

CITY OF REYNOLDSBURG

City Council
Monday April 18, 2016

Ad Hoc Committee Meeting: Immediately Following Committee Meetings

Place: Council Chambers
7232 E. Main St, Reynoldsburg, OH 43068

President: DOUG JOSEPH

Ward Members: Ward I - Stephen M. Cicak
Ward II – Brett Luzader
Ward III – Marshall Spalding
Ward IV - Mel Clemens

At Large Members: Barth R. Cotner
Chris Long
Dan Skinner, Esq.

COMMITTEES:

Community Development: Chmn Skinner, Spalding, Cicak, Luzader
Safety: Chmn Long, Cicak, Luzader, Spalding
Service: Chmn Clemens, Luzader, Spalding, Cicak
Finance: Chmn Cotner, Long, Clemens, Skinner

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Agenda is subject to amendment by Committee/Council at the time of the meeting.

All meetings of the Council shall be held in accordance with the general laws of Ohio pertaining to requirements for open meetings of public bodies.

If you wish to speak before City Council concerning a specific topic on the agenda, or about a specific topic not on the agenda, please complete a “Speaker Form” and give to the Clerk of Council. Forms are located in the wooden box on one of the bench seats in the atrium. Copies of the Rules of Discussion are available next to the wooden box.

April Beggerow
Clerk of Council

REYNOLDSBURG City Council
Ad Hoc Committee Meeting
Council Chambers, 7323 East Main Street
*April 18, 2016 *** Immediately Following Committee Meetings*

1. Call to Order
2. Roll Call
3. Approval of Minutes
 - a. City Council – Ad Hoc Committee Meeting – April 4, 2016
4. Approval of Agenda
5. Ad Hoc Committee to Review Chapter 160 & Council Rules
 - a. Changes in the Chapter 160.03 Salary Schedule.
 - b. Changes to Council Rules

ADJOURNMENT

MINUTES AD HOC COMMITTEE MEETING
REYNOLDSBURG CITY COUNCIL
April 4, 2016

President Doug Joseph called the meeting to order at 8:15 PM

PRESENT: Joseph, Cotner, Long, Skinner, Cicak, Luzader, Spalding

ABSENT: Clemens

Approval of Minutes

- a. City Council – Ad Hoc Committee Meeting – March 21, 2016

Minutes held until next meeting.

Approval of Agenda

Agenda stands approved.

Ad Hoc Committee to Review Chapter 160 & Council Rules

CHANGES IN THE CHAPTER 160.03 SALARY SCHEDULE.

Council President Joseph: We did get a document from the Auditor explaining where these new expenditures would be coming from.

Councilman Long: Thank you President Joseph, and the Auditor and his Staff for putting together the memos. I believe our question was what the direct impact was of any changes that we would make to Chapter 160, and I believe that the Human Resources Director went ahead and put together the actual numbers in comparison to that. You will notice by her memo that they are showing a General Fund impact of \$161,275.00. Adding in the Medicare and the PERS, it is \$185,467.00, that is equal to our changes that we are discussing to make to Chapter 160.

Council President Joseph: Any questions or comments on that? We will maintain this in the Committee for further review, until the point where we want to make a recommendation. So, if there are any further questions on this, even from the public, we will entertain them next week.

RESULT:	REFERRED TO AD HOC COMMITTEE M	Next: 4/11/2016 7:45 PM
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Council Rules

Council President Joseph: The Clerk did not have an opportunity to work on those changes, so this evening we will have no discussion, unless there is discussion on previous.

Councilman Long: President Joseph, I know that there is going to be an item that is going to take a lot more discussion than just kicking around semantics, as far as wording the different sections. And I know that some have discussed the possibility of Council combining committee night and council night together so that not only us, but the other members of the administration are not required to come here four times a month. Maybe the other members of the Committee

Minutes Acceptance: Minutes of Apr 4, 2016 8:30 PM (Approval of Minutes)

MINUTES AD HOC COMMITTEE MEETING
REYNOLDSBURG CITY COUNCIL
April 4, 2016

could just start giving some thought so that when we do get to a position to start discussing that, we are already in a position to make our opinions known.

