

## **RULES OF COUNCIL**

**TAKEN FROM CODIFIED ORDINANCES (Walter Drane Online)**

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**CROSS REFERENCES**

- Powers - see Ohio Const., Art. XVIII, Sec. 3; CHTR. Art. IV
- Recall - see CHTR. Sec. 5.03
- Nomination, election and qualifications - see CHTR. Art. VI
- Oath of officers required; bond - see CHTR. Sec. 6.08
- Removal of officers - see CHTR. Sec. 6.09; Ohio R.C. 733.35 et seq.
- Continuity of office - see CHTR. Sec. 6.10
- Number and term - see CHTR. Sec. 7.01
- Qualifications; quorum - see CHTR. Sec. 7.05
- Vacancy in office - see CHTR. Sec. 7.07
- President of Council - see CHTR. Sec. 7.08
- Meetings - see CHTR. Sec. 7.09
- Organization of Council - see CHTR. Sec. 7.10
- Rules and journal - see CHTR. Sec. 7.11
- Action by ordinance or resolution - see CHTR. Sec. 7.12
- Acceptance of gifts - see CHTR. Sec. 7.18
- Mayor's right in Council - see CHTR. Sec. 8.02(B)
- Amendments to Charter - see CHTR. Sec. 12.01
- Meetings of public bodies to be open - see Ohio R.C. 121.22; CHTR. Sec. 10.08
- Contract interest - see Ohio R.C. 733.78, 2918.08, 2919.09 et seq.
- Committees - see ADM. 145.01

**111.01 MEETINGS; NOTIFICATION.**

(a) The regular public meetings of the Council of the Village of Oakwood will take place at the Village Hall, at 7:00 P.M. on the Second and Fourth Tuesday of every month with Council Work Sessions to be held immediately thereafter, except the months of July and August, wherein only one public meeting and work session will be held in each of the said two months, the date, times and locations of such meetings and work sessions to be determined by Council and made known to the public in a public meeting prior to said months, or as provided for hereinafter. The dates and times of Council work sessions may be changed by motion approved by a majority vote of Council at any regular meeting. The Clerk of Council shall provide proper legal notice of all work sessions of Village Council.

(b) If any of the foregoing dates upon which a public meeting or a work session of Council has been scheduled is a holiday, as determined by the majority of Council, said majority of Council shall establish an alternate date and time for said meeting. All re-scheduling of said meetings shall be by an agreement of the majority of Council, and made known to the public as provided for in this Chapter.

(c) The Clerk of Council is hereby authorized and directed to post a copy of this Chapter on the bulletin board within Village Hall, and cause same to remain there throughout the effective period of this Chapter. The Clerk of Council be and is further authorized and directed to attach any and all future amendments to this Chapter as Council adopts same hereinafter, and cause said amendments to remain posted in the Village Hall throughout their entire effective period. Additionally the Clerk of Council is hereby authorized and directed to transmit a copy of this Chapter, and any un-codified amendments made thereto, to each Councilperson-elect or appointed within seven days of the certification of the election results by the Board of Elections or effective date of the legislation of appointment.

(d) Upon the calling of a special meeting as provided in the Charter of the Village of Oakwood, either by the Mayor or three Members of Council, the Clerk of Council be and she is hereby authorized and directed to post a notification of said meeting, giving the time, place and purpose of the meeting, at least twelve hours in advance of said meeting, upon the bulletin board in the Village Hall Council Chambers. Furthermore, upon being advised that Council will hold a special meeting as indicated herein, the Clerk of Council shall give at least twenty-four hours advance notice of the time, place and purpose of the meeting to the news media that have requested notification. In the event an emergency exists requiring immediate official action, then notification to the news media shall be immediate.

(e) Any person who requests, in writing, notification of all meetings at which any specific type of public business will be discussed will be notified by the Clerk of Council as to the time, place and purpose of such meeting provided said person has provided the Clerk of Council a sufficient number of self-addressed, stamped envelopes, a current telephone number, and \$30.00 per year for the defrayal of administrative costs.

(Ord. 2000-75. Passed 12-26-00.)

#### **111.02 COMMITTEES ESTABLISHED.**

(a) Appointments. Not later than the second regular meeting of Council in January of each year, the President of Council shall appoint the following standing committees of Council for a term of one year, each of which committee shall consist of not less than three Councilpersons. The first

named member of each committee shall act as the chairman of such committee. Each member of each committee shall serve until a successor has been named.

Safety-Service	Utilities
Finance	Economic Development/Grants
Tax Abatement	Environmental
Volunteer Firemen's	Tax Incentive Review Council
Dependents Board	
Health Care	

(b) Jurisdiction of Standing Committees. The President of Council may assign, or upon motion adopted by Council, any matter may be referred to any one or more of the standing committees, which shall make such study and investigation thereof as it deems necessary, and as expeditiously as possible make its recommendations to Council. If any member of a committee does not agree with the recommendation and report of the majority of the committee, he or she may submit a minority report to Council.

