

COUNCIL RULES OF ORDER

1. DEFINITION OF TERMS

- 1.01 Ad Hoc Committee** – a temporary committee created by Council motion
- 1.02 Chair** – the presiding officer of Council who is the Mayor under the Charter
- 1.03 Charter** – the Revised Charter of Dublin, Ohio effective July 4, 1996, and its amendments, if any;
- 1.04 Clerk** – the Clerk of Council;
- 1.05 Meeting** – any regular meeting, special meeting, or work session of Council;
- 1.06 Member** – a member of Council
- 1.07 Organizational Meeting** – The first regular meeting in January in even numbered years where Council leadership and Committee assignments are determined by Council.
- 1.08 Quorum** – a majority of the members of Council;
- 1.09 Standing Committee** – a permanent committee created by Council resolution, usually composed of three members of Council;
- 1.10 Virtual** – using video and audio to connect online, via livestreaming by means of the internet or other similar electronic technology that provides an opportunity for the meeting participants to both observe and participate in the meeting and be counted towards a quorum; and
- 1.11 Work Session** – a meeting of Council called for the purposes of discussion on prearranged topics and/or training.

2. APPLICATION OF RULES

- 2.01** Except as otherwise provided by the Revised Charter, the Dublin Codified Ordinances or laws of the State of Ohio, the functioning and proceedings of Council shall be governed by these Council Rules of Order.
- 2.02** On matters involving parliamentary procedure not provided for in these Council Rules of Order, the Clerk's latest revised edition of "Robert's Rules of Order" shall be referenced by the Mayor as

persuasive, rather than binding, and the Mayor's determination shall be final.

2.03 The Law Director shall act as parliamentarian and, when applicable, shall interpret "Robert's Rules of Order" for Council.

2.04 These Rules of Order shall not be altered except by a vote of a majority of all members of Council, and at a regular or special meeting. The proposition to make an amendment shall be in the form of a resolution. These Rules of Order may be suspended, when appropriate, by a majority vote of all Council members.

3. COUNCIL COMMITTEES

3.01 Ad hoc committees may be created by Council to review, study and make recommendations on specific matters. Council shall appoint each ad hoc committee, give it a charge, and establish the time frame within which the committee is to report to Council. When an ad hoc committee has completed its charge, the existence of the committee shall terminate.

3.02 Council, from time to time, may establish new standing committees, assign the functions of standing committees, add, combine, expand, contract or eliminate certain standing committees as it deems necessary for the proper functioning of Council.

3.03 At the Organizational Meeting, Membership and Chairship of each existing standing committee shall be determined by Council, taking into consideration the preferences, willingness, and experience of each Council member.

3.04 The Standing Committees of Council have been established as the Administrative Committee, Community Development Committee, Finance Committee, and Public Services Committee. Each Committee shall review matters which fall within the topic areas below and such other matters as may be referred to the Committee by Council:

- a. The Administrative Committee shall review matters relating to Council employee hiring and evaluations; City personnel policies, compensation and benefits; board and commission appointments; strategic planning; Council goal setting;

information technology; policy process; marketing and communications; and Council procedures and operations.

- b. The Community Development Committee shall review matters relating to economic development, growth management and transportation systems and grant applications related to improvement of the aesthetics of the community.
- c. The Finance Committee shall review matters relating to general financial and taxation policy; hotel/motel tax grant applications; operating budgets; capital improvement programs; and fees.
- d. The Public Services Committee shall review matters relating to police, fire and emergency services; traffic and related matters; public health and human services; parks and recreation; utilities, telecommunications and energy; engineering; and public art.
- e. City Council may determine and/or the City Manager may recommend to Council the appropriate committee for review of topics/issues not otherwise mentioned in this section.

3.05 Council Committees may take action in order to: approve meeting minutes, reach consensus on recommendations to bring forward to Council as a whole, or to adjourn to executive session for an allowable purpose. Public comment is not generally taken at Committee meetings. The Clerk of Council shall provide for the electronic recordings of all ad hoc and standing committee meetings and will prepare and maintain minutes of these meetings as the permanent record of these meetings.

