

## **ORDINANCE # O-1-23-01**

### **ORDINANCE APPROVING RULES OF COUNCIL**

**NOW, THEREFORE**, be it ordained by the Council of the Village of East Sparta, County of Stark and State of Ohio.

The Council of the Village of East Sparta voted to **APPROVE THE FOLLOWING STATEMENTS AS THE OFFICIAL RULES OF COUNCIL;**

1. The Council of the Village of East Sparta is judge of the election and qualifications of its members.
2. A quorum shall consist of a majority of the members elected to Council.
3. Council shall meet for purposes of Reorganization during the first week of January each year.
4. Council shall meet in regular session at least once a month in the Village Hall. The Council shall elect dates and times for its regular sessions at the Reorganization Meeting. The Mayor or any three members of Council may call special meetings upon at least twelve hours' notice to each member served personally or left at his place of residence. All meetings of Council shall be open to the public. The news media must be notified of all special meetings in accordance with the Sunshine Laws.
5. The Council may punish or expel any member for disorderly conduct or violation of its rules, and may declare his seat vacant for absence, without valid excuse, for a period of two consecutive meetings in accordance with Ordinance 220.08, or miss 75% of all annual meetings.
6. The presiding officer of Council shall preserve order and decorum, and confine members in debate to the question. He may, in common with any member to order who shall violate any 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 may briefly state his reasons for the same, and the presiding officer shall have the same right to a similar statement.
7. The Council shall elect from its members a President of Council at the Reorganization Meeting. He shall serve for one year. In case of a vacancy, Council shall within thirty days, elect another President of Council. If Council does not fill the vacancy within thirty days, the Mayor shall appoint a President of Council from the members of Council.
8. The Mayor shall appoint the standing committees at the first regular meeting in January. The chairperson and members of committees shall serve for one year. The committees shall meet at least once a year and report to Council on said meeting. The meetings will be a part of the committee duties and will not be compensated as extra meetings.
9. The following shall be standing committees of the Council and shall be comprised of a chairperson and two members;
  - a) Finance & Annexation
  - b) Equipment, Buildings & Utilities
  - c) Zoning & Parks
  - d) Ordinance & Records
  - e) Roads, Sewers & Cemetery
  - f) Safety, Health & Personnel
10. The Mayor shall appoint with the advice and consent of Council at the Reorganization meeting the following;
  - a) Zoning Board
  - b) Zoning Board of Appeal
  - c) Street Superintendent (Village Coordinator)
  - d) Records Commission
11. The following shall be the order of business for Council meetings;
  - a) Call to order
  - b) Pledge of Allegiance
  - c) Roll Call
  - d) Vote to accept excused absences
  - e) Police Report
  - f) Visitors comments (subject matters not on scheduled agenda)
  - g) Reading & approving minutes
  - h) Clerk/Treasurer's Reports & Bills
  - i) Mayor's Cash Report
  - j) Introduction & consideration of ordinances
  - k) Reading of communications & petitions

- l) Unfinished business
- m) Committee reports
- n) Park Board
- o) Board of Public Affairs
- p) Village Coordinator

The Mayor is required to prepare an agenda for each regular Council meeting using the order of business as a guide. In the absence of the Mayor, the Clerk will prepare the agenda. The presiding officer of 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.

12. A summarization of the minutes shall be prepared by the clerk and copies be made available to each member of the Council before the next regular meeting of Council
13. When a question is before Council, no motion shall be entertained except;
  - a) To adjourn (not debatable)
  - b) To lay on the table (not debatable)
  - c) The previous question (not debatable)
  - d) To postpone to a certain time (not debatable)
  - e) To refer (debatable)
  - f) To amend (debatable)
  - g) To postpone (debatable)
14. No member of Council, while Council is in session shall engage in debate or discussion with anyone save another member of 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.
15. If any elector or electors or taxpayers of the Village or any person or persons desire a hearing on any matter pending before Council, application may be made therefore to the Council and Council may grant, by two-thirds vote, such public hearing by arranging for a special time and place thereof, which may be during or not during a regular or special meeting of Council.
16. A motion to adjourn is in order at any time, except as follows;
  - a) When repeated without intervening business or discussion
  - b) When made when another person is talking
  - c) When the previous question has been ordered
  - d) When a vote is being taken
17. A motion to lay on the table precludes all amendments or debate of a subject under consideration. If the motion prevails, consideration of subject can be resumed only upon motion of a member voting with the majority, and with consent of a majority of the members present.
18. The previous question is a motion to close debate. After a motion moving the previous question is made and carried, a vote shall be taken on the immediate pending matter before Council.
19. A motion to amend shall include only one amendment. An amendment once rejected may not be moved again in the same form.
20. A motion to postpone may be amended as to time, excepting a motion to postpone indefinitely. When a motion to postpone indefinitely is carried the question is declared lost.
21. All motions made before Council shall require a second, and shall be slated by the presiding officer before debate is in order. All motions, except for adjournment, shall be decided by a roll call vote and the results recorded in the journal. All members present are required to vote on all matters before Council unless excused by the chair. A member shall be excused when he feels he has a personal interest in the matter.
22. These rules may be temporarily suspended at any meeting of Council, by a 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 into the journal. In case any rule shall not have been adhered to by Council, the same shall be regarded as having been suspended.
23. The resignation of a member of 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.
24. Each person who wishes to address the Council meeting must sign in with the Clerk prior to the start of the meeting. Each person who addresses the Council shall be limited to five (5) minutes to express all of his or her concerns. The Mayor reserves the right to shorten or terminate the remarks of any person who is speaking or behaving in a way that disrupts the meeting.
25. In situations not covered by these rules, ROBERT'S RULES OF ORDER REVISED shall be the authority.
26. CLERK-TREASURER – powers & duties;

- a) The Village Clerk-Treasurer elected to a four year term pursuant to the provisions of the Ohio Revised Code Sec. 733.26, is clerk of the Council, and such clerk is required to attend all meetings of Council, keep records of its proceedings and by-laws, rules, resolutions and ordinances passed or adopted. When the clerk is absent, Council shall appoint one of its members to perform his/her duties.
- b) The clerk-treasurer is vested with the authority to perform all duties and exercise all the powers provided by law for the clerk-treasurer.
- c) The clerk shall at the request of a committee act as the secretary of the committee and shall keep a record of attendance and all business transacted at the committee meetings.

27. These rules are to remain in full force and effect until amended or repealed by Council.

28. Any rule found in opposition to any state law or statute or any village ordinance shall be declared null and void.

1<sup>st</sup> reading 1/3/23  
 2<sup>nd</sup> reading 2/21/23  
 3<sup>rd</sup> reading 3/21/23

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Mayor

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Clerk Treasurer

This is to certify the following is a true copy of said Ordinance passed by the Village of East Sparta on March 21<sup>st</sup> 2023.

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Clerk Treasurer