(c) Meeting of Committees. Meetings of any committees may be called by the Chairman thereof or by a majority of the members of such committee. Upon motion adopted by Council, it may convene a Committee of the Whole, in which event the President of Council shall preside at such Committee meeting unless the Committee of the Whole shall select some other member to preside thereat. Upon the calling of a committee meeting the Clerk of Council be and is hereby authorized and directed to post a notification of said meeting, giving the time, place and purpose of the meeting, at least twenty-four hours in advance of said meeting, upon the bulletin board in the Village Hall. Furthermore, upon being advised that Council will hold a committee meeting as indicated herein, the Clerk of Council shall also give at least twenty-four hours advance notice of the time, place and purpose of the meeting to the news media that have requested notification. In the event an emergency exists requiring immediate official action, then notification to the news media shall be immediate.

(Ord. 2000-75. Passed 12-26-00.)

### **111.03 ORDER OF BUSINESS AT MEETINGS.**

(a) The business of all regular meetings of Council shall be transacted in the following order, unless Council by a majority vote shall amend the order of business.

1. Call Meeting to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Council Minutes
5. Correspondence to Council Clerk\*
6. Reports:

Mayor

Law Director

Finance Director

Service Director

Chief of Police

Chief of Fire

Building Inspector  
 Village Engineer  
 Housing Inspector  
 Recreation Department

7. Statement on Public Comments
8. Comments from Village Residents on Agenda and Comments in General
9. Reading of Legislation
10. Adjournment

\* Any correspondence received the day of the Council meeting shall not be read until reviewed by Council at its next Work Session unless a majority of Council desires such correspondence to be read into the minutes.

(b) The business of all special meetings of Council shall be transacted in the following order, unless Council by a majority vote shall amend the order of business. Comments from Village Residents will only be allowed upon a majority vote of Council permitting same. If permitted, comments shall be limited to only those items on the meeting's agenda and comments shall be further limited to three (3) minutes.

1. Call Meeting to Order
2. Pledge of Allegiance
3. Roll Call
4. Reading of Legislation or Other Special Meeting Purpose
5. Adjournment

(c) The business of all work sessions of Council shall be transacted in the following order, unless Council by a majority vote shall amend the order of business.

1. Call Work Session to Order
2. Discussion by Mayor and Department Heads of Matters to be Brought to the Attention of Council if present.
3. Questions of Mayor and Department Heads, if present, by Council Members.
4. Discussion of Items of Draft Legislation or Potential Legislation to be considered at Future Council Meetings
5. Ward Reports
6. Other Matters Deemed Appropriate.
7. Adjournment.

(Ord. 2000-75. Passed 12-26-00.)

#### **111.04 PARLIAMENTARY PROCEDURE; ORDER AND DECORUM AT MEETINGS.**

(a) Robert's Rules of Order. Except as otherwise provided in these Rules of Council or by Ordinance of Village Council or by the Charter of the Village, the parliamentary procedure for the conducting of any meeting of Village Council shall be in accordance with Robert's Rules of Order.

(b) Order and Decorum. The President of Council shall preserve order and decorum, prevent

involvement of personalities or the impugning of members' motives; confine members in debate to the question under discussion and shall decide all points of order subject to an appeal to the Council.

(c) Right of Floor. When any member is about to address Council he or she properly addresses him or herself to the President of Council, and when recognized by the President shall confine comments and debate to the question on hand, shall avoid personalities and refrain from impugning the motives of any other members argument or vote. When two or more members ask recognition at the same time, the President of Council shall name the member who is first to speak and the exercise of this discretion is not subject to appeal.

(d) Member Called to Order. If any member in speaking or otherwise transgresses the rules of the Council the president shall call the offending member to order. The member so called to order shall immediately cease discussion or debate unless permitted by the President to explain. Any member may, by raising a point of order, call the attention of the President to such transgression. The point of order shall be decided by the President of Council without debate. Every such question of the President shall be subject to appeal to the Council. Pursuant to Section 102.03(B) of the Ohio Revised Code, no member of Council shall divulge any confidential information or disseminate any material discussed or obtained in an Executive Session of Council called pursuant to Section 7.08 of the Village Charter. Any member who violates this prohibition shall, in addition to the penalties specified in Section 102.99(B) of the Ohio Revised Code, shall be subjected to the sanctions as provided in Section 6.09 of the Village Charter.

(e) Right of Appeal. Any member may appeal to Council from a ruling of the President of Council; the member making the appeal may briefly state the reason for the appeal, and the President of Council may briefly explain his or her ruling; however, there shall be no debate on the appeal and no other member shall participate in the discussion. The President of Council shall then put the question, "Shall the decision of the chair be sustained?". If a majority of the members present vote "yes", the ruling of the President of Council is sustained; otherwise it is overruled.

