

CITY OF MEDINA

Reference Sheet for Council Meeting Rules, Procedures and Voting

Councilmember Conduct in Council Meetings.¹ Councilmembers shall:

- Act in a courteous, professional and respectful manner toward each other, Staff and the public.
- Have reviewed Council agenda materials; be prepared to substantively address all items in a reasonable manner.
- Maintain a balanced, open perspective and sense of humor in conducting business.
- Avoid surprising one another or Staff with relevant issues or questions that could be researched, evaluated, and individually discussed before the meeting.
- Respect and abide the majority vote of the Council; speak with one voice on the topic going forward; not undermine the Council decision.
- Conduct Council business expeditiously; refrain from rehashing prior information; refrain from side conversations with each other or the public during the meeting.
- Not be repetitive in arguments or discussion; no personal attacks on other members.
- Use City-provided electronic device to view the agenda packet and perform the Council's business. See Guidelines at Chapter 6. Councilmembers may use personal or other electronic devices with advance notice and permission of the Mayor. In the event a change of device during a meeting is necessitated by, for example, a dead battery, the Councilmember will contemporaneously advise the Mayor thereof.

Basic Procedures for Council Action.²

- Council action may only be taken in a meeting. A quorum of the Council (4 members) is required to convene a meeting.
- Meetings are conducted in accordance with the Open Public Meetings Act and Roberts Rules of Order, which should be consulted as necessary.
- The Mayor (or designee) chairs and conducts the meeting. Procedural decisions may be appealed by Councilmembers.
- Action is taken by motion, which may stand alone, or may amend, approve and/or adopt resolutions and ordinances as presented or as modified.
- Motions must be clearly stated and receive a second before discussion. Each Councilmember may address the motion, after which the Mayor will call for additional comments or call the vote.
- Motions may be amended; each amendment shall be voted on serially or in reverse order in the case of multiple pending amendments.

Basic Voting Procedures.³

- A majority vote of the Councilmembers present is required to amend, pass or adopt any motion, except as otherwise required by law. Tie votes do not constitute a majority vote.
- Each Councilmember present shall vote on all motions called for vote unless s/he desires to abstain or has an actual or potential conflict of interest and timely follows the procedures below.

¹ Council Rules & Guidelines (2.2020) Sec. 4.7 (edited for brevity).

² Council Rules & Guidelines (2.2020) Sec. 5.1—5.5 (edited for brevity).

³ Council Rules & Guidelines (2.2020) Sec. 5.6 (edited for brevity).

ATTACHMENT 1

- ❑ Every vote shall be cast in a clear voice when called by the Mayor unless an electronic voting device is used. If the Mayor requests a vote by roll call or show of hands, Councilmembers shall comply.
- ❑ The Mayor shall announce the vote tally and state whether the motion passes or fails. The Mayor may comment on or explain the consequences thereof and any other pertinent information.
- ❑ Abstention. A Councilmember may abstain from voting but shall first advise the Mayor and Council thereof and state the reason. Abstentions shall be ignored in counting the affirmative and negative votes unless RRO or the law requires otherwise.
- ❑ Conflict. Councilmembers may on occasion have a legal or other conflict that should or does prevent them from participating in a specific matter and/or voting on a specific motion (known as “recusal”). If a Councilmember believes or suspects they may have a conflict, they should promptly advise the City Manager who may confer with the City Attorney. Because conflicts can be complex, Councilmembers should periodically review Chapter 7 of the Council Rules & Guidelines.