

# **Rules of Council 2019**

**Village of Minerva Park  
Minerva Park, Ohio**

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# VILLAGE OF MINERVA PARK

## Rules of Council

### Council

#### Filling Vacancies on Council

When a vacancy arises on council either through a council member vacating an unexpired term or because no one ran to fill a 4-year term, there will be a call for citizens to indicate their interest in filling the unexpired or vacant term. Such call will be made through announcements in the *Village Update*, the village newsletter; communications from council members and others knowing of the vacancy, and announcements placed at appropriate places in the village, including posting on the village website. Such announcements will include the date by which citizens should indicate their interest.

The deadline for council to fill the vacancy is thirty days from the date the resignation becomes effective either by an acceptance vote of council or by the future effective date provided by the resignation letter. If the vacancy arises because no one ran to fill a 4-year term, the vacancy is effective on January 1<sup>st</sup> of the beginning of the unfilled term. If council is unable to select a replacement 30 days from the date the vacancy became effective, the Mayor may fill it by appointment.

To indicate interest, a citizen must submit a resume and letter of intent to the Mayor or any of the council members. Once the Mayor or council member receives the resume and letter, he/she will immediately see that all members of council receive copies. If no regular meeting is scheduled, a special meeting will be scheduled as soon as possible after the deadline in order for the interested citizens to appear in person before the Mayor and council to both ask and answer questions.

Every effort should be made to have all council members present to interview and select a new member. At least four members of council must be present in order to call a regular or special meeting to interview, select and vote to fill a vacancy.

Filling the vacancy will be the first order of business on the agenda.

#### **Process for Voting on Candidate(s) to Fill Vacancy(s):**

1. A motion is made to appoint one of the candidates, and a vote is taken.
  - a. If there are multiple vacancies, the voting will be done one position at a time.
  - b. The vacancy of shortest duration filled first.
  - c. If there are one or two vacancies on council at one time, there must be at least four council members present to proceed with the voting.
    - i. Whether there are four or five members of council present to select a new member, at least three votes must be cast in favor of any one individual for that person to be selected.
    - ii. In no instance would a person be voted to council with fewer than three votes.
      1. that person can be placed on council
      2. Sworn in by the Mayor
      3. Begin his/her duties immediately.
2. In the unlikely event that there are three or more vacancies on council at one time, a meeting can be called to order with all of the existing members present with appointing a new council member or members being the first and only item to be acted upon.

- a. In the case of three vacancies:
  - i. If any one person receives all three votes of the council members present, that person is immediately sworn in by the Mayor. At that point there are now four on council, the new member may vote, and there are the four members present for the quorum to conduct business.
- b. If there are four or more vacancies:
  - i. the Mayor will proceed to appoint a council member and swear that council member in one member at a time until there are three members on council. At that point the remaining vacancies can be filled as stated above.

Unless otherwise decided by the Mayor and council, the person filling the vacancy will serve on all the committees as the person being replaced until the end of the year; however, if the person being replaced was chair of the committee, the Mayor and council may appoint one of the existing committee members to serve as chair for the remainder of the year.

### **Excusal from Attendance at Regular Council Meetings and Absence without Valid Excuse**

A council member shall be excused from attendance at a regular or special meeting of council upon notification to the Mayor prior to such meeting. If the council member does not notify the Mayor of the anticipated absence and ask to be excused, the absence shall be noted as an absence without valid excuse. Pursuant to Ohio Revised Code Section 705.13, unless waived by two thirds vote of all members, each unexcused absence from a regular meeting will result in a salary reduction equaling two percent of the annual salary. The vote will be taken immediately after Roll Call is completed.

### **Repeated Absence from Attendance**

Council may declare a councilperson's seat vacant for absence when such absence has been continuous for ten consecutive regular meetings. Said hearing for said expulsion shall be pursuant to Ohio Revised Code Section 731.45 and pursuant to other Ohio Revised Code sections pertaining to the conduct of council meetings.

### **Excusal During Meeting**

No member shall be excused while council is in session except upon permission of the chair.

## **Meetings**

### **Regular Meetings**

Regular meetings of council shall be held at the Community Building at 7:00 p.m. on the second and fourth (when possible) Monday of each month (January through December). See Appendix B for 2018 calendar. Council may, by majority vote, change the day and hour of holding any particular regular meeting with proper notification, or adjourn the same to a day and hour determined by a like vote of the members present if constituting a quorum.

