

Section

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Cross-reference:

Duties pursuant to the Zoning Code, see § 1244.03

Powers regarding traffic control, see § [406.07](#)

Statutory reference:

General powers, see Ohio R.C. Chapter 715 and Ohio R.C. § 731.47

Hearings against delinquent officers, see Ohio R.C. §§ 733.35 et seq.

Misconduct in office, see Ohio R.C. §§ 733.72 et seq.

Rules and journal, see Ohio R.C. § 731.45

Vacancy, see Ohio R.C. § 731.43

§ 220.01 GENERAL PROCEDURE AT MEETINGS.

(a) The Mayor, or in his or her absence, the President pro tem, shall take the chair at the hour appointed for Council to meet and shall immediately call the members to order. The roll shall then be called by the Clerk of Council and the Clerk of Council shall enter, on the minutes, the names of the members present at the meeting. In the absence of a quorum, at the hour appointed for the meeting, the members shall adjourn the meeting and reschedule the same.

(b) In case of the absence of the Mayor and the President pro tem, the Clerk shall call Council to order. After the roll is called and a quorum is found to be present, Council shall then proceed to elect, by a majority of all members present, a President pro tem for that meeting or until the arrival of the Mayor or President pro tem.

(c) All ordinances and resolutions shall be presented to Council in writing and voted on by yeas and nays.

(Ord. 84-7, passed 2-10-1984)

§ 220.02 MEMBERS' DUTIES AND PRIVILEGES.

(a) The person chairing the meeting shall pronounce the name of the member entitled to the floor. All Council members and the Mayor shall confine themselves to the question under debate and shall avoid bitterness in reference to all personalities.

(b) No member or the Mayor shall be allowed to speak more than once upon any one subject until every member desiring to speak has spoken. No member or the Mayor shall speak more than twice on any one subject, or for longer than five minutes, without the permission of Council.

(c) Every member present, when a question is put, shall vote either yea or nay, unless Council, for special reasons, excuses him or her.

(d) A member may demand the division of a question under consideration, when the sense will admit thereof. A member may demand a call of the roll upon the yeas and nays on any question before Council at any time before the negative has been put.

(e) A member shall have the liberty to dissent from or protest against any ordinance, resolution or order of Council, and have the reason for his or her dissent entered upon the minutes. The dissent must be in writing couched in respectful language and shall be presented to Council not later than the next regular meeting after the meeting at which such ordinance, resolution or order was passed.

(f) No member shall leave a Council meeting while in session, without the consent of a majority of those present.

(Ord. 84-7, passed 2-10-1984)

§ 220.03 MEETINGS.

(a) Council shall meet in regular session once each month. Such meeting shall be held on the second Monday of each month at 7:00 p.m., provided that if such a Monday is a legal, federal or state holiday, then Council shall call and/or designate when a special meeting shall be held, as needed, in place of such regular meeting.

(b) Any three members of Council or the Mayor may call a special meeting upon at least 24 hours notice to each member served personally or left at his or her usual place of residence. The notice shall be in writing and shall be served by the Village Administrator or a person chosen by him or her to serve the notice.

(Ord. 84-7, passed 2-10-1984; Am. Ord. 95-33, passed 12-4-1995; Am. Ord. 2012-48, passed 8-21-2012; Am. Ord. 2018-1, passed 1-3-2018)

Statutory reference:

Meetings, see Ohio R.C. §§ 731.44 and 731.46

§ 220.04 COMMITTEES; APPOINTMENT AND MEMBERSHIP; PROCEDURES; REPORTS.

(a) All committees shall be appointed by the President pro tem, unless otherwise ordered by Council. Council shall have the sole right to select committee members and

to create whatever committees it deems necessary. The first person named on a committee shall be the Chairperson of the Committee. Committees shall consist of three members.

(b) Upon any reference being made to a standing committee, the Village Administrator shall transmit to the Chairperson thereof all papers and necessary information relative thereto. Upon the receipt of such papers and information, the Chairperson shall call a meeting, without unnecessary delay, to take action upon such reference and report on such communication not later than four weeks after receiving the same.

(c) When any reference is made to a committee, with instructions to report at a stated time, if such committee is not prepared to report at such time, the matter so referred shall be considered and reported back without recommendation, unless further time is granted by Council.

(d) The reports of all committees shall be in writing, signed by a majority of the committee, and the papers referred to in division (b) shall be returned with the report. Nothing in this section shall be construed to prevent the introduction of minority reports. Minority reports shall be in writing also.

(Ord. 84-7, passed 2-10-1984; Am. Ord. 2012-48, passed 8-21-12)

§ 220.05 MOTIONS AND ORDINANCES.

