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R E L A T I V E T O T H E A D O P T I O N O F R U L E S F O R T H E
O P E R A T I O N O F C O U N C I L .

WHEREAS, Council desires to operate under rules of procedure to effectuate prompt disposal of the problems which come before the City Council; and

WHEREAS, Section 2.07 of the Charter of the City of Grove City provides that Council shall determine its own rules and order of business; and

WHEREAS, Council has prepared a set of rules attached hereto and incorporated herein which it adopts as the Rules of Council of the City of Grove City.

NOW, THEREFORE, Be It Resolved by the Council of the City of Grove City that

SECTION 1. The rules attached hereto and incorporated herein and designated as Rules of Council of the City of Grove City are hereby adopted and designated as the Rules of this Council; and

SECTION 2. Resolution No. CR-2-59 is hereby repealed.

SUBMITTED June 3, 1963

Gerald L. Brinkman
Gerald L. Brinkman, President of Council

PASSED July 1, 1963

Anton C. Patzer
Anton C. Patzer, Mayor

EFFECTIVE July 1, 1963

Maria T. Kochensparger
Maria T. Kochensparger, Clerk of Council

I Certify that this Resolution is
Correct as to Form.

RULES GOVERNING AGENDA

1. All matters submitted for consideration by the City Council at a regularly scheduled meeting must be first placed on the agenda.
2. The agenda shall consist of the ordinance number (if a number has been given), the subject matter (by descriptive title only) and the name of the proponent of each item thereon. All items on the agenda must be sponsored by Council members. Administration ordinances must be sponsored by the President of Council with knowledge of their content.
3. The Clerk of Council shall have exclusive control of assimilating and preparing the agenda, subject only to the rules and regulations as are prescribed by the City Council.
4. All matters to be put on the agenda must be on the Request for Legislation forms available in the office of the Clerk of Council. No matters shall be placed on the agenda if given to the Clerk orally.
5. The President of Council, with the permission of 2/3 of the members of Council may add emergency items to the agenda and selected at the discretion of the President of Council.

6. ~~Matters submitted to the Clerk of Council before 12:00 o'clock noon on the third Monday of each month shall be put on agenda for the next regularly scheduled meeting of City Council.~~

*Amended
by Resolution
CR-11-76*

~~Matters submitted to the Clerk of Council after 12:00 o'clock noon on the third Monday of each month shall be put on the agenda no sooner than the second regularly scheduled Council' meeting. A caucus meeting of City Council shall be held the fourth Monday of each month after the agenda has been completed.~~

7. The Clerk of Council shall prepare or cause to be prepared and deliver or cause to be delivered to the following officials, a copy of the agenda at the place so designated prior to the end of the regular day of business on the third Wednesday of each month.

- | | |
|-----------------------------|--|
| 1. Mayor | City Building |
| 2. Council | Respective addresses |
| 3. Administrative Asst | City Building |
| 4. Director of Law | City Building |
| 5. City Engineer | 1392 King Avenue (reg mail) |
| 6. Clerk | City Building |
| 7. Service Director | Residence |
| 8. Safety Director | Residence |
| 9. Finance Director | City Building |
| 10. Building Inspector | City Building |
| 11. Sanitary superintendent | Residence |
| 12. Chief of Police | Police Department |

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*amended by
Res. CR-10-76*

RULES OF COUNCIL

I. MEETINGS

1. Regular Meetings

Regular Meetings of Council shall be held in the Council Chambers at 7:30 p.m. on the first Monday of each month. Council may, by majority vote, change the day and hour of holding any regular meeting or adjourn the same to a day and hour determined by a like vote of the members present if constituting a quorum.

2. Special Meetings

Council shall hold such special meetings as may be found necessary, which may be called by the Clerk upon the written request of three (3) members of Council or as the President of Council deems necessary. Any such vote or request for the calling of a special meeting shall state the subject or subjects to be considered thereat, and no other subject or subjects shall be considered except upon the approval of four (4) or more of the members of Council in attendance at such special meeting. Twenty-four (24) hour notice in writing of such special meeting called by three (3) members of Council shall be given to each member of Council and to the Mayor, or any other person involved in the action to be taken, by personal service or by delivery thereof at their usual places of residence but members of Council may waive such notice by mutual agreement.

Amended by Res. C.R.-10-76

II. CLERK

3. Clerk

The Council shall appoint a Clerk who shall act as Clerk of Council and such number of Deputy Clerks as Council may determine to be advisable. The Clerk shall be present at all Council meetings and shall record the proceedings in the official journal, compile the agenda and other duties as determined by Council.

III. The CHAIR Powers and Duties

4. Roll Call

The President of Council shall take the Chair at the hour appointed for Council to meet and immediately shall call the Council to order. The roll shall then be called by the Clerk, who shall enter in the Journal of each meeting the names of members present thereat. In the absence of a quorum at the time appointed for a meeting, the members present may by a majority vote, take a recess or recesses and cause the Clerk to procure the attendance of absent members.