### **Special Meetings**

Council shall hold special meetings as may be found necessary to discuss specific issues. Such meetings will be posted by the Fiscal Officer upon the written or verbal request of the Mayor or upon the written or verbal request of three council members. Requests made by email sent to all

council members and the Fiscal Officer are considered valid written requests for special meetings.

### **Work/Study Sessions**

Regular Work/Study Sessions of Council shall be held at the Community Building at 8:00 a.m. on the Saturday before the second Monday of each month (January through December). Additional work/study sessions are scheduled for the 3<sup>rd</sup> Monday of the month for the second and third month of the first three quarters of the year at 7:00 PM. Work Sessions may also be scheduled as needed, as determined by the Mayor and council including before or after regular or special sessions of the council. Meetings are held at the Community Building or other public place within the corporate limits of the Village of Minerva Park.

All council members should be notified of work/study sessions by email or phone at least 24 hours in advance. All meetings shall be open to the general public and notification shall be made in accordance with the section "Postings of Regular, Special, and Work/Study Session Meetings" of these rules and in compliance with the Ohio Revised Code.

There shall be no discussion or participation in deliberations of council by the public in its work/study sessions. However, specific residents or other individuals may be deliberately invited to participate in a work/study session when the topic of the work/study session directly relates to that citizen or individual. No resolution, regulation, rule, ordinance or formal action of any kind shall be adopted at a work/study session.

Occasionally Council schedules a "Coffee with Council", an informal meeting where residents are invited to talk on any topic related to the Village.

### **Postings of Regular, Special, and Work/Study Session Meetings**

Special meetings and Work Session announcements must be placed in the following locations at least 24 hours before the scheduled meeting. The ORC calls for 5 different places. Currently the Administration places them as follows:

- In the community building on the inside board
- On the community building front window
- In or on the official board of the community outside of the community building
- In or on the board at the playground area on Maplewood Road
- On the village website
- In or on the board at the pool (from Memorial Day through Labor Day only)

In addition:

- The Columbus Dispatch can also be notified by emailing Lori Kurtzman at [lkurtzman@dispatch.com](mailto:lkurtzman@dispatch.com) or calling 614-461-8759.

Should the Fiscal Officer be unavailable, the Mayor's Administrative Assistant, the President of Council or any council member can also post the announcements.

### **Notification to Members and Topics at Special Meeting**

Any such vote or request for the calling of a special meeting shall state the subject or subjects to be considered at the special meeting. Twenty-four (24) hours' notice of such special meeting, if called by the Mayor or by three members of council, shall be given to each member of council and to the Mayor by email or phone. Council members are encouraged to state their preferred means of notification to the Mayor and Fiscal Officer. It should be noted that Ohio Revised Code 731.46

states that notice if given “upon at least twelve hours' notice to each member, served personally or left at his usual place of residence”. It is our intention to give 24 hours’ notice in order to allow all council members time to prepare for the meeting.

### **Calling the Meeting to Order, Roll Call, Quorum**

The Mayor, or in his/her absence, the president pro tempore of council, shall take the chair at the hour appointed for council to meet, and immediately shall call the council to order. The roll shall then be called by the Fiscal Officer, who shall enter in the minutes of each meeting the names of members present thereat. A quorum must be present to hold the meeting. A quorum is defined as the majority of all members of council. Minerva Park has six council seats; a quorum is four or more members. In the absence of a quorum at the time appointed for a meeting, the members present may, by a majority vote of those present, take a recess or recesses and procure the attendance of an absent member. If a quorum cannot be formed, the meeting shall not be held. However, a special meeting to be held in the future could then be called according to the council rule concerning special meetings above.

### **Temporary Chair**

In case of the absence of the Mayor and the president pro tempore of council, the Fiscal Officer shall call the council to order. The Fiscal Officer shall call the roll, and if a quorum is found to be present, the council shall proceed to elect by a majority vote a temporary chairperson of the meeting until the appearance of the Mayor or president pro tempore of council.

### **Substitute Chair**

The chair, i.e., Mayor, president pro tempore of council or temporary chairman, may call any other member to take his/her place in the chair. Such substitution will not continue beyond adjournment.

