

Resolution 2018 –05

A RESOLUTION ADOPTING A REVISION TO THE RULES OF COUNCIL FOR THE COUNCIL OF THE VILLAGE OF MINERVA PARK FOR 2018

WHEREAS, the Council of Minerva Park meets to consider matters of the Village; and

WHEREAS, it is necessary for the Council of Minerva Park to update the Rules of Council to help govern the proceedings of Council;

NOW, THEREFORE, be it resolved by the Council of the Village of Minerva Park, Franklin County, State of Ohio, that:

Section 1. The Council of Village of Minerva Park hereby adopts changes to the rules to govern the meetings and proceedings of the Council of the Village of Minerva Park.

Section 2. The Rules of Council 2018 revision 2-12-2018 for the Village of Minerva Park, attached as Exhibit A, are made a part hereof as if fully rewritten herein.

Section 3. It is hereby found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Council, and that any and all deliberations of this Council and any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements of the laws of the State of Ohio.

Section 4. All prior legislation, or any parts thereof, which is/are inconsistent with this Resolution is/are hereby repealed as to the inconsistent parts thereof.

Section 5. This resolution shall take effect and be in full force from the earliest period allowed by law.

/S/ Lynn Eisentrout

Lynn Eisentrout, Mayor, Village of Minerva
Park

First Reading: February 12, 2018
Second Reading: February 26, 2018
Third Reading: March 12, 2018
Passed:

ATTEST

/S/ Kim Pulley

Kimberly Pulley, Fiscal Officer

APPROVED AS TO FORM

/S/ Eugene Hollins

Solicitor

Rules of Council 2018

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

**2829 Minerva Lake Road
Columbus, Ohio 43231
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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. If the vacancy arises because no one ran to fill a 4-year term, the vacancy is effective on January 1st of the beginning of the unfilled term.

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 order and select and vote to fill a vacancy. Filling the vacancy will be the first order of business on the agenda. At that meeting, a motion is made to appoint one of the candidates, and a vote is taken. If there are multiple vacancies, the voting will be done one position at a time with the vacancy of shortest duration filled first. 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. 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. In no instance would a person be voted to council with fewer than three votes. Once the vote is taken and an applicant has received three or more votes, that person can be placed on council and sworn in by the Mayor and can begin his/her duties immediately. If there are still vacancies and still interested applicants for the positions, the voting can continue until all positions are filled.

If council is unable to select a replacement 30 days from the date the vacancy became effective, the Mayor shall fill it by appointment.

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.

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. In the case of three vacancies, 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.

If there are four or more vacancies, 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.

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 a two-thirds vote of all members, each absence from a regular meeting will result in a salary reduction equaling two percent of the annual salary.

Repeated Absence from Attendance

Council may declare a councilperson's seat vacant for absence without valid excuse when such absence has been continuous for four 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 may be scheduled as needed, as determined by the Mayor or, in his/her absence, the president pro tempore, at the Community Building or other public place within the corporate limits of the Village of Minerva Park.

Work/Study sessions of council shall be held as needed at the Community Building or in any other public place within the corporate limits of the Village of Minerva Park. Work/Study sessions may be held before or after a regular session or special session of the council at the discretion of the Mayor or, in his/her absence, the president pro tempore. 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.

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:

- 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 or calling 614-461-8759.
- Any citizen can request in writing to be notified by email when there are special meetings and efforts will be made to comply with that request. The Fiscal Officer keeps a list of all those who have done so.

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.

Topics under discussion

Members of council addressing council shall confine themselves to the question or motion under debate and avoid disruptive outbursts and disorderly conduct, including, but not limited to, interrupting other council members, profanity, addressing personalities, ad hominem and related arguments (including, but not limited to, fallacious ad hominem, ad personem, ad feminam, tu quoque, poisoning the well, guilt by association, and genetic fallacy). To ensure an orderly discussion and to facilitate equitable participation, council members will wait to be recognized by the Mayor or president pro tempore of council before speaking. If any council member engages in repeated disruptive or disorderly behavior, the Mayor or president pro tempore of council can indicate that the member is out of order and ask the person to surrender the floor and/or leave the meeting.

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
- Pledge of Allegiance
- Invocation
- Compensation for absent member(s)
- Minutes of previous regular and/or special meetings
- Village Officials Reports:*
- 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
- Mayor's Report
- Council Committee Reports:*
- Community
- Finance
- Streets
- Service
- Safety
- Streets
- 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
- Pledge of Allegiance
- Invocation

Compensation for absent member(s)
Legislation
Old Business
New Business
Citizen Comments
Adjournment

Invocation

It is customary in Minerva Park to start each regular council meeting with an invocation. All members of council are asked to participate in delivering the invocation during the year. The nature of the invocation is up to each council member; however, council members are encouraged to have the invocation be non-denominational or secular.

