

## CHAPTER 31: COUNCIL

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### Section

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### **§ 31.01 TIME AND PLACE OF COUNCIL MEETINGS.**

(A) A regular meeting of the Council shall be held in each month, except the month of July, of each year. Regular meetings shall be set by Council by January 1 of each year and shall begin at 6:30 p.m. or other time designated by Council

(B) The Mayor, or any three members of the Council, may call special meetings of the Council, upon at least 24 hours' notice to each member, which notice shall be announced to the public, including the media. Such notice shall include time, location and a brief statement of the business to be considered at such special meeting.

(C) The Council may adjourn to a day and hour other than the day and hour of a regular meeting, and if it does so adjourn to a day not earlier than the twentieth of any month, may thereupon dispense with the regular meeting for that month.

(D) Meetings of the Council shall be held at the village administration building at the corner of Drake and Shawnee Run Roads or at a location that may permit additional capacity.

('80 Code, § 31.01) (Ord. 24-69, passed 6-24-69; Am. Ord. 13-21, passed 8-23-21)

### **§ 31.02 RULES OF PROCEDURE.**

The following rules of procedure are adopted governing the conduct of all Council meetings.

(A) Rule 1. The rules prescribed by general law of Ohio, relating to the proceedings of city councils, shall govern the proceedings of this Council so far as they may be applicable, except as they may be suspended in accordance with law.

(B) Rule 2. The order of business at meetings of Council shall be as follows:

- (1) Call to order by Mayor or president pro tem.
- (2) Roll call.
- (3) Questions, references, and corrections to minutes of previous meeting in hands of members by virtue of Rule 6.
- (4) Communications from private parties.
- (5) Communications and reports from the Mayor and other village officers.
- (6) Reports by committees of the Council.
- (7) Introduction of ordinances, and first reading of the same.
- (8) Second reading of ordinances - laid over or reported by committees.

(9) Third reading of ordinances. However, no ordinance shall be read a third time while it is lying on the table by order of Council, or while consideration of it is indefinitely postponed by order of Council, or which has not been recommended for passage by a committee, unless in the last case a majority of Council shall order it to be read the third time.

(10) Adoption or passage of measures. Upon the third reading of any ordinance it shall be deemed to have been placed upon its adoption or passage, as the case may be, and upon the conclusion of debate thereon the roll shall be called, unless it is otherwise ordered by Council.

(11) Presentation of motions not connected with other business and introduction of resolutions having legal effect in relation to citizens, or their property, to the finances of the village, or to public improvements.

(12) Introduction of miscellaneous resolutions not having to do with the conduct of the affairs of the village, nor having legal effect. Such resolution may be adopted forthwith, upon a single reading.

(13) Introduction of resolutions directing officers of the village to report, or to take action or measures specified. Such resolutions may be adopted forthwith, as under Rule 7.

(14) Adjournment.

(15) By unanimous consent any item other than (B)(1) and (B)(2) may be presented or taken up out of order.

(C) Rule 3. A preferential motion is a motion which, being made and seconded, displaces the consideration of all other motions or business except a motion of superior preference. The following motions, and none other, shall be deemed to be preferential motions, in the order of preference in which they are listed:

- (1) To adjourn.

- (2) To recess.
- (3) To postpone indefinitely.
- (4) To lay on the table.
- (5) To go into committee of the whole Council.
- (6) The previous question.

(D) Rule 4. No preferential motion shall be put or considered unless it be seconded.

(E) Rule 5. The motion to adjourn shall be undebatable. On other preferential motions no member shall speak more than once nor longer than one minute.

(F) Rule 6.

(1) It shall be the duty of the manager before each meeting of the Council to prepare a calendar therefor, on which he or she shall list, arranged under the several heads specified in Rule 2, every communication, report, motion, resolution, or ordinance in his or her charge or possession to be laid before Council, and such reports and measures as may be pending before Council or committee of Council.

(2) The clerk shall take full and adequate minutes of the proceedings of each meeting and, with the assistance of the City Manager or his or her designee, shall distribute the same to each member of Council promptly after each meeting.

(G) Rule 7. Any of the foregoing rules may be suspended by a vote of five (5) members of the Council, except in cases where a greater number of votes is required by law. No suspension of any rule shall apply to more than one measure or item of business.

(H) In case any question arises which cannot be determined by the foregoing rules, it shall be decided according to Robert's Rules of Order, so far as it may be covered thereby. In case the question cannot be decided by any such rules, it shall be decided by the Mayor.

(Rules adopted 1-17-51) ('80 Code, § 31.02) ( Am. Ord. 13-21, passed 8-23-21)

### **§ 31.03 RULES ENSURING OPEN MEETINGS.**

(A) The regular and special meetings of the Council and of all decision-making boards and committees whose action does not require the independent consideration and deliberation of Council and, in addition, the ratification or approval or review or formal legislative adoption of the action by the Council, are declared to be open to the public unless otherwise provided by law.

(B) The minutes of the regular and special meetings of the Council and of all decision-making boards and committees described in division (A) hereof, shall be open to public inspection at the office of the City Manager during regular visiting hours. However, where executive sessions of the Council and the decision-making boards and committees described in division (A) are provided by law, such minutes shall reflect only the general subject matter of such discussions.

(C) Notice of the time and place of all regularly scheduled meetings and the time, place, and purpose of all special meetings of the Council and the decision-making boards and committees described in division (A) shall be published in the *Indian Hill Bulletin* and village website at a reasonable time in advance of the meetings.

(D) At least 24 hours' advanced notice of every special meeting of the Council and the decision-making boards and committees described in division (A) shall be given to members of the news media who have requested notification. However, in the event of an emergency requiring immediate, official action, in lieu of 24 hours' advanced notification, the member or members calling the meeting of the Council or decision-making boards and committees described in division (A) shall notify the news media immediately.

(E) Any person, upon request may obtain reasonable advance notice of special meetings of the Council and the decision-making boards and committees described in division (A) for the period of one calendar year. Such notification shall be sent by e-mail or other similar means and shall consist of a general topical agenda of the subject or subjects to be considered at such meetings.

('80 Code, § 31.03) (Res. 34-75, passed 11-24-75; Am. Ord. 13-21, passed 8-23-21)