### **Appeals from Decisions of the Chair**

The Mayor or president pro tempore of council shall preserve decorum and decide all questions of order, subject to appeal to council. If any member transgresses the rules of council, the chair shall, or any member may, call him/her to order and in the latter instance the chair shall render a decision as to the point of order. In case of an appeal from a ruling of the chair, the question shall be “Shall the decision of the chair stand as the decision of council?” The chair shall be sustained unless overruled by a majority vote of the members of council present.

### **Chairs Power to Vote**

The Mayor shall have no vote except in the event of a tie vote of members of council present, in which case the Mayor shall have the power to vote and his/her vote shall have the same legal effect as a vote of a member of council. However, any member of council who is serving as chairman shall have the same power to vote as other members.

### **Rules of Conduct During Council Meetings**

Members of council agree to abide by the Rules of Conduct as described in Resolution 2018-28. Council Members mutually agree to self-monitoring of their conduct.

### **Limitation of Debate**

Each member of council shall confine him/herself to a maximum of ten (10) minutes of time on a single topic.

## Voting

When a question or motion is put forth for a vote, all members present shall vote on same. While abstentions are discouraged, an abstention is often appropriate if the council member is not adequately informed as to the issue being decided upon or has a conflict of interest. If a council member knows he/she should abstain because there is a conflict of interest, he/she should state that there is a conflict of interest before discussion begins. The council member then leaves the room during discussion and voting.

## Division of a question or motion

On demand of any member, a question or motion under consideration which covers two or more points shall be divided where the question or motion admits of such division.

## Demand for Roll Call

Any member may demand a roll call vote upon any question or motion before council at any time before the decision of said question or motion is announced by the chair.

## Order of Business

Order of Business for the first regular meeting of the month shall include:

- Roll Call and Compensation of absent members
- Pledge of Allegiance
- Welcome Message (See Exhibit 2)
- Minutes of previous regular and/or special meetings
- Village Officials Reports – Preferred Order
  - EMS/Fire Department
  - Police Department
  - Engineer
  - Village Planner
  - Law Director
  - Fiscal Officer
  - Planning and Zoning
  - Code Enforcement Officer's Report
  - Community Associations: Minerva Park, Northland
- Charter Commission Report
- Minerva Park Community Association
- Mayor's Report
- Council Committee Reports: Preferred Order
  - Communications
  - Community
  - Finance
  - Streets and Services
  - Safety
  - Legislation
  - Old Business
  - New Business
  - Citizen Comments
  - Adjournment

\*The specific order of these reports can be modified as needed

The Order of Business for the second regular meeting of the month will include but not be limited



to: Roll Call and Compensation of absent members  
Pledge of Allegiance  
Welcome Message (See Exhibit 2)  
Legislation  
Old Business  
New Business  
Citizen Comments  
Adjournment

### **Citizen Comments During Council Meetings**

Council meetings are public business meetings of the Minerva Park Council. As such, all citizen comments must be orderly, civil, and courteous and pertain to current issues and topics of business before council.

### **Green Card**

Citizens may comment on a specific topic during a Council Meeting except when Legislation is being voted on. They do so by filling out a Green Card with their name and the topic they wish to address and handing the card to the Presiding Chair who will determine the appropriate time for the resident to speak.

Citizens may comment after New Business as noted on the Agenda. They will come up to the podium one at a time, speak their name clearly and are allocated three minutes. At the discretion of the Mayor or presiding chair, there can be discussion surrounding the topic. However, realizing that the council meeting is an orderly business meeting, the discussion should always directly pertain to the business at hand. No citizen will have more than nine minutes at any council meeting excluding discussion time as mentioned above.

In addition to the Citizen Comments Card, the Mayor or President of Council may recognize any nonmember of council for the purpose of asking a brief question that clarifies for the citizen the topic before council.

Any group of four or more, or a delegation of four or more, wishing to appear before council should direct a letter to the Fiscal Officer and a copy to the Mayor in such time that it will be received no later than 72 hours before a regular council meeting or no later than 24 hours before a special council meeting. At that time council members shall also be notified by the Mayor or Fiscal Officer. It is clear that this rule is not intended for an individual, or groups of two or three individuals, but larger groups that wish to address an issue at a council meeting. The purpose of this is to give council ample time to research and consider the problem to be presented and discussed at the next meeting. Such a group shall choose a spokesperson to initially present the issue to council and then other members of the group may be recognized to give comments directly related to the issue when the group has been recognized to speak on the committee topic.

