

Sponsor: J. Peters / Colby

ORDINANCE NO. 11-20

**AN ORDINANCE REPEALING AND AMENDING ORD. 64-17 SO AS TO REVISE THE RULES OF ORDER GOVERNING THE COUNCIL OF THE CITY OF JACKSON.**

WHEREAS, Ordinance 64-17 established the Rules of Order Governing the Council of the City of Jackson, Ohio; and

WHEREAS, the legislative authority of the City of Jackson has determined it necessary to repeal Ordinance 64-17 and to amend its Rules of Order in their entirety as attached hereto as Exhibit A; and

NOW, THEREFORE, BE IT ORDAINED BY THE LEGISLATIVE AUTHORITY OF THE POLITICAL SUBDIVISION OF THE CITY OF JACKSON, OHIO THAT ORD. 64-17 IS REPEALED AND AMENDED AND THAT THE RULES OF ORDER NOW GOVERNING THE COUNCIL OF THE CITY OF JACKSON, OHIO ARE HEREBY ADOPTED AS ATTACHED HERETO AS EXHIBIT A.

It is hereby found and determined that all formal actions of this Council concerning and relating to adoption of this ordinance were adopted in an open meeting of this Council and the deliberations of this Council and any of its committees that resulted in such formal action were in a meeting open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

PASSED AND ADOPTED by the Legislative Authority of the Political Subdivision on this 23 day of March, 2020.

 PRO TEM  
President of Council

ATTEST:

  
Clerk of the Legislative Authority

Approved this 23 day of March 2020.

  
Mayor



EXHIBIT A.

**RULES OF ORDER  
GOVERNING THE COUNCIL  
OF THE CITY  
OF JACKSON, OHIO**

est. 3/2020

# RULES OF ORDER GOVERNING THE COUNCIL OF THE CITY OF JACKSON, OHIO

- MEETING: PLACE, TIME OF CONVENING, QUORUM, ORDER OF BUSINESS.

**RULE 1.** Meetings—Place. All meetings of the council shall be held in the council chamber, unless otherwise ordered by council.

The council chambers will be smoke free.

**RULE 2.** Meetings—Public. All meetings of the council or committees thereof shall be public.

Persons desiring to be heard by council must notify the council president or clerk no later than Thursday of the week before the scheduled council meeting they wish to appear to be placed on the council agenda. In addition, up to five persons may request to be heard by council by signing in with the Council Clerk immediately prior to the meeting indicating that they wish to speak following council's discussion of new business. However, the total number of persons to be heard by council shall not exceed ten per meeting unless approved by council president or upon motion by a member of council and approved by a majority of its members. EACH person desiring to be heard must state their reason. The time permitted individuals to be heard is at the discretion of the council president or upon motion by member of council and approved by majority vote.

All minutes and the record of the council shall be open to the public at all reasonable times.

**RULE 3.** Regular Meetings. The council will be organized at the first meeting in January in each even calendar year. The clerk will be employed, a president pro-tem will be elected and the president will name those chairing and serving on each of the council committees.

The council meetings will be held the second and fourth Monday evenings of each month starting at 7:00 p.m. Whenever a meetings falls on a regular holiday, or a day observed as a regular holiday, that meeting may be canceled or rescheduled. A Public notice will be posted on the door and the clerk will notify the media.

**RULE 4.** Special Meetings. Special meetings may be called at any time by the mayor, the president of council or any of three members (RC 731.46) upon at least twenty-four hours written notice to each member of the council, served personally on each member or left at his usual place of residence; provided however, that no such notice need be served

on any council member present at a meeting of council at which the president of council may give oral notice of the time and purpose of a special meeting. Any such notice shall state the subject(s) to be considered at the meeting, and no other subject(s) shall be considered. At least 24- hours advance notification of special meetings will be provided to all media outlets that have requested such notification. A statement of the purpose of the special meeting will specify what issue(s) will be discussed. Discussion shall be limited to these issue(s) only.

**RULE 5.** Emergency Meetings. Meetings may be convened by council for situations requiring immediate official action. The president of council and/or clerk shall immediately ~~notify all media outlets that have requested notice of time, place, and purpose of the~~ emergency meeting.

**RULE 6.** Quorum. A majority of all the members elected to council shall be a quorum to do business.

**RULE 7.** Order of Business The business of all regular meetings of the council shall be transacted in the following order, unless the council by a two-thirds vote shall suspend the rules and change the order.

- Pledge
- Prayer
- Call to Order
- Roll Call of Members
- Visitors on Agenda
- Approval of Minutes/ Auditor's Report
- Reports of Regular & Special Committees
- Report of the Auditor/ Treasurer (as required/necessary)
- Report of the Law Director
- Report of the Police Chief/ Fire Chief
- Report of the Mayor
- Report of the Service/Safety Director
- Ordinances & Resolutions and Correspondence

- Old Business
- Signed in Visitors to Speak
- New Business
- Adjournment

“Roberts Rules of Order” (Current Edition) will be compiled with, at all times, unless superseded by the rules outlined in this document or other approved city ordinances.

- **OFFICERS AND EMPLOYEES OF COUNCIL**

**RULE 8.** Presiding Officer. The president of council, and in his/her absence the president of council pro tempore, shall preside over the meetings of council.

**RULE 9.** Council Clerk. The council shall choose a clerk and such other officers and employees as may be deemed necessary and fix their compensation. The clerk shall keep the record of the council and committees, and he or she shall be the editor of the city record. The clerk shall keep a proper file of all papers and documents which are a part of the transaction of the council, of the meetings of committees, and all other orders of council, and shall make such record available to the public. The clerk shall be secretary to all committees.