Council President Joseph: Yes, I know that was also something that was suggested by the Mayor. Some of the pros and cons that I have looked at on that include, as has been mentioned by reducing to two meetings a month, it would require less time that people would have to be here to discuss things, but the flip side is that it takes away more opportunity for the public to see things that are being proposed, it gives Council less opportunity to ask questions, but this is obviously something that we need to have additional discussion on. Give it some thought. I know I had the Clerk checking to see whether that is unusual to meet four meetings. I know you said that it really is a mixture of both. Correct?

Ms. Beggerow: There are more that meet twice a month.

Council President Joseph: If Council only wants to be here twice a month to publicly review and ask questions, and things like that.

Councilman Spalding: In support of what Chris is saying, I guess what I want to know is, when are we going to talk about this?

Council President Joseph: Right now if you would like.

Councilman Spalding: I think it would be great. Let's talk about it right now. I think it is a very important issue, and I think it should be tonight.

Council President Joseph: If you have something to contribute, add it to the floor.

Councilman Spalding: I think it definitely should go to two meetings, and here are a couple of reasons why... many times, when we have committee meetings, it can be almost like a race to see how fast we can get out of here. And for any of us to come here and sit for fifteen to twenty minutes, I think is absurd. We all have better things to do. We can combine these things. Maybe we start at 7:00 and not at 7:30. There is nothing golden about 7:30. Maybe we move it to 7:00 and squeeze that time in to where we are possibly still getting out at 8:00, or even worse case, 8:30. I think we could use better time, concentrated time, and really be a service to all the employees who have to come. It is something that makes nothing but good sense to me.

Council President Joseph: Other comments?

Councilman Skinner: Aren't we required to start at 7:30?

Council President Joseph: No, that is in the Rules and can be changed.

MINUTES AD HOC COMMITTEE MEETING
REYNOLDSBURG CITY COUNCIL
April 4, 2016

Councilman Skinner: So we could amend that. It is not a bad idea. One thought that I had is that you could conduct the Council meeting at a starting point, and then stack the Committee meetings after that so that you have a full week that things would be discussed after.

Council President Joseph: Actually you would have two.

Councilman Skinner: Correct: So you would have two full weeks.

Council President Joseph: The only problem with that is that anything that needed to be passed as an emergency would have to wait two weeks instead of a single week to pass it, unless we scheduled a special council meeting.

Councilman Skinner: We would just have to know that we may have to have a special council meeting. But, at least we are doing that less frequently.

Council President Joseph: If we do set it up that we are only meeting twice a month, that changes everybody's schedules. Right now people now, Members of Council know that Mondays are dedicated for Council and Committees. But, if all of a sudden we are meeting the first two Mondays, or every other Monday, or something like that, and then something does come up, and people are making other plans, we may not have quorums, to make things happen. So, it is something to think about that right now, Members of Council, when you run for office in this City, you run with the idea that I am dedicating Monday evenings to City business. And, if we are here to think, ok, we have better things to do, that is not really my view. We do not run here with the idea that I want half the time off to do my own business. If we are running for a city position, one night a week is not a lot to ask for as a part time body. Going to two meetings a month is even more part time, and it runs into problems I site. Good points. Yes, Mr. Cotner.

Councilman Cotner: I think it is more of an issue for the City staff that comes, in my opinion. I totally agree with you that once a week is no problem at all, and I am sure most of us are spending more than just one night a week working on Council business. I know many of us are in and out of the building frequently, or making phone calls. So it is definitely more time than one night a week for most of us. What I see the value in the change is, not making everyone come, because they are all here before 7:30. I usually walk in at 7:25, and they are waiting. Everybody is here at 7:00. They spend so much of their time as staff that has to be here and be available. I am concerned that their time could be used a little more effectively, then it is so much our time. I would have no problem still meeting every Monday night. I agree with you and I have become accustomed to that over the years and I know Monday night is Council. But, I think there is value in saying, "Why are we making everyone else come here?" And, my other thing is, if we were filling this room on an even somewhat regular basis, I would not think there would be any reason to change. But, considering that we do not have a strong attendance, I do not know that it hurts us that much to try a change and give the Staff and opportunity to be more effective and useful with their time. That is where I would see more of the value, as opposed to us having to come more than once a week. Again, I am use to it. Do not get me wrong, I love that fifth Monday, it is kind of a bonus. But, I can see the value because of everyone else that

MINUTES AD HOC COMMITTEE MEETING
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has to be here. I would love to find a way that we could maybe accommodate that. I think most of us could get a quorum to meet on an emergency basis.

