

RESOLUTION NO. 4147

A RESOLUTION AMENDING THE RULES OF COUNCIL.

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF OXFORD, BUTLER COUNTY, STATE OF OHIO, THAT:

SECTION 1: Rules of Council heretofore enacted by Resolution No. 4006 adopted July 20, 2004, are hereby repealed and the following adopted.

SECTION 2: Rules of Council are hereby adopted as follows:

RULES OF COUNCIL **(as revised January 3, 2006)**

1. These rules shall remain in effect until repealed or amended by Council and may be amended from time to time by Council with a majority vote of the members elected to Council.
2. Whenever a majority vote is required hereinafter, the same shall mean a majority vote of those Council members present at a meeting of Council.
3. The written agenda for meetings of Council, hereinafter referred to as the printed agenda, shall be administratively prepared by the City Manager with the assistance of the Mayor, Vice-Mayor, or Mayor's designee.
4. Any member of Council may place an item on the Council agenda prior to the printing of such agenda.
5. Legislation may be ordered upon any member of Council making a motion, and that motion being seconded.
6. The printed agenda may be accepted for Council consideration, in whole or in part, upon motion, second and majority vote.
7. Any member of Council may place any item on the Council agenda at a meeting of Council by motion, subject to receiving a second and a majority vote of consent.
8. Any member of the staff who is directly responsible to Council may place an item on the printed agenda or at a meeting of Council, but to be considered by Council the same shall be required to receive the same motion, second and majority vote of consent as is required for items introduced by members of Council.

9. All written communications addressed to Council shall be reproduced and forwarded individually to each member of Council along with the City Manager's weekly report. The sender of any such communication shall be duly notified that the subject communications has been forwarded to each member of Council. With the exception of such petitions and application as are required by law to be submitted to Council, no communication to Council shall automatically be placed on the printed agenda, but any such communication may be placed on the agenda pursuant to Rule #4 or Rule #7.

10. Oral communications to Council at a meeting of Council are encouraged but shall be permitted pursuant to this Rule #10. Such person must be recognized by the Chair. Speakers addressing Council shall state their name and address before addressing Council.

a. Under the agenda item "Public Participation", any member of the public recognized by the Chair may speak on any matter not before Council for a period not to exceed five minutes. The delegation of one's time to another individual or request thereof is strictly prohibited.

Group Presentations – any group may make a formal presentation to Council for a period not to exceed fifteen minutes. The group must contact the City Manager's office prior to the printing of the agenda in order to speak before Council. The City Manager shall hold the final authority on the granting of said request. The Manager's decision may be appealed to Council.

During the presentation, Council members may ask questions of the group; however, there is no allocation of time for public comment. The group shall specify a spokesperson for the group. No other member shall speak unless recognized by the Chair.

b. Before Council's discussion of an agenda item, the petitioner, recognized by the Chair, may address Council. The petitioner shall be limited to twenty minutes, with the Mayor's discretion to extend time, to make their presentation provided that either of the following two non debatable motions shall be in order:

1. A motion to extend consideration which, if passed, shall commence a new fifteen period for consideration; or
2. If there are one or more motions on the floor, the previous question, which, if passed, shall require an immediate vote on pending motions.

The time limit set forth in subparagraph b.1. hereof shall not be applicable to any public hearing, public comment, Council discussion or other especially set matter for which a period of time has been specified (in which case such specially set time shall be the limit for consideration) or which by applicable law (e.g. hearings of appeals, etc.), the matter must proceed to its conclusion.

The Chair may recognize the petitioner for a period not to exceed five minutes for any rebuttal to issues raised by council, the public or staff.

3. Second Reading Ordinances – Council will allow individuals to address Council provided they have new information or did not speak to the issue at the First Reading. Comments will be limited to three (3) to five (5) minutes or at the discretion of Council.

- c. Oral presentations authorized by this rule are for the purpose of granting citizens the opportunity to be heard, to express their views and to inform Council. In no case shall the same be in the nature of public debate, Council being under no obligation to respond specifically to any speaker. All remarks shall be addressed to the body through the Chair. Individual Council members shall have the right to inquire of members of the audience whenever they deem such inquiries helpful to the public business.
- d. Council will take no action and make no decision on any item presented during Public Comments. Instead, Council shall direct the City Manager to take action or to schedule the matter for Council discussion at a later date.

11. Those individuals, groups or entities seeking to record Council meetings must do so in a quiet and dignified manner. The privilege of videotaping a Council meeting may be revoked by Council if those taping fail to follow these procedures.

12. A. Precedence of Motions

When a question is before the Council, no motion shall be entertained except:

- a. To adjourn
- b. To fix the hour of adjournment
- c. To lay on the table
- d. For the previous question
- e. To postpone to a certain day
- f. To refer
- g. To amend
- h. To substitute, and
- i. To postpone indefinitely

13. At all meetings of Council business shall be transacted, according to the Roberts Rules of Order, edition 9, retained by the Clerk of Council, and as far as practicable, in the following order subject to the Rules of Council.

- a. Roll call.
- b. Executive Session. (If necessary.)
- c. Approval of Agenda.
- d. Mayor's Proclamations.
- e. Committees.
- f. Public Participation.

Consent Agenda. (A member of Council can remove an item for separate discussion. A second is not required to remove an item.)

Minutes. (Reading of the minutes of the previous meeting or meetings only if there is a specific request to do so by a member of Council; provided, however, before the reading can be dispensed with, a copy of such minutes must have been received by each Council member prior to the meeting. Minutes shall consist of factual statements as to formal actions taken by Council, names and topics of persons addressing Council, and names and topics of Council members presenting a concern under the agenda item "Information Items", and shall be approved by Council upon motion and vote either "as read" or "as submitted" or "as read or submitted with corrections noted".)

- g. Resolutions.
- h. Ordinances.
- i. Communications/Announcements.
- j. Information items.
- k. Executive Session. (if necessary.)
- l. Adjournment.

SECTION 3: This Resolution shall take effect at the earliest date allowed by law.


MAYOR

ADOPTED: January 3, 2006

ATTEST:


CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: JEROME CONLEY

PREPARED BY: LAW(STAFF)