- **COMMITTEES OF THE COUNCIL**

**RULE 10.** Standing Committees. Not later than the first meeting of each January, during even calendar years, the council president shall appoint four standing committees of who the first named member shall serve as chair man and the second named member as vice chairman. The four committees are 1) Budget and Finance, 2) Utilities, 3) Police and Fire, 4) Service, and 5) Jail.

Special committees shall be appointed when considered necessary by the president of council or when recommended and approved by a majority of the elected council members.

**RULE 11.** Committee Meetings. A Majority of the members of a committee shall constitute a quorum for the transaction of business. Each committee shall meet as required at a time and place fixed by the committee chairman. Mondays will be the preferred day to schedule meetings.

**RULE 12.** Rules of Committees. Except in case of obvious inconsistency or inapplicability, committee meetings shall be governed by the rules applicable to council proceedings. Reports of committees will be given by the committee chairman to the full council at the council session following the committee meeting.

- DUTIES, PRIVILEGES, AND DECORUM OF MEMBERS

RULE 13. Roll Call of members. Every member shall be in his/her seat at the time of roll call. The clerk shall publish in the city record the names of the members present and absent. Unexcused absences will result in forfeiture of pay for that council session.

RULE 14. Duty to Vote. Every member present shall vote on all questions upon the call of the yeas and nays. No member shall vote on any questions which he/she is financially interested or which in any way involves personal or private rights. To abstain a member must state the reason for abstention.

~~RULE 15.~~ Change of Vote. Before the announcement of the vote on any question, the clerk shall read the vote of each member so taken upon the demand of any member at which time any council member on account of error or for any other reason may change his /her vote; but no council member shall be permitted to change his/her vote as recorded after the roll call has been verified and the result declared.

RULE 16. Time Limitation of Speaking. No member shall be allowed to speak for a longer time than ten minutes at any one time without permission of the council. No member shall speak more than once on the same motion until every other member desiring to speak on that motion shall not have had an opportunity to do so, nor shall the mayor or any other director/department superintendent speak longer than fifteen minutes upon the same motion, ordinance, or question without the consent of the council.

- MOTIONS

RULE 17. Purpose and form. Motion shall be used only to expedite the orderly transaction of business of the council and shall not be substituted for resolution or ordinances. The form of all motions shall be "I move that" followed by the substance of the motion. Motions will require a second, and upon demand of any member any motion shall be reduced to writing. Any such motion may be withdrawn by the maker before it has been amended or voted upon. When a motion is made it shall be stated by the presiding officer before any debate shall be in order. All motions which have been entertained by the president of council shall be entered upon the minutes.

- ORDINANCES AND RESOLUTIONS

RULE 18. Introduction. Ordinances and Resolutions shall be introduced in the council only in printed or written form, with the name of the member introducing the same

endorsed thereon. Council will not act upon any ordinance with the emergency clause unless they consider a true emergency exists.

**RULE 19.** Appropriation Ordinances. Ordinances making appropriations shall be confined to the subject of appropriations. No money shall be appropriated except by ordinances.

**RULE 20.** Amendments. It Shall be in the order to amend an ordinance at any time when not in the hands of a committee; but if amended after its second reading, it shall again be read as the second reading thereof, and laid over for further and final action. A majority vote of all members elected to council shall be necessary for the adoption of an amendment to any legislation pending before the council.

**RULE 21.** Adoption. All ordinances and resolutions shall require for passage or adoption a majority vote of all the members elected to council. The vote on their adoption shall be taken by yeas and nays and entered on the records of the meeting except as otherwise provided in these rules.

**Rule 22.** Signing of Ordinances and Resolutions. All ordinances passed and resolutions adopted by council shall be signed by the president and presented forthwith to the mayor by the clerk.

**RULE 23.** Action on Mayor's Veto. When the mayor refuses to sign an ordinance or resolution or part thereof and returns such ordinance or resolution to the council with his objections, the council shall at the next meeting following the meeting at which such vetoed ordinance or resolution is returned, if such meeting shall occur not less than one week after receipt of such ordinance or resolution, proceed to reconsider the same. After adoption of the motion so to reconsider, the question shall be stated as follows: "Shall Ordinance No. \_\_\_\_ (Resolution No. \_\_\_\_ ) be passed (or adopted) notwithstanding the veto or the mayor. Those voting may vote to sustain the mayor's veto" If two-thirds of all the members elected to council vote yea such ordinance or resolution vetoed by the mayor shall take effect without his signature.

- **ADMINISTRATIVE OFFICERS.**

**RULE 24.** Attendance Required. The mayor and/or Service Director shall be required to attend the regular and special council meetings and shall be provided with seats on the floor of the council chamber. They shall be required, at any such meeting, to answer such questions relating to the affairs of the city or direct or refer questions by council members to their department superintendents. The Police Chief and the Fire Chief may be requested to attend, but may attend at any other time.



- COUNCIL CHAMBERS

RULE 25. Use of council chambers. The primary use of the council chambers is for council and committee meetings. With the approval of council, the chambers can be utilized by other groups providing this meeting does not interfere with council activities.

- RULES: SUSPENSION AND AMENDMENT

RULE 26. Suspension of Rules. Any provision of these rules may be suspended at any meeting of the council by a majority vote of all the members elected, except when a greater number is required by the law or by the rules. The vote on any such suspensions shall be taken by yeas and nays and entered upon the records.

Rule 27. Amending the Rules. These rules may be amended or new rules adopted by a majority vote of all members elected to the council, on the report of committee for such purpose provided the proposed amendments or new rules shall have been referred to such committee at a preceding meeting.

- OHIO REVISED CODE

RULE 28. The ORC supersedes any and all rules.