5. Temporary Chairman

In case of the absence of the President of Council, the Clerk shall call the Council to order. The Clerk shall call the roll and if a quorum is found to be present, the Council shall proceed to elect, by a majority vote, a Temporary Chairman of the meeting until the appearance of the President of Council.

8. Chair's Power to Vote.

Any member of Council who is serving as Chairman shall have the same power to vote as other members.

IV. MEMBER'S DUTIES AND PRIVILEGES.

9.

The President of Council may, if he deems it advisable, arrange the seating of the members of Council in Council Chamber, and all members shall occupy said seats so designated during the time of their term of office.

10. Addressing Chair.

Members when about to speak to a question or make a motion, shall address the Chair as "Mr. President", who shall pronounce the name of the member entitled to the floor. Members addressing Council shall confine themselves to the question under debate and avoid personalities.

11. Limitation of Debate

No member shall be allowed to speak more than once upon any one subject until every member choosing to speak shall have spoken, and no more than twice upon the same subject, nor for a time longer than five (5) minutes, without leave of Council as expressed by a majority vote of the members present. No person other than members of Council and duly elected officials of the City may be heard or enter into the debate of a question or other matter before Council during the regular or special session except with leave of Council as expressed by a majority vote of the members present, or by being allotted time and being placed on the agenda as provided in Rule 17 (c) and (d). The Chair shall be limited in debate in the same manner as Members of Council.

12. Voting.

Every member present when a question is put shall vote on same, unless Council shall, for special reasons, excuse him from voting. Said excuse shall be granted only if the member states reasons for the request before voting begins and the Council by majority vote of the members present accepts them. There shall be no debate upon this question.

13. Roll Call.

The roll call on each vote shall be rotated, so that the member whose name was called first on the last preceding roll call vote shall be called last; the member whose name was called second on preceding roll call vote shall be called first, etc., and each member shall cast his vote when his name is called.

14. Demand for Roll Call.

Any member may demand a roll call vote upon any question before Council at any time before the decision on said question is announced by the Chair.

15. Excusal from Attendance

V. ORDER OF BUSINESS

17. Order of Business

The order of business at meetings of Council shall be as follows:

- a) Roll Call, to determine presence of a quorum.
- b) Reading of the Journal of the preceding meeting unless such reading shall be dispensed with by consent of two-thirds (2/3) of the members present. If no objection is made to the Journal, the same shall be approved.
- c) Consideration of agenda:
 - [a] Assignment by chair of each item on the agenda to respective committee.
 - [b] Recess Council for committee meetings of whole for open discussion by committee and public.
 - [c] Reconvene Council.
 - [d] Committee reports and action as recommended until each item is handled.
 - [e] Upon motion of any Councilman, the order of business at any meeting may be altered by affirmative vote of two-thirds (2/3) of the members present.
- d) Legislation, reports and communications from the Mayor Clerk of other city officials.

VI. committees

18. Appointment of Committees

The following Standing Committees consisting of three (3) members each are hereby authorized. Appointment of members to such committees shall be made by the President of Council by resolution subject to approval by a majority vote of Council.

- (a) Finance Committee
- (b) Safety Committee
- (c) Service Committee

The President of Council may appoint such Special Committees as he deems necessary provided that matters referred to or pending before a Standing Committee may not, without consent of its members, be referred to or considered by a Special Committee.

19.

A Temporary Chairman appointed by the President of Council shall preside when Council resolves itself into the Committee of the Whole. These Rules of Council shall govern the Committee of the Whole. All questions shall be decided by a majority vote of those members present. When this Committee arises, any measure, together with any amendments thereto, reported out, shall receive the immediate consideration of Council unless otherwise ordered placed upon the calendar or agenda.

20. Meetings

Committees shall meet on call of the Chairman of the Committee, or on request of two (2) members of the Committee communicated to the

24. Reports

Reports of Committees shall be agreed to by a majority thereof. All documents referred shall be returned to the Clerk with the report of the committee. Upon motion, and by a majority vote, Council may relieve a Committee of further consideration of any question, and order it placed on the calendar. When any matter is referred to a Committee with instructions to report at a time named in the order of reference, failure to report at such time shall be considered as if reported back without recommendation, unless the time for report is extended by Council. If no such extension is granted, the Committee shall forthwith return to the President of Council the documents pertaining thereto, and the matter shall take its appropriate place on the agenda or calendar.

VII. MOTIONS

25. Motions.

When a motion is made, it shall be stated by the Chair before debate. A motion shall not be withdrawn by the mover without the consent of Council. Unless otherwise required by law, a motion shall be deemed passed if it receives the affirmative vote of a majority of the Members present including the Chair if entitled to vote thereon.

26. Order of Precedence.

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

- a. To Adjourn
- b. To lay on the table.
- c. The previous question.
- d. To postpone to a time certain.
- e. To refer.
- f. To amend
- g. To postpone indefinitely.

Said motions shall have precedence in the foregoing order.

