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## **Sec. 220.01. Rules of Council.**

- (a) *Rule I—General provisions.* No provision or section of these Rules which conflicts with or restricts those rights provided by the Constitution of the United States, the Constitution of the State, the general law or the City Charter shall have any force or effect.
- (b) *Rule II—Meetings.*
  - (1) *Regular meetings.* Meetings will be held on the second and fourth Monday of each month at 7:00 p.m., or as otherwise agreed upon by a majority of Council, and recessed or adjourned ~~at approximately~~no later than 10:30 p.m. unless a majority of Council agree to extend. Whenever the date of a regular meeting falls on a legal holiday, Council may, by majority vote, change the day and hour.
  - (2) *Special meetings.* See Charter Section 4.08.
  - (3) *Closed sessions.* See Charter Section 4.08.
- (c) *Rule III—The Chair; powers and duties.*
  - (1) *Call to order; roll call; agenda; minutes.* The Mayor shall take the Chair at the hour appointed for Council to meet and shall immediately call Council to order. The roll call shall then be taken by the Clerk. The agenda for each meeting, which is prepared by the Mayor, may, by a majority vote of Council, be amended. The Clerk shall not be required to read the minutes during the meeting unless a motion is made to direct him or her to do so. Council shall be polled for any addition and/or correction.
  - (2) *Temporary Chairperson.* In the absence of the Mayor, the Deputy Mayor shall preside and shall have the same power to vote as other Council members. In the absence of both the Mayor and the Deputy Mayor, the senior Council member shall preside as if Deputy Mayor. If two or more members have equal Council seniority, the oldest member shall preside.
  - (3) *Conduct of meetings.* The Chair shall preserve decorum and conduct the meetings according to Rule V of these Rules. The meetings shall be conducted under Robert's Rules of Order, except when such Rules conflict with the Charter or these Rules of Council.
  - (4) *Appeals from decisions of the Chair.* If any member transgresses any of these rules of Council, the Chair shall, or any member may, call him or her to order and, in the latter instance, the Chair shall render a decision as to the point of order. In the case of an appeal from a ruling of the Chair, the question shall be: "Shall the decision of the Chair stand and be the decision of Council?" The ruling of the Chair shall be sustained unless overruled by a majority vote of the members of Council present. Should the Chair transgress any of these rules of Council, a point-of-order call shall be made by any member of Council. If the point of order is not resolved in the ensuing discussion, a majority vote of members of Council present shall decide the issue.

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(5) *Votes.* Except for procedural motions, voting shall be by roll call and shall be recorded in the journal or Record of Proceedings. Roll call votes occur when a council member votes "yea" or "nay" so that the names of members voting on each side are recorded. The standard method will be voice call of the "Yea and Nays"; however, roll call voting may be compiled through the electronic voting system by the Clerk under the direction of the Presiding Officer. Should any member wish to have the vote called by individual member, they can "Ask for the Yea and Nays", which will not require a second and cannot be debated. At that time the Clerk will call the names of all members in alphabetical order and each member shall without debate declare their vote to the question.

(d) *Rule IV—Members; duties and privileges.*

(1) *Addressing the Chair.* Any member about to speak on a question or make a motion shall address and be recognized by the Chair ~~as Mr. Mayor or Ms. Mayor, or as Mr. Chairperson or Ms. Chairperson if a member other than the Mayor is~~ presiding. ~~In response, the Chair shall pronounce the name of the member entitled to the floor.~~  
Any member of the audience desiring to address Council shall be recognized by the Chair, shall state his or her name and address in an audible tone for the record and shall limit his or her remarks to the question under discussion for a time not longer than five (5) minutes unless otherwise granted by the Chair.

(2) *Limitation of debate.* Members addressing Council shall confine themselves to the question under discussion and avoid personalities. No member shall be allowed to speak more than once upon any subject until every member choosing to speak has had an opportunity to be heard ~~for a time not longer than five minutes, without leave of Council upon a majority vote.~~ Additional comments shall include only new information. Material previously expressed shall not be rediscussed. ~~This paragraph shall pertain to both the audience and members of Council.~~

(3) *Voting.* See subsection (c)(5) hereof and Charter subsection 4.08(c).