Councilman Long: Thank you President Joseph. By the way, I agree one hundred percent with both of you. We all entered into this elected office. Over the years we have noticed some elected officials who take the job a little bit more seriously than others. I have heard the discussions and in the back of my mind, the concern is for the individuals that are forced to be here every Monday night. And, as Councilman Spalding pointed out, there are some Council meetings where we are in and out of here in about four minutes. And, to make individuals who work 8 to 5, stay after work for two to two and a half hours after work to stay for a Council meeting, and for the meeting to last five to ten minutes, does not do justice to the respect of their time. As far as Councilman Skinner's comment, we currently now, do hold meetings at the completion of the previous meeting. We would have the ability to conduct our Committee meetings prior to the Council meetings, and that Council meeting would then be available for immediate referral for emergency legislation at the meeting. And without a set time on it, it would be started as soon as the Committee meeting were completed. Whether it is first and third Monday, second and fourth. The other two elected bodies in our city only meet once a month, Truro Township and the Reynoldsburg School Board. We are the only body here that meets four times a month.

Council President Joseph: Mayor, since this would effect a lot of your staff, have you done any kind of analysis as far as what kind of savings we would see by reducing the amount of time your people would have to be here on those extra two nights? My concern is the reaction will be that the politicians are spending less time on the business of the City. If you could point to actual savings, by not having City employees sitting here waiting for a question to be asked, which may or may not come, have you done a saving analysis?

Mayor McCloud: No. My directors do not earn overtime.

Council President Joseph: So they are just here and are not getting compensated.

Mayor McCloud: Yes. Mr. Skinner.

Councilman Skinner: We probably do not know what extra expense we are incurring with power and heat, is there any way to determine. I would think that would be a savings to the City.

Council President Joseph: I think it would be a savings, but I think it would be nominal.

Councilman Skinner: I have missed three meetings, one when was when my father fell, one when my sister was in a wreck, and one when I was sworn into the United States Supreme Court. I am here all the time. I have been to all of the Special Council meetings. I do not mind continuing that, but I am sensitive to what has been recommended. I also agree that I think we would have a quorum, almost everyone up here lives and works in the City, or is retired. I think

MINUTES AD HOC COMMITTEE MEETING
 REYNOLDSBURG CITY COUNCIL
 April 4, 2016

it is worth considering. I think it is worth trying. And, if it becomes a problem, we could always amend the Rules again.

Council President Joseph: Other questions or comments on this?

Councilman Spalding: So that I am clear, will we vote on this next week?

Council President Joseph: If the Committee decides to adopt this, it will be part of the final report. This is an Ad Hoc Committee. We are not sending things out as decisions that are necessarily being made. A final report will be approved at the final meeting on the 26th, and if this body wants to include that, it will be included at that time, along with everything else we have discussed, the 160 changes, the other Council Rules. It will be part of a final package. Other questions on this or other parts of the Rules.

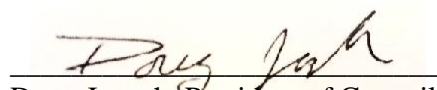
Attorney Hood: President Joseph, I am trying to get language to you for the Rules. If there is something that you don't understand, or that could sound better, I could submit some language to you personally, or the Ad Hoc.

Council President Joseph: We will have two more weeks of general discussion, and then on the 25th, we will have our final report. We can have everything we want in it at that time. We can debate it, discuss it, amend it, do whatever we want with it at that time. And then approve the final document at that time.

Referred to next Ad Hoc Committee meeting scheduled for 4/11/2016.

Adjournment


 April L. Beggerow, Clerk of Council


 Doug Joseph, President of Council

Minutes Acceptance: Minutes of Apr 4, 2016 8:30 PM (Approval of Minutes)

Mayor's Office
Brad McCloud
7232 E. Main Street
Reynoldsburg OHIO 43068
Phone

ORDINANCE REQUEST

DATE: **April 18, 2016**

TO: **City Council**

RE: **Changes in the Chapter 160.03 salary schedule.**

A proposed salary schedule for Chapter 160.03. This reflects a 7% increase in the table.

