR. Art. III, Sec. 3.0
Organizational meetings - see CHTR. Art. III, Sec. 4.0
Quorum - see CHTR. Art. III, Sec. 5.0
Rules and journal - see CHTR. Art. III, Sec. 6.0
Vacancies - see CHTR. Art. III, Sec. 8.0
Regular and special meetings - see CHTR. Art. III, Sec. 9.0
Powers - see CHTR. Art. III, Sec. 10.0
President as Acting Mayor - see CHTR. Art. IV, Sec. 4.0
Mayor to preside, vote in case of tie - see CHTR. Art. IV, Sec. 6.0A
General plan for City and zoning ordinances - see CHTR. Art. IX, Sec. 3.0C
Initiative - see CHTR. Art. XI, Secs. 1.0, 4.0
Referendum - see CHTR. Art. XI, Secs. 2.0, 4.0
Franchises- see CHTR. Art. XIII
Charter amendment procedure - see CHTR. Art. XIV
Forfeiture of office - see CHTR. Art. XV, Sec. 5.0
Power to establish auxiliary police unit - see Ohio R.C. 737.051

220.01 DISTURBING MEETINGS.

No person shall willfully disturb a Council meeting by disorderly conduct or obscene language, or unlawfully interfere with a Council meeting while addressing Council by using obscene language toward any person or member of Council.

(Ord. 24-64. Passed 10-27-64.)

220.02 AMENDMENTS OF LEGISLATION.

If an amendment of any resolution or ordinance is offered and adopted, the Chair shall so report and the ordinance or resolution shall be read as amended on request of any member before the vote on its passage is taken. However, no amendment shall be offered until a resolution or ordinance is read a second time.

(Ord. 73-66. Passed 11-22-66.)

220.03 MOTION TO RECONSIDER.

A motion to reconsider a vote shall be made by a member voting on the prevailing side, and such motion shall be made at the same meeting of Council. No motion to reconsider shall be made more than once on any matter or subject, and the same number of votes is required to reconsider an action of Council as is required to pass or adopt the same

(Ord. 73-66. Passed 11-22-66.)

220.04 ADOPTION OF MOTIONS.

A majority of all members present at any session is necessary for the adoption of any motion. (Ord. 73-66. Passed 11-22-66.)

220.05 RULES OF COUNCIL.

Rule I. Meetings.

(a) Regular Meetings. Regular meetings of Council shall be held in the Council Chambers at 6:30 p. m. on the first and third Tuesday of each month, except that during the months of July and August, Council may dispense with one of its regular meetings. Council may, by majority vote, change the day and hour of holding any regular meeting, or adjourn the same to a day and hour determined by a like vote of the members present if constituting a quorum. All meetings of Council, whether regular or special, shall be open to the public.

(Ord. 4-2016. Passed 1-19-16.)

(b) Special Meetings. Council shall hold such special meetings as may be found necessary, which may be called by a vote of Council taken at any regular or special meeting thereof, or which shall be called by the Clerk upon the written request of the Mayor or President of Council or of three members of Council. Any such vote or request shall state the time, place and date thereof and the subject or subjects to be considered at the meeting, and no other subject or subjects shall be considered except upon the approval of five or more of the members of Council in attendance at such special meeting. Notice in writing of each such special meeting called at the request of the Mayor, the President of Council or three members of Council shall be given to each member of Council and the Mayor by serving the same on each of them personally or by leaving a copy thereof at his or her usual place of residence not less than twenty-four hours preceding the date and hour of such meeting. Service of such notice may be waived in writing or by attendance at such special meeting. Failure of service of notice shall not invalidate any special meeting, provided a quorum is present. Council may sit in executive session for lawful reasons. However, any action resulting therefrom must be taken in public session.

Rule II. Executive Session; The Chair; Powers and Duties.

(a) Roll Call. The Mayor, or in his or her absence, the President of Council, shall take the Chair at the hour appointed for Council to meet and immediately call Council to order. The roll shall then be called by the Clerk, who shall enter in the Journal of each meeting the names of members present thereat. In the absence of a quorum at the time appointed for a meeting, the members present may, by a majority vote, take a recess or recesses and cause the Clerk to procure the attendance of absent members.

(b) Temporary Chairman. In the absence of the Mayor and the President of Council, the Clerk shall call Council to order. The Clerk shall call the roll and if a quorum is found to be present, Council shall proceed to elect, by a majority vote, a Temporary Chairman of the meeting until the appearance of the Mayor or President of Council.

(c) Appeals From Decisions of the Chair. The Chair shall preserve decorum and decide all questions of order, subject to appeal to Council. If any member transgresses the Rules of Council, the Chair shall, or any member may, call him or her to order and, in the latter instance, the Chair shall render a decision as to the point of order. In case of an appeal from a ruling of the Chair, the question shall be: "Shall the decision of the Chair stand as the decision of Council?" The Chair shall be sustained unless overruled by a majority vote of the members of Council present.

(d) Votes. All questions shall be stated and put by the Chair for a roll call vote and the vote of each member of Council shall be entered upon the Journal.

(e) Chair's Power to Vote. The Mayor shall have no vote except in the event of a tie vote of members of Council present, in which case the Mayor shall have the power to vote and his or her vote shall have the same legal effect as a vote of a member of Council. Any member of Council who is serving as Chairman shall have the same power to vote as other members.

Rule III. Member's Duties and Privileges.

(a) Addressing the Chair. Addressing the Chair shall be done in a formal manner and members shall confine themselves to the question under debate and avoid personalities.

(b) Voting. Every member present when a question is put shall vote on the same, either for, against or by abstention.

(c) Division of a Question. On demand of any member, a question under consideration which covers two or more points shall be divided where the question admits of such division.

(d) Excusal From Attendance. No member shall be excused from attendance at a Council meeting, except upon request to and permission of Council. When a member knows of an impending absence in advance, notification shall be given to the Mayor's office.

(Ord. 59-80. Passed 9-23-80.)

Rule IV. Order of Business.

(a) The order of business shall be as follows:

(1) Call to Order

(2) Roll Call

(3) Pledge of Allegiance

(4) Minutes of Council Meeting of (Date)

(5) Special Reports

(6) Letters, Communications and Citizens Communications

(7) Administrative Reports:

A. Mayor

B. City Administrator

C. Finance Director

D. Director of Law

(8) President of Council Report

(9) Committee Reports: (The legislation applicable to each committee shall be dealt with immediately following the respective committee's report)

(Ord. 96-2007. Passed 6-5-07.)

A. Finance-Economic Development

B. Safety

C. Recreation

D. Planning and Zoning

E. Personnel (Ord. 5-2016. Passed 1-19-16.)

F. Public Utilities Committee. (Ord. 35-2017. Passed 4-4-17.)

G. Service. (Ord. 5-2016. Passed 1-19-16.)

(10) Other Business

(11) Adjournment. (Ord. 96-2007. Passed 6-5-07.)

(b) Upon motion of any Council member, the order of business at any meeting may be altered by an affirmative vote of two-thirds of the members present.

(Ord. 59-80. Passed 9-23-80.)

Rule V. Committees.

(a) Appointment of Committees. The following standing committees, consisting of three members each, are hereby authorized, with appointment of the Chairperson and members to be made by Council: (Ord. 1-98. Passed 1-5-98.)

(1) The Finance - Economic Development Committee.

(Ord. 5-2016. Passed 1-19-16.)

A. The Committee shall review all administration and citizen requests for allocation of City funds, particularly the tax budget and appropriations budget.

B. The Committee shall work with the administration to evaluate various methods of financing City operations; consider any such actions recommended by the administration.

