



RULES OF COUNCIL, GOVERNING THE VILLAGE COUNCIL OF GOLF MANOR

These Rules of Council shall govern the procedure of the Village Council of Golf Manor, and the conduct of its Members. These Rules are a supplement to the Charter and do not replace the Charter of the Village.

RULES

At the first meeting of a newly elected Council, the Council shall adopt Rules to govern Council, which Rules shall be adopted by motion and a majority vote of the Council Members. Such Rules shall remain in effect until modified by Council or a new Council is voted into office. Such Rules shall include those matters deemed necessary to facilitate the business of the Village.

MEETINGS OF COUNCIL

The Charter mandates that Council will establish a meeting schedule at the first Council meeting of the calendar year and will hold no less than one regular meeting each calendar month. As determined by Ordinance, all meetings shall be held at Village Hall, 6450 Wiehe Road, Golf Manor, Ohio, and begin at 6:00 p.m. All regular council meetings will be recorded and available on the Villages website. Committees, Commission, Boards, and Special Council meetings are at their discretion.

Changes to Meeting Schedule. Meetings of the Council and its Committees, Commissions, and Board can only be rescheduled in the following circumstances: 1) due to federal, state, and local holidays, 2) religious holidays of its members that would prevent attendance at said meeting, or 3) pre-planned vacations that would prevent quorum to be reached. Decisions to reschedule meetings must be debated and recorded in a full Council meeting to allow sufficient time for communication to the public. Special circumstances may call for cancellation such as power outages, weather conditions, or issues at the building. Cancellations or changes to the scheduled meetings will be made and communicated by the Village Administrator, or Mayor if the Administrator is unavailable, or the Vice-Mayor if the Village Administrator and Mayor are unavailable.

Special Meetings. Special meetings may be called by the Mayor or by any three Council Members by written notice served personally upon each Member or left at their residence at least twelve hours in advance of the time of such special meeting.

Open Meetings. All meetings of the Council and its Committees, Commissions, and Board shall be open to the public, except that Executive Sessions for such meeting shall be allowed consistent with the provisions of the Ohio Revised Code, which addresses public meetings and executive sessions for public bodies.

Minutes. Minutes of such meetings shall reflect the type of meeting undertaken, the date and place thereof, the attendance of officials, and a complete account of procedural matters. Minutes should contain sufficient facts and information to permit the public to understand and appreciate the rationale behind the relevant public body's decision.

The Recording Clerk will provide the Minutes of meetings to all Members by the end of business prior to 2 business days in advance of the next Meeting via email so that the Members have time to review the Minutes before the Council or Committee meetings take place. Minutes, once reviewed and determined to be accurate

and complete, should be approved at the meeting at which they are presented.

Council and Committee Minutes will be made available to the public at the time they are circulated among Council Members or Committee members for their review and comment.

MEETING PROCEDURES

Quorum. The Charter at Section 4.03 provides that a majority of the Council Members shall constitute a quorum for the transaction of business at any meeting, but a lesser number may adjourn the meeting from time to time and compel the attendance of absent Members in such manner and under such penalties as may be prescribed by the Rules of Council.

Robert's Rules of Order. All Council, Committee, Commission, and Board meetings shall be conducted in accordance with the latest edition of Robert's Rules of Order except as otherwise provided by state law, the municipal code, or by these Rules of Council.

VILLAGE COUNCIL COMMITTEES

Council shall be organized into Committees to support the mission of Village government. The Committees shall focus on matters important to the Village through in-depth research and discussion and make recommendations for policy and action to the full Council. There shall be the following Standing Committees: Executive, Finance, and Community Engagement. Council and/or the Mayor may establish such additional Committees from time to time as needed to support the mission of the Village. The Mayor shall appoint the Members of each Committee. From time to time the Mayor may appoint residents who are not Council Members to a Committee.

Each Committee prioritizes its business by formal motion unless the full Council refers a matter to a Committee with a directed schedule. Each Committee shall elect its own Committee Chair and will draft and approve the Committee priorities for the calendar year to the present to full council.

COUNCIL, COMMITTEE, AND COMMISSION BEHAVIOR AND DECORUM

Council, Committee, and Commission Member Attendance. An excused absence is one due to the death of a family member, illness of the Council, Committee, and Commission Member or a member of their family, a business conflict, or a vacation. If reasonably possible, a Council, Committee, and Commission Member shall notify the Mayor, Committee Chair, the Village Administrator, or the Recording Clerk in advance of the fact that they will be unable to attend a Council meeting. Council Members need to clearly communicate their potential absence with each other in order to ensure a quorum is present to conduct scheduled meetings. The record of the meeting will state the fact that the Council Member is absent from the meeting. The Council, Committee, and Commission Member may at that point vote to excuse the Member from the meeting. Unexcused absences from any three (3) meetings of the Council, Committees, or Commissions in a calendar year, may be cause to suspend such Member's monthly compensation, removal from Committee, or commission, and/or begin the process for removal from office.

