

BY _____

AN ORDINANCE ESTABLISHING RULES OF GOVERNMENT FOR THE VILLAGE OF BUCKEYE LAKE, OHIO, AND DECLARING AN EMERGENCY.

WHEREAS, THIS COUNCIL DESIRES TO ESTABLISH RULES OF PROCEDURE SO THAT AN ORDERLY PROCESS EXISTS DURING THE MEETINGS OF COUNCIL, NOW; THEREFORE,

BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF BUCKEYE LAKE, STATE OF OHIO, THAT:

Section 1: It is necessary to enact rules for the government of the Council of the Buckeye Lake Village. Said rules shall be known as rules of order of the Council of the Buckeye Lake Village.

Section 2: The following are hereby adopted and enacted as the rules of order of the Council of the Buckeye Lake Village.

Rule 1 - Meetings

The first meeting of the Council of said Village each year shall be held on the first Tuesday of January.

Rule 2 - Holiday meetings

When any regular meeting of the Council falls due on a legal holiday, or on an election day, the Council shall meet in regular session on the day following, and at the place and hour fixed by the rule governing the same.

All business transaction by the Council must be in the Clerk's office no later than 4:00 p.m. Friday preceding a regular council meeting.

The Clerk shall provide council with a packet containing an agenda, all legislation, reports necessary for our next meeting on the day prior to the meeting.

Rule 3 - Open proceeding

The president of Council (the Mayor) shall take the chair at the time appointed for the Council to meet, and shall immediately call the members to order; he shall then cause the journal of the preceding session to be read and disposed of, unless otherwise ordered by the Council. In the absence of the president of Council, the president pro tem of the Council shall perform such duties as are imposed upon the president. In the absence of both the president and president pro tem of the Council, the Council may appoint a temporary chairman or president of Council. (RC 731.10)

Rule 4 - Presiding officers

The president of the Council shall preserve order and decorum, and confine members in debate to the question. He may in common with any other member call any member to order who shall violate any of the rules, and shall, when in the chair, decide all questions of order, subject to any appeal to the Council on the demand of two members. On such appeal there shall be no debate, but the member making the appeal any briefly state his reasons for the same, and the presiding officer shall have the same right to a similar statement.

Rule 5 - Standing committees

At no later than the first meeting of the Council after its organization, the president of Council (or, Council by a majority vote) shall appoint standing committees each consisting of three members (the first named to be chairman), of the following named subjects.

1. Finance
2. Public Service - Public Works
3. Public Safety - Police Dept
4. Rules
5. Community Development - Recreation

The president of the Council (or, Council by a majority vote) may at any time remove any member of members of any committee appointed by him and appoint a new member of members of such committee to serve in place of such member of members so removed.

Rule 6 - Order of business

The business of the regular meeting of the Council shall be transacted in the following order:

1. Roll call.
2. Reading disposal of the journal.
3. Reports and communications from the Mayor, directors of departments and other city officers.
4. Communications, petitions and claims.
5. Reports of committees.
6. Approval of bonds, contracts, plats, etc.
7. Citizens' comments.
8. Ordinances and resolutions (First, Second, and Third Readings).
9. Appointments and confirmations.
10. Miscellaneous business.
11. Citizens' comments not on agenda.
12. Adjournment.

The presiding officer of the Council may at any time permit a member to introduce an ordinance, motion or resolution out of the regular order for the same, unless the same be objected to by a majority of the members present.

Rule 7 - Voting

Every member present shall vote on any question on the call of the yeas and nays, unless excused by the unanimous consent of the Council, and any member not being excused, who refuses to vote on any question when the yeas and nays are being taken, shall be deemed guilty of contempt of the Council, and may for such contempt be censured by a majority vote of the Council. The Clerk shall call the names of the members in alphabetical order. The alphabetical order of voting shall be rotated on a monthly basis.

Rule 8 - Reports of committee

The report of any committee of the Council, or municipal officer, upon matters referred to by the Council, shall be made in writing and shall be accompanied by the original papers upon which such report is based, unless otherwise ordered by the Council.

If any matters referred by the Council to any committee, or officer, be not reported upon at the next regular Council meeting from the time of such reference, such next meeting shall be brought by the village Clerk to the attention of the Council, which shall take such further action in the premises as it may deem best.

Rule 9 - Motions; when debatable; withdrawal

When a motion is made and seconded, it shall be stated by the presiding officer before any debate shall be in order. Any such motion, and any amendment thereto, may be withdrawn by the movers thereof at any time before decisions, if a majority of the members then present shall agree thereto.