160.03 SALARY SCHEDULE

BEGINNING ~~June 10, 2013~~ January 1, 2016, THE FOLLOWING PAY GRADES SHALL BE IN EFFECT:

(a) Full Time Employees

CITY OF REYNOLDSBURG, OHIO
SALARY SCHEDULE
(5% Between Grades, 30% Minimum to Maximum)

GRADE		MINIMUM	TO	MAXIMUM
1	Annual	\$ 21,221 <u>22,706</u>		\$ 30,638 <u>32,783</u>
2	Annual	\$ 22,292 <u>23,852</u>		\$ 32,157 <u>34,408</u>
3	Annual	\$ 23,409 <u>25,048</u>		\$ 33,768 <u>36,132</u>
4	Annual	\$ 24,572 <u>26,292</u>		\$ 35,432 <u>37,912</u>
5	Annual	\$ 25,820 <u>27,627</u>		\$ 37,199 <u>39,803</u>
6	Annual	\$ 27,113 <u>29,011</u>		\$ 39,068 <u>41,803</u>
7	Annual	\$ 28,457 <u>30,449</u>		\$ 41,038 <u>43,911</u>
8	Annual	\$ 29,884 <u>31,976</u>		\$ 43,105 <u>46,122</u>
9	Annual	\$ 31,357 <u>33,552</u>		\$ 45,277 <u>47,446</u>
10	Annual	\$ 32,920 <u>35,224</u>		\$ 47,549 <u>50,877</u>
11	Annual	\$ 34,575 <u>36,995</u>		\$ 49,919 <u>53,413</u>
12	Annual	\$ 36,318 <u>38,860</u>		\$ 52,397 <u>56,065</u>
13	Annual	\$ 38,145 <u>40,815</u>		\$ 55,019 <u>58,870</u>
14	Annual	\$ 40,068 <u>42,873</u>		\$ 57,794 <u>61,840</u>
15	Annual	\$ 42,079 <u>45,025</u>		\$ 60,671 <u>64,918</u>
16	Annual	\$ 44,178 <u>47,271</u>		\$ 63,399 <u>67,837</u>
17	Annual	\$ 46,370 <u>49,616</u>		\$ 66,879 <u>71,561</u>
18	Annual	\$ 48,690 <u>52,098</u>		\$ 70,209 <u>75,124</u>
19	Annual	\$ 51,146 <u>54,726</u>		\$ 73,740 <u>78,902</u>
20	Annual	\$ 53,692 <u>57,450</u>		\$ 77,429 <u>82,849</u>
21	Annual	\$ 56,371 <u>60,317</u>		\$ 81,317 <u>87,009</u>
22	Annual	\$ 59,183 <u>63,326</u>		\$ 85,402 <u>91,380</u>
23	Annual	\$ 62,134 <u>66,483</u>		\$ 89,697 <u>95,976</u>
24	Annual	\$ 65,256 <u>69,824</u>		\$ 94,185 <u>100,778</u>
25	Annual	\$ 68,523 <u>73,320</u>		\$ 98,882 <u>105,804</u>
26	Annual	\$ 71,961 <u>76,998</u>		\$ 103,828 <u>111,096</u>

*Nonexempt payroll will be based upon hourly rates derived from the annual rates.

** Based on City of Reynoldsburg Council recommendation of 2%.

121302cjrCO wrey2002

Attachment: 160 salary schedule 7% (1352 : Chapter 160 Salary Schedules)

(b) Senior Police Management

**CITY OF REYNOLDSBURG, OHIO
SALARY SCHEDULE**

GRADE		MINIMUM	TO	MAXIMUM
22A	Annual	\$71,178 <u>76,160</u>		\$101,704 <u>108,823</u>
26A	Annual	\$74,660 <u>79,886</u>		\$106,724 <u>114,195</u>

*Nonexempt payroll will be based upon hourly rates derived from the annual rates.