- C. The Committee shall approve any contracts desired by the administration for services involving financial activities (accounting, insurance, banking).
- D. The Committee shall evaluate any proposed legislation involving the tax code.
- E. EDITOR'S NOTE: This former subsection was repealed by Ordinance 136-2004, passed November 16, 2004.
- F. EDITOR'S NOTE: This former subsection was repealed by Ordinance 1-98, passed January 5, 1998.
- G. The Committee shall review the proposed selling price or rental fee of any City property.
- H. The Committee shall consider any other matters incidental to the foregoing which are properly delegated to the Committee by Council or its President. (Ord. 15-91. Passed 2-5-91.)
- I. The Committee shall evaluate any legislation intended to promote economic development and monitor any projects the Administration is undertaking in this area, either alone or in partnership with other public or private organizations.
(Ord. 5-2016. Passed 1-19-16.)
- J. The Committee shall evaluate any legislation which requires Council's approval in connection with Revolving Loan Fund applications and shall monitor any related projects the City undertakes utilizing such funds, either alone or in partnership with other public or private organizations.
(Ord. 9-2016. Passed 2-2-16.)
- (2) The Safety Committee. (Ord. 5-2016. Passed 1-19-16.)
- (3) The Planning and Zoning Committee. (Ord. 6-90. Passed 1-16-90.)
- (4) The Personnel Committee:
 - A. Shall review the appropriateness of job descriptions with respect to non-bargaining unit employees;
 - B. Shall ensure appropriate job descriptions are completed before newly created City employee positions are filled;
 - C. Shall recommend orientation programs and/or materials for new members of boards, commissions, advisory committees and members of Council;
 - D. Shall review progress of negotiations of collective bargaining agreements;
 - E. Shall review personnel policies and procedures applicable to nonbargaining unit employees;
 - F. Shall coordinate with the Civil Service Commission and the Mayor regarding the hiring of new individuals, promotion of employees and appointment by Council of appointed employee positions;
 - G. Shall consider any other matters incidental to the foregoing which are properly delegated to the Committee by Council or its President. (Ord. 45-94. Passed 5-3-94.)
- (5) The Recreation Committee.
 - A. Shall review all legislation or any proposed administrative action requiring City Council authorization in accordance with Section 252.05 of the Codified Ordinances involving City Parks and/or the recreation programs which take place in them prior to being presented to the full Council.
 - B. Shall review all suggestions by the Parks and Recreation Advisory Committee requiring City Council authorization in accordance with Section 252.05, or other applicable sections of the Codified Ordinances before such recommendations are presented to the full Council.
 - C. Shall interview in conjunction with the Appointment Review Committee any candidates proposed by the Mayor for appointment to PRAC prior to consideration by the full Council.
(Ord. 40-2019. Passed 9-17-19.)
- (6) The Public Utilities Committee.
(Ord. 35-2017. Passed 4-4-17.)
- (7) The Service Committee. (Ord. 5-2016. Passed 1-19-16.)

A. EDITOR'S NOTE: This former subsection was repealed by Ordinance 5-2016, passed January 19, 2016.)

(8) (EDITOR'S NOTE: Former subsection (a)(8) was repealed by Ordinance 1-2022, passed January 4, 2022.)

(b) Organization of Committees. In organizing itself for the two-year term, Council shall first elect a President of Council.

Each member of Council shall chair one of the seven major Council committees. The Chairperson and other members of these seven committees may be appointed by a single motion with the approval of all Council members present. Should one or more Council members oppose such action the following procedure shall be followed:

Committees shall be formed on a preference basis beginning with selection of the Chairperson. On roll call, each member shall indicate which committee he or she would like to chair. Should more than one member request the same committee, a vote will be required with the majority of Council determining which member shall be Chairperson. Votes shall be taken on all such conflicts until all Council members chair a committee.

On second roll call, each Council member shall designate first choice for another committee. If there are more applicants than there are positions available, a vote by all the members of Council shall determine the choice. No more than one seat per committee may be filled on this round of voting.

A third roll call shall produce the last committee position for each Council member. As far as possible, individual preference shall determine the committee assignment. Any conflict shall be decided by a vote of Council as a whole. If conflict still results, the Chairperson shall arbitrarily decide the conflict so that all committees are filled with three different individuals.

(Ord. 1-98. Passed 1-5-98.)

(c) Special Committees. Special committees may be appointed by Council when deemed necessary. The Mayor may appoint advisory committees with advice and consent of Council.

(d) Committee of the Whole. The Committee of the Whole shall meet at such times as necessary with the President of Council presiding.

(e) Meetings. Committees shall meet on the call of the Chairperson, or on request of two members, communicated to the City Clerk.

(f) Quorum. A majority of members of a Committee shall constitute a quorum.

(g) Temporary Chairperson. In the absence of the Chairperson, the member named next shall act as the Temporary Chairperson.

(h) Committee Reports. Reports of Committees shall be the personal responsibility of the Chairperson of the Committee and shall be submitted in typewritten form to Council. All documents referred shall be returned to Council with the report of the Committee. Upon motion, Council may relieve a Committee of further reconsideration of any question and order it placed on the calendar or transfer it to the Committee of the Whole for its consideration.

Rule VI. Motions; Rules

(a) Motions. Robert's Rules of Order, Revised, shall prevail except as may otherwise be provided herein.

(b) Rule on Readings and Suspension of Rules. Every ordinance or resolution shall be fully and distinctly read at three different meetings of Council. Rules may be suspended upon the affirmative vote of five members of Council to:

- (1) Dispense with the second and third reading; or
- (2) Dispense with the full reading of an ordinance or resolution, i.e. call for a number and title reading only.

(c) Emergency Measures. In order to pass as an emergency measure, the affirmative vote of five members of Council on the emergency clause is required. The emergency clause is debatable.

(d) Quorum. A majority of the members of Council shall constitute a quorum for the transaction of business at any meeting of Council, but a number less than a quorum may adjourn the meeting from time to time and compel the attendance of absent members in such a manner and under such penalties as may be

prescribed by ordinance, resolution or rules of Council. At any meeting at which a quorum is present, any action may be taken by the affirmative vote of a majority of the members of Council present, unless a larger number is required by the provisions of the Charter or the laws of the State not in conflict therewith.

(e) Call for Vote. The Clerk shall alternate the rotation of the members of Council when calling for a vote on ordinances and resolutions.

(f) Amending Rules. A majority vote is required to alter, amend, rescind or supplement these Rules. Any proposed alteration, amendment or supplement shall be submitted in writing at a regular meeting and placed on the calendar for the next regular meeting under new business. By unanimous recorded vote of all members elected to Council, such proposed alteration, amendment or supplement may be adopted at the meeting at which the same is submitted.

(g) Receipt of Ordinances and Resolutions. Ordinances and/or resolutions shall be received by individual Council members at least twenty-four hours in advance of the meeting in order to be considered. Certain emergency criteria may require the waiving of this Rule which may be accomplished by a majority vote of the members present.

Rule VII. Miscellaneous

(a) Director of Law. The Director of Law shall, when requested by a member of Council, give a verbal opinion on any question of law concerning City affairs, in open Council, but he or she may take a reasonable time to submit his or her opinion in writing should research be required. Upon request, he or she shall advise the Chair as to proper parliamentary procedure.

(Ord. 59-80. Passed 9-23-80.)