At all times, speakers must be civil and courteous and address topics and issues before Council. For a further definition of civil and courteous, please see Rules of Conduct. (exhibit )

### **Motions**

Once a motion is made and seconded it is open for debate. Any member may request that the

motion be restated or be reduced to writing. A motion may be withdrawn by the mover with consent of the person who seconded the motion. Unless otherwise required by law a motion shall be deemed passed if it receives the affirmative vote of a majority (or other required number when mandated by law) of the members who voted including the chair if entitled to vote thereof

## **Order of Precedence**

When a question or motion is before council, no motion shall be entertained except the following subsidiary motions:

- a. To adjourn
- b. To lay on the table
- c. The previous question or motion
- d. To postpone to a certain time
- e. To refer
- f. To amend
- g. To postpone indefinitely

Said motions shall have precedence in the foregoing order.

## **Motion to Adjourn**

Motion to adjourn shall be in order at any time, except as follows:

- a. When repeated without intervening business or discussion
- b. When made while another member is speaking
- c. When the previous question or motion has been ordered
- d. While a vote is being taken

A motion to adjourn is not debatable except as to time to which the meeting is adjourned.

## **Motion to Lay on the Table**

A motion to lay on the table shall preclude all amendments or debate of the subject under consideration. If the motion prevails, the consideration of the subject may be resumed only upon motion of a member voting with the majority and with the consent of the majority of the members present.

## **Previous Question or Motion**

The previous question or motion shall be stated in these words: "Shall debate now close?" The motion shall pass if two-thirds (2/3rds) of the members present shall favor it. If the said motion is ordered, there shall be no further amendment or debate, but the question or motion shall be put immediately.

## **Motion to Postpone to a Certain Time**

Motions to postpone may be amended to time, excepting a motion to postpone indefinitely. If a motion to postpone indefinitely is carried, the principal question or motion shall be declared lost.

## **Motion to Refer**

When discussion on motion is demanding a considerable amount of meeting time, it is permissible to move to refer the discussion to a committee or work session so that discussion can take place in a more informal setting and with plenty of time to work on details.

## **Motion to Amend**

A motion to amend shall be susceptible of but one amendment. An amendment once rejected may not be moved again in the same form.

## **Motion to Postpone Indefinitely**

If a motion to postpone indefinitely is carried, the principal question or motion shall be declared lost.

## **Motion to Suspend Rules and Votes Required**

A motion to pass legislation requires a vote of at least a majority of all the members of council. Minerva Park Village council has six members on council; four affirmative votes are needed to pass a piece of legislation.

A motion to pass legislation as emergency legislation requires two-thirds (2/3) vote of the members of council. Minerva Park Village council has six members on council; four votes are needed to pass legislation as emergency legislation.

A motion to suspend the rule which requires that each ordinance or resolution shall be read on three different days must receive by roll call vote the affirmative vote of three-fourths (3/4) of the members of council. Minerva Park Village council has six members on council; three fourths of council shall be deemed to be five members supporting the motion to suspend the rule. Upon the passage of such motion, the main question or motion shall be open to debate.

A majority of members of council present without debate may vote to suspend all other rules not inconsistent with Ohio Revised Code.

## **Motion to Reconsider**

A motion to reconsider a proposal that has been acted upon favorably must be made before adjournment of the session of council at which the vote was taken. A motion to reconsider any other action taken by council may be made not later than the next regular meeting after the vote of council thereon. In either case only a member who voted with the prevailing side may make such motion. The concurrence of a majority of the members present shall be sufficient for reconsideration of a vote. If a motion to reconsider is lost, it shall not be entertained again in the calendar year in which it was initially presented.

## **Ordinances and Resolutions**

Each ordinance and resolution shall be read by title only, provided the council may require any reading to be in full by a majority vote of its members. Each ordinance or resolution shall be read on three different days, provided the council may dispense with this rule by a vote of at least three fourths of its members. *See Motion to Suspend Rules.*

Ordinances, resolutions, and motions not receiving a second to be passed shall be deemed to have been defeated and will be declared lost.

