

COUNCIL RULES OF ORDER

1. DEFINITION OF TERMS

- 1.01 **Charter** – the Revised Charter of Dublin, Ohio effective July 4, 1996, and its amendments, if any;
- 1.02 **Member** – a member of Council;
- 1.03 **Chair** – the presiding officer of Council who is the Mayor under the Charter;
- 1.04 **Clerk** – the Clerk of Council;
- 1.05 **Meeting** – any regular, ~~alternate regular meeting~~, or special meeting of Council;
- 1.06 **Quorum** – a majority of the members elected to Council;
- 1.07 **Standing Committee** – a permanent committee created by Council resolution, usually composed of three members; ~~and~~
- 1.08 **Ad Hoc Committee** – a temporary committee created by Council motion, usually composed of two members; ~~and~~
- 1.09 **Virtual** – participating in a meeting by teleconference, video conference or other similar electronic means.
- 1.1009 **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 ~~alternate regular special~~ meeting. The proposition to make an amendment shall be in the form of a resolution, ~~and shall be submitted and read to Council at a meeting preceding the one at which it is acted upon.~~ 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. ~~The Mayor-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** Membership and Chairship of each standing committee shall be determined by consensus, 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 referred to the Committee by Council, which fall within the topic areas below:
- a. The Administrative Committee shall review ~~issues-matters~~ relating to Council employee 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 ~~issues 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 ~~issues-matters~~ relating to general taxation policy; hotel/motel tax grant applications; operating budgets; capital improvement programs; and fees.
 - d. The Public Services Committee shall review ~~issues-matters~~ relating to police, fire and emergency services; traffic and related ~~issuesmatters~~; 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 The Clerk of Council shall provide for the electronic recordings of all ad hoc and standing committee meetings and will prepare and maintain these recordings—minutes of these meetings as the permanent record of these meetings.

4. COUNCIL MEETINGS

4.01 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 Mmeetings shall be convened in the Council Chambers of the City of Dublin at 7:00 p.m., ~~or at an alternate time or in an~~ 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 ~~the Municipal Building 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 Mayor and City Manager shall confer regularly regarding the agenda for Council meetings, after which the Mayor shall determine the agenda. Upon concurrence 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 are governed by the Revised Charter, Article III, Section 3.06(b).

4.04 Members shall be present, either in-person or virtually, during all regular and special meetings. Excused absences shall be granted by motion of the Council when a member is ill, when the member is in quarantine or otherwise acting pursuant to doctor's recommendations as a result of a pandemic, 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.

4.05 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. Members may participate virtually in up to three (3) meetings per calendar year when a member is ill, when the member is in quarantine or otherwise acting pursuant to a doctor's recommendations as a result of a pandemic, there is sickness or death in a member's family, when the member is absent from the City, when job requirements demand immediate attention, or on special leave. The member shall notify both the Mayor and the Clerk of Council of the member's intent to participate virtually in a meeting prior to the commencement of the meeting.

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.

5. COUNCIL MEETING AGENDA

5.01 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 person 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 ~~prior to 10:00 a.m. on the Thursday preceding the meeting~~ 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.

5.04 Council may, upon majority vote of its members, modify the order or contents of the agenda at a Council meeting.

6. NOTICE 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. Per Section 4.12 of the Revised Charter, said posting shall be done at three ~~(3) locations set forth in Section 4.12 of the Revised Charter~~ public places as designated by Council. The Clerk shall check at reasonable intervals to ~~insure~~ ensure that this statement remains posted.

7. PUBLICATION OF MEETING AGENDAS

7.01 Media Publication

The Clerk shall make arrangements to have the “tentative” agenda for any regular, ~~alternate regular meeting~~ or special meeting published on the City’s website ~~or other generally accepted medium as designated by Council~~. The “tentative” agenda shall be that agenda which is prepared and distributed to the press/media ~~on the no later than~~ Tuesday preceding a regular ~~or an alternate regular~~ meeting, or that agenda which is prepared in advance of a special meeting

7.02 Agenda and Meeting Packets for Press/Media

The Clerk shall make available a copy of the agenda for any regular, ~~alternate regular meeting~~ or special meeting to any news organization requesting ~~same~~ it. The agenda and meeting packet shall be posted on the City website and ~~will~~ shall include copies of legislation and all other matters to be considered by Council at the meeting ~~new ordinances and resolutions and other materials shall be made available at the discretion of the City Manager~~. These agenda packets ~~will~~ shall be made available on the City website to news organizations by ~~4:30-5:00~~ p.m. on ~~Thursday~~ Tuesday prior to regular ~~or alternate regular~~ meetings and as soon as practicable prior to special meetings. ~~It is the responsibility of the news organization to make arrangements for pickup of its agenda packet.~~

8. ORDER OF BUSINESS

The Mayor shall ~~take the Chair~~ commence the meeting either in person or virtually if necessary at the hour appointed for the meeting of Council and 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 any regular or alternate regular meeting shall be as follows:

