

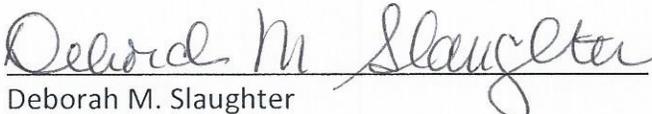
CITY OF CHEVIOT  
STATE OF OHIO

RESOLUTION NO. 16 – 1

TO ADOPT RULES OF PROCEDURE FOR THE CHEVIOT CITY COUNCIL DURING THE 2016 – 2017 TERM.

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF CHEVIOT, STATE OF OHIO, THAT:

Section 1. For calendar years 2016 and 2017, this council hereby adopts the Cheviot City Council Standing Rules, a copy of which is attached hereto and made a part hereof.

  
Deborah M. Slaughter  
President of Council

January 1, 2016  
Date passed

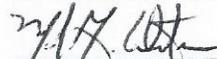
  
Samuel D. Keller  
Mayor

  
Date approved

Attest:

  
Jenny M. Eilermann  
Clerk of Council

APPROVED AS TO FORM:

  
MARK G. WATERS  
LAW DIRECTOR

CERTIFICATION OF PUBLICATION

I, Jenny M. Eilermann, Clerk of the Council of the City of Cheviot, Ohio, hereby certify that the foregoing resolution, or a succinct summary, was published in the *Western Hills Press*, a newspaper of general circulation in the City of Cheviot, Ohio, in accordance with Section 731.21 of the Ohio Revised Code, on the following dates :

- 1) 1-13, 2016, and
- 2) 1-20, 2016.

  
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Jenny M. Eilermann  
Clerk of Council

**CHEVIOT CITY COUNCIL  
STANDING RULES  
2016-2017**

GENERAL

1. All elected members of Council and city administration shall adhere to and follow these guidelines as adopted by the City of Cheviot Council for the term of 2016 ongoing. Any additions or deletions to these guidelines must be decided solely by a majority vote of Council.
2. To the extent not provided for in these rules and to the extent it does not conflict with Ohio law or the spirit of these rules, the Council shall refer to Robert's Rules of Order Newly Revised, to answer unresolved procedural questions.

PRESIDENT OF COUNCIL

1. The President, at the hour appointed by Council to meet, or in his/her absence, the President Protempore, shall take the Chair and call the meeting to order. The roll call shall be taken by the Clerk of Council.
2. In the absence of both the President of Council and the President Protempore, the Clerk shall call the meeting to order. If a quorum is present, the members by majority vote may proceed to elect a President Protempore for such meeting, or until the appearance of the President or of the President Protempore.
3. The President shall preserve decorum and shall decide all questions of order, subject to appeal of Council. When any member transgresses the rules of Council, the President may call to order.
4. The President Protempore may vote upon roll call.

MEMBERS OF COUNCIL

1. The Chair of each of the standing committees of Council shall give notice of the time and place of each committee meeting at least 48 hours in advance of the meeting to each member of that committee. This notice can be waived.
2. All committee meetings are to be announced at Council. Should a meeting not be announced or the date, time, or location has been changed, the President and the press are to be notified, and the announcement posted.
3. All members of Council and the Administration should avail themselves for committee meetings if they feel they have input on a particular matter or to

answer questions by the committee or the public, or contact the Chairperson to give input prior to the meeting. The President may table discussion on the topic if this requirement has not been met.

4. All proposed legislation shall be discussed in committee and be presented for three readings before passage unless waived by the appropriate committee Chair or the President of Council. All Chairpersons or Administrators shall submit notice of the formal committee or administrative recommendation by 4:00 pm on the Friday before the Tuesday Council meeting to the Clerk of Council and deliver a copy of the formal committee or administrative recommendation to all of Council by 6:00 of the Monday before the Tuesday Council meeting. Notice of any proposed legislation must be presented to the Law Director, Mayor, President, Clerk of Council and appropriate Chairperson by the Friday before the Tuesday Council meeting. If an individual does not so present an emergency measure, he/she must attend the meeting to answer questions and provide input prior to voting or send a representative with knowledge of the emergency measure, or it will be either introduced only as a first reading or tabled by the President. The President will make the final decision if an ordinance is to be presented as an emergency measure. If the legislation is not received by all of council from the Law Director by 6:00 pm of the Monday before the Tuesday Council Meeting, the President shall allow time for council to read the legislation prior to voting.
5. At each committee meeting the public must be allowed and encouraged to address the committee. This must take place before the committee makes a recommendation on the topic. Minutes are to be taken and submitted by the Chairperson to the Clerk of Council for recording as well as the original committee report. All members of Council and Administration shall be given a copy via e-mail. Any audio taping must be announced prior to the start of the meeting and made available to the Chairperson upon request.
6. No member of a standing committee shall take any action on behalf of the committee without the expressed agreement of the majority of that committee. The Chair of any particular standing committee may call a meeting of the committee. Upon the written request of 2 members of the committee, the Chair or the President of Council shall call a meeting of the committee.
7. No committee of Council is authorized by Council to take any action that binds the Council without expressed approval of the majority of Council.
8. Every member shall vote unless excused by the Chair. Every request to be excused shall be made prior to the vote.
9. When desiring to discuss a question or to make a motion, the member shall respectfully address the President who then shall pronounce the name of the member. A member who has the floor shall confine their remarks to the question under debate and shall avoid all personalities.
10. Any member or guest desiring to leave the Council meeting prior to adjournment shall seek consent of the President who shall announce this consent to Council.