From time to time, council makes corrections on ordinances or resolutions as they are presented to council. If these corrections are simply typographical or to clarify a matter, which might appear ambiguous to some by reading the same, it may be corrected after it is passed. However, if the change is substantive in nature as to what is being legislated, that piece of legislation should be withdrawn and new legislation presented which accurately states the purpose and intent of the legislation. In all cases, the public and the citizens must have time to review and analyze said substantial corrections or changes to legislation.

## Committee of the Whole<sup>1</sup>

The president pro tempore of council shall preside when council resolves itself into the Committee of the Whole. These rules of council shall govern the Committee of the Whole except that no limit shall be placed on time or frequency of speaking and that the previous question or motion cannot be moved. All questions or motions shall be decided by a majority vote of those members present. When this committee arises, any measure, together with any amendment thereto, reported out, shall receive the immediate consideration of council unless otherwise ordered placed upon the calendar.

## Executive Session – Explanation and Rules of Engagement

In line with the current Ohio Sunshine Laws, all council meetings, special meetings, work sessions, and all meetings of any committee are declared to be public meetings open to the public at all times. There are limited exemptions in the case when deliberations and discussions should not be heard and observed by the public. In those limited cases, council can go into executive session as specified in the **Ohio Revised Code section 121.22 (G)**.

Council may hold executive sessions at regular and special meetings only after a majority of a quorum of council determines, by a roll call vote, to hold an executive session.

Except as otherwise provided by law, council shall NOT hold an executive session for the discipline of an elected official for conduct related to the performance of the elected official's official duties or for the elected official's removal from office.

If council holds an executive session, the motion and vote to hold that executive session shall state which one or more of the approved purposes for which the executive session is to be held but need not include the name of any person to be considered at the meeting.

Because the discussion in executive session is confidential given the nature of the matters listed above, there will be no notes or minutes of the discussion of the executive session and all those present at the executive session are to keep the matters discussed confidential.

## **An Executive Session can be held for the sole purpose of the consideration of any of the following matters:**

(1) Personnel matters: To consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official, or the investigation of charges or complaints against a public employee, official, licensee, or regulated individual, unless the public employee, official, licensee, or regulated individual requests a public hearing.

(2) Purchase or Sale of Property: To consider the purchase of property for public purposes, or for the sale of property at competitive bidding, if premature disclosure of information would give an unfair competitive or bargaining advantage to a person whose personal, private interest is adverse to the general public interest. (more details – see ORC)

(3) Confidential Attorney Conferences: Concerning disputes involving the council that is the subject of pending or imminent court action;

(4) Employment Conditions: Preparing for, conducting, or reviewing negotiations or

bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment;

(5) Confidential Matters Defined by Law: Required to be kept confidential by federal law or regulations or state statutes;

(6) Security Details: Details relative to the security arrangements and emergency response protocols for council or a public office, if disclosure of the matters discussed could reasonably be expected to jeopardize the security of the council or public office;

## Committees

### Appointment of Standing Committees

Standing Committees consisting of three (3) members each are hereby authorized.

Unless otherwise decided by the Mayor and council, the person filling the vacancy will serve on all the committees as the person being replaced until the end of the year; however, if the person being replaced was chair of the committee, the Mayor and council may appoint one of the existing committee members to serve as chair for the remainder of the year.

- Community: The community committee shall make recommendations to council for the care and maintenance of the Village grounds and facilities. This is accomplished with support from the Village Administration.
- Finance: To provide financial oversight, make recommendations and regular reports to council. This is accomplished with support of the Fiscal Officer and the Mayor.
- Legislation: To provide oversight, make recommendations, assist in drafting and review of ordinances and resolutions. This is accomplished with the support of Village Administration including the Mayor, Fiscal Officer and Solicitor.
- Safety: To provide oversight to the Police, Fire and EMS services of the village. This is accomplished through regular meetings with the department heads, Mayor and Fiscal Officer.
- Streets and Services: To provide oversight regarding maintenance of streets and sewers both sanitary and storm, as well as related infrastructure. This is accomplished through the support of the Village Engineer and Mayor.
- Communications: To provide support for effective and timely communications to Village residents. This is accomplished by working with Village Administration and the Residents.
- Ad Hoc: The Mayor can also appoint committees as needed to address specific issues.