Attachment: 160 salary schedule 7% (1352 : Chapter 160 Salary Schedules)

Clerk of Council**April Beggerow****7232 E. Main Street****Reynoldsburg OHIO 43068****614-322-6836 Phone****RESOLUTION REQUEST**

DATE: April 18, 2016
TO: City Council
RE: Changes to Council Rules

See attached for most recent version of the changes to Council Rules

COUNCIL RULES OF PROCEDURE

REYNOLDSBURG CITY COUNCIL

2004

2016

Attachment: Council Rules (2016) (1385 : Changes to Council Rules)

COUNCIL RULES OF PROCEDURE
CITY OF REYNOLDSBURG, OHIO
~~REVISED AS OF SEPTEMBER 13, 2004~~
~~EFFECTIVE SEPTEMBER 13, 2004~~
REVISED 2016

ARTICLE I - POWERS

No provision or section of these rules which conflicts with, or restricts those rights provided by the Constitution of the United States, the Constitution of the State of Ohio, the City of Reynoldsburg Charter, or the Revised Code of Ohio shall have any force or effect.

SECTION 1. *Section 731.05 Revised Code.* The Council takes due notice of the statutory limitation of powers set forth in Section 731.05 of the Revised Code of Ohio as follows: the powers of the legislative authority of a city shall be legislative only, unless otherwise provided in Title VII of the Revised Code or the City of Reynoldsburg Charter (CRC). All contracts requiring the authority of the legislative authority for their execution shall be entered into, and conducted to performance by the board, or officers having charge of the matters, to which they relate. After the authority to make such contracts has been given, and the necessary appropriation made, the legislative authority shall take no further action thereon.

SECTION 2. *Section 3.08 CRC.* The Council shall exercise all legislative powers of the City, and all powers granted to municipal corporations by the Constitution and laws of Ohio, which are not reserved by the Charter to other officers of the City, and which are not inconsistent with the Charter.

ARTICLE II - MEETINGS
(*Sec. 3.07 CRC*)

SECTION 1. *Regular Meetings.* The Council shall meet in regular session on the second and fourth Mondays of each month, unless such day is a nationally recognized holiday, in which case, the regular session may be held on the immediately succeeding Tuesday.

SECTION 2. *Special Meetings.* The Mayor, or any three members of Council may call special meetings upon at least twenty-four (24) hours notice, to each member personally served, or left at his or her usual place of residency; i.e., (Sec. 3.07(b) CRC).

SECTION 3. *Time and Place of Meetings.* All regular meetings of Council shall be called to order promptly at 7:30 p.m. All Special meetings shall be at time and place as described on ~~Form 2849, NOTICE. SPECIAL MEETING OF COUNCIL.~~ Meetings of Council will normally be held in the room designated as Council Chambers in the Municipal Building in the City of Reynoldsburg, however, Council may by affirmative vote of a majority of members designate any other location necessary to the orderly conduct of Council affairs, however such meeting place

must be within the City of Reynoldsburg.

SECTION 4. *Open Meetings.* All meetings of the Council shall be held in accordance with the general laws of Ohio pertaining to requirements for open meetings of public bodies; i.e., (Sec. 3.07(d) CRC).

A. NOTICE OF REGULAR AND ORGANIZATIONAL MEETINGS

1. The Clerk shall post a statement of the times and places of regular meetings, for each calendar year, not later than the second day preceding the day of the first regular meeting (other than organizational meeting). The Clerk shall check at reasonable intervals to ensure that each statement remains posted during such calendar year. If at any time during the calendar year, the time, or place of any regular meeting is changed on a permanent or temporary basis, a statement of the time and place of the changed regular meeting shall be posted by the Clerk, at least twenty-four (24) hours before the time.
2. The Clerk shall post a statement of the time and place of any organizational meeting, at least twenty-four (24) hours before the time of the organizational meeting.
3. Upon the adjournment of any regular or special meeting to another day, the Clerk shall promptly post notice of the time and place of such adjourned meeting.

B. NOTICE OF SPECIAL MEETINGS

1. Except in the case of a special meeting referred to in subsection C, paragraph 4 of this section, the Clerk shall post a statement of the time, place and purposes of such meeting no later than twenty-four (24) hours before the time of a special meeting.