(b) Appointments. All final candidates considered for management level positions, as defined in Ordinance 72-81, and final candidates for the position of Service-Safety Director, Director of Law and Prosecutor of the City, must be interviewed by the Committee of the Whole prior to appointment by the appointing authority. A majority of the Committee of the Whole is necessary for approval. All appointments requiring approval of Council shall be submitted to all members of Council as part of the agenda at least twenty-four hours in advance of the meeting at which appointments are to be made. (Ord. 82-81. Passed 11-10-81.)

Rule VIII. Code of Conduct.

(a) Council Conduct.

- (1) Decorum. A public meeting must be conducted in an orderly and expeditious manner while maintaining discourse and deliberation in a civil, respectful and cordial manner.
- (2) Disruption at a Public Meeting. No Council member may engage in conduct that disrupts a public meeting by behaving in a disorderly, contemptuous, slanderous, profane or abusive manner towards any other Council member or any member of the public.
- (3) Treatment of the Public. No Council member may show signs of partiality, prejudice, or disrespect toward a member of the public. Questions by Council members to a member of the public addressing Council should seek to clarify or expand information. No Council member shall belligerently challenge, badger, or belittle a member of the public addressing Council.
- (4) A Council member who violates the Code of Conduct at a Committee meeting, Council meeting, or a Council of a Whole meeting is subject to censure.
- (5) Censure defined: to express severe disapproval of (someone or something), especially in a formal statement.

(b) Censure Hearing.

- (1) Any Council member may ask Council that another Council member be censured.
 - A. Such request must take place no later than thirty (30) days or two (2) Council meetings (whichever comes first) following the incident for which censure is requested.
- (2) A majority of Council must vote to hold a Council of the Whole meeting for censure.
 - A. One vote shall be taken.
 - B. Failure to reach a majority vote is the end of the censure discussion for the event presented to Council.
 - C. The President of Council shall preside over the Council of the Whole meeting unless the President of Council is the complainant or the accused Council member. If

the President of Council cannot preside over the Council of the Whole meeting, Council shall vote for a different Presiding Council member. The substitute Presiding Council member shall be chosen by a majority vote.

- (3) Following a majority vote to hold a Council of the Whole meeting for censure:
 - A. An Accused Council member may defend themselves at hearing.
 - B. An Accused Council member who wishes to hire representation may call for a one time continuance of the meeting to allow for retention of representation.
 - C. The Complainant Council member shall present evidence supporting censure.
 - D. The Complainant Council member who wishes to hire representation may call for a one time continuance of the meeting to allow for retention of representation.
 - E. The Council of the Whole shall hold its meeting in the manner described in Exhibit A of this Rule VIII.
 - (4) At the conclusion of the meeting, Council of the Whole, shall vote. A two-thirds (2/3) majority is required for a vote in favor of censure.
 - (5) At the conclusion of the meeting and following a vote not to censure, Council of the Whole may find the original request for censure was frivolous:
 - A. Council may then vote by a two-thirds (2/3) majority to censure the Complainant Council member for bringing a frivolous claim of censure before Council.
 - B. Frivolous defined: not having any serious purpose or value.
- (Ord. 25-2020. Passed 1-5-21.)

220.06 SUSPENSION OF RULES.

No rule shall be suspended except by a three-fourths vote of all members elected to Council, except as may be otherwise provided in the Council Rules.
(Ord. 73-66. Passed 11-22-66.)

220.07 COMPENSATION.

The annual salary of the Members of the Perrysburg City Council shall align with the minimum earnable salary for one year service credit as established by the Ohio General Assembly and overseen by the Ohio Public Employees Retirement System. Provided, however, the President of Council shall be paid five hundred dollars (\$500.00) more per year payable in twelve equal monthly installments.
(Ord. 41-2021. Passed 9-21-21.)

220.99 PENALTY.

Whoever violates Section 220.01 is guilty of a minor misdemeanor and shall be fined not more than one hundred dollars (\$100.00). (Ord. 40-76. Passed 7-13-76.)

CHAPTER 111

Council

- 111.01 Meetings.**
- 111.02 Chair; order; appeal.**
- 111.03 Council members.**
- 111.04 Votes necessary to pass legislation; quorum for transaction of business.**
- 111.05 Agenda; contents to be furnished to Clerk in advance.**
- 111.06 Order of business.**
- 111.07 Motions and subjects before Council; debate; voting.**
- 111.08 Reconsideration.**
- 111.09 Reading legislation requirements; suspension.**
- 111.10 Effective date of ordinances, resolutions and emergency measures; adoption of emergency measures.**
- 111.11 Robert's Rules of Order.**
- 111.12 Standing and special committees.**
- 111.13 Committee of the Whole.**
- 111.14 Committees generally.**
- 111.15 Attendance of officials and employees at meetings.**
- 111.16 Records.**
- 111.17 Amendment; repeal; suspension.**
- 111.18 Effect of failure to follow these Rules.**
- 111.19 Clarification of Charter provisions; definitions.**
- 111.20 Title.**

CROSS REFERENCES

Clerk of Council appointment, duties, absence and bond - see
CHTR. Article III

Composition and term - see CHTR. Art. III, 1.0

Composition and term - see CHTR. Art. III, 1.0

Qualifications - see CHTR. Art. III, 2.0

Compensation - see CHTR. Art. III, 3.0

Organization - see CHTR. Art. III, 4.0

Meetings and quorum - see CHTR. Art. III, 5.0, 9.0

Rules and journal - see CHTR. Art. III, 6.0

Powers - see CHTR. Art. III, 10.0

Legislative action and procedures - see CHTR. Art. III, 11.0 et seq.

Property purchase, exchange and sale - see ADM. 107.01

Council Grievance Committee - see ADM. 121.01

Department heads to attend Council meetings - see ADM. 141.03

111.01 MEETINGS.

(a) Regular Council meetings shall be held on the second and fourth Monday nights of each month, commencing at 6:00 pm at the Municipal Building. In the months of July and August, Council may dispense with one of its regular meetings. Whenever the Monday for the regular meeting is a holiday, the meeting shall be held the following Tuesday at 6:00 p.m., unless otherwise provided by vote on motion. (Ord. 2022-02. Passed 1-24-22.)

(b) Special Council meetings may be called by vote of Council at any regular or special meeting of Council. They also shall be called by the Clerk of Council upon the written request of the Mayor or of the President of Council or three members of Council. Any requests shall state the time, place and date thereof, and the subject or subjects to be considered.

(c) Committee of the Whole meetings shall be held on the first Monday of each calendar month at 7:00 p.m. at the Municipal Building. Council may change the date or dispense with the meeting by majority vote of those present at any meeting. Council, at any regular or special meeting, upon motion and majority vote of those present, may resolve itself into the Committee of the Whole and the presiding officer shall then leave the Chair and the President of Council shall preside.

(d) Standing and special committee meetings may be called by the Chairperson or two members of the committee. Proper notice shall be given to each member prior to meetings.

(Ord. 1078. Passed 1-24-77.)

111.02 CHAIR; ORDER; APPEAL.

(a) At all regular and special meetings of Council, the presiding officer or "Chair" shall be the Mayor, or in his absence, the President of Council. In the absence of both the Mayor and the President of Council, the Clerk shall call Council to order, call the roll and if a quorum is present, Council shall elect, by majority vote, a Chairperson for the meeting until the appearance of the Mayor or the President of Council.

(b) At Committee of the Whole meetings, the presiding officer or "Chair" shall be the President of Council. In his absence, the other members present shall elect, by majority vote, a Chairperson for the meeting until the appearance of the President of Council.

(c) Members of the standing and special committees shall select one of themselves to act as Chairperson. In his or her absence, the committee members present shall select an acting Chairperson.

