

**COUNCIL RULES**

**REYNOLDSBURG CITY COUNCIL**

**Updated 2/28/2022**

COUNCIL RULES OF PROCEDURE  
CITY OF REYNOLDSBURG, OHIO

EFFECTIVE 2020

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**COUNCIL RULES OF PROCEDURE  
CITY OF REYNOLDSBURG, OHIO  
REVISED 2018**

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***ARTICLE I - POWERS***

No provision or section of these rules, which conflicts with or restricts those rights provided by the Constitution of the United States, the Constitution of the state of Ohio, the City of Reynoldsburg Charter, or the Revised Code of Ohio, shall have any force or effect.

**SECTION 1.** *Section 731.05 Revised Code.* Council takes due notice of the statutory limitation of powers set forth in Section 731.05 of the Revised Code of Ohio as follows: the powers of the legislative authority of a city shall be legislative only, unless otherwise provided in Title VII of the Revised Code or the City of Reynoldsburg Charter (CRC). All contracts, requiring the authorization of the legislative authority for their execution, shall be entered into and conducted to performance by the board or officers having charge of the matters to which they relate. After the authority to make such contracts has been given and the necessary appropriation made, the legislative authority shall take no further action thereon.

**SECTION 2.** *Section 3.08 CRC.* Council shall exercise all legislative powers of the City and all powers granted to municipal corporations by the Constitution and laws of Ohio, which are not reserved by the Charter to other officers of the City, and which are not inconsistent with the Charter.

**SECTION 3.** Council is the legislative and policy-making body of the City. Except as otherwise provided under the City Charter, Council shall enact local legislation, adopt budgets, determine policies, and other measures in order to carry out municipal functions involving the City.

**SECTION 4.** Council shall adopt, by a simple majority vote, its own Rules of Council, which shall not conflict with the City Charter, shall remain in effect until amended, changed, or repealed by a majority vote of the Council, shall go into effect immediately unless a later date is specified, and shall not be subject to initiative or referendum.

***ARTICLE II - MEETINGS***

**SECTION 1.** *Definitions*

As used in these Rules:

1. "Clerk" means the Clerk of Council.
2. "Assistant Clerk" means the Assistant Clerk of Council.
3. "Day" means calendar day.
4. "Meeting" means any prearranged discussion of the public business of Council by a majority of its members.

5. “Oral Notification” means notification given orally, either in person or by telephone directly to the person for whom such notification is intended, or by leaving an oral message for such person at the address, or if by telephone, at the telephone number of such person as shown on the records kept by the Clerk, under these Rules.
6. “Post” means to post in an area accessible to the public during the usual business hours at the Office of the Clerk and at the following location - First Floor, Municipal Building.
7. “Published” means published on the City’s website, as defined in Section 4.14 CRC.
8. “Quorum” means a quorum at any meeting of Council shall consist of four (4) members of Council.
9. “Written Notification” means notification in writing, mailed, e-mailed, faxed, or delivered to the address of the person for whom notification is intended, as shown on the records, kept by the Clerk under these Rules or in any way delivered to such person. If mailed, the notification shall be mailed by first class mail, deposited in the U.S. Postal Service mailbox no later than the second day preceding the day of the meeting to which the notification refers providing that at least one regular mail delivery day falls between the day of mailing and day of the meeting.

## **SECTION 2.** *Types of Meetings*

- a. Regular Meetings. Council shall meet in regular session on the second and fourth Mondays of each month, unless such day is a nationally recognized holiday, in which case, the regular session may be held on the immediately succeeding Tuesday.
- b. Special Meetings. The Mayor, or any three members of Council, may call special meetings with at least a twenty-four (24) hour notice to each Councilmember personally served or left at his or her usual place of residence - i.e. (Sec. 3.07(b) CRC)
- c. Executive Session Meetings. Council may call an Executive Session at any time prior to or during a meeting. Executive Sessions shall be closed, private, and confidential; and shall be held in accordance with the Ohio Revised Code 121.22 (g). These meetings are to be noted on the agenda of regular meetings, when possible. A motion that includes the general purpose of the Executive Session, as specified in the Ohio Revised Code 121.22 (g) and passed by a majority is required for Council to recess into Executive Session.