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.

Citizens wishing to address council at a Council Meeting must sign in and complete a Citizen Comments Card. The Citizen Comments Card includes the name and address of the citizen and what specific topic/committee report the citizen wishes to address. The citizen then gives the President of Council the card before the meeting begins. Throughout the meeting, when the appropriate topic/committee comes up in the agenda (guest speaker, individual report or committee report), the citizen will be recognized by the Mayor. The citizen then has three minutes to address the council on a topic that relates directly to that committee or topic at hand.

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.

If it appears that the topic is not specific to the business before council or the committee, the citizen will not be recognized until the end of the meeting at a general Citizen Comments time. Any citizen speaking at that time will have a maximum of three minutes to address council. No citizen will have more than nine minutes at any council meeting excluding discussion time as mentioned above. Citizens are encouraged to make an appointment to speak with the Mayor or any member of Council about general issues of the Village.

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. Specifically:

- a. Citizen Comments delivered during each meeting must be related to specific topics of the meeting;
- b. Citizen Comments not related to specific topics of the meeting will be given at the end of the meeting during “Citizen Comments;”
- c. Citizen Comments are intended to present new information or opinions to the council. Comments that have previously and repeatedly been made are discouraged as council has already been informed of the citizen’s opinions;
- d. Shouting, profanity and anger expressed in Citizen Comments is not consistent with an orderly business meeting and will not be tolerated. Citizens addressing council shall confine themselves to the question or motion under debate and avoid disruptive outbursts and disorderly conduct, including, but not limited to, profanity, addressing personalities, ad hominem and related arguments (including, but not limited to, fallacious ad hominem, ad personem, ad feminam, tu quoque, poisoning the well, guilt by association, and genetic fallacy).
- e. Statements that stray from the topic at hand and single out individuals to criticize, condemn, complain about, or belittle are not consistent with an orderly business meeting and will not be tolerated.

If at any meeting, any person (including any council member) becomes belligerent, discourteous, undertakes a discussion of personalities, or strays from the topics before council, the Mayor or president pro tempore of council may request that he/she return to the topic at hand and speak with courtesy. If the person refuses to comply, the Mayor or president pro tempore of council can ask that the person surrender the floor and/or leave the meeting. If the person refuses to comply, the Mayor or president pro tempore of council will call for a recess whereby members of the public, village employees/contractors, and council members will be asked to leave the meeting room. The Mayor or president pro tempore of council may then ask the Police Officer (if one is present) to escort the person out of the room. The person can return when the Police Officer determines appropriate. However, if the same actions continue, the person shall be expelled permanently from that meeting.

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 time certain
- 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 Whole¹

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

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 the public body/council determines, by a roll call vote, to hold an executive session for the sole purpose of the consideration of any of the following matters:

(1) 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. 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 meetingⁱ

(2) 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. No member of council shall use an executive session as a subterfuge for providing covert information to prospective buyers or sellers. A purchase or sale of public property is void if the seller or buyer of the public property has received covert information from a member of council that has not been disclosed to the general public in sufficient time for other prospective buyers and sellers to prepare and submit offers.

(3) Conferences with an attorney for the council concerning disputes involving the council that is the subject of pending or imminent court action;

(4) Preparing for, conducting, or reviewing negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment;

(5) Matters required to be kept confidential by federal law or regulations or state statutes;

(6) 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;

If council holds an executive session to consider any of the matters listed in this section, the motion and vote to hold that executive session shall state which one or more of the approved matters listed in those divisions are to be considered at the executive session

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.

Committees

Appointment of Standing Committees

Standing Committees consisting of three (3) members each are hereby authorized. More complete descriptions of the committee duties are included in Appendix A.

The Mayor shall make appointment of members to each Standing Committee.

The Mayor shall also indicate one member of each committee as Chairperson.