Conflict of Interest/Abstentions. At the beginning of each calendar year, each Council Members and Committee Members will complete an annual conflict of interest disclosure, listing any employers, businesses owned, or boards they may sit on. This will ensure transparency in any conflicts of interest that may arise during Village business. In the event that any matter before the Council presents a conflict of interest for a

Council Member, such Member shall state his conflict and intent to abstain from discussion on the subject matter and shall not participate in any discussion or vote of Council or attempt to influence any other Council Member with regard to the matter.

No Council Members shall vote on any question in which they are financially interested or which in any way directly involves the personal or private rights or obligations of a Council Members or the immediate family of a Member. A Member wishing to be excused or excepted shall state the reason for excusal or exception. Any Member, who has a personal or professional conflict with any item that appears before a Committee or the Council, shall strictly adhere to the requirements of the Ohio Ethics Commission. This includes but is not limited to, refraining from all conversations involving the subject matter with all Members, the administration, and the Mayor and absenting oneself from any room or place at which the subject matter is discussed.

Council, Committees, Commissions, Boards Behavior/Decorum. Council Members shall give our residents and guests a courteous and respectful hearing of their views. Residents and guests shall be made to feel welcome with an appropriate greeting at the beginning of each Council and Committee meeting. Council Members recognizes that residents and guests make significant personal sacrifices to attend Council and Committee meetings as well as public hearings. Council Members shall be respectful of the time being given by residents and guests and shall hear from them in a prompt and timely manner. Council Members recognizes that residents and guests coming before Council may not always agree with the views of Council Members. All points of view shall be heard respectfully without reproach or admonition. In any debate of public issues, differences of opinion are to be expected and the civil, respectful, and transparent airing of those differences is encouraged in order to test ideas and develop consensus. Debate shall not become a personal attack on the speaker. Letters to Members deserve serious consideration and a timely, appropriate response. Letters to the Village Administrator, even those that may be critical, shall be made a part of the record of Council. Decorum and civility shall be observed at all times by Council Members. This includes prompt and regular attendance at all meetings of Council, including those times dedicated to public comment. During meetings of Council, including during those times dedicated to public comment, neither the Mayor nor Council Members shall engage in lengthy side conversations. Such conversations shall occur outside Council meetings. Those attending meetings of Council and Committees shall be respectful of other residents, guests, staff, the Mayor, and Members. Council Members shall hold themselves and each other accountable for complying with these standards. Meetings are to be conducted in a business-like manner with proper decorum exhibited by all Members. No Member shall delay or interrupt the proceedings or the peace of the Council or disturb any Member while speaking or refuse to obey the orders of the Mayor as presiding officer of the Council. The Mayor shall be responsible for preserving meeting decorum at all times.

Confidentiality. Council Members may from time to time, become privy to confidential information allowable by law which shall remain confidential. No Council Member shall disclose or use, without appropriate authorization by the majority of Council Members, any information acquired in the course of their official duties which has been clearly designated by the majority of Council Members to them as confidential. Such confidential designation is warranted whenever the status of the proceedings, the circumstances under which the information was received, or the nature of the information necessitates that its confidentiality is necessary to the proper conduct of governmental business.

Council may, during a regular, special or Committee meeting, move into executive session for the purposes and in the manner described by state law. No Member or other person in attendance shall divulge the nature of discussions or any information obtained during any such executive session, or any information received in any confidential communication whether or not same was obtained during the course of any such meeting.

Direction of Work through Mayor. Council Members recognize that the Mayor shall direct and coordinate the day-to-day activities of the employees of the Village through the Village Administrator, including the management of time for such employees. No Council Member shall reprimand, give orders to, or otherwise direct the activities of any Village employee.

Handling of a Complaint. A complaint made directly to a Council Member by a citizen shall be forwarded to the Mayor for investigation. The Mayor shall investigate such a complaint through the Village Administrator with the response of the Mayor or Village Administrator to any such complaint and the disposition thereof, shall be in writing and to all Council Members.

Rules of Debate. The Mayor or such other Council Members as may be presiding shall recognize Council Members and other persons who wish to address Council. Such persons shall confine themselves to the question under debate, avoiding all personalities, refraining from impugning the motive of any other Member's argument or vote, and abstaining from the use of indecorous language.

- A Council Member shall not speak until recognized by the Mayor.
- A Member once recognized shall not be interrupted when speaking unless it is to be called to order, or as herein otherwise provided.
- No Council Member shall be permitted to speak longer than five (5) minutes on any motion without permission of the Mayor, who may grant said Member additional time without exception from Council.
- No Council Member shall be permitted to speak more than twice on any one motion until every Member desiring to speak on that motion shall have had an opportunity to do so.
- Any Council Member granted the floor may yield to another Council Member.
- No person (Council Member or public) shall utilize the privilege of the Floor before Council as a means for filibuster, prolonged speechmaking, delaying legislative action and/or obstructionist tactics. If such person engages in said behavior, they may be called to order by the Mayor and subject to discipline by the Council.