**SECTION 3.** *Time and Place of Meetings.* All regular meetings of Council shall be held in accordance with Section 3.07 CRC. All Special meetings shall be at a time and place as described in Article II, Section 4, Item B. Meetings of Council will normally be held in the room designated as Council Chambers in the Municipal Building in the City of Reynoldsburg; however, Council may, by affirmative vote of a majority of members, designate any other location necessary for the orderly conduct of Council affairs. Such meeting place must be within the City of Reynoldsburg.

**SECTION 4. *Open Meetings.*** All meetings of Council shall be held in accordance with the general laws of Ohio pertaining to requirements for open meetings of public bodies - i.e., (Sec. 3.07(d) CRC)

**A. NOTICE OF REGULAR AND ORGANIZATIONAL MEETINGS**

1. The Clerk shall post a statement of the times and places of regular meetings for each calendar year, not later than the second day preceding the day of the first regular meeting (other than organizational meeting). The Clerk shall check at reasonable intervals to ensure that each statement remains posted during such calendar year. If, at any time during the calendar year, the time or place of any regular meeting is changed on a permanent or temporary basis, a statement of the time and place of the changed regular meeting shall be posted by the Clerk at least twenty-four (24) hours before the time of the meeting.
2. The Clerk shall post a statement of the time and place of any organizational meeting at least twenty-four (24) hours before the time of the organizational meeting.
3. Upon the adjournment of any regular or special meeting to another day, the Clerk shall promptly post notice of the time and place of such an adjourned meeting.

**B. NOTICE OF SPECIAL MEETINGS**

1. Except in the case of a special meeting referred to in subsection C, paragraph 3 of this section, the Clerk shall post a statement of the time, place, and purposes of such meeting no later than twenty-four (24) hours before the time of a special meeting.

**C. NOTICE TO MEDIUM OF SPECIAL MEETINGS**

1. Any news organization or individual that desires to be given advance notification of special meetings shall file with the Clerk a written request. Except in the event of an emergency, requiring immediate official action, as referred to in paragraph 4 of this section, a special meeting shall not be held unless at least twenty-four hours advance notice of the time, place, and purpose of such special meeting is given to the news media, that have requested advance notification.
2. In the event of an emergency requiring immediate official action, a special meeting may be held without giving twenty-four (24) hour advance notification thereof to the requesting news medium. Any of the persons calling such meeting or the Clerk shall immediately give oral notification or written notification, or both, of the time, place, and purpose of the special

meeting to the news medium that has requested advance notification. The notification of any such special meeting shall state the general nature of the emergency requiring immediate official action.

#### D. GENERAL

1. Any person may visit or telephone the Office of the Clerk during regular office hours to determine, based on information available at the time, the time and place of regular meetings, the time, place, and purpose of any then known special meetings, and whether the available agenda of any future meeting states that any specific type of public business is to be discussed at such meeting.
2. Any notification provided herein to be given by the Clerk, may be given by any person acting on behalf of the Clerk.
3. A reasonable attempt at notification shall constitute compliance with these Rules.
4. To better insure compliance with these Rules, it shall be the responsibility of the President of Council and Committee Chairpersons to advise the Clerk in a timely manner of future meetings and the subject matters to be discussed.

### ***ARTICLE III - OFFICERS***

#### **SECTION 1. *President of Council***

- A. The President of Council shall be elected from the City at large to a four year term of office. (Sec. 3.04 (a) CRC)
- B. The President of Council shall be the presiding officer of Council, but shall vote on any matter before Council only in the event of a tie vote among the members of Council. (Sec. 3.04 (b) CRC)

#### **SECTION 2. *President Pro Tempore***

- A. Council shall appoint, as a part of its organizational process and by a majority vote of its members, a member of Council to serve as the President Pro Tempore of Council and to serve at the pleasure of Council. (Sec. 3.05 (a) CRC)
- B. The President Pro Tempore shall serve as the presiding officer of Council during the temporary absence or disability of the President of Council, but while so serving, shall retain the power to vote on all matters before Council. (Sec. 3.05 (b) CRC)
- C. In the absence of both the President of Council and the President Pro Tempore of Council, an acting presiding officer shall serve as follows: Chairman of the Finance and Administration Committee, Chairman of the Public Service and Transportation Committee, Chairman of the Public Safety, Law and Courts Committee, Chairman of the Development, Parks and Recreation Committee.