4. COUNCIL MEETINGS

4.01 Regular Meetings: Regular meetings shall be held on the second and fourth Mondays of the month or on such dates as are otherwise approved on the yearly meeting calendar or by a majority vote of City Council. Regular meetings shall be convened in the Council Chambers of the City of Dublin at 7:00 p.m., at an alternate time or alternate public place within the City of Dublin corporate limits, or virtually, if necessary, provided that a public notice shall be posted on the entrance doors of City Hall or on the City's website 24 hours prior to the meeting time. If Council convenes an executive session

before a regular meeting, the meeting start time shall be adjusted accordingly. In the event that a regular meeting date of the Council coincides with a legal holiday, or presents a conflict for a majority of members, Council may establish an alternate date, or cancel the regular meeting. The Clerk shall ensure that any cancellation, alternate date or alternate location is published on the City's website or other generally accepted medium, as designated by Council.

- 4.02** The Order of Business of Regular Council Meetings: The Mayor shall commence the meeting at the hour appointed for the meeting. If a meeting is commenced at a physical space, the Mayor must be present in order to preside at the meeting. If the Mayor is not physically present, the Vice-Mayor shall preside at the meeting. If the Vice-Mayor is not physically present, the most senior member of Council shall preside at the meeting. The Chair shall call the meeting to order and direct the Clerk to call roll. If a quorum is present, the meeting shall continue.

The order of business in any regular meeting shall be determined by the Mayor to ensure City business is addressed as efficiently as possible. Any regular meeting shall include the following items of business: Call to Order, Roll Call, Executive Session (if necessary), Pledge of Allegiance, Special Presentations/Recognition (if any), Citizen Comments (see Section 7.02), Consent Agenda, Legislation (First and Second Readings of Ordinances and Resolutions as required), Other Business, Staff Comments, Council Reports, Council Roundtable and Adjournment, in any order as deemed appropriate by the Mayor to conduct City business.

Upon consensus that a meeting may become unduly lengthy due to the content and/or number of items on an agenda, the Mayor may divide the agenda and defer items to the following regular meeting, or call a special meeting.

- 4.03** Special Meetings: Special meetings are governed by the Revised Charter, Article III, Section 3.06(b).
- 4.04** Work Sessions: Work sessions shall be held on the first and/or third Mondays of the month or on such dates as are otherwise approved on the yearly meeting calendar, provided there are topics for discussion on the agenda. Work Sessions shall be convened in the Council Chambers of the City of Dublin at 6:00 p.m., at an alternate time or alternate public place within the City of Dublin corporate limits, or virtually, if necessary, provided that a public notice shall be

posted on the entrance doors of City Hall or on the City's website 24 hours prior to the meeting time. The Clerk shall ensure that any cancellation, alternate date or alternate location is published on the City's website or other generally accepted medium, as designated by Council.

Work Sessions are for the purposes of discussion on prearranged topics and/or training. No action will be taken by the public body during a work session except for adjournment into executive session as necessary. While the public is welcome to attend and listen during a work session, public comments are not taken.

- 4.05** Attendance: Members shall be present during all regular and special meetings. Excused absences shall be granted by motion of Council when a member is ill, when the member is in quarantine or otherwise acting pursuant to a health care provider's recommendation, there is sickness or death in a member's family, when a member is absent from the City, when job requirements demand immediate attention, or on special leave. If possible, the member shall notify both the Mayor and the Clerk of Council of an absence in advance of the meeting the member will miss.
- 4.06** The Mayor may determine that any regular or special meeting shall be held virtually. Notice of the means of accessing and viewing the meeting shall be as prescribed by Section 4.01.
- 4.07** Council's strong preference is that all members participate in-person at all regular and special meetings when Council is meeting at a physical location. The Mayor may permit a member to participate virtually in the event of an emergency. Members must request virtual participation prior to any meeting that the member would like to participate in virtually. If a member participates virtually, the member must participate in such a manner that the member is visible to the meeting participants, unless technology issues prevent such manner of participation.
- 4.08** It is Council's expectation that if a meeting is held virtually, or individual members participate virtually, that technology mechanisms will be in place to ensure the public can observe and hear the meeting and that the instructions for participation in the meeting are detailed on the City's website.

