

Vermilion City Council

2022-2023 Rules and Regulations

(Adopted by motion 1/3/2022)

Rule 1 - Regular Meetings

The regular meetings shall be held in accordance with what is stipulated per City Charter. However, if the meeting day falls on a legal holiday, the meeting shall be moved to the following day, or otherwise as set by the President of Council. The Council may hold periodic breaks as determined by the body.

Rule 2 - Meeting Agenda Items

Any items introduced by members of Vermilion City Council, City officials and/or department heads shall be considered and allowed on any meeting agenda. An item that is to be read, considered for discussion or action, must be submitted to the Clerk of Council no later than 1:00 p.m., on the Thursday preceding the following week's scheduled Council or Committee meeting. Exceptions shall be considered by Council on a case-by-case basis, allowing for the determination of the need to address urgent and emergency matters.

Rule 3 - Public Participation

The public shall be provided an opportunity to discuss issues of public and community concern during each Council meeting. During the Public Participation (Open to the Audience) section of the Council agenda, each individual wishing to address the Council shall be required to sign in prior to the beginning of the Council meeting. The participant shall sign their name, address, and the subject matter for discussion. Each participant shall be allowed a total of five (5) minutes in which to address the Council, unless otherwise determined by the President of Council.

Public participation during committee meetings shall not require any individual sign up. Each participant shall be allowed a total of five (5) minutes in which to address the Council, unless otherwise determined by the President of Council.

When a member of the audience desires to address the Council, he/she shall request permission from the Presiding Officer. Upon receipt of permission, he/she shall confine his/her remarks to the question under debate, avoid personalities, and refrain from impugning or attack upon the motive of any other member's argument or vote.

Profanity will not be tolerated. If any member of the audience should infringe upon these rules, the act may result in expulsion for the remainder of the meeting at the discretion of the Presiding Officer.

648.05 DISTURBING A LAWFUL MEETING.

(a) No person, with purpose to prevent or disrupt a lawful meeting, procession or gathering, shall do either of the following:

(1) Do any act which obstructs or interferes with the due conduct of such meeting, procession or gathering.

(2) Make any utterance, gesture or display which outrages the sensibilities of the group.

(b) Whoever violates this section is guilty of disturbing a lawful meeting, a misdemeanor of the fourth degree, and shall be subject to the penalty provided in Section 698.02. (ORC 2917.12)

Rule 4 - Correspondence

All letters to be entered into the record by the public must be submitted to Gwen Fisher, Certified Municipal Clerk by noon on Friday prior to the City Council meeting via email to gwenfisher@vermilion.net or mailed or dropped off to City Hall at 5511 Liberty Avenue, Vermilion, Ohio 44089. All correspondence must include the person's name and address otherwise it will not be made part of the official record of proceedings. Only one (1) letter is permitted by a resident or person for each Council meeting.

The President of Council reserves the right to edit or not read correspondence that is derogatory in nature.

Rule 5 - Order of Business

The business at all regular Vermilion City Council meetings shall be transacted in the following order:

1. Call to Order
2. Pledge of Allegiance and Moment of Reflection (Silent Prayer)
3. Roll Call
4. Approval of Minutes
5. Correspondence
6. President of Council's Report
7. Committee Reports
8. Mayor/Safety Director's Report
9. Service Director's Report
10. Finance Director's Report
11. City Engineer's Report
12. Law Director's Report
13. Response to the Audience
14. Open to the Audience
15. Old Business
16. New Business
17. Reading of Ordinances

18. Announcement of Meeting Dates
19. Adjournment

The President may permit matters to be introduced out of the regular order for good cause.

Rule 6 - Roll Call

Every member shall be in his seat at the time of Roll Call.

Rule 7 - Absent Members

Council members shall not be compensated for any meeting of which they are not in attendance. All members of Council shall notify the President of Council at least one (1) day prior with the reason of non-attendance at any regular, special or committee meeting. Council members shall maintain a minimum of 75% attendance within any six (6) month period.

Rule 8 - Attendance Required

The Mayor, Safety Director, Service Director, Law Director, Finance Director, and City Engineer shall be required to attend all regular and special meetings of the Council, unless otherwise excused by the Mayor and/or President of Council. They shall be required to answer questions from Council relating to matters of the City under their respective supervision. The Mayor and his Directors shall be entitled to participate in the discussion of all questions before the Council.

Rule 9 - Speaking

When called by the Council President or Chair, no member of Council or member of the Administration shall be allowed to speak for a period of longer than ten (10) minutes at any one time unless permission is granted by the Presiding Officer. No member shall speak more than once on the same matter until each member desiring to speak on the matter has had an opportunity to do so.

