

**RULES OF COUNCIL
VILLAGE OF OTTAWA HILLS, OHIO**

ARTICLE I – STATEMENT OF PURPOSE

The purpose of these rules is to assure efficient conduct of the business of the Village Council and any of its committees. Additionally, these rules are intended to allow for effective use of the democratic process and appropriate input from members of the public.

ARTICLE II – MEETINGS

A) **SCHEDULE** - The Council of the Village of Ottawa Hills may meet in regular meetings at 7:00 p.m. on the first and third Mondays of each month. Any meeting that is not a regular meeting will be considered a special meeting of the Council and may be called at the direction of the Mayor.

B) **NOTICE** - Notice of meetings will be made in a manner consistent with the requirements of applicable local and state laws. Notice of regular meetings shall be posted on the Village website and on the information board outside the Council Chambers. (ORC 121.22(F)). A DRAFT AGENDA SHALL BE POSTED ON THE VILLAGE WEBSITE AT LEAST 24 HOURS IN ADVANCE OF ANY REGULAR MEETING OF THE VILLAGE COUNCIL.

Notice of a special meeting shall be posted at least 24 hrs. before the time of the meeting on the Village website and on the information board outside the Council Chambers. Notice shall also be sent to all news media that have requested notification. Such notice shall include the time, place and purpose of the special meeting.

Notice of a special meeting shall include the purpose of meeting.

C) **AGENDA** - The agenda for regular meetings shall be as identified in these rules. Nothing contained herein shall prohibit modification of the agenda when necessary for the efficient operation of the Village Council as determined by the Mayor.

The agenda for special meetings of Council shall be as identified in these rules. However, nothing in this section will prohibit discussion, consideration or legislative action at a special meeting.

D) **QUORUM** - A majority of the Council, or 4/6th, shall constitute a quorum.

E) **ORGANIZATIONAL MEETING** – At the first meeting held each calendar year, or as soon as practical thereafter, Council will elect one of its members to serve as Vice-Mayor for that year. Also, at the first meeting of every year, or as soon as practical thereafter, the Mayor will appoint committee members to the standing committees of Council and chairpersons to serve on each committee. If the Council or Mayor fail to do so, the Vice Mayor and committees and chairs of the prior year shall continue. Council will also adopt rules for Council at the organizational meeting of each new Council term.

F) **APPROVAL OF MINUTES** – The Presiding Officer shall cause the minutes of the proceedings of the previous meeting to be considered for approval, unless otherwise ordered,

and if correct and approved by Council, shall sign the same. If there shall be any error in said minutes, the same shall be corrected and signed by the Presiding Officer.

G) MEMBER ATTENDANCE – No member of Council shall leave a session once called to order without the permission of Council. In cases where Council is unable to convene a regular or special session, for lack of a quorum, the members may compel the attendance of any absent members, as a majority of the Council present shall determine.

H) MANDATORY ATTENDANCE - The following officers of the Village shall be required to attend each council session unless excused:

Mayor
Members of Council
Clerk-Treasurer
Village Manager
Village Solicitor

All other elected and appointed officials of the Village shall be required to attend Council meetings only as required from time to time by Council.

I) MINUTES – A written record of each meeting shall be kept. That record will become the official record when approved by Village Council and signed by the Mayor.

J) PRESIDING OFFICER - The Presiding Officer at a Council meeting shall be the Mayor or Vice-Mayor in the absence of the Mayor, or if both are absent, a Council member designated by the Mayor.. At a Committee meeting, the Committee Chair shall be the Presiding Officer.

K) SERGEANT-AT-ARMS - In order to assure that meetings of the Village Council and any committees of Council have the services of a Sergeant-At-Arms, the highest ranking member of the Ottawa Hills Police Department on duty at the time of the meeting shall be the Sergeant-At-Arms for that meeting. The Sergeant-At-Arms for any meeting of Council or Committee of Council shall not be required to attend any meeting but shall respond immediately to a request for assistance by the Presiding Officer of the meeting.

ARTICLE III – DUTIES AND POWERS OF THE MAYOR

A) PRESIDENT OF COUNCIL - The Mayor shall be considered President of the Council.

B) ROLL CALL - The Mayor shall be responsible to call the meeting to order, request that a roll call be taken and make certain that the business of the Council proceeds in an efficient and orderly fashion.

C) TIE VOTE - The Mayor shall have the power to vote only when there is a tie vote among the members of Council.

D) COMMITTEES - The Mayor has sole authority to appoint members to the standing committees and to create ad-hoc committees of the Village Council.

E) VICE-MAYOR - The Vice-Mayor shall serve in the absence of the Mayor and will have the duties and powers of the Mayor as identified in these rules. The Vice-Mayor does not lose

the right to vote as a member of Council. However, the Council Member serving as Vice-Mayor in the absence of the Mayor shall have only one vote.

