



Rules of Council

**Adopted by the Council Under
The Authority of the Charter of the
City of North College Hill**

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NORTH COLLEGE HILL

the center of it all





Table of Contents

PROCEDURE AND GENERAL RULES OF CONDUCT

- 1.1 Adoption of Rules**
- 1.2 Definitions**
- 1.3 Amendment and Suspension of Council Rules**
- 1.4 Procedure in Absence of Rule**
- 1.5 Rules of Courtesy and Decorum**

PUBLIC ACCESS

- 2.1 Meetings Open to the Public**
- 2.2 Notice of Meeting**
- 2.3 Copies of Documents**
- 2.4 Public Comment at Council Meetings**
- 2.5 Public Comment at Committee Meetings**
- 2.6 Regular Meetings**
- 2.7 Removal of Disruptive Individuals from Council Chambers**

COUNCIL CHAMBER

- 3.1 Council Chamber**
- 3.2 Seating of Members**
- 3.3 Officers of the Council**
- 3.4 Clerk of Council**

MEETINGS

- 4.1 Regular Meetings**
- 4.2 Special Meetings**
- 4.3 Adjourned Meetings**



PRESIDING OFFICER

- 5.1 Presiding Officer**
- 5.2 Temporary Presiding Officer**
- 5.3 Preservation of Order**
- 5.4 Appeals from Decisions of Presiding Officer**

MEMBERS

- 6.1 Duty to Vote**
- 6.2 Right to Floor**
- 6.3 Limitation of Debate**
- 6.4 Roll Call Vote**
- 6.5 Tie Vote**
- 6.6 Personal Privilege and Character Attacks**
- 6.7 Dissents and Protests**
- 6.8 Attendance at Meetings**
- 6.9 Excusal during Meetings**

CONDUCT OF BUSINESS

- 7.1 Order of Business**
- 7.2 Call to Order**
- 7.3 Roll Call**
- 7.4 Quorum**
- 7.5 New Business**
- 7.6 Mayor's Report and Call of Members**
- 7.7 Council Agenda**
- 7.8 Referrals to City Administrator**
- 7.9 Assignment of Agenda Items**
- 7.10 Sunset of Prior Legislative Matter**



MOTIONS

- 8.1 Motions; General**
- 8.2 Motions; New Subject**
- 8.3 Procedural Motion during Debate**
- 8.4 Motion to Reconsider**
- 8.5 Motion to Take Recess**
- 8.6 Motion to Adjourn**

ORDINANCES AND RESOLUTIONS

- 9.1 Ordinances Drafted**
- 9.2 Reading of Ordinances**
- 9.3 Suspension of Readings**
- 9.4 Amendments**
- 9.5 Adoption of Ordinances**
- 9.6 Emergency Ordinances**
- 9.7 Resolutions**
- 9.8 Adoption of Resolutions**

COMMITTEES

- 10.1 Appointment of Committees**
- 10.2 Standing Committees**
- 10.3 Special Committees**
- 10.4 Committee Meetings**
- 10.5 Committee Quorum/ Prompt Start of Committee Meetings**
- 10.6 Reference to Committees**
- 10.7 Relieving committee from Further Consideration**
- 10.8 Public Hearings and Special Meetings**



LEGAL OPINIONS FOR COUNCIL MEMBERS

11.1 Legal Opinions for Council Members



**Adopted by the Council Under
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- 1. Procedure and General Rules of Conduct**
- 2. Public Access**
- 3. Council Chamber**
- 4. Meetings of Council**
- 5. Presiding Officer**
- 6. Members**
- 7. Conduct of Business**
- 8. Motions**
- 9. Ordinances and Resolutions**
- 10. Committees**
- 11. Legal Opinions for Council Members**

1. PROCEDURE AND GENERAL RULES OF CONDUCT

- 1.1 Adoption of Rules**
- 1.2 Definitions**
- 1.3 Amendment and Suspension of Council Rules**
- 1.4 Procedure in Absence of Rule**
- 1.5 Rules of Courtesy and Decorum**

1.1 Adoption of Rules

The following Rules of Council are adopted on January 01, 2017 and shall remain in effect upon adoption by Council and until such time as amended, rescinded or the end of the Two year term of Council. Such rules shall be enforceable amongst Members of Council.