(d) The Chair shall preserve decorum and decide all questions of order, subject to appeal to Council or in committee meetings to the other members present.

(e) The Mayor, President of Council or Chairperson of any meeting may call any other member to take his or her place in the Chair, such substitution not to continue beyond adjournment.

(f) If an appeal is taken from a ruling of the Chair, the Chair shall state the question at issue and the reasons for his decision if he thinks necessary, and then the following question shall be put to Council: "Shall the decision of the Chair stand as the decision of Council?" If a majority of those present vote yes, the ruling of the Chair is sustained, otherwise the Chair is overruled.

(g) No member of Council shall leave the Council Chamber while in regular session without permission from the Chair. If any member transgresses the Rules of Council, the Chair shall, or any member may, call him to order and the Chair shall render a decision as to the point of order and shall be sustained unless overruled by a majority vote of all members of Council present.

(Ord. 1078. Passed 1-24-77.)

(h) No one except members of Council and City officers shall be permitted to address Council except upon permission by the Chair or upon

introduction by a member of Council. If a person other than a City official desires to speak to a member while Council is in session, and the member is willing to speak with that person, the member shall leave his or her seat and retire to the back of the room or elsewhere while conversing with such a person.

(Ord. 94-014. Passed 5-9-94.)

111.03 COUNCIL MEMBERS.

(a) Every member, when about to speak on a question or to make a motion shall address the Chair. The Chair shall then pronounce the name of the member entitled to the floor. The member with the floor shall confine his speaking to the question and avoid personalities.

(b) No member shall speak more than once on any one subject until every member choosing to speak on the subject has spoken, nor more than twice upon any one subject, nor for longer than ten minutes on any one subject without leave of Council.

(Ord. 1078. Passed 1-24-77.)

111.04 VOTES NECESSARY TO PASS LEGISLATION; QUORUM FOR TRANSACTION OF BUSINESS.

(a) An affirmative vote of at least a majority of the members of Council shall be required for the passage of every ordinance or resolution. As provided in Article III, Section 11.0 A. of the City Charter, all legislative action by Council shall be by ordinance or resolution introduced in written or printed form.

(b) If a majority of the members of Council are present at any regular, special or organizational meeting, a quorum is present. A majority of those present at such meeting, may take any action not requiring the vote of a larger number.

(c) Two members of any three member committee of Council shall constitute a quorum for the transaction of the business of this committee. All questions before three member committees of Council shall be decided by a majority vote, that is by two of the three members.

(Ord. 1078. Passed 1-24-77.)

111.05 AGENDA; CONTENTS TO BE FURNISHED TO THE CLERK IN ADVANCE.

(a) All ordinances and resolutions to be introduced for the first reading at any regular meeting shall be filed with the Clerk of Council at the Municipal Building not later than 5:00 p.m. on the Thursday preceding the regular meeting day.

(Ord. 2004-06. Passed 1-26-04.)

(b) All petitions and communications for consideration at any regular meeting shall be filed with the Clerk of Council at the Municipal Building not later than 11:00 a.m. on the Saturday preceding the regular meeting day.

(c) An agenda shall be prepared for every regular meeting by the Clerk of Council. It shall include all ordinances, resolutions, petitions and communications timely filed, and reference to all persons or groups wishing to appear who have timely contacted the Clerk and the purpose of their appearance. It shall follow the format set forth in these Rules for the order of business at Council meetings.

(d) The agenda shall not include matters not timely filed except upon motion to amend the agenda and agreed to by a majority of the quorum present.

(Ord. 94-014. Passed 5-9-94.)

111.06 ORDER OF BUSINESS.

(a) The following shall be the order of business at all regular Council meetings and insofar as is appropriate at all other meetings of Council:

- (1) Call to order by the Chair; any announcements under the Sunshine Law deemed appropriate by the Chair; pledge of allegiance.
- (2) Roll call; motions to excuse absent members for cause, if any; determination of the presence of a quorum.
- (3) Approval of agenda with changes, additions or deletions, if any.
- (4) Approval of the minutes of the previous meeting by majority vote of the members present, with corrections of errors, if any.
- (5) Petitions, memorials, remonstrances and introduction of persons or delegations appearing before Council. (Ord. 2004-04. Passed 2-9-04.)
- (6) Reports of Standing committees:

- A. Finance and Insurance
- B. City Facilities, Parks & Marina
- C. Recreation
- D. Public Safety & Health
- E. Public Works
- F. Zoning Regulations, Nuisance Abatement & Technology
- G. Economic Development & Planning

(Ord. 2013-69. Passed 11-25-13.)

- (7) Reports of special committees or Boards.
- (8) Report of the Mayor.
- (9) Report of the Administrator.
- (10) Correspondence.
- (11) Approval of vouchers.
- (12) Unfinished business from previous meeting.
- (13) Introduction and consideration of Ordinances (See Note)*:
 - A. First readings (numerical order).
 - B. Second readings (numerical order).
 - C. Third readings (numerical order).

*In the event a motion is made and seconded to dispense with either the second or the third readings of an ordinance, then in that event, the chairperson of the meeting shall, prior to the Clerk calling the roll on the motion, call for any audience remarks limited to that particular ordinance. Each speaker shall be limited to 3 minutes and all remarks are to be directly related to the legislation being considered for passage.

- (14) Introduction and consideration of resolutions (See Note)*:
 - A. First readings (numerical order).
 - B. Second readings (numerical order).
 - C. Third readings (numerical order).

*In the event a motion is made and seconded to dispense with either the second or the third readings of a resolution, then in that event, the chairperson of the meeting shall, prior to the Clerk calling the roll on the motion, call for any audience remarks

limited to that particular resolution. Each speaker shall be limited to 3 minutes and all remarks are to be directly related to the resolution being considered for passage.

(15) New business.

(16) Other business:

A. Council comments.

B. Audience remarks.

(17) Adjournment.

(b) At a special Council meeting, the Council shall consider only the subject or subjects for which the special meeting was called.

(Ord. 2004-04. Passed 2-9-04.)

(c) The following shall be the order of business at the organizational meeting of Council:

(1) Swearing in of newly elected public officials;

(2) Filling of any vacant Council seats;

(3) Election by Council of one of its members as President of Council;

(4) Appointment of Clerk of Council; and

(5) Any other business necessary for organizational purposes.

(Ord. 1078. Passed 1-24-77.)

111.07 MOTIONS AND SUBJECTS BEFORE COUNCIL; DEBATE; VOTING.

(a) Only one main subject or motion concerning action on that subject shall be before Council at one time.

(b) When a motion to act on the main subject before Council is made and seconded, it shall be stated by the Chair before debate. Any member may demand that it be reduced to writing.

(c) After any motion is made, such motion shall not be withdrawn by the mover without the consent of a majority of the members of Council present.

(d) When a motion has been made to act on the main subject before Council, no other motions shall be entertained except the following, which shall have precedence in the following order and to which the following qualifications pertain:

- (1) To adjourn. This motion is always in order except: upon immediate repetition , in interruption of a member speaking or when the previous question has been ordered or a vote is being taken. This motion is not debatable, except as to the time for resumption of the meeting.
- (2) To recess.
- (3) To lay on the table. This motion shall preclude all amendments or debate of the subject under consideration. If it prevails, the consideration of the subject may not be resumed except upon the consent of the majority of the members present.
- (4) To vote on the previous question. This motion shall only be passed when approved by four or more members and until decided, shall preclude further debate. If it is made as to an amendment, it shall apply only to the amendment. It shall be put to vote in the following form: "Shall the debate now close?" If it is carried, the previous question shall be put without further debate.
- (5) To postpone to a time certain. All motions to postpone, except motions to postpone indefinitely, may be amended as to the time at which the subject under consideration will later be considered.
- (6) To refer or recommit.
- (7) To amend. This motion is susceptible of but one amendment thereof. Once it is rejected, it may not be made again in the same form. It shall be in order to move to amend an ordinance or resolution at any reading.
- (8) To postpone indefinitely. If this motion be carried, the principal question shall be declared lost.
- (9) To read by number and title only. This motion may be made at any reading of an ordinance or resolution. See Section 111.09(c).
- (10) To dispense with the second and third readings of an ordinance or resolution. This motion may only be made when

an ordinance or resolution is introduced for its first reading. See Section 111.09(b).