**SECTION 3. Clerk of Council.**

Council shall appoint, by a majority vote of its members, a person to serve as the Clerk of Council, to serve at the pleasure of Council. (Sec. 3.06 CRC)

The Clerk of Council shall:

- A. Attend Council meetings - regular and special.
- B. Prepare a Record of Proceedings of all Council meetings, which shall be termed the minutes or journal, and be the custodian of such records. Meetings of City Council shall be recorded and recordings made of meetings shall be retained in accordance with the City's Record Retention Schedule.
- C. Prepare an agenda for each regular meeting of Council and Committees.
- D. Furnish all transcripts, orders, and certificates, which may be properly required, and shall be entitled to charge for all attested certificates and transcripts, the same fees that are allowed by law to county officers for similar services provided the same shall be furnished free of charge, when ordered by Council, or required by any Councilmember or City Official, in the execution of official duties.
- E. Assign numbers to all ordinances and resolutions, when such legislation is proposed. Number assignments will be referenced in the official minutes of Council proceedings.
- F. Maintain a permanent record of all ordinances or resolutions, by appropriate notation, show passage or rejection, subsequent repeal, and amendment thereof.
- G. Perform all clerical duties incidental to the office.
- H. Be available during the hours specified by Council.
- I. Perform such other duties as directed by Council.

**SECTION 4. Assistant Clerk of Council.**

An Assistant Clerk of Council shall be appointed by a majority vote of Council and shall serve at the pleasure of Council. The Assistant Clerk of Council shall assume the duties and responsibilities of the Clerk of Council in their absence or at their request.

**ARTICLE IV - COMMITTEES**

**SECTION 1. Standing Committees.** Council shall have the following standing committees with the responsibilities as shown:

- A. FINANCE AND ADMINISTRATION COMMITTEE  
City Auditor: taxation; bond and note sales, banking, financial services, Comprehensive Annual Financial Report (CAFR), appointments to Income Tax Board of Review  
Clerk of Council: Records Commission  
Department of Computer Systems: city-wide technology services  
Civil Service Commission, Department of Human Resources: general employment policies, personnel policies, insurance  
Mayor's Office: Miscellaneous city-wide, general policies or code amendments, annual budget  
Other: Appointment of elected officials, appointments to other non-designated Boards/Commissions

- B. PUBLIC SAFETY, LAW AND COURTS COMMITTEE**  
 Department of Public Safety: Director's Office, fire district agreements/appointments.  
 Division of Police: Collective bargaining agreements, salary ordinances for safety personnel, facilities/equipment purchases and improvements  
 City Attorney's Office  
 Mayor's Court
  
- C. PUBLIC SERVICE AND TRANSPORTATION COMMITTEE**  
 Department of Public Service: Director's Office, City Engineer and Divisions of Street, Water/Wastewater, and Maintenance. Water/Sewer rates/agreements, refuse collection service contracts, intergovernmental agreements for infrastructure improvements, ODOT, MORPC, etc.  
 Building Division: code compliance programs and abatement assessments  
 Planning and Zoning Division: planning and zoning code, zoning district changes, Planning Commission and Board of Zoning and Building Appeals appointments
  
- D. DEVELOPMENT, PARKS AND RECREATION COMMITTEE**  
 Development Department: Director's Office, economic development agreements (EDAs); Tax Incentive Review Council (TIRC); CRAs (including residential CRAs); intergovernmental cooperative development agreements, matters pertaining to industrial/commercial/residential development  
 Parks and Recreation Department: Director's Office, Division of Parks Maintenance, Parks & Recreation Department appointments, recreation programs, Senior Center, community festivals, Livingston House, convention and visitor's Bureau, Reynoldsburg-Truro Historical Society, matters pertaining to general civic improvement, beautification, and other special civic assignments

Requests for new employee(s) shall be considered by the committee responsible for the department requesting the new employee(s). Salary amount(s) should be included on the legislative file for consideration by this committee, prior to referring the topic to the Finance Committee for funding.