1.2 Definitions. As used in these Rules of Council

- 1.2.1 “Notice of Regular Meeting” means the posting in the designated places and on the City’s Website of the time and place of a regularly scheduled meeting of Council or a Committee. If Council or a Committee adopts a different day or hour for its regularly scheduled meetings, notice shall be posted in the designated places and posted on the City Website.



- 1.2.2 “Notice of Special Meeting” means notice by the Clerk of Council to the Mayor, President of Council, and Members by a written notice delivered to their place of residence and to any location designated by the Mayor or a Member in writing and filed with the Clerk of Council. The news media that have requested notification shall be given at least 24 hours advance notice of the time, place and purpose of the meeting by the Clerk of Council. Notice shall also be posted in the designated places and posted on the City’s Website.
- 1.2.3 “Presiding Officer” means, in the case of a meeting of Council, the President of Council, or President Pro Tem presiding at such meeting, and in the case of a meeting of a Committee, the Chair or Vice Chair of the Committee presiding at the Committee meeting under Article IV, Section (1) (a) of these rules, designate another member of Council to occupy the chair for the remainder of the meeting.
- 1.2.4 “Special Meetings of Council” means a meeting called pursuant to Article III, Section 3.05 of the Charter at the request of the Mayor or any three Members upon 12 hour notice to the Mayor and each Member.
- 1.2.5 “Special Meeting of Committee” means a meeting called at the request of the Committee Chair or any two Members of a Committee upon 12 hour notice to the Mayor and each Member.
- 1.2.6 “Term” means the term of Council commencing any period beginning January 1 of any even-numbered year and ending on December 31 of the immediately following odd-numbered year.
- 1.2.7 “Disturbing a Lawful Meeting” has the meaning ascribed in Ohio Revised Code Section 2917.12 as follows: (A) No person, with purpose to prevent or disrupt a lawful meeting, procession, or gathering, shall do either of the following: (1) Do any act which obstructs or interferes with the due conduct of such meeting, procession, or gathering; (2) Make any utterance, gesture, or display which outrages the sensibilities of the group.
- 1.2.8 “Committee of the Whole” means a meeting called at the request of the all Members and Committees upon 12 hour notice to the Mayor and each Member under Article IV, Section 1, (a) of these rules whereas the President of Council shall report.

1.3 Amendment and Suspension of Council Rules

A vote is required to amend, rescind or adopt by the favorable vote of a majority of the Members. The amendment, rescission, or adoption of the new Rule shall go into effect at the next regularly scheduled session of Council. Except where the Charter otherwise provides, any Rule may be suspended at the meeting of Council or a meeting of a Committee by a favorable vote of at least two-thirds of the Members or the Committee Members, as applicable, without debate.



1.4 Procedure in Absence of Rule

In the absence of a Rule, the current edition of Robert's Rules of Order shall govern. The matter shall be determined by a majority of the members present.

1.5 Rules of Courtesy and Decorum

Council shall give our citizens a courteous and respectful hearing of their views.

Citizens shall be made to feel welcome with an appropriate greeting at the beginning of each Council and Committee meeting.

Council recognizes that citizens make significant personal sacrifices to attend Council and Committee meetings as well as public hearings. Council shall be respectful of the time being given by the citizens and shall hear from them in a prompt and timely manner.

Council recognizes that citizens coming before Council may not always agree with the views of Members. All points of view shall be heard respectfully without reproach or admonition. In any debate of public issues, differences of opinion are to be expected and the civil, respectful, and transparent airing of those differences is encouraged in order to test ideas and develop consensus. Debate shall not become a personal attack on the speaker.

Letters to the Clerk of Council, even those that may be critical, shall be made a part of the record of Council.

Decorum and civility shall be observed at all times by Members of Council. This includes prompt and regular attendance at all meetings of Council, including those times dedicated to public comment. During meetings of Council, including during those times dedicated to public comment, neither the Mayor nor Members shall engage in lengthy side conversations. Such conversations shall occur outside Council chambers.

Those attending meetings of Council and Committees shall be respectful of other citizens, staff, the Mayor, and Members.

Members shall hold themselves and each other accountable for complying with these standards.

All electronic devices shall be silenced during the Member and Committee meetings.

2. PUBLIC ACCESS



2.1 Meetings Open to the Public

2.2 Notice of Meeting

2.3 Copies of Documents

2.4 Public Comment at Council Meetings

2.5 Public Comment at Committee Meetings

2.6 Regular Meetings

2.7 Removal of Disruptive Individuals from Council Chambers

2.1 Meetings Open to the Public

Meetings of the Council and Committees shall be open to the public. Meetings of the Council and Committees shall be open to the news media and shall be subject to recording by radio, television and photographic services.