5. COUNCIL MEETING AGENDA

5.01 The Mayor and City Manager shall confer regularly regarding the agenda for Council meetings, after which the Mayor shall determine the agenda. Except for emergency matters or other special matters requiring the immediate attention of Council, a listing of business to be considered by Council shall be prepared and delivered to each member at least 72 hours prior to each regular Council meeting. Staff will make its best effort to provide presentations prior to the scheduled Council meeting.

5.02 Any Council Member may request that a matter of business be placed on the agenda provided sufficient notice is provided either to the Mayor, City Manager or the Clerk of Council. All proposed agenda items must be delivered to the Clerk of Council seven days in advance of the meeting.

5.03 It is the responsibility of the Clerk to prepare and deliver the agenda and all supporting documentation under the general supervision and direction of the Mayor and the City Manager. All members of the City organization and members of the public are encouraged to cooperate with the Clerk in making the agenda complete and accurate. While nothing herein will prevent the introduction of new business not listed on the agenda, Council may require additional time to study any item not included on the agenda.

6. NOTICE AND PUBLICATION OF MEETINGS

6.01 Public Notice

The Clerk shall cause to be published one time in at least one newspaper of general circulation in the City a statement of the dates, times, and places (whether a physical location or virtual) of the Council meetings regularly scheduled for the calendar year. Said publication shall occur no later than the day preceding the day of the first such regular meeting for the calendar year. The Clerk of Council may use any other medium appropriate for notice of public meetings.

6.02 Public Posting

The Clerk shall also post a statement of the dates, times and places (whether a physical location or virtual) of each regular Council

meeting for the calendar year at least one week prior to the first regular meeting of the calendar year.

6.03 Media Publication

The Clerk shall make arrangements to have the agenda for any Council or Committee meeting published on the City's website. The agenda shall be that agenda which is prepared and distributed to the press/media no later than seven days preceding any Council or Committee meeting, or that agenda which is prepared in advance of a special meeting.

6.04 Agenda and Meeting Packets for Press/Media

The Clerk shall make available a copy of the agenda for any regular or special meeting to any news organization requesting it. The agenda and meeting packet shall be posted on the City website and shall include copies of legislation and all other matters to be considered by Council at the meeting. These agenda packets shall be made available on the City website by 5:00 p.m. on Tuesday prior to regular meetings and as soon as practicable prior to special meetings.

7. REQUEST TO SPEAK

7.01 Members' Right to Speak

- a. While each member has the right to speak, the member must be recognized by the Mayor. Upon being recognized, the member may proceed.
- b. No member may filibuster. No member may speak for more than five (5) minutes continuously, except by leave of the Mayor. The decision by the Mayor in this matter is final. Reference to personalities shall be avoided by all speakers.
- c. A member may speak a second time on any one opportunity to speak.
- d. The Mayor shall regulate debate in any other manner that she/he deems necessary, provided that the rights of all persons to express their views are respected.

- e. By a motion duly made, seconded, and passed by a majority of members present, the Council may overrule any limitation of debate by the presiding officer and allow a member to speak for an additional five (5) minutes.

7.02 Residents/Interested Parties' Duties

Citizen Comments are remarks limited to items not on the meeting agenda. Any resident or interested party desiring to address the Council shall sign-in or make their desire to speak known, prior to the conclusion of the Citizen Comment period of the agenda. Speakers will be recognized by the Mayor to provide their comments. The speaker shall first state their name and address in an audible tone for the Clerk's record. The forum is not designed to be a question-and-answer session, therefore speakers should not request or expect comment from Council. Council Meetings are to be a safe place for everyone involved, therefore all speakers are asked to adhere to Expected Meeting Procedures, as follows:

- Speakers may only speak once on each issue.
- All comments will be limited to 3 minutes.
- No clapping, cheering, or holding up of signs.
- No swearing, name calling and/or derogatory comments.
- Do not request or expect comment from Council.