(f) Duty to Vote. Every member present at any meeting of Council shall vote on all questions presented for a vote unless excused by unanimous consent of Council. No member shall vote on any question involving his personal or financial interest or personal or private rights. Upon the call of "yes" and "no", the Clerk shall call the names of members rotationally and record the vote. When once begun, voting shall not be interrupted, except that any member upon first declaring his or her vote may explain his or her vote in a statement consuming not more than three minutes.

1. Change of Vote. Before the announcement by the Clerk of Council of the result of any vote, any member of Council may change his or her vote, but no Councilperson shall be permitted to change his or her vote as recorded after the result thereof has been announced.

2. Limitation of Debate. Unless Council by motion shall otherwise determine, no person, whether the Mayor, a Councilperson or other officer of this Municipality, shall be permitted to speak longer than ten minutes on any motion, Resolution, Ordinance or other question before Council.

3. Leaving Meeting. No member shall leave any meeting of Council after it is convened and while it is in session without the express consent of the presiding officer or a majority of Council.

(g) Comment from Village Residents. Comment from Village Residents will be entertained at regularly scheduled meetings only, and shall be limited to five (5) minutes per person during comments on the agenda and comments of a general nature and no person shall be allowed to speak more than once. A person wishing to address Council shall first be recognized by the President of Council and when recognized, shall come forward, state his or her name and address and state the subject matter which he or she desires to discuss. Total resident comment shall be limited to forty-five (45) minutes for all comments. Under special circumstances, this rule can be extended or modified by a majority of Council present. No profanity or comments of a personal or inflammatory nature will be tolerated under any circumstances.

(h) Sergeant at Arms. The Police Chief or his designee shall act as Sergeant at Arms at all regular Council meetings and at those special meetings or committee meetings as requested by the Mayor or Council. He shall maintain order as requested by the Council President and shall eject anyone from the meeting who is determined by the Council President to be obstructing or interfering with the due conduct of the meeting.  
(Ord. 2000-75. Passed 12-26-00.)

#### **111.05 LEGISLATION.**

(a) All Ordinances and Resolutions shall be in written form prior to consideration by Council. Legislation shall be drafted by the Director of Law as the same is authorized by a majority of Council.

(b) Prior to an Ordinance or Resolution being placed on the agenda for any meeting of Council, said Ordinance or Resolution must have been presented to Council at least one work sessions prior to its placement on the agenda. Council may waive this requirement for emergencies or for other good cause shown upon a majority vote of Council to place an item of legislation upon the agenda.

(Ord. 2000-75. Passed 12-26-00.)

#### **111.06 REPORTS OF OFFICERS, BOARDS AND COMMISSIONS.**

(a) Boards and Commissions. The Planning Commission, Civil Service Commission, Board of Zoning Appeals, Architectural Board of Review, Recreation Commission and any other board and commission established by Council shall submit to Council, not later than its first meeting in February, annual reports in writing of the business transacted by them, the nature and extent of their work and any recommendations which they may desire to make for the adoption of legislation or other Council action.

(b) Mayor. The Mayor shall cause to be submitted to Council annually and not later than the first regular meeting of Council in February of each year, reports of the work and services rendered by the Department of Public Service and Department of Public Safety, showing the nature and amount of the expenditures of each of such departments and the amount and kind of purchases made by the Service Director, and shall also caused to be prepared and submitted to Council an inventory of all Municipal Equipment and supplies. In addition, the Mayor shall provide Council with a monthly written report of the fines and forfeitures of the Mayor's Court and a monthly written report of the Village cash receipts and expenditures no later than the 15th of the succeeding month.

(c) Law Director. The Law Director shall cause to be submitted to Council a quarterly report

(March, June, September and December) in writing concerning pending and completed litigation involving the Village.

(d) Building Department. The Mayor shall cause to be submitted to Council a monthly report of the Building Department showing the work accomplished by it and the business transacted in that department, and in addition thereto, an annual summary of the work done and the business transacted in that department, which summary report shall be submitted to Council not later than the first regular meeting in February of each year.

(e) Director of Finance. The Director of Finance shall submit to Council a monthly itemized report of all expenditures, and in addition thereto an annual financial report fairly summarizing the monthly reports, containing such additional information as may be necessary and showing the true financial condition of this Municipality at the end of the year for which such summary report is made. The annual report shall be submitted to Council not later than the first regular meeting in February of each year.

(f) Fire Department. The Mayor shall cause to be submitted to Council a monthly report of the Fire Department showing the work and services performed by that department including fire and rescue calls, and in addition thereto, an annual summary of the work and services performed by that department, which summary report shall be submitted to Council not later than the first regular meeting in February of each year.

(g) Police Department. The Mayor shall cause to be submitted to Council a monthly report of the Police Department showing the work and services performed by that department, and in addition thereto, an annual summary of the work and services performed by that department, which summary report shall be submitted to Council not later than the first regular meeting in February of each year.