2.2 Notice of Meeting

The Clerk of Council shall give Notice of Regular Meetings or Notice of Special Meetings of Council and Committees.

2.3 Copies of Documents

The Clerk of Council shall make available to the public all records under the clerk's control required to be made available under the Ohio Public Records Law, Ohio Revised Code Section 149.43 *et seq.*

2.4 Public Comment at Council Meetings

Those who may address Members, Presiding Officer, Mayor, and City Administer shall sign in with the Clerk of Council prior to the start of the Meeting or during the specified time allotted for remarks from the audience.

Individuals shall be allowed to speak once upon any subject until everyone present choosing to speak shall have spoken, and limited to no more than twice upon the same subject.

Additional opportunities and time to speak may be granted at the discretion of the Presiding Officer.

2.5 Public Comment at Committee Meetings

Visitors are invited to comment or question only following the completion of each agenda item.



2.6 Regular Meetings

The purpose of regular Council meetings is to allow the Mayor, Members, and city officials to conduct the city's business. Persons other than the Mayor, Members, city officials, provide factual information strictly related to the item under consideration by the Council shall receive approval. When called to provide such information, the person(s) called shall limit his or her remarks to the provision of the information and shall not attempt to offer remarks that are irrelevant to the item under consideration by Council.

2.7 Removal of Disruptive Individuals from Council Chambers

If an individual is removed for Disturbing a Lawful Meeting of Council or a Committee two times in a 60 day period, that individual shall be prosecuted for violating O. R. C. Section 2917.12, a fourth degree misdemeanor. The Clerk of Council shall document the name, date, time and circumstances of any individual's removal from Council chambers during a Council or Committee meeting.

3. Council Chamber

3.1 Council Chamber

3.2 Seating of Members

3.3 Officers of the Council

3.4 Clerk of Council

3.1 Council Chamber

The Council chamber shall be under the supervision and control of Council when Council or Committee is in session. The Council chamber and the Committee rooms shall be used solely by the Mayor, Council, and the Committee for the transaction of the business of the city.

3.2 Seating of Members

Members shall occupy the seats in the Council chamber assigned to them as directed by a majority of Council.

3.3 Officers of the Council

Pursuant to Article III, Section 3.04 of the Charter, a vote of a majority of the Members shall be required to select a President Pro-Tempore within ten days from commencement of their term for the choice of Members of Council. The appointment shall be for a two year term commencing on January 1 of each even-numbered year and ending December 31 of the immediately following odd-numbered year.



3.4 Clerk of Council

Pursuant to Article III, Section 3.04 of the Charter, the Clerk of Council shall be appointed as an unclassified legislative employee of the city by vote of a majority of the Members and shall serve at the pleasure of Council. The appointment shall be for a two year term commencing on January 1 of each even-numbered year and ending December 31 of the immediately following odd-numbered year. Removal of the Clerk of Council during the Term shall be made only upon affirmative vote of at least two-thirds of the Members within ten days from commencement of the term.

4. Meetings of Council

4.1 Regular Meetings

4.2 Special Meetings

4.3 Adjourned Meetings

4.1 Regular Meetings

Regular meetings of the Council shall be held in the Council chamber commencing at 7:30pm on Monday of the first and third weeks except during the month of June, July and August when the Council shall meet on the first Monday of the month. Whenever the regular meeting falls in a week in which a legal holiday occurs on Monday, the meeting shall be held on Tuesday, at 7:30pm. Date and time of regular meetings may be changed by affirmative vote of two-thirds of the Members.

4.2 Special Meetings

Pursuant to Article III, Section 3.05 of the Charter, special meetings of Council for a specific purpose or purposes may be called by the Clerk of Council at the request of the Mayor or any three Members with Notice of a Special Meeting. The call for the meeting shall state the time, date, location and subjects to be considered at the meeting and be posted at the designated locations and on the City's Website.

A special meeting may be canceled upon request of the callers of the special meeting. The Clerk of Council shall notify all Members of the proposed cancellation and upon the acquiescence of a majority of Members, the meeting shall be canceled. The news agencies that requested Notice of the Special Meeting shall be notified of any cancellation. The Clerk of Council shall post cancellation of the special meetings at the designated locations and on the City's Website.