Not following the Expected Meeting Procedures above may result in the Mayor requesting the speaker's removal from the meeting.

Residents/Interested Parties may also have the opportunity to speak regarding scheduled agenda items as the items are considered by Council. The Mayor may permit any person to participate in the meeting virtually at the Mayor's discretion. The Mayor may alter the time allowed per speaker at their discretion in order to efficiently conduct City business.

7.03 City Employee

The City Manager, in accordance with Section 5.04 of the Charter, shall be afforded the right to participate in discussions but not to vote. The City Manager is responsible for and shall be afforded the opportunity to seek clarity of direction from Council, when needed, to insure a majority consensus on an issue. Any other appointed, administrative level official shall be entitled at all times to speak upon any questions that pertain to their duties, responsibilities and authority.

8. VOTING PROCEDURES

- 8.01** Every member present, when a question is put, shall vote unless the member has an ethical conflict of interest. Any member requesting permission to abstain may make a brief statement of the reason for making such a request. The question shall then be immediately taken without further debate.
- 8.02** Voting on all legislation shall be oral and in open Council. No proxy votes are permitted. When the Clerk calls roll, each member shall respond "yes," "no," or "abstain." No other comment is permitted during voting. The order of voting shall rotate in a random manner.
- 8.03** An affirmative vote of four (4) members shall be necessary to pass any question, unless otherwise provided by the Charter.
- 8.04** No vote of a member shall be questioned. Any member so desiring may briefly comment upon the vote personally cast after the roll call. The Mayor shall decide upon the propriety of the comments and monitor the length of same.

9. LEGISLATION PROCEDURE

- 9.01** The introduction, passage and amendment of ordinances and resolutions shall be governed by Article IV of the Charter and these Rules of Order. A consent agenda may be used where minutes and correspondence items and excused absences are organized apart from the rest of the agenda and approved as a group. The Mayor may propose items for the consent agenda as part of his/her duties relative to Section 4.02. Upon request of any Council Member, an item will be removed from the consent agenda and considered under the regular order of business.

The introduction, passage and amendment of ordinances and resolutions shall be governed by Article IV of the Charter.

- 9.02** A member may speak on any legislation; call for questions; and question the City Manager.
- 9.03** Any member may introduce such legislation as the member deems appropriate. Legislation can be prepared and recommended by the Administration, a Standing Committee of Council, an ad hoc

committee of Council, or a City Board or Commission; all such legislation must be introduced by a Council member.

9.04 Any member may ask for verbal or written clarification of any motion.

9.05 Ordinances and resolutions shall be read by title only unless there is an objection from one of the Council members at which time the Council shall meet the requirements of Article 4.03 of the Revised Charter.

9.06 Form of Ordinances/Resolutions

a. All ordinances and resolutions shall continue to be written in the same format and style as was in use at the time these rules were enacted by Council. All such legislation shall be assigned according to a system that reflects the sequential order and year, e.g., 01-97.

b. Each ordinance/resolution shall contain not more than one subject, which shall be fully described in the caption in easily understood terms.

9.07 Second Readings/Public Hearings - No motion is required on second readings. After debate has closed, the Mayor shall direct the Clerk to call the roll.

9.08 Motion to Reconsider – Any member who voted on the prevailing side may move a reconsideration of any action of the Council, provided that the motion be made not later than the next regular meeting after such action was taken. A motion to reconsider shall be in order at any time, except when a motion on some other subject is pending. A motion to reconsider being laid upon the table may be taken up and acted upon at any time. No motion to reconsider shall be made more than once on any matter or subject.

9.09 Order of Consideration of Questions – All questions shall be considered in the order in which they are made.

9.10 Motion Made – Additional Proper Motions – When a question is before Council or under debate, or a motion has been made, no other motion shall be proper, except the following and these take precedence according to the order listed:

1. to adjourn

2. to postpone until future stated time
3. to request cessation of debate and that a vote be taken
4. to refer to a standing or ad hoc committee
5. to amend the matter under discussion
6. to table action for an indefinite time

9.11 Motion to Take from the Table – Any matter removed from the table shall not be considered or acted upon until the next or a subsequent meeting.