(e) *Rule V—Order of business.* The order of business of Council shall be as follows:

- (1) CALL TO ORDER;
- (2) PLEDGE OF ALLEGIANCE;
- (3) ROLL CALL;
- (4) APPROVAL OF THE MINUTES;
- (5) MAYOR'S ANNOUNCEMENTS ~~AND~~ SPECIAL GUESTS AND PRESENTATIONS;
- (6) CITIZEN COMMENTS;
- (7) ~~CITIZENS REGISTERED TO SPEAK ON AGENDA ITEMS; CITY MANAGER REPORT~~
- (8) PUBLIC HEARING OF PROPOSED ~~ORDINANCES~~ LEGISLATION;

(9) ~~INTRODUCTION OF ORDINANCES; OLD BUSINESS~~

(10) ~~ADOPTION OF RESOLUTIONS; NEW BUSINESS~~

~~(11) OLD BUSINESS;~~

~~(12) NEW BUSINESS;~~

~~(13) CITY MANAGER'S REPORT;~~

(14) COMMITTEE REPORTS;

A. Safety Committee;

B. Service Committee;

C. Finance/Audit Committee;

D. Community Affairs/Administration Committee;

(15) CITY OFFICIAL COMMENTS;

(16) EXECUTIVE SESSION; and

(17) ADJOURNMENT.

(f) *Rule VI—Committees.*

(1) *Standing committees.* The standing committees are Finance/Audit, Public Safety, Public Service, and Community Affairs/Administration. Other necessary committees are hereby authorized. Appointment of all committee members shall be made by vote of Council at a regular or special meeting.

(2) *Committee of the whole.* The Mayor shall preside when Council resolves itself into the Committee of the Whole.

(3) *Meetings.* Committees shall meet on call of the Chairperson. All meetings shall be open to the public to the same extent as meetings of the entire Council when dealing with matters of the same general type of subject matter. The Clerk shall publish a schedule of meetings by the fifth day of each month. Such schedule shall include all meetings scheduled for the month as of that day.

(4) *Quorum.* A majority of members of a committee shall constitute a quorum.

(5) *Temporary Chairperson.* In the absence of the Chairperson, the member named next shall act as temporary Chairperson.

(6) *Reports.* Formal Reports of committees for items referred to the Committee for recommendation shall be agreed to by a majority thereof. All documents referred shall be returned to Council with the report of the committee. Upon motion, and by a majority vote, Council may relieve a committee of further consideration of any question and order the question to be placed on the agenda. When any matter is referred to a committee with instruction to report at a time named in the order of

reference, failure to report at such time shall be considered as a report without recommendation, unless the time for report is extended by Council. If no such extension is granted, ~~the committee shall immediately return to the Clerk the documents pertaining thereto, and~~ the matter shall take its appropriate place on the agenda. As part of the ongoing involvement of the Committees, the Chair of any respective Committee may provide updates and informal reports to Council at Regular meetings regarding components and business of the City under the Committee's area of responsibility. The Committee Chair may request a topic or issue be referred to and assigned to the Committee for reporting and recommendation to Council.

(g) *Rule VII—Ordinances and resolutions.* (See Article V of the Charter.)

(1) *Pre-introduction of ordinances and resolutions.*

- A. An exact copy of an ordinance which has been approved as to form, or a resolution to be introduced, shall be delivered to the Clerk of Council not later than ~~58~~:00 p.m. on the Thursday before the regular Monday Council meeting. In the case of a special Council meeting, the ordinance or resolution shall be delivered to the Clerk of Council not less than 48 hours before the special meeting.
- B. Emergency ordinances shall be held exempt from the 48-hour time requirement if the subject of the emergency ordinance is the reason for calling the special Council meeting. However, emergency ordinances to be introduced at a regular Council meeting shall be subject to the 48-hour time requirement.
- C. The Clerk of Council shall notify each member of Council not later than 24 hours prior to the Council meeting and make a copy of the ordinance or resolution available as of that time.

(2) *Passage of resolutions.* Resolutions ~~shall may~~ be read by title and a synopsis of the proposed resolution either by the Clerk or a Council Member unless any member of Council requests the resolution be read in full in their entirety before Council unless such reading is waived by a majority of Council, in which case a synopsis will be presented and, after a properly seconded motion to accept and after discussion, voted upon. (See Section 220.01(h) Rule VIII—Motions.)

(3) *Introduction of proposed ordinances.* Ordinances may be introduced by a reading of the title and a synopsis of the proposed ordinance ~~by the Clerk or any member of Council. Six~~Copies of all ordinances being introduced shall be made available in their entirety for perusal by the public prior to the published meeting and during the meeting. ~~The Chair shall require their return to the Clerk at the close of the meeting for re-use at the hearing.~~ An ordinance shall be accepted for introduction after a majority vote on a properly seconded motion to accept for introduction and

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discussion. (See Section 220.01(h) Rule VIII-Motions.) After acceptance, the Chair shall establish a date for the public hearing.

