

Village of Granville, Ohio
Rules of Procedure for Village Council

A. REGULAR AND SPECIAL MEETINGS

1. REGULAR MEETINGS:

Regular meetings of the Council are held on the first and third Wednesday of each month at 7:30pm, or such other times and places as Council designates. Meetings shall be held in the Council Chamber in the Village Office Building, 141 East Broadway, Granville, Ohio, unless otherwise designated. If a regular meeting falls on a holiday, it shall be held on the following Wednesday or such other days as the Council may determine.

2. SPECIAL MEETINGS:

Special meetings of the Council may be called by the Mayor or by three members of Council with twenty-four hours public notice and notification to any media so desiring such information.

3. NOTICE OF MEETINGS:

Notice of all regular and special meetings will be posted at least twenty-four hours preceding the meeting on the bulletin board at the Village Office, the bulletin board in the lobby of the Granville Public Library, posted electronically on the Village of Granville website (www.granville.oh.us) and sent via electronic media to all subscribers. All notices for regular meetings shall include the time and place of the regular meeting. All notices for special meetings shall include the time, place, and purpose of the special meeting.

4. MINUTES OF MEETINGS:

A journal of the proceedings of the meetings will be kept by the Clerk of Council, shall be signed by the presiding officer and Clerk of the meeting and shall be open to public inspection. Proposed minutes of a regular or special meeting will be available for public inspection within one week after such meeting. A copy of these minutes shall be distributed to each member of Council and the Manager for their review prior to the next meeting. Approved minutes will be available for inspection no later than three business days after the meeting at which the minutes were approved. With regard to Executive Sessions, the minutes need only reflect the general subject matter of discussion in executive session outlined in Section E of these rules.

B. CONDUCT OF MEETINGS

1. MEETINGS TO BE PUBLIC:

All meetings of Council shall be open to the public subject to the rights of Council to meet, but not take action, in a non-public Executive Session as outlined in Section E of these rules. At regular and special meetings, citizens shall have a reasonable opportunity to be heard under such rules and regulations as the Council may prescribe.

2. QUORUM:

Four Council members shall constitute a quorum for the transaction of business. If during the course of a meeting, the departure of a Council member results in less than a quorum, the meeting will be adjourned.

3. PRESIDING OFFICER:

The Mayor shall preside at all meetings of the Council. In the absence of the Mayor, the Vice Mayor shall preside. In the absence or disability of both, members shall elect a temporary presiding officer from among their own number to serve during the meeting.

4. ATTENDANCE AT COUNCIL MEETINGS:

Members of the Council are expected to attend all meetings of the Council unless there is good reason for their absence. Members who will be unable to attend a scheduled meeting should, if possible, inform the Mayor and/or the Clerk of Council of their anticipated absence. The presiding officer will announce all absences and ordinarily will state their reasons following the roll call of a meeting. The Council may, by official action, excuse the absent member(s) and such action will be entered in the Council meeting minutes. The Clerk shall keep a calendar of anticipated Council member absences to assist in scheduling meetings.

5. PARTICIPATION:

Participation in Council discussions during meetings shall be limited to the Mayor and Council members unless specific participation is directly requested by Council members. This does not limit public participation as called for in Section F of these rules.

C. LEGISLATION

1. ORDINANCES AND RESOLUTIONS:

At least two members of Council are necessary to direct the Law Director to draft legislation or render a legal opinion. Prior to introduction, each proposed Ordinance and Resolution shall be submitted to the Manager and shall then be introduced in writing by a member of Council. The Council may discuss a proposed Ordinance or Resolution at the time it is introduced and make changes to the proposed Ordinance or Resolution without invalidating the introduction of the Ordinance at that time.

2. COPIES OF ORDINANCES AND RESOLUTIONS:

The Clerk shall make available for public inspection copies of Ordinances or Resolutions under consideration by the Council.

3. READING OF LEGISLATION:

The reading of the title of an Ordinance or Resolution shall constitute a reading of the legislation. Ordinances and Resolutions will not be read in their entirety unless requested by a Council member present.

4. PROCLAMATIONS:

Proclamations may be issued by the Mayor to celebrate outstanding contributions and worthwhile events.

D. VOTING

1. ROLL CALL VOTE:

Any member may call for a roll call vote and the roll shall be called upon such request. The names shall be called in alphabetical order and the name to be called first shall be advanced one position alphabetically in each successive roll call vote. During the vote, Council members shall respond with "Yes" or "No" or "Abstain." It shall not be in order for any member to explain their vote.

2. VOTING RESULTS:

In all cases where a vote is taken, the presiding officer shall announce the results.

3. ABSTENTION

No member of Council shall vote on any question in which he, a family member, or a business associate shall have a financial interest such that the Councilmember's objectivity and independence of judgment could be impaired. Nor shall any member of Council vote on any question which involves his personal or private rights, or the personal and private rights of an immediate family member, or on any question concerning his own conduct. Councilmembers shall disclose the conflict of interest as the reason for the abstention. Subject to the above rules regarding abstention, each member who is present shall vote on each question when his/her name is called.