9.12 Call to Order – If any member, in speaking or otherwise, violates the rules of Council, the Chair or any member may call her/him to order and the member so called shall cease speaking until the question of order is decided.

10. MISCELLANEOUS

10.01 Council Courtesies

No member shall privately confer while Council is in session with anyone other than a Council colleague, the City Manager, the Clerk, or Law Director. Such discussions as are permitted shall be brief and shall be conducted in the tone and manner so as not to disturb the proceedings.

10.02 Confidentiality

- a. On matters where public knowledge of same could be detrimental to the City's position on legal, fiscal, property acquisition, personnel or other matters deemed by Council or the City Manager to require confidentiality, all members shall limit and/or restrict discussion and/or dissemination of the confidential information unless and until Council or the City Manager decides such matters may be discussed publicly.
- b. No member may speak for the Council as a body unless specifically authorized to do so by Council.

10.03 Council Liaisons to City Boards and Commissions

- a. Council may assign a member as a liaison to any of the City's boards and commissions.
- b. Liaisons are not members of the assigned board or commission and shall not have voting rights, except as otherwise provided

by Revised Charter Section 7.03(a), which pertains to the Planning and Zoning Commission.

- c. The primary role of a liaison is that of facilitator of communications between the board or commission and Council. The liaison shall serve as the designated channel of communication between the board or commission and Council and help identify training and planning opportunities, such as coordinating joint work sessions to address topics of interest. The liaison shall work to ensure that Council is regularly updated on the work of the board or commission.
- d. Liaisons act as a representative of the full Council and, as such, can only provide guidance that clearly represents the guidance of the full Council.
- e. Members who serve as liaisons shall not unduly influence any decision of the board or commission including any active cases. The liaison may, however, assist and provide information regarding Council goals, vision, policy and legislative history.
- f. The liaison should regularly meet with the chair and vice-chair of the board or commission, Planning staff and Legal staff in agenda meetings as the workload requires. However, the liaison should generally not regularly attend board and commission meetings.
- g. Council shall appoint liaisons at the first regular meeting of Council in each even-numbered year (the organizational meeting).

10.04 Council Liaisons to Another Public Entity or An Organization

- a. Council may assign a member as a liaison to another public entity or an organization.
- b. Liaisons act as a representative of the full Council and, as such, can only provide guidance that clearly represents the guidance of the full Council.
- c. The liaison shall serve as the designated channel of communication and facilitate collaboration and coordination between the organization and Council.
- d. The liaison shall work to ensure that Council is regularly updated on the work of the organization.

10.05 Enforcement of Rules

The Mayor shall conduct all Council meetings in accordance with these rules and shall preserve order at all meetings, and shall enforce the rules of Council, either by private or public reprimand.

10.06 Violation of Rules

If any member, in speaking or otherwise, shall violate any rule of Council, the Mayor shall call the member to order. If such member is speaking when called to order, the member immediately cease speaking unless permitted to explain. The question of order shall be decided without debate, at the Mayor's discretion.

10.07 Council Expectations

Council is committed to fostering a diverse and inclusive environment and expects its members to be committed to the highest ideals, quality service and proper conduct. Council welcomes the involvement of citizens in the decision-making process and welcomes diverse experiences, perspectives and viewpoints. Council respects the rights, dignity and worth of all citizens, public officials, peers, applicants and employees and its members' actions will reflect these standards.

Adopted: Res. 09-96 – 6/9/97
Amended: Res. 87-08 – 1/20/09
Amended: Res. 47-09 – 10/5/09
Amended: Res. 44-11 – 9/12/11
Amended: Res. 66-14 – 8/25/14
Amended: Res. 65-21 – 11/8/21
Amended: Res. 45-22 – 10/27/22
Amended: Res. 38-24 – 08/12/24