ARTICLE IV – COMMITTEES

There are hereby established the following standing committees of the Ottawa Hills Village Council. Each Committee shall conduct its business according to rules adopted annually by the full Council. All matters referred to a Committee shall be acted upon by the Committee and shall be reported back at the next meeting of the Council. All reports from a Committee shall be endorsed by at least a majority of the Committee.

- A) Finance and Future Planning
- B) Human Resources
- C) Safety
- D) Services and Environment
- E) Streets
- F) Utilities, Equipment, Buildings & Grounds

- G) STANDING COMMITTEE - Each standing committee shall consist of three members of the Village Council, one of whom shall be appointed by the Mayor to serve as the chair of that committee. The Mayor will service as an ex-officio member of each committee.

- H) AD-HOC COMMITTEES - The Mayor may establish ad-hoc committees of the Village Council and determine the structure, membership and charge for any such ad-hoc committee.

ARTICLE V – ORDER OF BUSINESS

A) REGULAR MEETING AGENDA

- 1) Roll Call
- 2) Pledge of Allegiance
- 3) Approval of minutes from previous meetings
- 4) Citizen comments
- 5) Committee reports
- 6) Solicitor's report
- 7) Manager's report
- 8) Mayor's report
- 9) Old Business
- 10) New Business
- 11) Ordinances and Resolutions
- 12) Executive Session
- 13) Adjournment

B) SPECIAL MEETING AGENDA

- 1) Roll call
- 2) Pledge of Allegiance
- 3) Citizen comments
- 4) Items for consideration at special meeting by Village Council
 - a) Ordinances and resolutions

- b)
- c)
- 5) Executive Session
- 6) Adjournment

C) ALTERATIONS OF ORDER OF BUSINESS – The Mayor may change the order of business at any regular or special meeting.

ARTICLE VI – HEARING OF THE PUBLIC

It is the goal of Council to promote the democratic and deliberative process of this governing body, to encourage the efficient administration of its responsibilities as directed by the Ohio Revised Code while at the same time encouraging the input of the general public. For that reason, the Council Rules impose certain restrictions on the timing, length and manner of public comments at public meetings governed by these rules. That input can occur in one of two manners.

- A) A citizen comment portion of the agenda provides an opportunity for citizens to address the Village Council on any subject. Such comments shall be limited to not more than three minutes unless an extension of that period of time is specifically granted by the Mayor or Village Council.
- B) Citizens wishing to address specific items on the agenda may address the Council during the citizen comment portion of the meeting or, with the permission of the Mayor, may ask to defer their comments until such time as the agenda item is being considered by the Village Council and such person is introduced by the Mayor or a member of Council.

ARTICLE VII – DECORUM IN COUNCIL CHAMBERS

- A) DECORUM - The Presiding Officer shall maintain decorum in Council Chambers during meetings. Persons, other than Members of Council and Village Officials, shall not be permitted upon the floor of Council or to address Council, except upon being introduced and invited by the Presiding Officer or a Member of Council. If anyone, other than a Village 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.
- B) DISTURBING A LAWFUL MEETING – The Presiding Officer may require any person to leave a meeting or order the removal of any person who does any act which obstructs or interferes with the due conduct of such meeting or who makes any utterance, gesture or display which outrages the sensibilities of the Council. If the offending person refuses to leave or disobeys the order of removal, the Presiding Officer may direct the Sergeant-at-Arms to use such force as is necessary to remove the offending person from the meeting, and in such case, the offending person may be charged with a violation of Section 132.05 of the Ohio Basic Code Edition as adopted by the Council of the Village of Ottawa Hills.

ARTICLE VIII – ABSENCE OF RULES

In the absence of specific rules regarding meeting procedures the rules of the latest edition of Robert's Rules of Order shall take precedence.

ARTICLE IX – PROCEDURE FOR ADOPTION AND AMENDMENT

- A) TERM LIMITS – Rules of Council do not carry over from one Council term to another and must be adopted by each succeeding Council.
- B) METHOD OF ADOPTION – Rules of Council may be adopted by Resolution, Ordinance or motion, provided it is approved by a majority of Council. .
- C) AMENDMENTS – Amendments to these rules of Council may only occur by the same method by which they were adopted.

ARTICLE X – CONFLICT WITH OHIO REVISED CODE

To the extent that these Council Rules conflict with or are silent on a topic addressed in the Ohio Revised Code, the Ohio Revised Code will be the controlling authority.

Approved 01/06/00
Amended 06/05/00
Amended 01/07/02
Amended 01/20/05
Amended 02/05/07
Readopted 01/14/08
Readopted 01/25/10
Readopted 01/16/12
Readopted 01/27/14
Readopted 02/08/16
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