Council members should submit questions of potential ethic concerns to the Village Manager and Law Director for their review prior to the requested abstention.

E. EXECUTIVE SESSIONS

1. PURPOSE:

With regard to Executive Sessions, these shall be conducted in accordance with the provisions of Section 2.09 of the Village Charter and as set forth in Section 121.22 of the Ohio Revised Code.

F. CITIZEN PARTICIPATION

1. PERSONS ADDRESSING COUNCIL:

Persons wishing to address the Council during any citizen participation period of a meeting shall sign in before or during the meeting indicating name, home address, and affiliation (if any), and when recognized to speak, shall provide the same information orally.

2. CITIZEN PARTICIPATION IN REGULAR MEETINGS:

Council shall schedule a separate period for citizen comments on any issue. Each citizen may speak for up to five minutes unless this maximum time is increased for all citizens by the presiding officer or a majority of Council members present.

3. CITIZEN PARTICIPATION AT SPECIAL MEETINGS:

A citizen participation period shall be scheduled immediately following the roll call. Persons shall be permitted to address the Council only concerning the purpose for which the special meeting was called. The basic rules for conducting this period shall be the same as for the participation period at a regular meeting.

G. AGENDA

1. PREPARATION:

The Mayor, the Clerk of Council, and the Village Manager shall prepare an agenda for each regular or special meeting of the Council. Council packets, including an agenda, shall be ready for distribution by 4:00pm on Friday.

2. DISTRIBUTION:

The meeting agenda and related background material will be submitted to Council members and available for public review at the Village Office, posted electronically on the Village web site (www.granville.oh.us) and the Granville Public Library by 5:00pm on the Friday before the regularly scheduled meeting and at least twenty-four hours before the beginning of a special meeting, except in the event of any emergency meeting.

3. AGENDA MATERIAL:

Written materials concerning agenda items, in lieu of or as a supplement to oral presentations, are encouraged and should be submitted prior to the Council meeting for circulation with meeting agenda.

4. CERTIFICATION OF COUNCIL-INITIATED LEGISLATION:

No Ordinance or Resolution introduced by an individual Council member may be placed on the agenda for a regular meeting unless said legislation was submitted to Manager by 12:00pm noon on the Friday preceding a regular meeting.

H. MISCELLANEOUS

1. RULES OF PARLIMENTARY PROCEDURE:

The presiding officer shall provide for the orderly transaction of business at meetings. The current edition of *Robert's Rules of Order* will be used as a guide provided it is not in conflict with these Rules of the Village Council, the Ordinances, or the Charter of the Village of Granville.

Tabling of Ordinances and Resolutions:

After the second reading of any Ordinance or first reading of any Resolution, upon a majority vote, the legislative authority may table a measure to a date certain. At that meeting, a vote shall be had on the measure and, if not taken from the table at the meeting, the measure shall be terminated although it can be reintroduced at the same or a later meeting as a new measure. To the extent the foregoing provisions are inconsistent with *Robert's Rules of Order*, the foregoing provisions shall apply.

2. **AMENDMENTS TO RULES:**

The rules may be altered or amended by the vote of four members of Council.

3. **SUSPENSION OF THESE RULES:**

These rules may be suspended for a specific portion of a meeting by a majority of the members present at the meeting where it does not conflict with the Charter of the Village of Granville.

4. **AUTHORITY FOR RULES:**

Authority for the adoption of these Rules of Council is derived from Section 2.11 of the Charter of the Village of Granville.

5. **ASSIGNMENT OF WORK TO STAFF:**

Council directives to Village staff shall be directed only to the Village Manager or other individuals expressly designated by the Village Manager and shall be issued only (a) at a Council meeting at the direction of a majority of Council or (b) by the Mayor where the Mayor has determined that the directive represents a consensus of Council.

6. **USE OF VILLAGE RESOURCES IN COUNCIL CORRESPONDENCE:**

Council members may issue correspondence or other communications on Village letterhead, at Village expense, through the use of Village staff, or otherwise with the expenditure of Village resources only with the approval of the Mayor where the Mayor has determined that there is a consensus of Council to do so.

7. **MEMORIALIZATION OF RULES OF COUNCIL:**

The Rules of Council shall be memorialized by a Resolution of Council.

I. ORDER OF BUSINESS

The general order of business for any regular meeting shall be as follows:

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Citizen Comments (Maximum of 5 minutes per person)
5. Public Hearings
6. Old Business

7. New Business
8. Review and Approval of Minutes
9. Mayor's Report (Second meeting of the month only)
10. Manager's Report (Second meeting of the month only)
11. Committee Reports
12. Other Council Matters
13. Other Staff Matters
14. Meeting Announcements
15. Adjournment

Passed: 5th of February, 2014
Resolution No. 2014-07