(h) Service Department. The Mayor shall cause to be submitted to Council a monthly report of the Service Department showing the work and services performed by that department, and in addition thereto, an annual summary of the work and services performed by that department, which summary report shall be submitted to Council not later than the first regular meeting in February of each year.

(i) Village Engineer. The Village Engineer shall attend each Council meeting occurring on the second Tuesday in the months of February, April, June, August, October and December and at other meetings as requested by the Mayor or Village Council, and shall cause to be submitted to Council a monthly written report of the activities of the Engineer and the status of all pending projects of the Municipality which the Engineer is involved. In addition, the Engineer shall submit to Council an annual report of the activities of the Engineer no later than the second regular Council meeting in February of each year.

(Ord. 2000-75. Passed 12-26-00.)

(j) Recreation Director. The Director of Recreation shall submit to Council a monthly itemized report of all receipts and expenditures and the activities of the Recreation Department which report shall include, but not be limited to, the date of each activity, total cost of each activity, the number of participants, total number of tickets sold and the price of such ticket, total receipts and the total cost of transportation if applicable, and, in addition thereto, an annual report fairly summarizing the monthly



reports, containing such additional information as may be necessary to show all the operations of the Recreation Department at the end of the year for which such annual report is made. The monthly report shall be submitted to council no later than the fifteenth of the month following the month for which the report is issued. The annual report shall be submitted to Council not later than the first regular meeting in February of each year.

(Ord. 2000-11. Passed 2-22-00.)

#### **111.07 CLERK OF COUNCIL.**

(a) In addition to the duties usually and customarily performed by the Clerk, and such further duties as may be required by law or by Council, it shall be the duty of the Clerk to prepare an agenda of the business proposed to be transacted at any regular or special meeting of Council and to cause a copy thereof to be delivered to each member of Council, the Mayor and each department head not less than forty-eight hours before any regular meeting and at least twelve hours before any special meeting. No matter which was not included on the agenda for a regular meeting shall be considered unless a majority of Council permits the addition of said matter to the agenda for consideration by Council.

(b) The Clerk shall be responsible for the posting, publishing, advertising and certification of any legislation as required by law. Additionally, the Clerk of Council shall be responsible for the advanced notification of all Meetings of Council or its committees as required by the Village Charter or State law.

(Ord. 2000-75. Passed 12-26-00.)

(c) The Clerk shall be responsible for the custody, maintenance, distribution and sale, according to instructions by Council, of all copies of the Codified Ordinances, and the sale of copies of the Village Charter, Ordinances, Resolutions and other public records of Village Council. The Clerk shall charge the actual cost for all copies made which has been determined to be \$.05 per page, except there shall be no charge for a copy of any document made available to the public at no charge during a meeting of Council, where the supply of such documents becomes exhausted and the person requesting such copy was at attendance at the meeting of Council and was not able to secure a copy of the requested document. The Clerk shall charge the actual costs for the provision of any requested public records for documents larger than the standard letter or legal size, or for the reproduction of electronic files on the medium requested by the person requesting these documents, plus any mailing costs if the person requesting the documents requests that the documents be transmitted to them by mail to them.

(Ord. 2007-86. Passed 12-11-07.)

(d) The Clerk shall be responsible for recording Council meetings and for the care and custody of the tapes, and written minutes which shall be kept for a period of two years. The Clerk shall be responsible for the typing and distribution of the minutes within ten (10) days following each Council meeting.

(e) The Clerk shall provide a summary of any matter which is referred to any Councilperson, the Mayor, Department Head or Board or Commission of the Village wherein any type of action or report has been requested by Council.

(Ord. 2000-75. Passed 12-26-00.)

**111.08 CODIFIED ORDINANCE BOOKS; PENALTY FOR NON-RETURN.**

(a) If a member of Council, or other Village employee has been issued a Codified Ordinance book upon assuming office or position of employment, or thereafter, said Councilperson or employee shall return such Codified Ordinance Book promptly, but in no event later than seven days after leaving office or employment, to the Clerk of Village Council. In the event a former member of Council or employee fails to return his or her Codified Ordinance book within seven days of leaving office or employment, the Clerk of Council shall immediately notify the Councilperson or former employee of such failure and demand the return of the Village property within seven days of the date of notification. Notification shall be deemed completed on the date mailed. In the event the former Councilperson or employee fails to return the Codified Ordinance book within the seven day time period, the Councilperson or former employee shall be fined as provided in subsection (b) hereof. At the time of Codified Ordinance book is issued to a Councilperson or other Village employee, the Clerk of Council shall require that such Councilperson or other Village employee sign a receipt acknowledging receiving this Codified Ordinance book.

(b) Any person violating the provisions contained in subsection (a) hereof shall be fined an amount not to exceed the cost of replacing such Codified Ordinance book.

(Ord. 1996-64. Passed 6-25-96.)

