

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 meetings 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 shall hold its regular meetings on the first Monday of each month at 7:00 p.m. Any meeting that is not a regular meeting shall be considered a special meeting of 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 Administrator
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.

L) APPOINTED POSITIONS – The Mayor has the power to appoint members to several positions including, but not limited to Joint Recreation Board and Zoning.

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.
- A) 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) Administrator’s report
 - 8) Mayor’s report
 - 9) Old Business
 - 10) New Business
 - 11) Ordinances and Resolutions
 - 12) Citizen comments

- 13) Executive Session
- 14) 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
- 5) Citizen Comment
- 6) Executive Session
- 7) 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 a democratic and deliberative governing process, to encourage the efficient administration of its responsibilities as directed by the Ohio Revised Code, and to provide meaningful opportunities for public input. To balance these objectives, the Rules of Council contain reasonable restrictions on the timing, length, and manner of public comment at meetings governed by these rules.

A) Citizen Comment Portions of the Agenda

Village Council shall provide two designated citizen comment periods during each regular Council meeting: one at the beginning of the meeting and one at the conclusion of the meeting. These comment periods provide an opportunity for members of the public to address the Village Council on any subject.

Comments shall be limited to no more than three (3) minutes per speaker at each allotted period unless an extension of that period of time is granted by the Mayor or Village Council.

Public comment shall be taken only during the designated citizen comment portions of the agenda. Public comment shall not occur during Council discussion or deliberation of agenda items.

B) Registration to Speak

Any person wishing to provide public comment should, prior to the start of the regular Council meeting, register by completing a sign-in sheet indicating whether they wish to speak at the first citizen comment, the second, or both. The sign-in sheet shall require the following information:

1. Name;
2. Address;
3. The name of any governmental office, non-profit organization, or business the person represents, if applicable; and

4. The subject upon which the person intends to comment.

All registration information constitutes a public record. The Clerk-Treasurer shall call persons to provide comment in the order in which they registered on the sign-in sheet. When called, the person shall come forward and address the Council.

As a general rule, the presiding officer, staff and Council members will receive, but not respond to questions or comments submitted during the Citizen Comment period of any meeting. The presiding officer may, however, utilize his/her discretion and provide limited responses to questions or comments raised during the Citizens Comment period of a regular or special meeting if doing so will dispel confusion and facilitate efficient administration of public business. Responses to said discussion will be considered for proper reply at an appropriate time.

When, in the judgment of the Presiding Officer, it appears that public comments on a particular subject have become repetitive or duplicative, and public commentary on that subject has consumed more than 30 minutes, the Presiding Officer may utilize his/her discretion to terminate public comments on that subject, but he/she may not limit public commentary solely based on the particular viewpoint expressed by one or more speakers.

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, or when called upon during the Citizen Comment period in the order set forth on the Sign-In Sheet. 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.

All comments and remarks from the audience shall be addressed to the public body as a whole and not to any single member, unless in response to a question from such member. Any person attending or participating in the public meeting shall avoid personal attacks and ill-mannered language. No persons in the audience shall engage in disorderly or boisterous conduct, including the utterance of loud, threatening or abusive language, or other acts which disturb, disrupt or otherwise impede the orderly conduct of any public meeting.

To preserve the dignity of public meetings, cell phones of audience/residents should be silenced during the course of the meeting.

- 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, but a removal request or order shall not be issued solely because the Presiding Order or Council disagrees with the views expressed by an individual. 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
Amended 02/05/18
Readopted 01/13/20
Amended 12/07/20
Readopted 01/04/21
Amended 02/07/22
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