4.3 Adjourned Meetings

Any meeting of Council may be adjourned until a later time, date or location provided that no adjournment shall be for a longer period than until the next regular meeting.



5. Presiding Officer

5.1 Presiding Officer

5.2 Temporary Presiding Officer

5.3 Preservation of Order

5.4 Appeals from Decisions of Presiding Officer

5.1 Presiding Officer

The President of Council or, the President Pro-Tem, shall preside over any meeting of Council.

The Committee Chair or, in the absence of the Chair, the Vice Chair, shall preside over any Committee meeting

5.2 Temporary Presiding Officer

In case of the absence the President of Council and the President Pro-Tem at any meeting of Council, the Clerk of Council shall call the Council to order and call the roll of the Members. If a quorum is present, the Members present shall select, by a majority of vote, a Presiding Officer of the meeting to act until the Mayor, President of Council or President Pro-Tem appears.

5.3 Preservation of Order

The Presiding Officer shall preserve order and decorum; prevent attacks on personalities or impugning of Members' motive and confine Members in debate to the question under discussion. The Presiding Officer shall exercise final authority to take any measures reasonably necessary to preserve order during meetings and to ensure that the meeting is conducted in an orderly and efficient manner. In discharging these duties, the Presiding Officer may issue directives to any member of the North College Hill Police Department who shall be deemed a sergeant-at-arms for the Mayor and Council.

5.4 Appeals from Decisions of Presiding Officer

The Presiding Officer shall decide all questions of order subject to appeal. Upon appeal, the Presiding Officer shall be sustained unless overruled by a majority vote of the Members.



6. Members

6.1 Duty to Vote

6.2 Right to Floor

6.3 Limitation of Debate

6.4 Roll Call Vote

6.5 Tie Vote

6.6 Personal Privilege and Character Attacks

6.7 Dissents and Protests

6.8 Attendance at Meetings

6.9 Excusal during Meetings

6.1 Duty to Vote

Every member present shall vote on all binding motions, ordinances and resolutions; except that no Member shall vote on any question in which he or she is financially interested or which in any way directly involves the personal or private rights or obligations of a Member or the immediate family of a Member. A Member wishing to be excused or shall state the reason for excusal or exception shall be stated before the voting begins.

Any Member who has a personal or professional conflict with any item that appears before a Committee or the Council shall strictly adhere to the requirements of the Ohio Ethic Commission. This includes, but is not limited to, refraining from all conversations involving the subject matter with all Members, the administration, and the Mayor and absenting oneself from any room or place at which the subject matter is discussed. No member shall be forced to vote where such vote would violate ethics or conflict of interest statutes.

6.2 Right to Floor

When any Member addresses the Council, he or she shall respectfully address the Presiding Officer and when recognized by the Presiding Officer, shall confine discussion to the question under the debate, avoid personal attacks, and refrain from impugning the motives of any other Member's statements, arguments or votes.

When two or more Members ask for recognition at the same time, the Presiding Officer shall name the Member who is first to speak. The exercise of such discretion by the Presiding Officer is not subject to appeal; however, each Member shall be given the opportunity to speak.

6.3 Limitation of Debate

For meetings of Council, no Member shall be allowed to speak more than once on any one subject until every other Member choosing to speak thereon shall have spoken. Member comments are limited to five minutes at one time. The one primary maker of the motion shall have the right to make a final two minute summation before the vote. There shall be no remarks on a subject once the matter has been acted upon. The Presiding Officer shall indicate when the speaker is approaching the end of his or her allotted time and when his or her time has ended. The Presiding Officer has the authority to limit debate after all Members have had reasonable opportunity for a full debate of the matter provided that a majority of council may on a motion overrule the decision of the Presiding Officer to limit debate.



6.4 Roll Call Vote

When a roll call vote is required, the Clerk of Council shall call the roll and each Member as his or her name is called shall answer "yes" or "no" unless excused or excepted from voting. Voting shall commence with the Member at the right and continue left to the last Member.

Article IX, Section 9.03 of the Charter, the affirmative vote of four Members shall be necessary for the passage of any ordinance or resolution unless otherwise provided herein.

Members shall not explain their votes during the call of the roll.

6.5 Tie Vote

On a tie vote, Article V, Section 5.03 of the Charter, the Presiding Officer shall break the tie.