Standing Committees:

- Community: The Community Committee, in coordination with the Mayor, helps coordinate recreation programs, oversees playgrounds, village lands, and care of trees on village property and rights of way, assists with maintenance decisions for the lake and lake areas, and helps coordinate Village celebrations and events. On behalf of the Community Committee, the Chair of the Community Committee is expected to make recommendations to the Mayor and council concerning topics related to the community programs and grounds.
- Finance: The Finance Committee, in coordination with the Mayor and Fiscal Officer, monitors revenue and disbursements in various village funds, reviews tax budgets and annual appropriations, make recommendations and prepares legislation related to village finance. On behalf of the Finance Committee, the Chair of the Finance Committee is expected to make recommendations to the Mayor and council concerning topics related to finance.
- Legislation: The Legislation Committee, in coordination with the Mayor Fiscal Officer, and Village Solicitor, researches, drafts, reviews, and finalizes ordinances and resolutions. On behalf of the Legislation Committee, the Chair of the Legislation Committee is expected to make recommendations to the Mayor and council concerning legislation.
- Safety: The Safety Committee, in coordination with the Mayor, consults with the Chief of Police and the Fire Department Chief as to staffing, operational, and training policies and needs as well as safety and health issues in the Village. On behalf of the Safety Committee, the Chair of the Safety Committee is expected to make recommendations to the Mayor and Council concerning the police and fire department and other safety issues.
- Service: The Service Committee, in coordination with the Mayor, oversees services including refuse collection, mosquito control, leaf pick-up, and issues related to water lines in the Village. On behalf of the Service Committee, the Chair of the Service Committee is expected to make recommendations to the Mayor and Council on services covered under the Service Committee.
- Streets: The Streets Committee, in coordination with the Mayor, makes recommendations for street repair, maintenance, and construction; oversees streets signs; monitors and makes recommendations regarding sanitary and storm sewer issues, and oversees snow removal arrangements. On behalf of the Streets Committee, the Chair of the Streets Committee makes recommendations to the Mayor and Council on issues pertaining to the streets in the Village.
- 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.

Appendix A: Committee Duties

Village of Minerva Park Committees

Community: The Community Committee helps coordinate recreation programs, oversees playgrounds, village lands, and care of trees on village property and rights of way, assists with maintenance decisions for the lake and lake areas, and helps coordinate Village celebrations and events. In doing so, the committee assignments include but are not limited to:

- inspect playground areas and equipment and make recommendations for new or replacement equipment and obtain quotes as necessary when replacing and repairing equipment or landscaping materials;
- be aware of the care of village lands (mowing, tree trimming, planting, etc.) and address problems as they occur;
- work closely with the Mayor and Fiscal Officer to operate and maintain the Minerva Park Swimming Pool;
- consult with Village staff on the maintenance of lakes and lake areas to keep the areas safe; make recommendations as needed for programs to improve the lakes and areas;
- consult with Village staff on the maintenance of dams and spillways associated with the lakes and work with all federal, state and regional agencies as needed to guarantee the safety of the residents;
- oversee the care of trees on village property and rights of way; consult with MinervaFlora volunteers on removing and/or planting trees and landscaping on Village property;
- work with residents, officials (including Police and Fire), and the Minerva Park Community Association on Village celebrations and special days such as Earth Day, Founders Day, Fourth of July, Holiday Carriage Rides, etc.; represent funding needs to the council for approval for food, equipment, and other resources needed for such recreational activities;
- assist the Fiscal Officer in encouraging and maintaining fiscal responsibility by consulting on staff and operating expenses, undertaking programs and grants that help keep costs low;
- assist with grant applications as they relate to the recreational resources and needs of the Village.

Finance: The Finance Committee in coordination with the Mayor and Fiscal Officer monitors revenue and disbursements in various Village funds, reviews tax budgets and annual appropriations, makes recommendations and works with the Legislative Chair to prepare legislation related to Village finance. In doing so, the committee assignments include but are not limited to:

- Work with the Mayor and Fiscal Officer of the Village to understand all finance related issues in the Village including tax levies and timelines for levies, revenue areas, debt schedules, budget categories and allocations, income tax policies and issues, and other tax and finance issues as impact the Village;
- Review monthly financials reports prepared by the Fiscal Officer, including Village revenues and expenses in the various funds and present such to Council;
- Draft and finalize the tax budget and annual appropriation in coordination with the Mayor and the Fiscal Officer;
- Work with the Fiscal Officer and Legislative Chair to present needed legislation for levies, budgets and other ordinances and resolutions that impact the Village;

- Review with the Mayor and/or the Fiscal Officer the financial status of the Village at least once each quarter;
- Make recommendations for reducing costs and/or raising new revenues when required and assist the Legislative Chair with preparation of required legislation;
- Assist the Fiscal Officer in encouraging and maintaining fiscal responsibility by consulting on staff and operating expenses, undertaking programs and grants that help keep costs low and help secure funding and cost savings.

