

Parliamentary Procedures

During a Formal Council Meeting

Obtaining and Assigning the Floor

1. A member addresses the Chair (President or presiding president) by Mr./Madam President
2. The Chair (president or presiding president) acknowledges the member.
3. After being acknowledged by the Chair the member may speak

How A Motion Is Brought Before the Assembly

1. The member makes a motion i.e.: I motion that the village purchase a new Ford Truck for the Service Department in the amount not to exceed \$22,000 to be purchased from the _____ Account.
2. Another member seconds the motion by stating: I second the motion
3. The Chair states the motion

Consideration of A Motion

1. Members can debate the motion, if it is debatable
 - a. Before speaking to debate, a member addresses the Chair: Mr./Madam President.
 - b. The maker of the motion has first right to the floor if he/she claims it promptly.
 - c. All remarks must be addressed to the Chair
 - d. Debate must be confined to the merits of the motion
 - e. Debate can be closed by order of the assembly (2/3 vote) or by the Chair if no one seeks further debate.
2. The Chair puts the motion to a vote.
 - a. The chair asks for any further discussion
 - b. If no further discussion, the Chair reads the motion.
 - c. A vote is taken of those present.

Introduction of Legislation to the Floor

1. The above rules apply to legislation as well as motions except when a motion is read, the ordinance/resolution number is ready i.e. ordinance/resolution number 2007-23 followed by the reading of the preamble.

2. Prior to the vote of legislation (ordinance or resolution) it must have three readings at three separate and consecutive meetings of the body except when 2/3 majority of the body are present then, a vote under suspension can be made.
3. Vote Under Suspension takes place when 2/3 of the body vote to suspend the rules requiring the three readings of the legislation prior to adoption by the body.
4. Vote To Adopt then takes place after the suspension vote has successfully taken place.

Emergency Measure

1. Legislation that council desires to become effective immediately upon the signature of the Mayor. Otherwise the legislation would only go into effect thirty days after the Mayor signs it into law. Emergency measures are required to be passed by a 2/3 majority of the Village Council.

Order of Proceedings at the Village of Oakwood Council Meeting

1. Call Meeting to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Minutes
5. Correspondence
6. Departmental Reports
7. Floor Open for Public Comments
8. Reading of Legislation
9. Adjournment

Council may choose (with a majority vote) to rearrange the order of proceedings when circumstances warrant.

Clerk of Council

She is the Chief Administrative Officer of the Village Council for keeping an accurate and complete record of the Council Meetings, legislation adopted by Council and other pertinent documents. (A list of her duties follows.