6.6 Personal Privilege and Character Attacks

No Member shall assail, question or impugn the integrity, character or motives of another Member. If the Presiding Officer determines that a Member has violated this rule, the Presiding officer may withdraw permission to the floor of Council.

If a Member's integrity, character, or motives are assailed, questioned, or impugned by another Member, the Member can request permission from the Presiding Officer to address the Council on a question of personal privilege. A Member shall be granted permission to address Council for up to two minutes, but the Presiding Officer may call that Member out of order if the Presiding Officer determines no grounds exist for the question of personal privilege.

6.7 Dissents and Protests

Any Member shall have the right to express dissent from or protest against any ordinance, motion or resolution of Council and have the reason therefore entered upon the minutes of Council. To be entered upon the minutes of Council, such dissent or protest may be filed in writing and presented to Council not later than the end of the next regular meeting following the date of passage of the ordinance, motion, or resolution.

6.8 Attendance at Meetings

Each Member shall be present within the Council chambers during the entirety of each meeting of Council unless excused by majority of Council attending.

6.9 Excusal during Meetings

Any Member desiring to be excused while Council is in session shall obtain such permission by a majority vote of Members present and notify the Clerk of Council.

7. CONDUCT OF BUSINESS



7.1 Order of Business

7.2 Call to Order

7.3 Roll Call

7.4 Quorum

7.5 New Business

7.6 Mayor's Report and Call of Members

7.7 Council Agenda

7.8 Referrals to City Administrator

7.9 Assignment of Agenda Items

7.10 Sunset of Prior Legislative Matter

7.1 Order of Business

Council shall transact business in the following order at all regular meetings. The order may be altered at special meetings and at any other meeting by consent of a majority of Council.

Council Procedure:

- Prayer and Pledge of Allegiance
- Roll Call
- Reading of Minutes
- Communications
- Reports of Committees
- Reports of the Mayor and other City Officials
- Report of City Law Director and City Finance Director
- Call of Members
- Remarks from the Audience
- Legislation
- Remarks from the Audience pertaining to Legislation
- Old Business
- New Business
- Adjournment

7.2 Call to Order

At the time appointed for the Council to meet, the Presiding Officer shall take the chair and immediately call the meeting to order.

7.3 Roll Call

Before proceeding with the business of the Council, the Clerk of Council shall call the roll, determine the presence of a quorum and enter in the minutes the Members present, absent and excused. To be recorded as present, a Member of council shall be in the Council chamber at the time of roll call.

7.4 Quorum



A majority of the Members shall constitute a quorum and shall be necessary for the transaction of business. If a quorum is not present, those in attendance may adjourn by a majority vote until a later time or date or may recess and direct the Clerk of Council to procure the attendance of absent Members. When a quorum is present, a majority vote of those Members shall be sufficient to transact all business except the enactment of ordinances and as a larger number is required by law or the Rules of Council.

7.5 New Business

No legislative issues may be introduced that are not on the Council agenda. All communications must be present to the Clerk of Council prior to the meeting. All motions, resolutions, and ordinances must be presented to the Presiding Officer prior to or at the council meeting to be referred to a Committee for consideration.

Items not appearing on the agenda may be presented by the Presiding Officer at his or her discretion in cases of genuine emergency.

A Member may request that an item not appearing on the agenda be immediately considered at the Council meeting. The Mayor shall have the authority to place the item on the council agenda for immediate consideration or assign it for a normal consideration through the committee process. An affirmative vote of two-thirds of the council shall be required for immediate consideration of an item at the council meetings.

Ceremonial resolutions that celebrate public achievements are restricted to matters of citywide significance as determined by the Mayor.

7.6 Mayor's Report and Call of Members

The Mayor and, following the Mayor, each Member upon being recognized by the Presiding Officer, may speak up with regard to any announcement or informational matters.

Time will be on the agenda only for announcements and informational matters.

7.7 Council Agenda

The Clerk of Council shall prepare an agenda for each meeting. The Clerk of Council shall email the agenda to Members, Mayor and Administration Assistant by Saturday at 1pm prior to Meeting on Monday. The Administration Assistant will post the agenda on the City Website and supply copies near Council Chambers. The Clerk of Council will distribute agenda to Members prior to meeting and make available to the public in attendance.