- (11) To declare an ordinance or resolution an emergency measure. This motion may be made at any reading of an ordinance or resolution. See Section 111.10.

(e) A call of Council to ascertain the number of motions pending before Council may be ordered at any time. Any member may demand the division of a question under consideration when its sense will admit thereof.

(Ord. 1078. Passed 1-24-77.)

(f) When the Chair puts a question to a vote, the Chair shall state the question. Every member of Council present shall vote either "aye" or "no" unless a member of Council abstains due to a conflict of interest. The Clerk shall announce the number of votes on each side. The Chair shall declare the decision in accordance with the vote on the matter.

Each ordinance and resolution shall indicate at the end thereof the names of the Council persons who vote "aye" or "no" as follows:

Council persons voting aye:

Council persons voting no:

(Ord. 2021-30. Passed 6-28-21.)

(g) Council hereby finds that it would be helpful in the introduction and explanation of each ordinance if the initiating Councilmen and/or department or department head were to be listed and therefore Council directs that each ordinance, in its introduction and explanation, list such initiator.

(Ord. 92-009. Passed 2-10-92.)

111.08 RECONSIDERATION.

(a) A motion to reconsider a subject that has been acted upon favorably must be made before adjournment of that session of Council. A motion to reconsider the vote on the passage of any legislation that has been disapproved by the Mayor, and Council's reconsideration of such legislation, must be accomplished not later than thirty days after the date upon which the Mayor returned the disapproved legislation to Council with his objections. A motion to reconsider any other subject must be made not later than the next regular meeting after action was taken on that subject.

(b) Motions to reconsider may be made only by members who voted with the side that won or prevailed in the prior vote of Council on the matter.

(c) A motion to reconsider shall be in order at any time except when a motion, or discussion, on some other subject is before Council. If a motion to reconsider is laid on the table, it may be taken up and acted upon at any time when Council is engaged in new or miscellaneous business.

(d) No motion to reconsider shall be made more than once on any matter or subject. The same number of votes shall be required to reconsider a prior action of Council as would have been or was required to pass or adopt the matter acted upon. Passage of legislation disapproved by the Mayor on reconsideration must be by approval of five or more members of Council.

(Ord. 1078. Passed 1-24-77.)

111.09 READING LEGISLATION REQUIREMENTS; SUSPENSION.

(a) No vote shall be taken on an ordinance or resolution until the reading requirements of the Charter, which are clarified and stated herein, are met.

(b) Every ordinance and resolution shall be read at three different meetings of Council. However, if at the time of the first or second reading, five members vote to dispense with the second and third readings or third reading then one or two readings, as the case might be, shall suffice. After an ordinance or resolution has been read for the third time or the first or second time if members have voted to dispense with the second and third or third readings, as the case might be, it shall be voted upon.

(c) When an ordinance or resolution is read, it shall be read fully and distinctly. However, if five members vote to read by number and title only, it then shall be read in this manner. Upon request of any member of Council, any ordinance or resolution shall be read fully and distinctly at least once before it is voted on.

(Ord. 1078. Passed 1-24-77.)

**111.10 EFFECTIVE DATE OF ORDINANCES,
RESOLUTIONS AND EMERGENCY MEASURES;
ADOPTION OF EMERGENCY MEASURES.**

(a) A motion to declare an ordinance or resolution an emergency measure pertains to the effective date of the ordinance or resolution after passage, rather than to the number of times it must be read before passage.

(b) The effective date of ordinances and resolutions, except those covered in the second sentence of this paragraph, is thirty days after:

- (1) Approval by the Mayor;
- (2) Expiration of the time for disapproval by the Mayor; or
- (3) Passage after disapproval by the Mayor.

The effective date of ordinances and resolutions pertaining to appropriations, annual tax levies, certain improvements upon petition described in the Charter, and those adopted as emergency measures shall be upon approval by the Mayor or expiration of the time for disapproval or passage after disapproval.

(c) A motion to declare an ordinance or resolution an emergency measure should state the reason for the emergency. It should indicate adoption is necessary for the immediate preservation of the public peace, health or safety; indicate a public rather than private emergency; and preferably indicate the specific nature of the emergency.

(d) When an ordinance or resolution is adopted as an emergency measure, each member of Council shall be furnished with a full copy of the proposed legislation prior to adoption.

(Ord. 1078. Passed 1-24-77.)

111.11 ROBERT'S RULES OF ORDER.

In the absence of a rule to govern any possible point, Robert's Rules of Order shall be followed.

(Ord. 1078. Passed 1-24-77.)

111.12 STANDING AND SPECIAL COMMITTEES.

(a) Each member of Council shall serve on three of the standing committees of Council. Members shall be appointed to these committees

by the Mayor with confirmation of Council. The standing committees shall be:

- (1) Finance and Insurance
- (2) City Facilities, Parks & Marina
- (3) Recreation
- (4) Public Safety & Health
- (5) Public Works
- (6) Zoning Regulations, Nuisance Abatement and Technology
- (7) Economic Development & Planning

(Ord. 2011-56. Passed 11-14-11; Ord. 2013-69. Passed 11-25-13.)

(b) Special committees may be created by a majority vote of the Council members present at any regular or special meeting. Members shall be appointed to these committees by the Mayor with confirmation of Council.

(c) Members of the standing and special committees shall select one of themselves to act as Secretary to the Committee. The Secretary shall keep a record of attendance, business transacted and supply the Solicitor with information necessary for preparation of any ordinances or resolutions requested by the Committee.

(Ord. 1078. Passed 1-24-77.)

111.13 COMMITTEE OF THE WHOLE.

(a) The members of Council shall sit in the Committee of the Whole as a Committee, discuss the questions before this Committee as a group, and receive the views and opinions of all the members.

(b) It shall be in order at Committee of the Whole meetings for members to discuss matters referred to the standing and special committees in addition to matters referred to the Committee of the Whole.

(Ord. 1078. Passed 1-24-77.)

111.14 COMMITTEES GENERALLY.

(a) Ordinances, resolutions, petitions, correspondence and other matters before Council may be referred to appropriate committees of Council for investigation, study and report. When it is felt that every member should express himself on a particular matter, rather than restrict consideration to a smaller committee, the matter may be referred to the Committee of the Whole.

(b) Questions as to whether matters should be referred to a committee, and which committees they should be referred to, shall be resolved by vote of the majority of those present. A motion to refer to a standing committee shall take precedence over a motion to refer to a special committee.

(c) The Council Rules shall govern the Committee of the Whole and standing and special committees. However, no limit shall be placed on the time or frequency of speaking and the previous question cannot be moved. All questions shall be decided by majority vote in standing and special committees; by at least two votes in three member committees; and by majority vote of those present in the Committee of the Whole.