## Committee Chairperson Responsibilities

The committee chairperson shall have the responsibilities as listed below:

- Each committee chairperson shall coordinate with the Mayor and assist the Mayor in the administration of village affairs through overview, study, and making recommendations pertaining to the assigned area of the appointed chairperson.
- Each committee chairperson shall have the authority to call meetings as often as deemed necessary and desirable. To ensure attention to village matters, committees should meet at least quarterly.
- **Report Requirements:**

Each committee chairperson shall be prepared to render the following reports:

- a report to council at each regular meeting and such special meetings as are necessary as to the activities of their committee.
- Report items of significant value for the development of policy and/or containing recommendations for future actions that benefit the village as a whole will be submitted in writing and appended to the minutes of the council meeting.
- Each committee chairperson shall write and submit reports of committee activities, including updates on ongoing projects, to be published in the village newsletter, the *Village Update*, and the village website.

All reporting requirement shall apply to both committee and subcommittee assignments

- **Creation of Sub-Committee:**
  - Each Committee Chairperson shall have the right to create Sub-Committee(s) by following the Sub-Committee Rules and Responsibilities.
  - Committee Chairperson Responsibilities apply equally to sub-committees.

## Committee Meeting Notification and Posting

The committee chairperson shall notify the Mayor and Fiscal Officer as to the date, time and place of said meetings. Meetings should be held in the community building or other public building to allow any interested citizens to attend.

The Fiscal Officer shall then post notification of the committee meeting at the Community Building as soon as notified of such meeting and never later than 24 hours before the meeting is to begin and any other notification required by Ohio Revised Code and Sunshine Laws.

## Sub-Committee Rules and Responsibilities

### Purpose of Sub-Committee

The committee Chair and committee council team determine a sub-committee could expedite a defined project/task or where involvement of residents would be beneficial to reaching a defined goal including assistance in assessing public opinion or gathering data or technical details.

### Permission to Create a Sub-Committee

To reduce the risk of having two committee chairs create a sub-committee with similar goals, the following approval process will take place before a sub-committee is created:

- A committee chair must get agreement from both of their fellow committee members
- The committee must provide the following written information to council at a scheduled work session:
  - A written goal/purpose for the sub-committee

- Start and estimated Close Out date of the sub-committee (can not be on-going)
- The chair of the sub-committee (Must be one of the committee council members)
- Method of involving residents/vendors and other non-residents on sub-committee – if applicable (Limited to 8 At any given time)
- Deliverable(s) must be stated with estimated dates of completion

### Sub-Committee Chairperson Responsibilities

The committee chairperson maintains overall responsibility for the successful operation of a sub-committee created by their committee council team. All Committee rules apply including Committee Chairperson Responsibility and Committee Meeting Notification and Posting rules.

### Closing out a sub-committee

- A sub-committee can be shut down by a majority vote of council
- A sub-committee with no progress report two months in a row will be considered inactive and will be ordered disbanded
- Sub-Committee chair will provide deliverables to council members during a monthly work session.

## Referendum and Initiative

In the case of a referendum that is properly processed according to law, council shall not attempt to pass another ordinance similar until the referendum process is complete.

## EXHIBIT 1

### 2019 Council Calendar

#### January

Work Session - 12  
Council Meeting - 14  
Coffee with Council - 21  
Council Meeting – 28

#### February

Work Session - 9  
Council Meeting – 11  
Work Session –18  
Council Meeting – 25

#### March

Work Session - 9  
Council Meeting - 11  
Work Session - 18  
Council Meeting - 25

#### April

Work Session - 6  
Council Meeting - 8  
Coffee with Council - 15  
Council Meeting - 22

#### May

Work Session - 4  
Council Meeting – 6  
Coffee with Council - 13  
Council Meeting – 20

#### June

Work Session - 8  
Council Meeting - 10  
Work Session - 17  
Council Meeting - 24

#### July

Work Session - 6  
Council Meeting - 8  
Coffee with Council - 15  
Council Meeting - 22

#### August

Work Session - 10  
Council Meeting - 12  
Work Session - 19  
Council Meeting - 26

#### September

Work Session - 7  
Council Meeting - 9  
Work Session - 16  
Council Meeting - 23

#### October

Work Session - 12  
Council Meeting -14  
Coffee with Council - 21  
Council Meeting – 28