**SECTION 2. *Special Committees***

*A. Special Ad Hoc Committees.* The President of Council may, from time to time, appoint special committees for limited purposes, subject to the approval of a majority of Council. The statement of purpose for all special Ad Hoc committees shall contain a section setting forth the length of time required to complete their special purpose.

*B. Special Representative.* The President of Council may, from time to time, appoint a representative from Council to assess such areas as (but not limited to) constituent services, technological capabilities, and budgetary matters. The purpose of this assessment is to facilitate better communication between the constituents and Council. The representative will report to the President of Council within the time period set by the President for further action by Council, if necessary.

**SECTION 3. *Composition of Committees.*** Standing and special committees shall consist of not less than three (3) members of Council, recommended by the President of Council and approved by a majority vote of Council at its organizational meeting. Such approved committee membership shall be in effect until such time as Council committees reorganize, except that any member who resigns or for any reason cannot serve, must be replaced by a majority vote of Council. The Finance and Administration Committee shall be staffed with a member of each of the following committees - Chairpersons of the Development, Parks and Recreation Committee, Public Service and Transportation Committee, and Public Safety, Law and Courts Committee, to promote continuity of purpose and aims between the four standing committees. Each committee shall select their own chairperson. The President of Council shall be an ex-officio member of all committees and shall vote on any action only in case of a tie vote.

**SECTION 4. *Duties of Committee Chairperson***

- A. The Chairperson, as selected in Article IV, Section 3, shall preside over all committee meetings.
- B. The Chair shall:
  - 1. Appoint a vice-chair to serve in the chair's absence.
  - 2. With the assistance of the Clerk, prepare agendas, meeting minutes and provide supporting materials that are germane to the discussion of items on the agenda, not less than two days before the next scheduled meeting.
  - 3. Be the sponsor of new legislation unless the Chair designates another member of the Committee to sponsor the new legislation.
  - 4. Be responsible that legislation will not be sent from committee to Council, except by a majority vote of the committee. Legislation will either be forwarded to the Consent Agenda or Regular Agenda.
  - 5. With the assistance of the Clerk, be responsible for maintaining an up-to-date status of all legislation directed to the committee or redirected to the committee by Council, as needed, until such time as legislation has received final approval or disapproval by Council, or is declared null and void by the authority of Article VII, Section 8A.
  - 6. When directed by the President of Council to conduct a study or survey, assure that the subject matter is continued on the agenda as an active discussion item, until such time as the committee report or resultant proposed legislation has been presented to Council.
  - 7. If desired, appoint as many citizen advisory members as may be necessary; however, no citizen advisory members shall vote on the recommendations of the committee, but may concur in either the majority or minority reports.

**SECTION 5. *Committee Agendas.*** Items to be considered by committees or approved requests, including supporting documentation, shall be received by the Clerk no later than 5:00 p.m. seven (7) days prior to the Committee Meeting. Unless of an emergency nature, no material will be received by Council on the meeting night. All officers of the municipality and members of the public are urged to cooperate with the Clerk in making the agenda complete and accurate. The person requesting the item, or a designee, shall attend the committee meeting to discuss the item.

**SECTION 6. *Committee Meetings.*** Meetings of all committees of Council shall be public meetings, and whenever possible, shall be held in public buildings within the City of Reynoldsburg; however, each committee, by a majority of its voting members, may elect to hold meetings wherever it deems necessary to properly further its assigned purpose. All committee meetings will be convened by the Chair of such committee, or by two (2) voting members, giving notice of the date, time, and place to all members of the committee and the Clerk. The Clerk shall notify all members of Council of all committee meetings. Any member of Council shall have the right to sit with any committee, present information, take part in any discussion, and question witnesses; however, members of Council shall have a vote only when regularly assigned to such committee.

**SECTION 7. *Committee of the Whole.*** Council committees may meet as a Committee of the Whole to consider the agenda of any Committee, if a quorum of an individual committee is not present at the meeting, provided that four members of Council are present. Succession to chair a Committee of the Whole meeting shall be: Committee Chairperson, Vice-Chairperson, senior member of Committee, or senior member of Council. When meeting as a Committee of the Whole, each member present shall retain the right to vote.