7.8 Referrals to City Administrator



Communications from Members should be directed to the city administrator's office for follow up. Requests for information from Members, other than for the resolution of routine constituent matters, shall go to the city administrator instead of directly to the department heads. Basic information that does not involve or require a memorandum or a report may be requested directly by a Member to the city administrator or his or her office. Notwithstanding the above, Committee chairs may have direct contact with department directors regarding matters related to the Committee's jurisdiction.

In addition to questions during the report given by the Mayor and City Administration and outside of the normal Council meeting from time to time questions from individual Council Members may arise. Such questions will be copied to all Council Members so that duplicate communication may be avoided.

7.9 Assignment of Agenda Items

The Presiding Officer shall assign all legislative matters to the appropriate Committee for consideration

7.10 Sunset of Prior Legislative Matter

All legislative matters, including but not limited to resolutions, ordinances and motions, pending in Council or Committees at the conclusion of the Term shall lapse. Each new Council shall start with new Council business.

As a matter of practice, members of Council and Administration will provide digital copies of any ordinance or resolution to each other before scheduled meetings unless the issue at hand is a sudden and immediate emergency.

8. Motions

8.1 Motions; General

8.2 Motions; New Subject

8.3 Procedural Motion during Debate

8.4 Motion to Reconsider

8.5 Motion to Take Recess

8.6 Motion to Adjourn

8.1 Motions; General

All motions shall be required from Council for adoption except as otherwise provided in the Charter or the Rules of Council. When a motion is made it shall be stated by the Presiding Officer before debate. The Members introducing the motion may withdraw or amend a motion at any time before passage. All motions are debatable unless specifically stated otherwise.



The Clerk of Council shall prepare and distribute to Members a report of new and existing legislative activities, to include the name requested by, the title, and current status.

A motion, report from the administration, resolution, or ordinance, in its final form, and referred for consideration, shall be introduced and filed with the Clerk of Council, who communicates it to the Presiding Officer for referral to Committee.

The Committee shall diligently act on the referred item and shall bring such item to a vote of the Committee within a reasonable time frame.

If approved by a Committee, the item is placed on the Council agenda no later than the second regular meeting of Council after approval by Committee.

8.2 Motions; New Subject

All motions which bring a new subject before Council shall be in writing for report prior to adoption. Such motions may be presented either in the form of a motion or a resolution except in case of an emergency.

8.3 Procedural Motion during Debate

When an item is before Council, only the following procedural motions shall be entertained with precedence in the order listed.

(a) Motion to Refer

Approval by a majority of Council of a motion to refer sends the pending question to the Presiding Officer to refer to a specific standing committee or to a special committee, the city administrator, a board or commission or a department director for investigation, report, and action. The report in response to such referral shall be made to Council or as Council otherwise directs.

(b) Motion for Vote on Current Item

Approval by a majority of Council of a motion for vote on the current item shall close debate and Council shall immediately proceed to a vote on the current question. The motion may be made only after each Member has had an opportunity to speak on the matter. The motion is not debatable.

(c) Motion to Amend

A motion may only be amended once. An amendment once rejected may not be moved again substantially in the same form.



(d) Motion to Postpone Indefinitely

A motion to postpone indefinitely shall be approved only with the affirmative vote of two-thirds of the Members. If a motion to postpone an item carries, the item is considered to have failed without a vote on the merits.

8.4 Motion to Reconsider

A motion to reconsider a proposal that has been acted upon favorably must be made before adjournment of the meeting of Council or Committee at which the vote was taken. A motion to reconsider any other action taken by Council or Committee may be made at any time at any meeting held within 10 business days after the vote of Council thereon. A motion to reconsider may be made only by a Member who voted with the prevailing side. A majority of Council shall be sufficient for reconsideration of a vote. If a motion to reconsider fails, a further motion for reconsideration shall not be entertained.

8.5 Motion to Take Recess

Council may move to take a recess to a specified time. The motion is debatable and amendable. At the appointed time the meeting shall be called to order and business will precede the same as if no recess had been taken.

8.6 Motion to Adjourn

A motion to adjourn shall be in order at any time, except as follows:

- (a) When repeated without intervening business or discussion.
- (b) When made as an interruption of a Member while speaking.
- (c) When a Motion for vote on the current item has been made.
- (d) While a vote is being taken.

A motion to adjourn is debatable only as to the time to which the meeting is adjourned.