1. Call to Order
2. Roll Call
3. Executive Session, if necessary
4. Pledge of Allegiance
5. Proclamations/Special Recognition
6. Citizen Comments. The Mayor shall determine the amount of time allowed but generally no more than 5 minutes.
7. Consent Agenda
 - a. Action of Minutes of previous meeting(s)
 - b. Correspondence
 - c. Excused absences, if any
 - e. First reading of routine ordinances
 - d. Routine resolutions
 - e. Other administrative matters

~~11.8.~~ Legislation

- a. Tabled/postponed legislation
- b. Second Reading/Public hearings/second readings/vote on ordinances
- c. First reading/Public Hearing of ~~non-routine~~ ordinances
- d. First reading/public hearing/vote on ~~Non-routine~~ resolutions

~~9.~~ Other Business

~~12.10.~~ Staff Comments

~~13.11.~~ Council Committee Reports/Council Roundtable

~~14.~~ Executive Session, if necessary

~~15.~~ Reconvene

~~16.12.~~ Adjournment

9. REQUEST TO SPEAK

9.01 Members' Right to Speak

- a. While each member has the right to speak, the member must ~~request this right be recognized~~ by ~~addressing~~ the ChairMayor. 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.

9.02 Residents/Interested Parties’ Duties

Any resident or interested party desiring to address the Council shall be first recognized by the ~~Chair~~Mayor. She/he shall then ~~step to the floor microphone and~~ state her/his name and address in an audible tone for the Clerk’s record. The Mayor may permit any person to participate in the meeting virtually at his or her discretion. Remarks shall be limited to the question under discussion. All provisions of 9.01 apply.

9.03 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 ~~any privilege of the floor for the purpose of speaking~~speak upon any questions that pertain to their duties, responsibilities and authority. All provisions of 9.01 apply.

10. VOTING PROCEDURES

10.01 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.

10.02 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,” ~~“present”~~ or “abstain.” No other comment is permitted during voting. The order of voting shall rotate in a random manner.

~~**10.03** The Mayor shall announce the results of the voting, and state whether the matter voted upon passed or failed.~~

10.043 An affirmative vote of four (4) members shall be necessary to pass any question, unless otherwise provided by the Charter.

10.054 No vote of a member shall be questioned. Any member so desiring may briefly comment upon the vote personally cast after the roll call and announcement of the result. The Mayor shall decide upon the propriety of the comments and monitor the length of same.

11. LEGISLATION PROCEDURE

11.01 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 ~~routine or noncontroversial~~ minutes and correspondence items and excused absences are organized apart from the rest of the agenda and approved as a group. ~~Items are proposed for the consent agenda by the City Manager and Clerk of Council.~~ 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 scheduled for consideration 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.

11.02 A member may speak on any legislation; call for questions; ~~ask for a statement of the question (which the Mayor shall render); call for a division of the questions (the Mayor shall render a decision regarding the divisibility of any question and said decision shall be subject to appeal as is a question of order);~~ and question the City Manager. ~~Any two members may demand the previous question.~~

11.03 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.

11.04 ~~Every motion shall be reduced to writing if the Chair or a member so requests.~~Any member may ask for verbal or written clarification of any motion.

11.05 ~~When a motion is offered and seconded, it shall be transcribed and read back by the Clerk before debate. When written, it shall be read by the Clerk before debate.~~

~~11.06 After a motion has been read by the Clerk, it shall be deemed to be in Council's possession and may be withdrawn only by leave of the Council.~~

11.075 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 4.04 of the Revised Charter.

11.086 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.

11.097 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.

11.108 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.

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

11.120 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 ~~table-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 ~~postpone-table~~ action for an indefinite time ~~or to a date certain~~

~~11.13 Question Without Debate~~ – ~~The following questions shall be considered without debate:~~

- ~~1. to adjourn~~
- ~~2. to lie on the table~~
- ~~3. to take from the table~~
- ~~4. all questions relating to priority~~
- ~~5. to approve all items on the consent agenda~~

~~**11.14 Motions to Postpone and Adjourn**~~

- ~~a. A motion to postpone (to a day certain or indefinitely) shall not again be allowed at the same reading of the ordinance or resolution under consideration.~~
- ~~b. A motion to adjourn shall always be in order, but if decided in the negative, it shall not be entertained again until some motion, order, or decision has taken place.~~

~~**11.151 Motion to Take from the Table** – A motion to remove any matter removed from the table shall be in order after consideration of one question succeeding the tabling. This is not debatable. not be considered or acted upon until the next or a subsequent meeting.~~

~~**11.16 Motion to Strike Out** – A motion to strike out and insert shall be deemed divisible, and a refusal to strike out equivalent to agreeing to the matter in the form, but shall not preclude further amendment by way of addition.~~

~~**11.17 Appeal Decision of the Chair** – On appeal of a decision of the Chair, no member shall speak more than once, and the Chair shall have preference.~~

~~**11.182 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.~~

12. MISCELLANEOUS

12.01 Council Courtesies

No member shall privately confer while Council is in session with anyone other than a ~~fellow member~~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.

12.02 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.

12.03 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.

12.04 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.

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