- (4) *Public hearing on proposed ordinances.* ~~Six~~~~e~~Copies of the proposed ordinances shall be made available in their entirety for perusal by the public prior to and during the announced hearing. After the opening of the hearing, the title and a synopsis shall be read. The Chair shall then call for questions of clarification of the proposed ordinance. Comments for the proposed ordinance and then comments opposed to the proposed ordinance, from the general public, shall be heard. Comments from Council shall be heard next. After Council comments, a motion for, against, or to take up the matter again at a future specified date, shall be in order. A seconded motion shall be voted upon as specified in Section 220.01(h)(5) Rule III and the Charter. The procedure described in this subsection shall apply to both regular and emergency ordinances.
- (5) *Emergency ordinances.* Emergency ordinances shall be accepted as described in subsection (g)(4) hereof.

(h) *Rule VIII—Motions.* When a motion is made, it shall be restated by the Clerk before voting and shall be listed in the minutes of the Council. A motion shall not be withdrawn by the movant without the consent of Council if it has been seconded. Unless otherwise required by law, a motion shall be deemed passed if it receives the affirmative vote of a majority of the members present. Upon the Mayor's ordering of the ~~roll call~~ vote, it is the duty of every member who has an opinion on the question to express it by his or her vote, but he or she cannot be compelled to do so by any rule and may, therefore, abstain from voting.

(i) *Rule IX—Legislative proposals.* The Clerk shall keep a docket of legislative proposals referred to each of the standing committees. If Council is unable to agree upon the committee to which any particular legislative proposal should be referred, then the reference may be made by the Chair. References to committees shall be made only at regular or special Council meetings and a synopsis of the measure shall be read at the time of reference.

(j) *Rule X—Miscellaneous.*

- (1) *Amending Council rules.* These rules may be amended or altered, or new rules may be adopted after review by the Council and the Municipal Attorney.
- (2) *Enforcement of Council rules.* Any action taken by Council which is not in accordance with the Rules of Council shall be voided if a written protest is filed with the Clerk by any Council member within three days of the infraction. Such protest shall state the section(s) and paragraph(s) violated. The matter in question shall then be made the subject of a special meeting to be held not more than seven days after the date the protest was filed.
- (3) *Quorum.* A majority of all members elected to Council shall constitute a quorum. If a quorum is not present, the Chair may instruct the Sergeant-at-Arms to escort any unexcused member(s) in the City to the meeting.

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- (4) *Election of the Deputy-Mayor.* No person shall be considered a candidate for the office of Deputy-Mayor until he or she has been nominated by a member. No person shall be declared elected unless he or she receives a majority vote of Council. If no one member receives a majority vote, a second vote shall be taken, the candidates being limited to the two receiving the most votes on the first vote.
- (5) *Municipal Attorney.* The Municipal Attorney shall, when requested by the Mayor or a member of Council, give a verbal opinion on any question of law concerning Bellbrook Municipal affairs in open Council. If he or she deems the matter of greater importance, he or she may take a reasonable time to submit his or her opinion in writing. He or she shall be required to frame all ordinances into proper legal form. He or she shall not be required to draw any resolution, except upon a majority vote of Council.
- (6) *Sergeant-at-Arms.* The Police Chief or his or her duly appointed representative, when requested, may be called upon to maintain order at the discretion of the Chair.
- (7) *Return of documents.* Upon expiration of a Council member's term of office, he or she shall submit to the Clerk of Council the following documents, if he or she is not re-elected:
  - a. The Zoning Code;
  - b. The Comprehensive Plan;
  - c. The Municipal Code; and
  - d. Other City property.
- (8) *Temporary modification.* Council may temporarily modify these rules at any time by a majority vote of Council.
- (9) *Motions to table.* Motions to table, after being seconded, may be debated by members of Council. Each member shall be afforded the opportunity to speak and the Chair shall strictly limit such discussion to three minutes for each member.

After Council discussion, members from the audience may address the Chair, but must contain their comments to a three-minute time limit.

Discussion shall be limited to the question to table.

(Res. 77-M, passed 10-10-77; Res. 78-J, passed 3-13-78; Res. 80-T, passed 8-25-80; Res. 97-L, passed 10-13-97; Res. 2003-G, passed 3-17-03; Res. 80-4, passed 8-25-80; Ord. No. 2019-9, § 1, 4-22-2019; Ord. No. 2022-O-5, § 1, 4-25-2022)