

**COUNCIL RULES OF PROCEDURE**

**REYNOLDSBURG CITY COUNCIL**

**2017**  
12/11/2017

COUNCIL RULES OF PROCEDURE  
CITY OF REYNOLDSBURG, OHIO  
EFFECTIVE 2017

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REVISED 2017

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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.* The 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 authority 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.* The 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.

**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 the Clerk shall cause to be published in a newspaper having circulation in the municipality, as defined in Section 4.14 CRC or Section 7.12 ORC.
8. "Quorum", 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. *Regular Meetings.*** The 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.

**SECTION 3. *Special Meetings.*** The Mayor, or any three members of Council may call special meetings upon at least twenty-four (24) hours notice, to each member personally served, or left at his or her usual place of residency; i.e., (Sec. 3.07(b) CRC).

**SECTION 4. *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 time and place as described on NOTICE. SPECIAL MEETING OF COUNCIL. 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 to the orderly conduct of Council affairs, however such meeting place must be within the City of Reynoldsburg.

**SECTION 5. *Open Meetings.*** All meetings of the 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.

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 adjourned meeting.

#### B. NOTICE OF SPECIAL MEETINGS

1. Except in the case of a special meeting referred to in subsection C, paragraph 4 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 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 purposes of such special meeting is given to the news media, that have requested advance notification.
2. Request for such advance notification of special meetings shall specify: the name of the medium; the name and address of the person to whom written notifications may be mailed, or delivered; and the names, address, and telephone numbers (including address and telephone numbers at which notifications may be given either during or outside of business hours) of at least two persons, to either of whom, oral notifications to the medium may be given; and at least one telephone number which the request identifies as being manned, and which can be called at any hour for the purpose of giving oral notification to such medium. Any such request shall be effective for one year from the date of filing with the Clerk, until the Clerk receives written notice from the medium cancelling or modifying such request, whichever is earlier. Each requesting medium shall be informed of the period of effectiveness, at the time it files its request. Such requests may be modified, or extended, only by filing a complete new request with the Clerk. A request shall not be deemed to be made unless it is complete in all respects, and such request may be conclusively relied on by the Clerk.
3. The Clerk shall give such oral notification or written notification, or both, as the Clerk determines, to the news medium that has requested advance notification of the time, place and purposes of each special meeting, at least twenty-four (24) hours prior to the time of the special meeting.

4. In the event of an emergency requiring immediate official action, a special meeting may be held without giving twenty-four (24) hours 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 purposes 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 the office's regular office hours to determine, based on information available at the office: the time and place of regular meetings; the time, place, and purposes 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 in behalf of the Clerk.
3. A reasonable attempt at notification shall constitute compliance with these Rules.
4. A certificate by the Clerk as to compliance with these Rules shall be conclusive upon Council.
5. To better insure compliance with these rules, it shall be the responsibility of the President of Council, and the Chairpersons of the Committees to timely advise the Clerk 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 the Council, but shall vote on any matter before the 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. The Council shall appoint as a part of its organizational process, by a majority vote of its members, a member of Council to serve as the President Pro Tempore of the Council, to serve at the pleasure of the Council. (Sec. 3.05(a) CRC).
- B. The President Pro Tempore shall serve as the presiding officer of the 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 the Council. (Sec. 3.05(b) CRC).

- C. In the absence of both the President of Council and President Pro Tempore of the Council, an acting presiding officer shall serve as follows: Chairman of the Finance Committee, Chairman of the Service Committee, Chairman of the Safety Committee, Chairman of the Community Development Committee.

**SECTION 3.** *Clerk of Council.*

The 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 service: Provided, that the same shall be furnished free of charge, when ordered by the Council, or required by any Council Member or City Official, in the prosecution of official duties.
- E. Assign numbers, in their proper sequence, to all ordinances and resolutions, when such legislation is passed. Number assignments will be referenced in the official minutes of the Council proceedings.
- F. Maintain a permanent record of all ordinances or resolutions, and 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 COMMITTEE: Review, investigate, and recommend Council action in all financial matters before Council, including budgets, appropriations, taxes, assessments, expenditures, general fiscal policy, administrative matters, appointments of elected officials, appointments to commissions, utility rates, and other special assignments.

- B. SERVICE COMMITTEE: Review, investigate, and recommend Council action in all matters of public utility services, storm sewers, transportation systems, zoning, land usage, annexation, and other special assignments.
- C. SAFETY COMMITTEE: Review, investigate, and recommend Council action in all matters of public buildings, streets, traffic safety, police protection, fire protection, health, disaster services, building codes, building inspection, and other special assignments.
- D. COMMUNITY DEVELOPMENT COMMITTEE: Review, investigate, and recommend to Council action in all matters pertaining to industrial and commercial development, general civic improvement, beautification, Recreation Department, public parks and other special 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.** *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 meetings. Such approved committee membership shall be in effect until such time as the Council committees reorganize, except that any member who resigns, or for any reason cannot serve, must be replaced by a majority vote of the Council. The Finance Committee shall be staffed with three of its members being the Chairpersons of the Community Development, Service, and Safety Committees, 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 Chairperson shall:
1. Appoint a vice-chairperson to serve in the chairperson's absence.
  2. With the assistance of the Clerk, prepare agendas, meeting minutes and provide supporting material that is 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 Chairman 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 committee, for first second or third reading. 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 by inclusion of all active legislation, as agenda discussion items for every committee meeting, without exception, until such time as legislation has received final approval, or disapproval of 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.*** For items to be considered before committees, approved requests including supporting documentation, shall be received by the Clerk not later than 5:00 p.m. 7 (seven) days prior to the Committee Meeting. Unless subject is 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 for discussion of the item.