#### November

Work Session - 9  
Council Meeting – 11  
Council Meeting – 18

#### December

Work Session - 7  
Council Meeting - 9  
Council Meeting - 16



## **EXHIBIT 2**

### **To be added to the Agenda:**

#### **Welcome Message – Council Meetings**

1. Welcome to all residents in the audience and those who are joining us via the internet.
2. A council meeting is only possible if we have a minimum of four councilmembers in attendance. We welcome councilmembers whose attendance this evening makes this meeting possible.
3. Residents are welcome to complete and hand in a green card if they wish to speak on an agenda item (such as streets, code enforcement, safety etc.
4. Residents also have an opportunity to speak for up to 3 minutes during Citizens Comments – by coming to the podium and first stating their name and address. We ask that comments are related to Village business.
5. Councilmembers are committed to abide by the Rules of Conduct and we hope Residents will join us by participating while demonstrating respect, kindness, consideration and courtesy to others.

## **EXHIBIT 3**

### **Resolution 2018-28**

#### **RULES OF CONDUCT FOR THE VILLAGE COUNCIL OF MINERVA PARK, OHIO**

**January 14 2019**

2.1 All members of the Village Council have equal votes. No Council member has more power than any other, and all members shall be treated with equal respect.

2.2 As a Council member it is important, at all times, to act in a manner that enhances community confidence.

2.3 These Rules of Conduct do not prohibit or infringe on any member's right to freedom of speech or expression of an opposing viewpoint. Members are entitled and encouraged to share their viewpoint(s), provided it is done in a professional manner, and with the utmost respect for others.

2.4 No member of the legislative authority, especially when acting in his/her official capacity or in dealing with the public, shall commit any act or utter any comments which would bring embarrassment to the Village of Minerva Park.

2.5 Members should, at all time, ensure their actions and statements provide a positive image and public perception of the Village and work to enhance and improve the Village, other members of Council, and Village employees. At no time shall a member of the council commit an act or make remarks, which are derogatory, degrading, belittling, sarcastic or malicious toward another member of Council, the Village, Mayor or Village employees. Opposing viewpoints of Council members, the Mayor or Village employees may be shared, provided they are not presented in a manner violating these rules of conduct or any other laws of the Village or State of Ohio.

2.6 Members of the Village Council shall conduct themselves in accordance with all aforementioned sections and the following:

2.6.1 Act properly, professionally, and in accordance with the requirements of the law and the terms of these Rules of Conduct.

2.6.2 Fully participate in Village Council meetings and other public forums, while demonstrating respect, kindness, consideration, and courtesy to others.

2.6.3 Act in good faith; honestly, for the purpose of the community and not one's personal agenda. Always acting in the interest of the community and Council, without exceeding their lawful powers.

- 2.6.4 Make no allegations which are unseemly or derogatory in public forums pertaining to matters of Village business, employees, or other Council members.
- 2.6.5 Refrain from any form of conduct, especially in performance of their official duties and while in public forums, which may cause any reasonable person unwarranted offense or embarrassment; or bring embarrassment to the Village.
- 2.6.6 Observe the highest standards of honesty and integrity, and avoid conduct which may suggest any departure from this standard.
- 2.6.7 Ensure confidential information is guarded and handled with the utmost sensitivity.
- 2.6.8 Always act in accordance with their obligation of loyalty to the Council and Village; serving as a model of leadership and civility to the community.

### **Enforcement**

- 3.1 Violation of these established rules may be considered malfeasance, misfeasance, or non-feasance; and is a violation of rules established under Ohio Revised Code Section 731.45. (1)
- 3.2 Violation of these rules may result in disciplinary action in accordance with provisions of Ohio Revised Code Section 731.45.
- 3.3 These rules shall be enforced by the Council of the Village of Minerva Park as provided by Ohio Revised Code Section 731.45.
- 3.4 These Rules are hereby incorporated in the Rules of Council by reference.

(1) LAW Writer® Ohio Laws and Rules  
Revised Code » Title [7] VII MUNICIPAL CORPORATIONS » Chapter 731: ORGANIZATION  
731.45 Rules - journal - expulsion of members.

“The legislative authority of a municipal corporation shall determine its own rules and keep a journal of its proceedings. It may punish or expel any member for disorderly conduct or violation of its rules and declare the seat vacant for absence without valid excuse, where such absence has continued for two months. No expulsion shall take place without the concurrence of two thirds of all the members elected, and until the delinquent member has been notified of the charge against him and has had an opportunity to be heard.”