(d) When matters are referred to committees, they shall report back at the next regular Council meeting. Reports may include several subjects and shall be in writing. Members may approve only some items in a report, request separate votes on separate items and file minority reports. Documents referred to committees shall be returned with the reports.

(e) Council, by majority of those elected, may relieve any committee of further consideration of any matter and order that the matter be placed on the agenda.

(f) When a committee report recommends adoption of ordinances or resolutions, or actions that should be by ordinance or resolution, such ordinances and resolutions shall always be separately prepared, introduced, read and voted upon. Unanimous approval of a committee report shall have no effect on this requirement.

(g) Meetings of all committees shall be considered public hearings on all matters referred to the committees for consideration. All comments to be made by members of the public shall be made at these committee meetings and shall be restricted thereto. All testimony, pro and con, shall be presented in the committee hearings.

(h) The committees to which legislation is referred shall not concern themselves with the fulfillment of legal requirements. They will only determine whether the subject matter has been fully covered. Members may present subject matter to the Solicitor for him to prepare legislation in the manner prescribed by law.

(Ord. 1078. Passed 1-24-77.)

111.15 ATTENDANCE OF OFFICIALS AND EMPLOYEES AT MEETINGS.

(a) The City Administrator shall attend all regular, special and Committee of the Whole meetings. His presence may also be required at other committee meetings, if requested.

(b) The Clerk of Council shall attend the regular, special and Committee of the Whole meetings of Council. He shall also attend other committee meetings, if requested.

(c) The Solicitor shall attend all regular Council meetings. Upon request, he shall also attend, where his presence would be helpful, special Council and committee meetings.

(See Ordinance 1068 and Finance Committee minutes of May 5, 1976.)

(d) Department heads shall not be required to be present at any Council or committee meeting, unless arrangements are made prior to the meeting for their attendance.

(e) The presence of other City officials may be required at Council meetings if requested.

(Ord. 1078. Passed 1-24-77.)

111.16 RECORDS.

The records of the proceedings of Council shall be kept by the Clerk of Council as set forth in Chapter 125.

(Ord. 1078. Passed 1-24-77.)

111.17 AMENDMENT; REPEAL; SUSPENSION.

(a) These Rules shall not be altered, amended or rescinded, except by the vote of five members of Council. Any proposed alteration, amendment or recision shall be submitted to Council in ordinance form.

(b) Any of these Rules may be suspended, except where otherwise provided by the City Charter or statute, by the vote of four members of Council without debate.

(Ord. 1078. Passed 1-24-77.)

111.18 EFFECT OF FAILURE TO FOLLOW THESE RULES.

Failure to strictly adhere to these Rules, as distinguished from the consequences whatever they may be of failure to follow any Charter or

statutory provisions, shall not render void or ineffective any action of Council.

(Ord. 1078. Passed 1-24-77.)

111.19 CLARIFICATION OF CHARTER PROVISIONS; DEFINITIONS.

(a) Whenever the term "majority" is used in the City Charter or in these Rules in reference to ordinances or resolutions, unless clearly specified otherwise, it means a majority of those persons elected to Council.

(b) Unless otherwise clearly specified by the City Charter or by a law which Council is without authority to change, all officers and employees to be appointed, chosen or elected by Council shall be appointed, chosen or elected by a majority of those persons elected to Council.

(Ord. 1078. Passed 1-24-77.)

111.20 TITLE.

These Rules shall be known as the Rules of Order of the Council of the City of Rossford, Ohio, and may be referred to or cited as "Council Rule(s)".

(Ord. 1078. Passed 1-24-77.)

the 1990s, the number of people in the world who are under 15 years of age is expected to increase from 1.1 billion to 1.5 billion.

As the world's population grows, the demand for food and other resources will increase. This will put pressure on the environment and on the world's food supply.

One way to meet this demand is to increase the amount of land used for agriculture. This would mean clearing more forests and other natural habitats.

Another way to meet this demand is to increase the amount of food produced on the land that is already being used. This would mean using more fertilizers and pesticides.

Both of these ways of increasing food production have drawbacks. Clearing more land for agriculture would destroy many species of plants and animals.

Using more fertilizers and pesticides would also have drawbacks. Fertilizers and pesticides can pollute the soil and the water.

One way to meet the world's growing demand for food and other resources is to use more land for agriculture. This would mean clearing more forests and other natural habitats.

Another way to meet this demand is to increase the amount of food produced on the land that is already being used. This would mean using more fertilizers and pesticides.

Both of these ways of increasing food production have drawbacks. Clearing more land for agriculture would destroy many species of plants and animals.

Using more fertilizers and pesticides would also have drawbacks. Fertilizers and pesticides can pollute the soil and the water.

One way to meet the world's growing demand for food and other resources is to use more land for agriculture. This would mean clearing more forests and other natural habitats.

Another way to meet this demand is to increase the amount of food produced on the land that is already being used. This would mean using more fertilizers and pesticides.

Both of these ways of increasing food production have drawbacks. Clearing more land for agriculture would destroy many species of plants and animals.

Using more fertilizers and pesticides would also have drawbacks. Fertilizers and pesticides can pollute the soil and the water.

One way to meet the world's growing demand for food and other resources is to use more land for agriculture. This would mean clearing more forests and other natural habitats.

Another way to meet this demand is to increase the amount of food produced on the land that is already being used. This would mean using more fertilizers and pesticides.

Both of these ways of increasing food production have drawbacks. Clearing more land for agriculture would destroy many species of plants and animals.

Using more fertilizers and pesticides would also have drawbacks. Fertilizers and pesticides can pollute the soil and the water.

CHAPTER 111

Maumee

Council

111.01 Council rules.

CROSS REFERENCES

General Charter provisions - see CHTR. Art. III

Nominations and elections - see CHTR. Art. VIII

Recall - see CHTR. Art. IX, Sec. 3

Contract interest - see GEN. OFF. 525.10

111.01 COUNCIL RULES.

I. Meetings

1. Regular Meetings
2. Special Meetings

II. The Chair - Powers and Duties

3. Roll Call
4. Temporary Chairman
5. Substitute Chairman
6. Appeals from Decision of the Chair
7. Votes
8. Chair's Power to Vote

III. Member - Duties and Privileges

9. Seating Arrangement
10. Addressing Chair
11. Limitation of Debate
12. Voting
13. Division of a Question
14. Demand for Roll Call
15. Excusal from Attendance
16. Excusal during Meeting

IV. Order of Business

17. Order of Business
18. Old Business

V. Committees

19. Appointment of Committees
20. Committee of the Whole

- 21. Meetings
- 22. Quorum
- 23. Temporary Chairman
- 24. Secretary to Committees
- 25. Reports
- VI. Motions
 - 26. Motions
 - 27. Order of Precedence
 - 28. Motion to Adjourn
 - 29. Motion to Lay on the Table
 - 30. Previous Question
 - 31. Motion to Postpone
 - 32. Motion to Amend
 - 33. Motion to Suspend Rules
 - 34. Motion to Reconsider
- VII. Miscellaneous
 - 35. Procedure in Absence of Rule
 - 36. Decorum in Council Chambers
 - 37. Rule on Readings and Suspension of Rules
 - 38. Emergency Measures
 - 39. Definitions
 - 40. Amending Rules
 - 41. Quorum
 - 42. Solicitor

I. MEETINGS

1. Regular Meetings. Regular meetings of Council shall be held in the Council chambers shall commence at 6:15 p.m. on the first and third Monday of each month. Whenever the regular meeting falls on a legal holiday, Council shall meet at 6:15 p.m. on the next municipal working day. Council may, by majority vote, change the day and hour of holding any regular meeting, or adjourn the same to a day and hour determined by a like vote of the members present if constituting a quorum.