9. Ordinances and Resolutions

9.1 Ordinances Drafted

9.2 Reading of Ordinances

9.3 Suspension of Readings

9.4 Amendments

9.5 Adoption of Ordinances

9.6 Emergency Ordinances

9.7 Resolutions

9.8 Adoption of Resolutions



9.1 Ordinances Drafted

Ordinances shall be drawn at the request of the Mayor or any other Member, a Committee, the City Administrator, a board or commission, or a department director.

9.2 Reading of Ordinances

Ordinances must be fully and distinctly read by title on three different days unless two-thirds of the Members dispense with the rule. If the rule has not been suspended, the first reading of the ordinance shall be for information. After the second reading, the ordinance shall be considered to be in final form and not subject to further amendment, except that the form of the ordinance may be reconsidered by a majority vote of Council. The third reading shall be for adoption of the ordinance by a roll call vote.

9.3 Suspension of Readings

Upon motion affirmatively passed by at least two-thirds of the Members, the rule that an ordinance must be fully and distinctly read on three different days may be suspended at any time after the first reading of the ordinance.

The title of the ordinance shall be read once for information, the motion for suspension of the rule shall be made and, if the motion is acted upon favorably, the ordinance shall be immediately subject to amendment and passage. If the motion does not carry, the ordinance shall be held for a second reading. A motion to suspend the rule may be made after the second reading and, if acted upon favorably, the ordinance shall be immediately subject to passage.

9.4 Amendments

Amendments to ordinances made on the floor of Council, may be reported back with a recommended substitute for the legislation. The Presiding Officer of the appropriate Committee shall state the substitute recommended by the committee.

The Clerk of Council shall note on the document that it is amended legislation.

9.5 Adoption of Ordinances

An ordinance in its final form, after approval by a Committee, shall be immediately transmitted to the Mayor or Clerk of Council's office to be placed on the Council agenda for a vote no later than the second regular meeting of Council after approval by Committee.

All ordinances shall require for passage the concurrence of no less than a majority of the Members.

9.6 Emergency Ordinances

In order to take immediate effect, an emergency ordinance must receive an affirmative vote of five of the Members on the emergency clause of the ordinance to take immediate effect pursuant to Article IX, Section 9.09 of the Charter. Each vote shall be taken separately by roll call.



In the event the ordinance does not receive an affirmative vote of five of the Members, the emergency clause shall fail.

The Clerk of Council shall show the yeas and nays of the roll call vote separately on the ordinance and the emergency clause.

9.7 Resolutions

Legislative matters that are required by the constitution or state law to be in resolution form shall be adopted and published in the same manner as ordinances.

Resolutions shall be drawn at the request of the Mayor, any Member, a Committee, the city administrator, a board or commission, or a department director.

9.8 Adoption of Resolutions

All resolutions shall be adopted by an affirmative vote of a majority of Council. A Member may abstain from voting upon the request of the Member.

10. Committees

10.1 Appointment of Committees

10.2 Standing Committees

10.3 Special Committees

10.4 Committee Meetings

10.5 Committee Quorum/ Prompt Start of Committee Meetings

10.6 Reference to Committees

10.7 Relieving committee from Further Consideration

10.8 Public Hearings and Special Meetings

10.1 Appointment of Committees

The standing Committees and vice-chairs shall be appointed by a vote of a majority of the Members. The chairs of the standing Committees shall be appointed by a vote of a majority of the Members. There shall be at least three Members on each committee. Every Member shall serve on at least two committees that meet regularly. Members shall be given the right to serve on Committees of their choosing. So long as a Member serves on at least two Committees that meet regularly, such Member shall not be required to serve on a Committee that the Member has not requested to be a Member of. In cases in which a Committee has fewer than three Members, The Presiding Officer of the Committee shall request other members to join the Committee.



10.2 Standing Committees

(a) The Standing Committees of Council, commencing January 1, 2016 shall be:

- (1) Budget and Finance Committee
- (2) Public Safety Committee
- (3) Recreation and Culture Committee
- (4) City and Community Committee
- (5) Rules and Audit Committee

(b) Appointment of a Member to the standing Committees shall be for 1 year.

10.3 Special Committees

A special committee of Council may be appointed by the Mayor, or a subcommittee of a Committee may be appointed by a Committee chair, for any special purpose and shall cease to exist upon final report to Council or the Committee on the duty assigned.