For contracts or expenditures exceeding the State of Ohio limit for competitive bidding as of 6/1/92 or for expenditures for any purpose which have not been included in current budgets:

- A. The City Auditor for certification of the following: (1) Availability of unencumbered funds (2) Account in which said funds are held (3) If such funds are not immediately available, the source of the necessary funds and the date such requested funds are expected to be available.
- B. The City Attorney for one of the following actions: (1) approval as to form; (2) approval as to form with comments; OR (3) not approved as to form with comments. Contracts that have not met these requirements will not be sent for passage.

**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 called by the Chairperson 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 the Committee of the Whole meeting shall be: Committee Chairperson, Vice-Chairperson, senior member of Committee, 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  $\frac{3}{4}$  majority of Council (CRC 4.04). Legislation awarding Contracts, are excepted 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 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 7 (seven) 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 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 to be considered 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
- Invocation
- Pledge of Allegiance
- Approval of Minutes of previous meeting
- Approval of Agenda
- Community Comments and Requests
- Communications
- Reports
  - City Officials
  - Standing Committees
  - Special Committees
- Consent Agenda
- Motions
- Legislative Action One Reading Only
- Procedural readings:
  - First readings
  - Second readings
- Legislative Action:
  - Third readings
- 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, by 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 action used to conduct the business of Council, in procedural matters, for elections conducted among Council members, appointments by the Council, resolutions of expression by the 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 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 the 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 recodified, 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 the 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 the Council.
- B. Ordinances, and resolutions shall be read by title only, unless the 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 the Article except as noted in Section 4, may be suspended by an affirmative vote of  $\frac{3}{4}$  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 on the Journal, and none 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 the Council, over-riding the Mayor’s veto, shall require the affirmative vote of at least two-thirds of the members of Council, for its 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, and any further action on the subjects covered shall be reintroduced as new legislation.

**SECTION 9.** *Amending Legislation.* Any new language, or any additions to the code or existing ordinances, or resolutions shall be distinguished by capital letters, underlined, “or” bold face type so that any change is readily apparent. Deletion of existing language shall be shown by lining out the language to be removed. Amendments to legislation shall be made at a Council meeting or appropriate Committee meeting.

**SECTION 10.** *Reconsidering.* The action of Council could be reconsidered by the implementation of the Vote to Reconsider. Such motion to be made by a member of the prevailing side, to be 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.* When an ordinance, resolution or motion is before Council, or when a member of the public wishes to address Council, an adequate opportunity must be provided for all members of Council to be heard. 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 members, 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 or motion, or when a member of the public wishes to address Council:

- A. All members shall speak only from their place at the Council table, and all other persons addressing Council shall do so from a place so designated;
- B. No member or person shall be permitted to speak longer than three minutes at any one time or longer than a total of five minutes;
- C. No member or person shall be permitted to speak more than two times;
- D. While members may yield to other members, the limitations set forth in B and C

- above shall prevail’;
- E. No member or person shall be permitted to speak the second time, until all members have been given the opportunity to be heard at least once;
  - F. If the subject does not concern the legislative responsibilities of the Council, the Presiding Officer may refer the person to the proper administrative officer, another public forum or deny the request;
  - G. No member or person shall use language or subject matter containing obscenity or partisan political propaganda;
  - H. No member or person shall conduct themselves in a disorderly manner or engage in disruptive behavior;
  - I. 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;
  - J. 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;
  - A. 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 Council member will respond either “Aye”, “Nay” or “Abstain”. No other comment will be considered proper during the 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 matter personal 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 “Aye” or a “Nay”, but shall remain neutral.

If a member anticipates abstaining due to a conflict of interest, they are encouraged to refrain from participating in the discussion.

## ***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.

***ARTICLE XI - COUNCIL RULES AND ORGANIZATION***

**SECTION 1.** The Council shall be a continuing body, but shall meet in the Council chamber, at its first meeting in January of each year, for the purpose of organization. Council shall adopt, by a majority vote of its members, its own Rules which shall not conflict with the City of Reynoldsburg Charter and which shall remain in effect, until amended, changed or repealed by a majority vote of the Members of Council. The rules shall go into immediate effect, unless a later date is specified, and shall not be subject to initiative or referendum. The Rules of Council shall provide: for the number, composition and manner of appointment of committees of council; and such other matters as Council shall determine to be necessary for the proper functioning and government of Council; i.e., (Sec. 3.10 CRC).

**SECTION 2.** In the absence of such rules, the parliamentary procedure set forth in Roberts Rules of Order, Newly Revised, shall prevail. A copy of “Roberts Rules of Order”, Newly Revised, shall be kept in the Clerk’s office at all times.