27. Motion to Adjourn.

Motion to adjourn shall be in order at any time, except as follows:

- a. When repeated without intervening business or discussion.
- b. When made while another member is speaking.
- c. When the previous question has been ordered.
- d. While a vote is being taken.

A motion to adjourn is not debatable, except as to time to which the meeting is adjourned.

28. Motion to Lay on the Table.

A motion to lay on the table shall preclude all amendments or debate of the subject under consideration. If the motion prevails, the consideration of the subject may be resumed only upon motion of a member voting with the majority and with the consent of the majority of the members present.

29. Previous Question.

The previous question shall be stated in these words: "Shall debate now close?" The motion shall pass if a majority of the Members present shall favor it. If the said motion is ordered, there shall be no further

ceive the affirmative vote of four-fifths (4/5) of the members elected to Council and shall be open to debate. All other rules may be suspended by a majority of the members present without debate.

33. Motion to Reconsider

A motion to reconsider a proposal that has been acted upon favorably must be made before adjournment of the session of Council at which the vote was taken. A motion to reconsider any other action taken by Council may be made no later than the next regular meeting after the vote of Council thereon. In either case, such motion may be made only by a member who voted with the prevailing side. The concurrence of a majority of the members present shall be sufficient for reconsideration of a vote. If a motion to reconsider is lost, it shall not be entertained again.

VIII MISCELLANEOUS

34. Procedure in Absence of Rules.

In the absence of a rule to govern a point of procedure, reference shall be had to the practice set forth in Roberts' Rules of Order, of if it cannot there be found then to approved practice in other parliamentary bodies. The Law Director shall be the Parliamentarian.

35. Decorum in Council Chambers.

The Chair shall maintain decorum in Council Chambers during the sessions. Persons, other than members of Council, City Officials and members of the Press, shall not be permitted upon the floor of the Council, or to address Council, except upon introduction by the Chair or a member of Council while it is in session, the member, if agreeable to the request, shall leave his seat and retire to the rear of the Council Chambers or elsewhere until the conversation is finished.

36. Rules on Reading and Suspension of Rule

- a. Establishing any offense.
- b. Providing for the imposition of any penalty.
- c. Providing for the levy of any tax or assessment.
- d. Providing for the expenditure of any public funds.
- e. Contracting any indebtedness.
- f. General ordinances

shall be introduced in writing and shall conform to the following procedures.

- a. Council may reject such ordinances at the time of its first introduction.
- b. Those ordinances not rejected shall be given a first reading at length. The first reading shall be in full.
- c. Seven days shall lapse between the first reading and any further action by Council.
- d. This waiting period may be waived by 4/5 of the elected members of Council in a state of emergency.
- e. If the waiting period is waived, Council shall immediately vote on whether or not the ordinances shall be adopted.
- f. During the waiting period and not less than five days before a second reading, the Clerk shall cause to be published in a newspaper of general circulation, a summary of the contents

- i. Written arguments and briefs for or against the ordinance may be filed with the Clerk at the hearing or thereafter within twenty-four (24) hours. Such time may be extended by a majority vote of Council.
- j. After the hearing and the report of the Committee, Council shall vote on the ordinance. However, Council need not vote at this particular meeting. Final action may be postponed to such time as Council desires.
- k. A favorable vote of three (3) members of Council shall be necessary to adopt any such ordinance unless otherwise provided in these rules.
- l. Final passage shall be attested by the President of Council and the Clerk and shall be signed by the Mayor.
- m. After passage, public notice shall be given by publication at length in Code of Revised Ordinances which shall be made available to the public in the Clerk's office at City Hall, in the Grove City Public Library and in such other places as Council may from time to time name.
- n. All ordinances except as below described shall take effect thirty (30) days after being signed by the Mayor.
 - (1) Ordinances raising revenue, making appropriations for current expenses, and those declared to be an emergency by 4/5 vote of Council, shall go into effect upon passage, attestation and publication by the Clerk. Filing of the ordinance with the Code of Revised Ordinances shall be deemed publication.
- o. Appropriation ordinances are exempt from the above procedure and shall conform to the following procedures:
 - (1) The annual appropriation ordinance shall be prepared by the Mayor and the Director of Finance and shall be forwarded to Council not later than December 7th.
 - (2) Council shall cause five (5) days public notice to be given of the meeting at which it proposes to consider and adopt the ordinance.
 - (3) The appropriation ordinance shall be adopted not later than December 24th and shall take effect on January 1st whether or not such action has been taken by Council.
 - (4) Copies of the appropriation ordinance shall be supplied to the head of each department, Board, or Commission of the City, to public libraries of the City, to public newspapers, radio and television and to such County, State and Federal officials as required by law.

37. Amending Rules

A majority vote is required to alter, amend, rescind, or supplement these rules. Any proposed alterations, or amendments or supplements shall be submitted in writing at a regular meeting and placed on the agenda or calendar for the next regular meeting with the order of new business. By unanimous recorded vote of all members elected to Council, such proposed alterations, amendments or supplements may be adopted at the meeting at which the same are submitted.

38. Quorum

A majority of the full members elected to Council shall constitute a