10.4 Committee Meetings

Each Committee shall meet regularly at the time and day specified by the chair of the Committee. Meetings may be canceled by the chair unless a majority of the Committee objects to the cancellation. A schedule of planned Committee meetings will be presented by Committee Chairs allowing citizens, administration officials and Members to plan and prepare for the meetings in advance. Standing Committees will generally meet once a month, or less frequently at the discretion of the Committee chair. The Committee meeting schedule shall be staggered so that there are Committee meetings every other week.

A Standing Committee shall not interfere with the schedule of another Standing Committee. If a Standing Committee runs until the beginning of another Standing Committee, the earlier Committee shall adjourn to another time. The chair of the later Committee may waive this rule at his or her sole discretion.

Committee chair or co-chair shall have the authority to schedule meetings and set the agenda for Committee hearings. Once items have been referred to committee, the chair shall set the agenda for each meeting. Referred items are not to be placed on Committee agenda without the consent of the chair. However, items referred to Committee shall be placed on the committee agenda within two regularly scheduled meetings of the committee. Members may not speak on an item unless it is on the Committee agenda, or upon recognition by the Presiding Officer.

Any Member of a Committee may propose any amendments or modifications to any matter before the Committee. The proposed amendment or modification shall be considered by the committee at that



meeting. A consensus of the committee will be taken on the amendment first. The Committee will then vote on the matter, as amended, pending before the Committee.

Items not appearing on the agenda may be presented through the Committee chair at his or her sole discretion.

A Committee may consider any other matter concerning the city which falls within the area of responsibility assigned to that Committee. A Committee may initiate legislation within its area of responsibility for submission to Council and such legislation, when accompanied by a Committee report, may be acted upon immediately and need not be referred to another Committee.

10.5 Committee Quorum/ Prompt Start of Committee Meetings

A majority of the Members appointed to any Committee shall constitute a quorum.

If a quorum is not present at a special or regularly scheduled committee meeting, the chair or other Presiding Officer may permit persons present to speak on agenda issues; however, no referrals or reports to Council may be made or action taken on any matter in the absence of a quorum, but shall be held in Committee until the next meeting. The chair of the Committee shall report to Council that there was no quorum at its regularly scheduled meeting or that a scheduled meeting or that a scheduled meeting was not held. Should action be required on any matter referred to the Committee before the Committee's next scheduled meeting, Council may relieve the Committee from further consideration of the matter.

If a Committee chair is not present five minutes after the scheduled starting time of a Committee meeting, the Committee vice-chair shall call the meeting to order.

10.6 Reference to Committees

Each Committee shall investigate and report on all items on the agenda referred to it and may refer such items to the city administrator, city board or commission, or a department director for report to the Committee.

10.7 Relieving committee from Further Consideration

Council may by an affirmative vote of two-thirds of the Members, relieve a Committee of further consideration of a matter referred to it and either order the matter placed on the agenda for consideration or send the matter to the President of Council to be referred to a new Committee.

As part of the Committee Report during City Council Regular meeting, the Chair of said Committee will provide a list of ordinances and resolutions held in committee.



10.8 Public Hearings and Special Meetings

The Committee chair or any two Members of a Committee may schedule a public hearing or a special meeting of the Committee, with the required public notice.

Any committee may hold a public hearing or a special meeting on any matter pending before the Committee or on any matter of importance to the city within the area or responsibility of the Committee.

In the event such a public hearing or special meeting is called, Notice of a Special Meeting shall be published as provided in these Rules of Council.

In all cases, due care should be taken to avoid scheduling conflicts of Members of the Committee or other previously scheduled hearings or meetings of council and/ or its standing Committees.

11. Legal Opinions for Council Members

11.1 Legal Opinions for Council Members

Members may, individually or jointly, request legal opinions and legal work from the City Law Director. When appropriate, the Member(s) may specify that such opinions be delivered confidentially under the attorney-client privilege, and be delivered only to the Member(s) who requested the legal opinion.

If the "Rule 11" legal work for Member request involves an item to which the administration has already established a position or generated a legal analysis, the Member(s) may request an independent opinion conducted by an attorney not involved in the prior decision making or analysis.

When the Member has requested a confidential/ privileged and independent opinion or analysis, only the Member can disclose the legal opinion to others within or outside the administration. Consistent with Ohio rules of legal ethics, the City Law Director must conduct his or her analysis independently and provide a neutral and confidential opinion or analysis to the requesting Member(s).

Members who jointly request a confidential legal opinion or analysis must respect their joint attorney-client privilege for legal opinions given to them in confidence by the City Law Director's office or other attorney of the city.