Rule 10 - Right of Floor

When a member desires to address the Council, he/she shall request permission from the Presiding Officer. Upon receipt of permission, he/she shall confine his/her remarks to the question under debate, avoid personalities, and refrain from impugning or attack upon the motive of any other member's argument or vote.

Rule 11 - Committee Meetings

The seven members of Vermilion City Council shall serve on all Committees and shall have voting power on motions put before the Committee. Each Committee shall have a Chair and Vice Chair that is appointed by the President of Council. Each Committee shall hold its meetings at such time and place as fixed by the President of Council. The date for all meetings

shall be set and announced at regular or special meetings of Council unless deemed an emergency by the President of Council. All matters to be addressed shall be announced to the Chair prior to the meeting. It is the Chair's responsibility to contact the Clerk of Council no later than 1:00 p.m., on the Thursday preceding the following week's Committee meeting to review all agenda items. If proper contact is not made, the Clerk has the right to prepare and finalize the agenda. Any additional matters to come before the committee the evening of the meeting shall be approved by the Chair. The Chair shall have the right to require the attendance of City Officials, and/or Department Heads, as in his/her judgment will be needed to properly dispose of the matter under consideration. In the event the Chair is absent the Vice-Chair shall preside. In the absence of the Council President, the Council At Large member will assume these duties.

Rule 12 - Reports from Directors

Directors are to issue reports and any correlating correspondence to Council the Friday before each Council or Committee meeting via email. The Clerk will keep records on all matters referred to Directors, Boards, etc. Any and all correspondence should be directed through the clerk for distribution to the members of Council and the Administration.

Rule 13 - Reports of City Officers

All Ordinances, Resolutions and communications pertaining to matters that come under the supervision and control of the Mayor and Directors shall, in addition to being referred to the proper committees, also be referred to such respective Administrative Officers for recommendation. All reports from City Officers suggesting or recommending action by Council shall, unless otherwise ordered by the Council, be referred to the appropriate committee for consideration.

Rule 14 - Separation of Powers

The Council and its members shall only deal with department subordinates in the administrative service to the city through the City's Administration. Neither council nor any member of committee thereof shall give any orders to a subordinate of the Mayor or directors either publicly or privately. Any member who violates any of the provisions of this section or votes for an ordinance or resolution in violation thereof shall be guilty of malfeasance in office and upon conviction thereof he shall cease to be a council member.

Rule 15 - Violation

If any member, in speaking or otherwise, violates any of these rules, the President shall, or any member may, call him to order. The question of order shall be decided without debate.

Persistent failure to abide by the rules of Council violates Article III, Section 5 of the Vermilion City Charter.

All members shall conduct themselves with decorum while in the confines of the Council Chamber. Profanity shall not be tolerated. If any member should infringe upon these rules, the act may result in expulsion for the remainder of the meeting at the discretion of the Council as a whole.

Except as provided, the proceedings of the Council shall be governed by Roberts Rules of Order. It shall be the duty of the Presiding Officer to adhere to and enforce such rules together with the rules herein set forth.

Rule 16 - Requests for Public Records

Public record requests will be promptly prepared and made available for inspection to any person at all reasonable times during the regular business hours of the Clerk of Council office.

Such requests may first be forwarded to the Law Director's Office for review in order to ensure information protected by Federal and/or State law is not disclosed.

Public record requests shall be accommodated as soon as practicable based upon the volume and nature of the requested material and the completion of the legal review, if necessary. Copies of public records shall be provided at a charge of 10¢ per copy and the cost shall be paid in advance.

A copy of a public record may be transmitted through the United States mail. The individual making such request is required to pay costs associated with the mailing in advance.

Rule 17 - Clerk of Council's Office - Security of Public Records

Members of Council will not have access to the Clerk of Council's office after normal business hours or without the presence of the council clerk during regular business hours. The President of Council will be authorized access to the Clerk of Council's office during an emergency event. He or she shall sign and date a form logging office access time and accepting responsibility for care of public records under Ohio Law. Council mailboxes are located in the office foyer area and will be accessible during all hours. Entry into the building is through keyless entry and each council member will be given their own pass code.

Council members shall contact the Clerk of Council during normal business hours if they need to obtain a public record and the Clerk of Council shall fulfill that request within a reasonable amount of time. A public record's request can also be made via the telephone or by electronic message which will be acknowledged with a valid return receipt.

There will be no keys distributed to city council members for access into the clerk's office, with the exception of the President of Council in an emergency event.