**111.09 COUNCIL MEMBERS; ATTENDANCE AT SEMINARS.**

During the last six months of the year a Councilperson's term is expiring, he or she shall not attend or participate in any seminars, meetings, training sessions or other activity wherein any expenses related thereto, including but not limited to travel, lodging, tuition, meals, etc., are paid for with Village funds, unless, after the date for the filing of nominating petitions, he or she is running unopposed for re-election to office. In the event a Councilperson attends, at his or her own expense, any seminars, meetings, training sessions or other bona fide municipal activity wherein any expenses related thereto, including but not limited to travel, lodging, tuition, meals, etc., would have been paid for with Village funds but for the provisions contained in this section, and such Councilperson is re-elected to a position on Council, such expenses shall be reimbursed to such Councilperson to the extent permitted by law. In the event a Councilperson receives an advance payment by the Village for reimbursable expenses for the attendance at any seminar, meetings, training sessions or other activity, the Councilperson shall present receipts, substantiating all expenses, to the Director of Finance within thirty days of the conclusion of such event.

(Ord. 1998-12. Passed 2-10-98.)

**111.10 NOTICE OF PRE-CONSTRUCTION MEETINGS BY ENGINEER.**

The Village Engineer is hereby authorized and directed to provide prior written notification to each member of Council of the time and place of all pre-construction meetings and further to provide prior written notification to each member of Council affected by any construction project over which the Engineer has supervision, of the scheduled date of the commencement of the project work in said Councilperson's Ward. In the event of the existence of exigent circumstances, the Engineer shall use his best efforts to orally provide the notification to the members of Council as called for herein.

(Ord. 1994-78. Passed 10-11-94.)

**111.11 MASTER DRAINAGE STUDY; PENALTY FOR NON-RETURN.**

(a) At the time a copy of the Master Drainage Study Report is issued to a Councilperson, the

Clerk of Council shall require that such Councilperson sign a receipt acknowledging receiving this Master Drainage Study Report. This report must be returned to the Clerk of Council within two weeks of receipt of same unless Council, by a majority vote, allows for a greater period of time to return such study. If a former member of Village Council has in his or her possession a Master Drainage Study Report said former Councilperson shall return such Master Drainage Study Report promptly, but in no event later than seven days after leaving office, to the Clerk of Village Council. In the event a former member of Council fails to return his or her Master Drainage Study Report within seven days of leaving office, the Clerk of Council shall immediately notify the former Councilperson of such failure and demand the return of the Village property within seven days of the date of notification. Notification shall be deemed completed on the date mailed. In the event the former Councilperson fails to return the Master Drainage Study Report within the seven day time period, the former Councilperson shall be fined as provided in subsection (b) hereof.

(b) Any person violating the provisions contained in subsection (a) hereof shall be fined an amount not to exceed the cost of replacing such Master Drainage Study Report.  
(Ord. 1997-28. Passed 4-8-97.)

#### **111.12 APPEALS TO COUNCIL; HEARINGS; PROCEDURES.**

Any person adversely affected by a decision of any Village Board, Commission or Village Official for which the Charter and/or the Codified Ordinances provides for an appeal to Council shall, unless otherwise specifically provided by the relevant section of the Charter and/or Codified Ordinances, be subject to the following regulations and procedures:

(a) A written notice of appeal and request for hearing, if desired, shall be filed with the Clerk of Council not later than ten (10) days from the date of the decision from which the appeal is taken.

(b) The President of Council shall schedule a hearing within thirty (30) days of the receipt of the written notice of appeal. The Clerk of Council shall provide the appellant and the Board, Commission or Village Official whose decision is the subject of the appeal, with written notice of the date, time and location of the hearing. The date of the hearing may be continued only by mutual agreement of the President of Council and the parties to the appeal.

(c) The President of Council shall preside over the hearing, shall rule on all motions and objections made by the parties to the appeal, and may also set reasonable time limitations on the presentations of each party to the appeal.

(d) The conduct of the hearing on appeal and the production of evidence shall be governed, in general, by the rules of evidence and procedure applied by courts in civil actions.

(e) In the hearing of such appeals, the order of proceeding shall be as follows:

(1) The presentation of the parties shall begin with a brief opening statement by the appellant or his representative followed by a brief opening statement by the Board, Commission or Village Official, or the representative thereof, whose decision is the subject of the appeal.

(2) The appellant shall have the right, subject to cross-examination, to call and examine witnesses and present evidence in support of his appeal.

(3) The Board, Commission or Village Official shall then have the right, subject to cross-examination, to call and examine witnesses and present evidence in support of the decision from which the appeal is taken.

(4) At any time during the course of the hearing, members of Council shall have the right to question the parties to the appeal and/or witnesses testifying on their behalf.

(5) At the conclusion of testimony and evidence, the Council President shall permit statements, if any, from Villages residents regarding the matter on appeal.

(6) Following the presentation of testimony and evidence, the appellant and the opposing party may present a brief closing argument.