2. Special Meetings. Council shall hold such special meetings as may be found necessary, which may be called by the Clerk upon the written request of the Mayor or upon the written request of three members of

Council. Any such vote or request for the calling of a special meeting shall state the subject or subjects to be considered thereat, and no other subject or subjects shall be considered except upon the approval of five or more of the members of Council in attendance at such special meeting. Twenty-four hours' notice in writing of such special meeting, if called by the Mayor or by three members of Council, shall be given to each member of Council and to the Mayor by personal service or by delivery thereof at their usual places of residence, but members of Council may waive such notice by their attendance at such special meeting.

3 . Emergency Meetings. Emergency Council meetings may be called by the Mayor for the express purpose of dealing with emergencies which may arise relative to the City of Maumee operations or for health or public safety reasons provided that the members of council waive twenty four hour notice of said meeting by their attendance at said meeting. Notice of said emergency meetings shall be provided by phone, text or other electronic means to all council members at least two hours prior to said meeting. The notice shall provide the topic for said meeting and no other business may be conducted at said meeting. Electronic or email notification of said emergency meetings shall be provided to the media outlets which are on file with the municipal clerk.

4. Attendance at meetings. Council members, the Mayor, City employees, and City Administration shall strive to attend all meetings of Council in person. if a council member or the mayor is unable to attend a special meeting or emergency meeting or committee meeting of council in person, they may be permitted to attend by phone or other virtual means upon advance notice to the municipal clerk. It a council member or the Mayor is unable to attend a regular meeting of council in person due to illness or other personal reasons, they may attend by phone or other electronic means for up to six meetings per year upon the approval of the Mayor or the council president if it involves the Mayor's request to attend virtually., City employees, city administration, or individuals requested by the Mayor or administration to be present at a meeting, may also attend virtually upon prior approval by the City Administrator. If a council member or other individual attends any meeting virtually, they may be recorded in shall participate in the meeting as if personally present at said meeting. Attendance virtually shall be considered being present at a meeting and shall allow council members attending virtually to vote on

any motions, ordinances, resolutions or other matters before council or a council committee.

II. THE CHAIR - POWERS AND DUTIES

3. Roll Call. The Mayor, or in his absence, the President of Council, shall take the Chair at the hour appointed for Council to meet, and immediately shall call council to order. The roll shall then be called by the Clerk, who shall enter in the journal of each meeting the names of the members present thereat. In the absence of a quorum at the time appointed for a meeting, the members present may by a majority vote, take a recess or recesses, and cause the Clerk to procure the attendance of absent members.

4. Temporary Chairman. In case of the absence of the Mayor and the President of Council, the Temporary Chairman shall preside until the appearance of the Mayor or the President of Council. The Temporary Chairman shall be that member of Council having the most consecutive years of service as a member of Council. In the event that two or more members have the same consecutive years of service, the member who is first in alphabetical order shall be the Temporary Chairman.

5. Substitute Chairman. The Chair, that is the Mayor, President of Council or Temporary Chairman, may call any other member to take his place in the Chair, such substitution not to continue beyond adjournment.

6. Appeals from Decisions of the Chair. The Chair shall preserve decorum and decide all questions of order, subject to appeal to Council. If any member transgresses the rules of Council, the Chair shall, or any member may, call him to order and in the latter instance the Chair shall render a decision as to the point of order. In case of an appeal from a ruling of the Chair, the question shall be, "Shall the decision of the Chair stand as the decision of Council?" The Chair shall be sustained unless overruled by a majority vote of the members of Council present.

7. Votes. All questions shall be stated and put by the Chair as follows:

A. Roll Call Votes. The Chair shall declare the vote after the Clerk has announced the number of votes on each side.

B. Viva-voce Votes. The Chair shall declare the vote without reference to the Clerk; if in doubt about a viva-voce vote, the Chair may direct, or any member may call

for, a division of Council, which shall be taken by a rising vote.

- C. Rising Vote. The Chair shall count and declare the vote. It shall not be in order for members to explain their votes while the vote is being taken.

8. Chair's Power to Vote. The Mayor shall have no veto power, and shall have no vote except in the event of a tie vote of members of Council present, in which case the Mayor shall have the power to vote and his vote shall have the same legal effect as a vote of a member of Council. Any member of Council who is serving as Chairman shall have the same power to vote as other members.

III. MEMBERS' DUTIES AND PRIVILEGES

9. Seating Arrangement. Seats in the Council chamber shall be arranged in numerical order and all members shall occupy such seats after drawing same by lot at the beginning of the term.

10. Addressing Chair. Members when about to speak to a question or make a motion, shall address the Chair as "Mr. Mayor", "Mr. President", or Mr. Chairman", who shall pronounce the name of the member entitled to the floor. Members addressing Council shall confine themselves to the question under debate and avoid personalities.

11. Limitation of Debate. No member shall be allowed to speak more than once upon any one subject until every member choosing to speak shall have spoken, nor more than twice upon the same subject, nor for a time longer than five minutes, without leave of Council as expressed by a majority vote of the members present.

12. Voting. Every member present when a question is put shall vote on same, unless Council shall, for special reasons, excuse him from voting. Such excuse shall be granted only if the member states reasons for the request before voting begins and Council by majority vote of the members present accepts them. There shall be no debate upon this question.

13. Division of a Question. On demand of any member, a question under consideration which covers two or more points, shall be divided where the question admits of such division.

14. Demand for Roll Call. Any member may demand a roll call vote upon any question before Council at any time before the decision on such question is announced by the Chair.

15. Excusal from Attendance. No member shall be excused from attendance at a Council meeting, except upon request to and permission by the Mayor prior to such meeting or by a vote of a majority of the members present.

16. Excusal During Meeting. No member shall be excused while Council is in session except upon permission of the Chair.

IV. ORDER OF BUSINESS

17. Order of Business. The order of business at meetings of Council shall be as follows:

A. Roll call, to determine presence of a quorum.

B. Reading of the journal of the preceding meeting unless such reading shall be dispensed with by consent of two-thirds of the members present. If no objection is made to the journal, the same shall be approved. If corrections are made, they shall be approved as amended.

C. Reports and communications from the Mayor, Clerk and other city officials, having been filed with the Clerk no later than 5:00 p.m. on the Tuesday preceding the meeting day, for the purpose of discussion of said items at the staff meeting prior to placement on the agenda for the next regularly scheduled Council Meeting. For purposes of this section, all letters dated on the date the staff meeting occurs, will be allowed on the agenda for the next regularly scheduled council meeting.

D. Call of the members in alphabetical order that each may present petitions or communications, or offer original motions, orders, ordinances or resolutions. There shall be no interruption of business under this call. All such petitions, communications, motions, ordinances and resolutions shall be filed with the Clerk no later than 5:00 p.m. on the Tuesday preceding the meeting day, and it shall be the duty of the Clerk to include the same in the calendar of such meeting day, in their order upon the call.

Matters not filed with the Clerk and introduced upon such call shall not be read or referred to, but shall be held over until the next meeting, to be placed on the calendar and taken up on the regular call of the members, unless leave for immediate consideration be granted by a majority vote of the members present.

- E. Reports of Committee of the Whole.
- F. Reports of Standing Committees.
- G. Reports of Special Committees.
- H. Hearing of the public, provided that no person shall be allowed to speak more than once on any subject, nor for a time longer than three minutes, without leave of Council or the Chair.
- I. Emergency legislation.
- J. Second reading of ordinances and resolutions.
- K. Third reading of ordinances and resolutions.