## NOTICE OF MEETINGS

1. The Clerk of Council shall post at City Hall notice of the regular meeting schedule of Council and notice of all special meetings. An attempt should be made to provide notice via a newsletter, the city website, or on cable.
2. These notice rules shall also apply to meetings of the standing committees of Council.

## ORDER OF COUNCIL PROCEEDINGS

1. At the regular meetings of Council, the order of proceedings shall be:
  - a. Call to Order
  - b. Pledge of Allegiance
  - c. Moment of Silence
  - d. Roll Call
  - e. Excuse Absent Members
  - f. Reading of Legislation
  - g. Amendment of Agenda
  - h. Announce Reports and Legislation
  - i. Approval of Minutes
  - j. Department Reports
  - k. Reports of Standing Committees
  - l. Public Recognition on Agenda Items
  - m. Second and Third Readings of Ordinances
  - n. Introduction of Ordinances
  - o. Resolutions
  - p. Administration Reports
    - i. Mayor
    - ii. Safety Service Director
    - iii. Law Director
    - iv. Other
  - q. Public Recognition on Other Issues
  - r. Other Business
  - s. Treasurer's Receipts
  - t. Mayor's Court Receipts
  - u. Correspondence
  - v. Adjournment
2. The Clerk of Council shall cause a complete packet of the agenda, proposed ordinances, resolutions, committee reports, correspondence, etc to be delivered via e-mail or fax to each member of Council by 6:00 pm on the Monday immediately preceding each Tuesday meeting of the Council.

3. All ordinances and resolutions shall be introduced by a member of Council. The agenda shall include the beginning numbers for legislation to be introduced.
4. The Clerk shall include on the agenda of the meeting such business and committee reports that are in his/her hands by 4 pm on the Friday immediately preceding the Tuesday Council meeting. The Clerk shall also place copies of the agenda and a sign in sheet on the podium outside council chambers for the public.
5. Any person desiring to address Council shall sign in at the podium with all pertinent information before the beginning of the meeting. The sheet shall include the name and address of the speaker, the subject matter of the comments, and any agenda items to which the comments relate as well as an explanation. The President shall also explain the procedures to the public at the time of public recognition.
6. Persons requesting to address Council relative to an agenda item shall normally be permitted to speak prior to the consideration of that item. Persons whose comments do not relate to an agenda item shall normally be permitted to address Council after consideration of all Ordinances and Resolutions and prior to consideration of other unfinished or new business. Persons addressing Council shall be allotted five minutes unless Council votes to extend or limit the time of any speaker. Persons addressing Council shall limit their remarks to the topic specified on the speaker's request card and shall avoid personalities.
7. Members of Council may direct questions to that person at the conclusion of the person's remarks. Council members shall avoid personalities and shall not engage in debate with persons addressing Council. If discussion between Council and/or Administration becomes lengthy and appears to have no resolution, the President will halt the discussion and refer the matter to committee for further discussion and resolution.
8. If a topic is brought up to Council for a vote after the public forum and no committee meeting was held on the topic, Council will hold its normal discussion, but before voting on this topic the public will have the opportunity to address Council on this topic only. The Chairperson of the responsible committee should discourage passage by emergency ordinance and ask for a second reading.
9. At meetings specially called, the purpose of the call shall have precedence over all other matters.

#### PROCEDURE

1. The Council shall proceed by motion and a member may make only one motion at a time.

2. The President shall state the motion and then open the floor to debate on it. The President shall preside over the debate according to the following general principles:
    - a) The movant is entitled to speak first.
    - b) A member who has not spoken on the issue shall be recognized before someone who has already spoken,
    - c) To the extent possible, the debate shall alternate between proponents and opponents of the measure.
  3. Issues or items of business not currently before Council may be referred to an appropriate committee by the President.
  4. An executive session may only be called upon the motion of a member of Council that has been seconded and third. A majority of Council is required by roll call vote. The sole purpose of the executive session shall only be the consideration of a matter specified in ORC 121.22 (G) and such purpose must be stated in the motion. Any decision made as a result of an executive session must be adopted in an open meeting of Council as set out in ORC 121.22 (H).
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