(7) At the conclusion of the closing arguments, Council, after due deliberation, but in no event more than thirty (30) days subsequent to the conclusion of the hearing, and upon proper motion being made, shall vote to affirm, reverse or modify the decision from which the appeal was taken. The motion shall be approved by a majority vote of all Council members present at the time the vote is taken.

(f) In lieu of the foregoing hearing on appeal, an appellant may submit his or her appeal to Village Council in writing within the time periods set forth above, provided an express waiver of a public hearing is submitted by the appellant.

(Ord. 2000-42. Passed 6-27-00.)

## **Robert's Rules of Order Order of Business**

The following information, taken from Robert's Rules of Order Newly Revised In Brief (RONRIB), provides an abbreviated outline of the order in which a board or business meeting is conducted. The page number in RONRIB or the source for each topic has been noted to give due credit when applicable and known.

Most of the information is taken word-for-word, however, some of the information has been paraphrased for brevity, or new information was added from on-line sources to provide a more user-friendly understanding of the information.

This paper's entire focus is on the moving a meeting forward from the call to order to the adjournment. There is much more information for each topic available in the book, or on-line, that provides in-depth descriptions of elections, officers' duties, types of rules, and by-laws and other rules.

The purpose of this paper is to provide simple guidance to keep a meeting on track and progressing smoothly. We hope you find this paper beneficial in making your meetings more productive.

merely an informal suggestion. Items that properly come up under the category, “unfinished business,” are:

- 1) the item (if any) that was actually in the process of being considered when the last meeting adjourned, followed by
- 2) any items that were scheduled to come up at the last meeting but were not reached before adjournment, in the order they were due to come up in the meeting, based upon the meeting agenda.

### **New Business** (p.15)

The chair asks, “Is there any new business?” New items may then be brought up by any member, using the proper procedure – making a motion.

### **Agenda** (p.16)

Instead of following a standard order of business, a group may adopt an agenda. Frequently, the president presents a *draft* agenda, but *to be binding, it must be adopted by majority vote of the group at or soon after the start of the session.* The group may make any changes it wishes before voting to adopt it. An example of an agenda is provided on page 12.

### **Adjournment, Recess and Standing at Ease** (p. 17)

When the meeting has concluded its work, the chair says, “Is there any further business?...Since there is no further business, the meeting is adjourned.” To adjourn means to close the meeting. Even if there is still business that has not been completed, a majority may vote to adjourn.

When the group wishes to take a short break from a meeting, it may vote (by a majority) to recess. The proposal to recess may set a time, as in, “recess for five minutes.” Or, it may be “recess until called to order by the chair,” which leaves it up to the presiding officer to decide when to end the recess and resume the meeting.

The chair may cause a brief pause in the proceedings, if no member objects, by directing the group to “stand at ease.” This means that members remain in their places, perhaps talking quietly, until the chair again calls the meeting to order.

### **Motions**

(<http://www.ucalgary.ca/gsa/about/docs/Roberts-Rules-Cheat-Sheet.pdf>)

Business is resolved at meetings by voting on propositions made by members. Such propositions are called motions. Any person who is eligible to vote at a meeting may make a motion. Depending on the type of motion, another member is usually needed to second the motion. Motions are then debated and voted upon. No member may speak more than once to any motion (although the chair may choose not to enforce this rule if s/he deems it appropriate). A member must be “recognized” by the chair to make a motion (recognition is made by calling out the name of the speaker or in a small group, nodding to the speaker).

## **Secondary Motions**

During debate, there are other motions that may be made relating to the main motion. These are called secondary motions. For example, a motion to Recess or a motion to Amend the main motion.

If the mover and seconder of the original motion consent to the amendment, the amendment is considered “friendly” and does not require a seconder and is not subject to debate. If an amendment is not deemed friendly, it does require a seconder. Such a motion must then be debated and voted upon before the debate resumes on the original motion.

***A chart listing motions in order of precedence is attached.***

**Points** (<http://www.ucalgary.ca/gsa/about/docs/Roberts-Rules-Cheat-Sheet.pdf>)

There are several special motions called “Points” that have priority over all other motions or discussion. Points are considered serious enough that a speaker may be interrupted by another individual who wished to make a Point. Points do not require a seconder.

1. **Point of Order** – An individual may raise a Point of Order if they feel that business is proceeding incorrectly. The speaker must either agree or disagree with the point raised. An individual may also use this point if they do not understand the proceedings and/or wish the Point raised.
2. **Point of Privilege** – Individuals may raise Points of Privilege if it is felt that their rights as a member of the assembly have been violated. This Point can also be used if an individual is unable to participate in the discussion due to an inability to hear the speaker, because the room is too hot or cold, or because s/he is unclear on matters of procedure. If you do not understand what is happening, you can interrupt the speaker and request clarification on a Point of Privilege.
3. **Point of Information** – This Point is the most misused one in the book. This point is used to **ASK** for information that you feel is essential to your understanding of the debate. It may not be used to give information. The member may decide not to answer the question by refusing to yield the floor. Again, it is **not in order** to give someone information on a Point of Information.
4. **Challenge the Speaker** – This Point is used when an individual disagrees with the chair’s (speaker’s) ruling. The mover must state why s/he disagrees with the ruling. The chair may then give the reasoning behind the ruling. A vote is then taken to affirm the chair’s ruling.