Rule 10 - Division of question

Any member may call for a division of the question, or the presiding officer may direct the same, and in either case, the same shall be divided if it comprehends questions so distinct that one being taken away, the other will stand as an entire question for decision.

Rule 11 - To refer; precedence

When there is a question of referring a given subject to a standing committee, or to a select committee, the question of reference to a standing committee shall be put first.

Rule 12 - To adjourn

The motion to adjourn shall always be in order, unless the Council is engaged in voting, and the motion to adjourn or to lay on the table, or for

the previous question, shall be decided without debate.

Rule 13 - Acceptable motions; order of precedence

When a question or proposition is before the Council, or under debate, no motion shall be received except the following:

1. To adjourn
2. To lay on the table
3. For the previous question
4. To postpone to a certain day
5. To commit
6. To amend
7. To postpone indefinitely.

The several motions shall have precedence in the order in which they are herein arranged.

Rule 14 - Introductions

Ordinances and resolutions shall be introduced only by members of the Council present, with their names endorsed thereon, except such ordinances and resolutions as may be presented to the Council upon written recommendation of some committee of the Council or as provided by charter.

Rule 15 - Reference to committee on rules and ordinances

All ordinances of a general or permanent nature, except the ordinances for appropriation, before their final passage, may be referred to the committee on rules and ordinances. It shall be the duty of said committee as to any ordinance so referred to it, to carefully compare the same with all existing ordinances, upon the subject matter, and it shall report thereon any discrepancy or conflict which may exist therewith. It shall also examine and report upon the form of such discrepancy or conflict or to correct error in form. If any amendment shall be made to any ordinance, they shall recommend the change necessary to remedy such discrepancy or conflict or to correct error in form. If any amendment shall be made to any ordinance after the committee has reported thereon, it shall be recommitted to said committee for further report thereon.

Rule 16 - Reference to committees

Any report, resolution, ordinance or matter before the Council for consideration (except appropriation ordinances), before their final passage may be referred either to the standing committee to which the subject matter is most closely related; or to a committee specially appointed by the president of the Council. Any such committee shall consider the matter thus referred to it and report thereon to the Council without unnecessary delay.

Any matter referred to a committee may be a two-thirds vote of Council at any time prior to report such committee, be taken from the hands of such committee for consideration.

Rule 17 - Limitation on debate or discussion

No member of the Council while Council is in session shall engage in debate or discussion with anyone save another member of the Council or the president of the Council or some person, who has either been granted by the Council the privilege to address the Council or is present at a Council meeting on invitation of the Council. All such debate or discussion shall be governed by Robert's Rules of Order.

Rule 18 - Hearings before council

If any elector or electors or taxpayers of the village or any other person or persons desire a hearing on any matter pending before the Council, application may be made therefor to the Council and Council may by a two-thirds vote grant such public hearing by arranging for a special time and place therefor, which may be during or not during a regular or special meeting of the Council.

Rule 19 - Resignation

The resignation of a member of the Council shall not take effect until the same has been accepted by a vote of the majority of the members exclusive

of the person tendering the resignation.

Rule 20 - Robert's Rules of Order

In the absence of any rule upon the matter of business, the Council shall be governed by "Robert's Rules of Order."

Rule 21 - Amendments

These rules may be amended or altered or new rules adopted by a vote of the majority of all the members elected at any meeting of the Council, on the report of a committee to which the subject has been referred at a previous meeting.

Rule 22 - Suspension of rules

These rules or any of them may be temporarily suspended at any meeting of the Council, by a concurrent vote of the majority of all members elected, except when a greater number is required by law or by these rules. The vote on such suspension shall be taken by the yeas and nays and entered on the journal. In case any rule herein shall not have been adhered to by the Council, the same shall be regarded as having been suspended.

Rule 23 - Tape Recording meetings

The Clerk of Council shall be permitted to tape record the Council proceedings. The tapes shall be retained in the Clerk's Office for a period of thirty days and shall be available to the public at the convenience of the Clerk. The tapes are not to leave the Clerk's Office during this time. The Clerk shall destroy the tapes at the end of thirty days.

Section 3: This ordinance constitutes an emergency measure providing for the usual daily operation of municipal government.

Adopted the 10th day of February, 1981.

Charles E. Slater

MAYOR

ATTEST:

Betty Perkins
CLERK

Approved as to form:

[Signature]
LAW DIRECTOR