**SECTION 8. *Mandatory Referral.*** All ordinances and resolutions shall be referred to an appropriate committee for review and recommendation for adoption or denial prior to final action being taken by Council. This provision may be suspended by an affirmative vote of a three-fourths majority of Council (CRC 4.04). Legislation awarding contracts are exempt from Mandatory Referral. (See CRC 8.04 (b)) EXCEPTION: When circumstances are warranted, legislation can be amended with emergency language and considered for adoption without suspension of the provision provided appropriate committee members are present and the topic has been discussed at least once in committee.

## ***ARTICLE V - COUNCIL AGENDA***

**SECTION 1. *Content.*** Before adoption of an ordinance or resolution, the committee chairperson or Clerk of Council may request the City Attorney review an ordinance to determine if it is a valid exercise of legislative authority.

**SECTION 2. *Preparation.*** The agenda for all meetings of Council shall be prepared by the Clerk, under the guidance of the President of Council, with the assistance of the President Pro Tempore of Council. No item requiring action may be placed on the agenda later than seven (7) days before a regular meeting and less than twenty-four (24) hours prior to the time of a special meeting, unless as considered in Section 4 of this Article. Unless the subject is of an emergency nature, no material will be received by Council on the meeting night.

**SECTION 3. *Delivery.*** It shall be the responsibility of the President of Council to make sure that the agenda is delivered to the members of Council on the Friday before a regular meeting, and not less than twenty-four (24) hours prior to the time of a special meeting.

**SECTION 4. *Changes.*** Any change to the published agenda shall not be made, other than by a majority vote of Council, on a motion to amend, which shall not be debatable, except for a brief statement of necessity, by the maker of the motion. Such motion shall require no second.

All matters listed under Item 10, Consent Agenda, are considered to be routine by the City Council and will be enacted by one motion. There will not be separate discussion of items listed on the Consent Agenda. However, if discussion is desired on a particular item(s), that item will be removed from the Consent Agenda and will be considered separately.

The Clerk of Council shall read aloud the items considered as part of the Consent Agenda before there is a motion for approval.

A typical motion for approval: “I move that the Consent Agenda items ‘a’ through ‘e’ be approved as indicated,” followed by a roll call vote, **or** a typical motion to remove an item might be, “I move that we approve the Consent Agenda items ‘a’ through ‘e’ with the exception of item ‘c’,” followed by a roll call vote.

**SECTION 5. *Order of Business.*** The agenda should reflect the following order of business:

- Roll Call
- Approval of Agenda
- Approval of Minutes
- Community Comments/Presentations
- Communications
- Motions
- Reports
  - City Officials
  - Standing Committees
  - Special Committees
- Legislative Action One Reading Only
- Consent Agenda
- Procedural readings:
  - First readings
  - Second readings
- Legislative Action:
  - Third readings
- Other Council Matters
- Adjournment

It should be noted, that this section is directory in nature and not mandatory, and is subject to the discretion of the presiding officer.

## ***ARTICLE VI - RULES OF ORDER***

**SECTION 1. *Rules of Order.*** All deliberations of Council shall be governed by the Constitution of the United States, the Constitution of the state of Ohio, the Revised Code of Ohio, the City of Reynoldsburg Charter, duly enacted ordinances and resolutions of the City of Reynoldsburg, Ohio, the Rules of Council of the City of Reynoldsburg, Ohio as contained herein, and in those areas of parliamentary procedure not specifically set forth in the foregoing documents, Roberts Rules of Order, Newly Revised.

## ***ARTICLE VII – LEGISLATION***

### **SECTION 1. *Definitions.***

- Ordinance:** Refers to the type of action by Council, which is of a general or permanent nature, creates a right, grants a franchise, or involves the expenditure of money, the levying of a tax, or authorizes the purchase, lease, sale, or transfer of property.
- Resolution:** Refers to a declaration of intent or purpose, the authorization of some temporary act or administrative procedure. A resolution may initiate, direct, or carry out administrative duties and functions, which are granted to the legislative body under statutory laws, the City of Reynoldsburg Charter, or municipal ordinance.
- Motion:** Refers to an action used to conduct the business of Council, in procedural matters, for elections conducted among Council members, appointments by Council, resolutions of expression by Council, decisions not requiring ordinance or resolution, and as otherwise provided in the CRC.
- Majority:** Four (4) members of Council shall constitute a majority for the normal transaction of business.
- 2/3 Majority:** A two-thirds (2/3) majority shall mean five (5) members of Council.
- 3/4 Majority:** A three-fourths (3/4) majority shall mean six (6) members of Council.