Upon motion of any Councilman the order of business at any meeting may be altered by affirmative vote of two-thirds of the members present.

18. Old Business. Following roll call and reading of the journal of the preceding meeting or waiver thereof the business of regular meetings shall commence at the point where the order of business at the preceding meeting was interrupted by the adjournment, unless the order of business is altered as provided in Rule 17. Special meetings the purpose of which is named in the call shall have precedence over any other business.

V. COMMITTEES

19. Appointment of Committees. The following Standing Committees consisting of three members each are hereby authorized. Appointment of members to such Committees shall be made by the Mayor, subject to confirmation by a majority of members of Council.

- A. Personnel
- B. Finance
- C. Parks and Recreation

The Mayor may appoint such Special Committees as he deems necessary, subject to confirmation by a majority of members of Council,

provided that matters referred to or pending before a Standing Committee may not without consent of its members be referred to or considered by a Special Committee.

20. Committee of the Whole. The President of Council shall preside when Council resolves itself into the Committee of the Whole. These rules of Council shall govern the Committee of the Whole except that no limit shall be placed on time or frequency of speaking and that the previous question cannot be moved. All questions shall be decided by a majority vote of those members present. When this Committee arises, any measure, together with any amendments thereto, reported out, shall receive the immediate consideration of Council unless otherwise ordered placed upon the calendar.

21. Meetings. Committees, including the Committee of the Whole, shall meet on call of the Chairman, or on request of two members communicated to the Municipal Clerk on matters referred to that committee, by a vote of the majority of council members or by the City Administrator or by the Law Director .

22. Quorum. A majority of members of a Committee shall constitute a quorum.

23. Temporary Chairman. In the absence of the Chairman, the member named next shall act as Temporary Chairman.

24. Secretary to Committees. The Municipal Clerk or one of his assistants shall, if requested, act as Secretary to each Committee and shall keep a record of attendance and business transacted at meetings thereof.

25. Reports. Reports of Committees shall be agreed to by a majority thereof. All documents referred shall be returned to Council with the report of the Committee. Upon motion, and by a majority vote, Council may relieve a Committee of further consideration of any question, and order it placed on the calendar. When any matter is referred to a Committee with instructions to report at a time named in the order of reference, failure to report at such time, shall be considered as if reported back with no recommendation, unless the time for the report is extended by Council. If no such extension is granted, the Committee shall forthwith return to the Municipal Clerk the documents pertaining thereto, and the matter shall take its appropriate place on the calendar.

After a report of a committee has been received by presentation to Council, the next business shall be the disposal of the report. If the report contains only a statement of fact or opinion for the information of Council, no motion for its disposal is required. If any action is recommended in the report, a motion to accept the report shall have the effect of endorsing the action recommended in the report. If the report contains multiple recommendations, each recommendation shall be voted upon separately after a motion to accept such recommendation is made. If the report concludes with a resolution or a series of resolutions, each resolution shall be voted upon separately after a motion to adopt such resolution is made.

VI. MOTIONS

26. Motions. When a motion is made it shall be stated by the Chair before debate. Any member may demand that it be reduced to writing. A motion shall not be withdrawn by the mover without the consent of Council. Unless otherwise required by law a motion shall be deemed passed if it receives the affirmative vote of a majority of the members present including the Chair if entitled to vote thereon.

27. Order of Precedence. When a question is before Council, no motion shall be entertained except the following:

- A. To adjourn.
- B. To lay on the table.
- C. The previous question.
- D. To postpone to a time certain.
- E. To refer.
- F. To amend.
- G. To postpone indefinitely.

Such motions shall have precedence in the foregoing order.

28. Motion to Adjourn. Motion to adjourn shall be in order at any time, except as follows:

- A. When repeated without intervening business or discussion.
- B. When made while another member is speaking.
- C. When the previous question has been ordered.
- D. While a vote is being taken.

A motion to adjourn is not debatable, except as to time to which the meeting is adjourned.

29. Motion to Lay on the Table. A motion to lay on the table shall preclude all amendments or debate of the subject under consideration. If the motion prevails, the consideration of the subject may be resumed only upon motion of a member voting with the majority and with the consent of the majority of the members present.

30. Previous Question. The previous question shall be stated in these words: "Shall debate now close?" The motion shall pass if two-thirds of the members shall favor it. If the motion is ordered, there shall be no further amendment or debate, but the question shall be put immediately.

31. Motion to Postpone. Motions to postpone may be amended as to time, excepting a motion to postpone indefinitely. If a motion to postpone indefinitely is carried, the principal question shall be declared lost.

32. Motion to Amend. A motion to amend shall be susceptible of but one amendment. An amendment once rejected may not be moved again in the same form.

33. Motion to Suspend Rules. A rule of council may be suspended by the affirmative vote of five members of Council without debate.

34. Motion to Reconsider. A motion to reconsider a proposal that has been acted upon favorably, shall be made before adjournment of the session of Council at which the vote was taken. A motion to reconsider any other action taken by Council, may be made not later than the next regular meeting after the vote of Council thereon. In either case such motion may be made only by a member who voted with the prevailing side. The concurrence of a majority of the members present shall be sufficient for reconsideration of a vote. If a motion to reconsider is lost, it shall not be entertained again.

(Ord. 252-2018. Passed 11-19-18.)

VII. MISCELLANEOUS

35. Procedure in Absence of Rule. In the absence of a rule to govern a point of procedure, reference shall be had to the approved practice according to the most recent version Robert's Rules of Order for parliamentary bodies.

36. Decorum in Council Chambers. The Chair shall maintain decorum in Council chambers during sessions. Persons, other than members of Council, City officials and members of the press, shall not be permitted upon the floor of Council, or to address Council, except upon introduction

by the Chair or a member of Council. If anyone, other than a City official, desires to speak to a member of Council while it is in session, the member, if agreeable to the request, shall leave his seat and retire to the rear of the Council chambers or elsewhere until the conversation is finished.

37. Rule on Readings and Suspension of Rules. (Repealed).

38. Emergency Measures. A roll call shall first be taken on the emergency clause and then a roll call on the legislation as a whole. In order to pass as an emergency measure, the affirmative vote of five members of Council on the emergency clause is required.

39. Definitions. As used in these Rules the following definitions shall apply:

A. "Attendance," means being present in person or by electronic means including but not limited to phone, zoom, video conferencing or other similar means.

B. "Majority." Whenever "majority" is used herein, unless otherwise expressly indicated, it shall be held to mean a majority of those members duly elected or appointed to Council.

C. "Roll call", "roll call vote" or "call of the members in alphabetical order" means that the last names of the members shall be called in alphabetical order, provided, however, that the initial name to be called shall change each regular meeting on the basis of the alphabet.

40. Amending Rules. A majority vote is required to alter, amend, rescind or supplement these rules. Any proposed alterations, or amendments or supplements shall be submitted in writing at a regular meeting and placed on the calendar for the next regular meeting under the order of new business. By unanimous recorded vote of all members elected to Council, such proposed alterations, amendments or supplements may be adopted at the meeting at which the same are submitted.

41. Quorum. A majority of all members elected or appointed to Council shall constitute a quorum.

42. Director of Law. The Director of Law, or his/her assistant, shall, when requested by a member of Council, give a verbal opinion on any question of law concerning City affairs, in open Council, but he/she may, if he/she deems the matter of importance, take a reasonable time to submit

his/her opinion in writing. He/she shall not be required to draw any ordinance or resolution except upon a majority vote of the members.
(Council Motion Passed 3-3-22.)