**Voting** (paraphrased from p. 24, “The Chair Puts the Question”)

When no one else seeks recognition to debate, the chair may ask, “Is there any further debate?” If no one else wishes to address the issue, the chair states, “The question is on the adoption of the motion that...” and then repeats the exact

member notices the absence of a quorum, s/he should declare this fact, at least before taking any vote or stating the question on any new motion. Any member noticing the apparent absence of a quorum can and should make a Point of Order to that effect whenever another person is not speaking. It is dangerous to allow the transaction of substantive business to continue in the absence of a quorum. Although a Point of Order relating to the absence of a quorum is generally not permitted to affect prior action, if there is clear and convincing proof no quorum was present when business was transacted, the presiding officer can rule that business invalid (subject to appeal).

**3. Is it true that a member who has a conflict of interest with respect to a motion cannot vote on the motion?**

Under the rule, no member can be compelled to refrain from voting simply because it is perceived that s/he may have some "conflict of interest" with respect to the motion under consideration. If a member has a direct personal or pecuniary (monetary) interest in a motion under consideration not common to other members, the rule in **Robert's Rules of Order Newly Revised (RONR)** is that s/he *should not* vote on such a motion, but even then s/he cannot be *compelled* to refrain from voting.

**4. Isn't it always in order to move to table a motion to the next meeting?**

This question confuses the motion to *Lay on the Table* with the motion to *Postpone to a Certain Time*. The purpose of the motion to *Lay on the Table* is to enable an assembly, by majority vote and without debate, to lay a pending question aside temporarily in order to take up something else of immediate urgency. In ordinary societies it is rarely needed and hence, seldom in order.

**5. How can I get an item on the agenda for a meeting?**

For a proposed agenda to become the official agenda for a meeting, it must be adopted by the assembly at the outset of the meeting. At the time that an agenda is presented for adoption, it is in order for any member to move to amend the proposed agenda by adding any item which the member desires to add, or by proposing any other change.

It is wrong to assume, as many do, that the president "sets the agenda." It is common for the president to prepare a proposed agenda, but that becomes binding only if it is adopted by the full assembly, perhaps after amendments as just described.

**6. Is it possible to withdraw a resignation after it has been submitted?**

A resignation is a Request to Be Excused from a Duty. Before the proposed resignation has been placed before the assembly by the chair stating the question on its acceptance, it may be withdrawn without consent of the assembly, but it may not be withdrawn without permission of the assembly once it has been placed before the assembly for its approval.



The form for standard minutes is divided into four parts: the first paragraph, the body, the last paragraph, and the signature.

### 1. First Paragraph

The first paragraph of the minutes should include:

- 1) kind of meeting (e.g. regular or special);
- 2) name of organization or assembly;
- 3) date, time, and (unless always the same place) place;
- 4) presence of president and secretary or names of their substitutes; and
- 5) whether minutes of previous meeting(s) were read and approved, or "approved as corrected." The corrections themselves should be made in the minutes *being* corrected, and not further described in the minutes of the meeting *at which* they are corrected.

#### Example of First Paragraph Minutes

The regular monthly meeting of the Student Coalition was held on Tuesday, January 11, 20\_\_, at 8:30 p.m., in the Martyn Room of the University Center, the President being in the chair and the Secretary being present. The minutes of the last meeting were read and approved as corrected.

### 2. Body of the Minutes

The body of the minutes should have a separate paragraph for each subject matter. It should never include the secretary's opinion on anything said or done (for example, *do not* write, "X gave an excellent report on..."). The name and subject of a guest speaker or other program may be given, but no summary of the talk.

- a) **Reports.** The minutes do not include the contents of the reports of the officers or committees, except as may be necessary to cover motions arising out of them. An example of how the minutes should describe reports without motions is: "Reports were given by President Darian Will, Vice-President Roxana Arthur, Secretary Jolan Davis, Treasurer Jose Rhinehart, and Karen Wilson, Chairman, on behalf of the education Committee." An example of how the minutes should treat a report with a motion is: "Dennis McAuliffe, reporting on behalf of the Membership Committee, moved that 'Stacie Johnson be admitted to membership in the Society.'"
- b) **Main Motions Only.** *All* main motions which are moved during the course of a meeting (*excepting* only those

amendment, was referred to a committee of three to be appointed by the chair with instructions to report at the next meeting.