**SECTION 2. *Form of Action of Council.*** Except as otherwise provided in the CRC, action of Council shall be by ordinance, resolution, or motion. Motions shall be used to conduct the business of Council, in procedural matters, for elections conducted among Council members, appointments by Council, and as otherwise provided in the CRC. All other action shall be taken by ordinance or resolution. No action of Council shall be invalidated merely because the form thereof fails to comply with the provisions of this Section - i.e. (Sec. 4.02 CRC).

**SECTION 3. *Introduction of Legislation.*** Any member of Council may introduce any ordinance or resolution, at a regular or special meeting, which shall be in written or printed form, and shall contain a concise title - i.e. (Sec. 4.02 CRC).

**SECTION 4.** *Form of Ordinances and Resolutions.*

- A. The form and style of ordinances and resolutions shall be determined by the Rules of Council.
- B. Each ordinance or resolution shall contain only one subject, which shall be expressed in its title, provided that appropriation ordinances may contain the various subjects, accounts, and amounts for which monies are appropriated, and that ordinances and resolutions, which are codified or re-codified, are not subject to the limitation of containing one subject - i.e. (Sec. 4.02 CRC).
- C. Resolutions, primarily and exclusively for recognition, shall be adopted upon a favorable vote at the first reading.

**SECTION 5.** *Reading Ordinances and Resolutions.*

- A. Each ordinance and resolution shall be read on three different days, occurring with at least one week between readings, unless Council suspends this rule concerning readings by a vote of at least three-fourths of the members of Council, provided that ordinances and resolutions passed as emergency measures need not conform to this subsection, but shall be read at one meeting of Council.
- B. Ordinances and resolutions shall be read by title only, unless Council determines that a reading shall be in full by a majority vote of its members - i.e. (Sec. 4.04 CRC).
- C. *Suspension.* Any provision of this Article, except as noted in Section 4, may be suspended by an affirmative vote of a three-fourths majority of Council (CRC 4.04).

**SECTION 6.** *Vote Required for Passage.* The vote on the question of passage of each ordinance, resolution, and motion shall be taken by “ayes” and “nays,” and entered into the Journal. No vote shall be passed without concurrence of a majority of the members of Council. Each emergency ordinance or resolution and each ordinance or resolution vetoed by the Mayor, which is subsequently approved by Council over-riding the Mayor’s veto, shall require the affirmative vote of at least two-thirds of the members of Council for enactment.

**SECTION 7.** *Emergency Legislation.* Each emergency ordinance or resolution shall determine that the ordinance or resolution is necessary for the immediate preservation of the public peace, health, or safety or that its passage is urgently required for the financial needs of the City’s government and shall contain a statement of the necessity or urgency requiring its passage as an emergency measure - i.e. (Sec. 4.07 CRC).

If an emergency ordinance or resolution shall fail to receive the required two-thirds affirmative vote, but receives the necessary majority for passage as non-emergency legislation, it shall become effective as non-emergency legislation.

**SECTION 8.** *Pending Legislation.*

- A. All ordinances, resolutions, and motions that have been postponed in excess of six (6) months shall be considered null and void. Any further action on the subjects covered shall be reintroduced as new legislation.

**SECTION 9.** *Amending Legislation.* Amendments to proposed legislation shall be made at a Council meeting or appropriate Committee meeting.

**SECTION 10.** *Reconsidering.* An action of Council can be reconsidered by the implementation of a Vote to Reconsider. Such a motion shall be made by a member of the prevailing side and done at (1) the same meeting or (2) the next meeting of Council following the meeting, at which the action to be reconsidered, occurred. A member of the prevailing side is defined as a member who voted for an action that passed or against an action that was defeated.