(a) When a motion is made and seconded, it shall be stated by the Mayor before debate. A motion must be reduced to writing, if any member requests it, and shall not be withdrawn without the consent of Council.

(b) When a question is before Council, no motion shall be entertained unless it is to adjourn, to lay on the table, for the previous question, to postpone either indefinitely or to a specified time, to refer or to amend. Such motions shall have precedence in the order mentioned herein.

(c) A motion to adjourn shall always be in order, except on immediate repetition, or when a member has the floor, or when the previous question has been ordered, or when Council is voting.

(d) If a motion to adjourn is made while any question is pending and the motion is carried, the question cannot again be considered unless it is reintroduced in the usual way.

(e) A motion to lay on the table shall not be amendable or debatable. If the motion prevails, the consideration of a subject cannot be resumed, except as unfinished business, without the consent of two-thirds of the members present.

(f) All motions to postpone must be amended as to time, but preclude debate on the main question. An indefinite postponement is equivalent to a rejection of the proposition.

(g) Any member voting with the prevailing side on a question may move for a reconsideration of the same, and the motion may be seconded by any member.

However, when a motion to reconsider is once made and lost, it shall not be renewed. Such a motion is a privilege motion and may precede all other questions and can be considered at any time after the pending business is disposed of. A majority of the members present may reconsider any vote.

(h) The first reading of a proposed ordinance shall be for information. If objection is made to the ordinance, the question shall be: "Shall the proposition be rejected?" An objection to an ordinance shall take precedence over a motion to dispense with the rule requiring ordinances to be read on three different days.

(i) After the second reading of an ordinance, no amendment thereto shall be in order. Upon the third reading thereof, the question shall be upon the final passage, which must be determined by a ye and nay vote upon the call of the roll. No ordinance, resolution or bylaw requiring more than one reading shall be passed through its several readings together, except by a separate suspension of the rules for each such ordinance, resolution or bylaw.

(j) Ordinances or resolutions authorizing the expenditure of money shall have the approval of the Finance Committee and any other committee recommending the same, which approval shall be endorsed on the ordinance or resolution. The Clerk, when reading such ordinance, shall specifically state that the ordinance he or she is reading has been endorsed by the Finance Committee or any other committee of Council. If such ordinances or resolutions are presented without such approval, the same shall be referred without debate to the Finance Committee.

(k) All new questions shall be appropriately referred to committee without debate, unless a majority of Council dispenses with this rule. All new ordinances and resolutions which the Mayor or Village Administrator desires to be placed on the agenda at the next Council meeting should be submitted to the proper Chairperson of the standing Council committee at least two weeks prior to the Council meeting at which such ordinance or resolution is to be considered.

(l) Only the names of Council members or committees of Council shall be listed on such ordinance or resolution to indicate the proposer of the ordinance or resolution.

(m) Any amendment to this section shall be presented in writing and referred to the Committee of the Whole and shall not be considered at the same meeting.

(Ord. 84-7, passed 2-10-1984; Am. Ord. 2012-48, passed 8-21-12)

§ 220.06 RULES FOR PUBLIC NOTICE.

Those individuals desiring to obtain advance notice of the meetings of the public bodies of the village may do so by utilizing any of the following means:

(a) Recognize that regularly scheduled meetings of the Village Council occur on the third Tuesday of each month.

(b) (1) Special meetings of the Village Council may be called pursuant to § [220.03](#)(b) and notice of such special meetings shall be posted on the village bulletin boards currently located at:

- A. Town Hall;
- B. North Cooper at the parking lot on the east side between Wyoming and Cross street;
- C. Wyoming and Williams near Health building;
- D. North Wayne Avenue at Old Wayne School; and
- E. Village parking lot on Mill Street.

(2) The location of such bulletin boards may be changed from time to time but shall always be located in prominent positions readily accessible to the general public.

(c) Notices of the meetings of Council committees and other decision-making bodies including, without limitation, the Planning Commission, the Zoning Board of Appeals and the Housing Board of Appeals, shall be similarly posted.

(d) Individuals desiring to obtain a copy of the notice may do so by requesting a copy at Village Hall which shall be provided at the cost of \$0.25.

(e) In the alternative, individuals desiring to receive notification by mail may provide self-addressed, stamped envelopes to the Village Clerk- Treasurer or his or her designee, which envelope shall be used until they are exhausted for the purpose of providing such notices as may be requested to the individual making such request. The fee for covering the administrative costs of providing such notice shall be \$1 for each notice mailed.

(Ord. 95-27, passed 8-7-1995; Am. Ord. 2012-48, passed 8-21-12)