d) **Exception: Secondary Motions Needed for Clarity.** The second exception occurs when it is necessary to make reference to a secondary motion for clarity and completeness, such as “a ballot vote having been ordered, the tellers reported.....”

e) **Votes, Notices of Motions, Points of Order, and Appeals.** Other items that should be in the body of the minutes are these:

- Votes:
  - Usually, only that a motion was “*adopted*” or “*lost*,”
  - *If a count or ballot vote was ordered, the number of votes on each side;*
  - *For roll call votes, the names of those voting on each side and of those answering “Present” [RONR (10<sup>th</sup> ed.), p. 453, 1. 31-35];*
- Content of any *notices of motions* given to provide “previous notice” that the motions will be considered at the next meeting; and
- Points of Order and Appeals, whether sustained or lost, together with the reasons given by the chair for his or her ruling. [RONR (10<sup>th</sup> ed.), p. 453, 1. 17-20.]

### 3. Last Paragraph

The last paragraph should give the time of adjournment but need not list the mover or fact of adoption of any motion to Adjourn. It should read simply, for example, “the meeting adjourned at 7:18 p.m.”

### 4. Signature

The minutes should be signed by the secretary and, if the group wishes, the president. There is no need to include, “Respectfully submitted.”

A helpful sample set of minutes is found on pages of 454-456 of RONR, and it is advisable for any newly elected secretary to review, and later refer to, the more detailed treatment of minutes in that book. [RONR (10<sup>th</sup> ed.), p. 451-58.]

**Example of Order of Business  
Including a Committee Report**

**Proposed Agenda  
Order of Business: Regular Meeting  
June 12, 20\_\_\_, 8:30 p.m.**

Invocation

Pledge of Allegiance

Reading and Approval of Meeting Agenda

Reading and Approval of Minutes

Reports

Officers:

President

Vice-President

Secretary

Treasurer

Standing Committees:

Membership Committee

Program Committee

Special Committee on New Headquarters (instructed to report)

Unfinished Business

Motion: "That the Coalition endorse new state taxes for education"

Pending Amendment: "add 'other than property taxes'."

Motion Postponed from last meeting: "That a committee be appointed to recruit Directors."

New Business

# *Parliamentary Motions Guide*

Based on *Robert's Rules of Order Newly Revised (10<sup>th</sup> Edition)*

The motions below are listed in order of precedence. Any motion can be introduced if it is higher on the chart than the pending motion.

YOU WANT TO:	YOU SAY:	INTER- RUPT?	2ND?	DEBATE?	AMEND?	VOTE?
<b>Incidental Motions</b> no order of precedence. Arise incidentally and decided immediately.						
§21 Close meeting	I move to adjourn	No	Yes	No	No	Majority
§20 Take break	I move to recess for	No	Yes	No	Yes	Majority
§19 Register complaint	I rise to a question of privilege	Yes	No	No	No	None
§18 Make follow agenda	I call for the orders of the day	Yes	No	No	No	None
§17 Lay aside temporarily	I move to lay the question on the table	No	Yes	No	No	Majority
§16 Close debate	I move the previous question	No	Yes	No	No	2/3
§15 Limit or extend debate	I move that debate be limited to ...	No	Yes	No	Yes	2/3
§14 Postpone to a certain time	I move to postpone the motion to ...	No	Yes	Yes	Yes	Majority
§13 Refer to committee	I move to refer the motion to ...	No	Yes	Yes	Yes	Majority
§12 Modify wording of motion	I move to amend the motion by ...	No	Yes	Yes	Yes	Majority
§11 Kill main motion	I move that the motion be postponed indefinitely	No	Yes	Yes	No	Majority
§10 Bring business before assembly (a main motion)	I move that [or "to"] ...	No	Yes	Yes	Yes	Majority
<b>Incidental Motions - no order of precedence. Arise incidentally and decided immediately.</b>						
§23 Enforce rules	Point of order	Yes	No	No	No	None
§24 Submit matter to assembly	I appeal from the decision of the chair	Yes	Yes	Varies	No	Majority
§25 Suspend rules	I move to suspend the rules which ...	No	Yes	No	No	2/3
§26 Avoid main motion altogether	I object to the consideration of the question	Yes	No	No	No	2/3
§27 Divide motion	I move to divide the question	No	Yes	No	Yes	Majority
§29 Demand rising vote	I call for a division	Yes	No	No	No	None
§33 Parliamentary law question	Parliamentary inquiry	Yes	No	No	No	None
§33 Request for information	Point of information	Yes	No	No	No	None
<b>Motions That Bring a Question Again Before the Assembly - no order of precedence. Introduce only when nothing else pending.</b>						
§34 Take matter from table	I move to take from the table ...	No	Yes	No	No	Majority
§35 Cancel previous action	I move to rescind ...	No	Yes	Yes	Yes	2/3 maj. w/ notice
§37 Reconsider motion	I move to reconsider the vote ...	No	Yes	Varies	No	Majority