**SECTION 11.** *Publication.* A summary of every ordinance or resolution shall be published on the City's website within fourteen days after its final passage and no other publication shall be required.

**ARTICLE VIII - RULES OF DISCUSSION**

**SECTION 1.** *Policy.* Council will provide an opportunity for the public to address Council on agenda and non-agenda items. However, in order to expedite business, the rules of discussion contained in this Article are set forth as the official policy of Council. Speaker slips shall be filled out completely including name, address, organization represented, if any, the agenda item to be addressed, the subject, if the person wishes to address a non-agenda item, and shall be filed with the Clerk of Council prior to the start of the meeting.

**SECTION 2.** *Duty of Presiding Officer.* The Presiding Officer shall recognize Councilmembers and other persons, who wish to address Council, prior to such member or person taking the floor. All persons, not personally known by Council, shall furnish their name, address, and the reason for their appearance upon request of the Presiding Officer prior to being recognized.

The Presiding Officer may utilize the following rules when exercising control of the discussion on any ordinance, resolution, motion, or when a member of the public wishes to address Council:

- A. All Councilmembers shall speak only from their place at Council table, while all other persons addressing Council shall do so from a place so designated;
- B. No public person shall be permitted to speak longer than three minutes at any one time or no longer than a total of five minutes;
- C. No public person shall be permitted to speak more than two times;
- D. No public person shall be permitted to speak a second time until all persons have been given the opportunity to be heard at least once;
- E. If the subject does not concern the legislative responsibilities of Council, the Presiding Officer may refer the person to the proper administrative officer, another public forum, or deny the request to speak;

- F. No member or person shall use language or subject matter containing obscenity or partisan political propaganda;
- G. No member or person shall conduct themselves in a disorderly manner or engage in disruptive behavior;
- H. All members and persons addressing Council shall be subject to the duty of the Presiding Officer to preserve the order and decorum of a public meeting;
- I. The Presiding Officer, subject to a challenge by a majority of Council, may refuse the floor to any member or person where the tactics are obviously dilatory and not in the best interest of Council;
- K. The above rules may be suspended to permit unlimited debate, by a vote of three-fourths majority of Council.

## ***ARTICLE IX - VOTING***

**SECTION 1. *Voting.*** Except as otherwise provided in these rules, the Ohio Revised Code, or the CRC, all resolutions and ordinances will be voted upon in open council and shall be oral roll call votes. The roll call voting shall be different from successive meetings as called by the Clerk. The Clerk shall call the roll and each Councilmember shall respond with either an affirmative or dissenting response or by abstaining. No other comment will be considered proper during voting. The Clerk must record the vote and the same shall be preserved in the minutes of the meeting. After the vote is complete, the Presiding Officer shall announce the results thereof. Except as otherwise provided herein or by law (U.S.C., O.R.C., C.R.C.), a majority shall carry any resolution, ordinance, or motion. The President of Council shall vote only to break a tie. No question concerning the vote of any member will be proper, after the vote is called.

**SECTION 2. *Abstaining Vote.*** No member shall be questioned concerning an abstaining vote. The decision to abstain is a personal matter to each member and under no condition may this action be challenged. Each member is urged to use careful discretion in this matter. An abstaining vote shall not be counted as either an affirmative or dissenting vote, but shall be considered neutral.

If a member anticipates abstaining due to a conflict of interest, they are encouraged to refrain from participating in the discussion and announcing the conflict prior to the beginning of the discussion or at such time as the conflict becomes apparent to the Councilmember.

## ***ARTICLE X - EXPENDITURE OF COUNCIL FUNDS***

**SECTION 1. *Prior Approval of Expenditures.*** Prior approval must be obtained before any member of Council, including the President of Council and the Clerk of Council, may attend a conference or seminar. Upon completion of the conference or seminar, every member of Council, including the President of Council and the Clerk of Council attending a conference or seminar, shall provide an agenda or other printed material relevant to the subject matter covered to the Clerk for filing with the "Prior Approval" form. Prior approval is defined as the approval by two of the four standing committee chairpersons and the acknowledgement of the President of Council, or the President Pro Tempore of Council in the absence of the President. Prior Approval forms may be obtained from the Clerk.