Guests and residents addressing council, or any Committee shall limit their comments to three (3) minutes unless an exception is approved in advance or by motion of the Members. Guests and residents may be asked to further limit their comments if repetitive or argumentative. Guests and residents should only speak from the lectern when recognized by the Mayor. Guests and residents who wish to speak before Council or a Committee must register in advance of the meeting by 4:30 pm of the business day prior to the meeting. They must advise their name, address, contact information, and topic. Their comments must be limited to the registered topic. At the discretion of council, additional speakers may register the day of a council, Committee, commission, or board meeting.

All Department and Committee reports in Council Meetings will be limited to ten (10) minutes unless an exception is approved in advance or by motion of the Members.

Discipline. Any Council Members may be subject to discipline by the remainder of Council Members for disorderly conduct, violation of its rules, or unexcused absences from any three (3) meetings of the Council, Committees, or Commissions in a calendar year, may be cause to suspend such Member's monthly compensation, removal from Committee, or commission, and/or begin the process for removal from office. Discipline may consist of warning, censure, or disbarment and maybe in the form of a public or private reprimand or action under the Charter and by law to remove a member. Any disciplinary measures will be by support of five (5) voting members or supermajority voting members.

COMMUNICATIONS

Mail. All general mail will be opened, date stamped and made available to Council Members at the Village offices during regular business hours or available in Council chambers at regularly scheduled Council meetings.

Electronic Communication. Each Council Members has been assigned a Village email address that is required to be used for all official Village business. Support is made available to Council Members who need assistance in setting up their email account or in troubleshooting problems with email. No official Village business may be conducted by elected officials or Village employees through personal, non-Village email accounts. Employees will not respond to personal account email messages that are being used for Village business.

Phone Communication. Each Council Members has been assigned a Village voicemail box. You will be notified via your email account when a message has been left in your voicemail box. You will have the ability to listen to any messages from your email account.

USE OF LEGAL COUNSEL

The Village has a pre-negotiated contract with legal counsel for an annual set fee to conduct business during the fiscal year. That fee is established with the projection of the amount of work to be accomplished in pre- work, follow-up, and representation at Council meetings, Mayor's Court and other appropriate meetings affecting the business of the Village. Any additional legal counsel outside that contract is billed to the Village at an hourly rate.

Most communications with legal counsel shall be coordinated through the Village Administrator, the Mayor, Department Heads, and Committee Chairs with approval from the Village Administrator.

Other Council Members, Committee Chairs, and appointed Boards, may utilize the advice of legal counsel but must be aware of the additional cost incurred by the Village for consultation outside the negotiated contract.

ETHICS

Elected or appointed Council Members must be sensitive to their ethical responsibilities and adhere to the highest standards of honesty and integrity. Various Ohio statutes, including those set forth in Ohio Revised Code (ORC) Chapter 102, address this subject. It is imperative that all Village officials, elected or appointed, avoid even the suggestion or appearance of undue influence or conflict of interest in carrying out their duties.

SUNSHINE LAWS & RECORDS RETENTION

The Village acknowledges responsibility to preserve information relating to records retention for public requests for information, litigation, audits, and investigations. The public records policy of the Village aligns with the Ohio Attorney General's Office guidelines for public employees in making available the materials to which the public is entitled by law. The policy appears in full in the Ohio Attorney General's Policies and Procedures Manual. Also, a copy of the most recent edition of the Ohio Sunshine Laws: An Open Government Resource Manual, which explains open records laws, is available free at www.OhioAttorneyGeneral.gov/YellowBook.

Failure on the part of elected and appointed officials to follow this policy can result in possible civil and criminal sanctions against the Village and its officials and possible legal impacts. Ensure that you are aware of

Adopted by motion on February 20, 2024.

rules regarding public meetings and gatherings to discuss public business in non-public forums including email messages, text messages, written communications, and any electronic/social media platforms.

BANS ON WEAPONS AND ITEMS RESEMBLING WEAPONS

Weapons and any items that resemble weapons are strictly banned from Council and Committee Meetings, unless wielded by a member of the Police Department. Any person carrying such item will be immediately removed from Council chambers.

ADOPTION, AMENDMENT, AND SUSPENSION OF VILLAGE COUNCIL RULES OF PROCEDURE

Adoption. These rules shall be in full force and effect from and after their adoption by a majority vote of the Council.

Amendment. These rules may be amended, or new rules adopted by a majority vote of the legislative authority.

Suspension. Any provision of these rules, susceptible to suspension, may be suspended at any meeting of the Council by a majority of the legislative authority, except when a greater number is required by law or by these rules. The vote on any suspensions shall be taken by yeas and nays and entered upon the journals.