Legislation: The Legislation Committee researches, drafts, reviews, and finalizes ordinances and resolutions. In doing so, the committee assignments include but are not limited to:

- work with the Mayor, Fiscal Officer, members of Council, Village staff and officials to research, draft, and finalize ordinances and resolutions that respond to needs in the Village;
- review proposed draft ordinances and resolutions submitted by any council member or other committees and/or the Mayor for content, legality, enforceability and need with the advice and assistance of the village Law Director;
- review current ordinances for needed revisions and undertake those revisions;
- recommend codification of ordinances on a regular basis so that council members and residents have access to current legislation;
- seek out ways such as posting on the internet to make proposed and passed legislation available to residents.

Safety: The Safety Committee consults with the Chief of Police and the Fire Department Chief as to staffing, operational, and training policies and needs as well as safety and health issues in the Village. In doing so, the committee assignments include but are not limited to:

- consult with the police and emergency squad as to police and emergency squad staffing, operational policies, and training needs;
- recommend and review legislation that will provide for the health and safety of all those in the Village;
- recommend policy for traffic control, speed limits and parking throughout the Village to provide for the safety and health of the residents and others who are in the Village;
- report to the Mayor any safety and fire hazard conditions that come to the attention of the committee including conditions involving the Minerva Park Swimming Pool;
- recommend lighting needs throughout the village area;
- work with the Police and Fire Department to oversee proper handling of hazardous materials including the collection, storage and disposal of such materials;
- consult with the Fire Department with regards to hydrant flushing;
- consult with the Police and Fire Departments on emergency planning and preparedness and help keep residents informed as to ways to be prepared for emergencies;
- assist the Fiscal Officer in encouraging and maintaining fiscal responsibility by consulting on staff and operating expenses, undertaking programs (such as those recommended by the Bureau of Workman's Compensation) that keep costs low, exploring grant opportunities, and other sources of funding and cost saving.

Service: The Service Committee oversees services including refuse collection, mosquito control, leaf pick-up, and issues related to water lines in the Village. In doing so, the committee assignments include but are not limited to:

- assist with refuse contracts and monitor and review refuse collections and service; make recommendations when awarding the contract;
- make recommendations as to mosquito control;
- oversee leaf pick up contract and process; make recommendations when awarding the contract;
- monitor water service lines in coordination with the Mayor, Village Engineer, and City of Columbus when appropriate;
- assist the Fiscal Officer in encouraging and maintaining fiscal responsibility by consulting on staff and operating expenses, undertaking programs and grants that help keep costs low and help secure funding and cost saving.

Streets: The Streets Committee makes recommendations for street repair, maintenance, and construction; oversees streets signs; consults on sanitary and storm sewer issues; and oversees snow removal arrangements. In doing so, the committee assignments include but are not limited to:

- make recommendations for street repair, construction, and maintenance programs;
- assist the Mayor, Fiscal Officer, Village Engineer and others in matters that pertain to the construction, repair and maintenance of the streets within the Village;
- work with Village officials in securing federal, state, and regional funds to construct, repair and maintain the streets and public parking areas in the Village;
- recommend legislation that maintains the health and safety of the streets and public parking areas those using the streets and public parking areas within the Village;
- oversee street name signs and safety signs and markings;
- monitor and make recommendations on sanitary and storm sewer issues, including plans for monitoring, repair, and maintenance;
- consult as to matters affecting general sanitation of the village and recommend legislation as needed to provide or the health and safety of those residing in the Village;
- assist with snow removal arrangements;
- assist the Fiscal Officer in encouraging and maintaining fiscal responsibility by consulting on staff and operating expenses, undertaking programs and grants that help keep costs low and help secure funding and cost saving.

2018 Council Calendar

January

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

February

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

March

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

April

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

May

Work Session - 5
Council Meeting - 7
Coffee With Council - 14
Council Meeting - 21

June

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

July

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

August

Work Session - 11
Council Meeting - 13
Coffee With Council - 20
Council Meeting - 27

September

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

October

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

November

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

December

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

ⁱ When an assembly has to consider a subject which it does not wish to refer to a committee, and yet where the subject matter is not well digested and put into proper form for its definite action, or when, for any other reason, it is desirable for the assembly to consider a subject with all the freedom of an ordinary committee, it is the practice to refer the matter to the "Committee of the Whole." If it is desired to consider the question or motion at once, the motion is made, "That the assembly do now resolve itself into a committee of the whole, to take under consideration. . ." specifying the subject. Taken from Roberts Rules of Order