C. NOTICE TO MEDIUM OF SPECIAL MEETINGS

1. Any news organization that desires to be given advance notification of special meetings, shall file with the Clerk a written request, ~~therefor, on a standard form, to be provided by the Clerk.~~ Except in the event of an emergency requiring immediate official action as referred to in paragraph 4 of this section, a special meeting shall not be held, unless at least twenty-four hours advance notice of the time, place, and purposes of such special meeting is given to the news media, that have requested advance notification.
2. Request for such advance notification of special meetings shall specify: the name of the medium; the name and address of the person to whom written notifications may be mailed, telegraphed or delivered; and the names, address, and telephone numbers (including address and telephone numbers at which notifications may be given either during or outside of business hours) of at least two persons, to either of whom, oral notifications to the medium may be given; and at least one telephone number which the request identifies as being manned, and which can be called at any hour for the

purpose of giving oral notification to such medium. Any such request shall be effective for one year from the date of filing with the Clerk, until the Clerk receives written notice from the medium cancelling or modifying such request, whichever is earlier. Each requesting medium shall be informed of the period of effectiveness, at the time it files its request. Such requests may be modified, or extended, only by filing a complete new request with the Clerk. A request shall not be deemed to be made unless it is complete in all respects, and such request may be conclusively relied on by the Clerk.

3. The Clerk shall give such oral notification or written notification, or both, as the Clerk determines, to the news medium that has requested advance notification of the time, place and purposes of each special meeting, at least twenty-four (24) hours prior to the time of the special meeting.
4. In the event of an emergency requiring immediate official action, a special meeting may be held without giving twenty-four (24) hours advance notification thereof to the requesting news medium. Any of the persons calling such meeting, or the Clerk shall immediately give oral notification or written notification, or both, of the time, place, and purposes of the special meeting to the news medium that has requested advance notification. The notification of any such special meeting shall state the general nature of the emergency requiring immediate official action.

D. GENERAL

1. Any person may visit, or telephone the Office of the Clerk during the office's regular office hours to determine, based on information available at the office: the time and place of regular meetings; the time, place, and purposes of any then known special meetings; and whether the available agenda of any future meeting states that any specific type of public business is to be discussed at such meeting.
2. Any notification provided herein to be given by the Clerk, may be given by any person acting in behalf of the Clerk.
3. A reasonable attempt at notification shall constitute compliance with these Rules.
4. A certificate by the Clerk as to compliance with these Rules shall be conclusive upon Council.
5. To better insure compliance with these rules, it shall be the responsibility of the President of Council, and the Chairpersons of the Committees to timely advise the Clerk of future meetings, and the subject matters to be discussed.

E. DEFINITIONS

As used in these Rules:

1. "Clerk", means the Clerk of Council.
2. "Assistant Clerk", means the Assistant Clerk of Council.

3. “Day”, means calendar day.
4. “Meeting”, means any prearranged discussion of the public business of Council by a majority of its members.
5. “Oral Notification”, means notification given orally, either in person or by telephone, ~~or by faxing~~ directly to the person for whom such notification is intended, or by leaving an oral message for such person at the address, or if by telephone, at the telephone number, of such person as shown on the records kept by the Clerk, under these Rules.
6. “Post”, means to post in an area accessible to the public during the usual business hours, at the Office of the Clerk, and at the following location: First Floor, Municipal Building.
7. “Published”, means the Clerk shall cause to be published in a newspaper having circulation in the municipality, as defined in Section 4.14 CRC or Section 7.12 ORC.
8. **“Quorum”, A quorum at any meeting of Council shall consist of four (4) members of Council.**
9. “Written Notification”, means notification in writing, mailed, ~~telegraphed~~, e-mailed, faxed or delivered, to the address of the person for whom notification is intended, as shown on the records, kept by the Clerk, under these Rules, or in any way delivered to such person. If mailed, the notification shall be mailed by first class mail, deposited in the U.S. Postal Service mailbox no later than the second day preceding the day of the meeting to which the notification refers, providing that at least one regular mail delivery day falls between the day of mailing and day of the meeting.

ARTICLE III - OFFICERS

SECTION 1. *President of Council*

- A. The President of Council shall be elected from the City at large to a four year term of office. (Sec. 3.04(a) CRC).
- B. The President of Council shall be the presiding officer of the Council, but shall vote on any matter before the Council; only in the event of a tie vote among the members of Council. (Sec. 3.04(b) CRC).

SECTION 2. *President Pro Tempore*

- A. The Council shall appoint as a part of its organizational process, by a majority vote of its members, a member of Council to serve as the President Pro Tempore of the Council, to serve at the pleasure of the Council. (Sec. 3.05(a) CRC).
- B. The President Pro Tempore shall serve as the presiding officer of the Council during the temporary absence or disability of the President of Council, but while so serving shall retain the power to vote on all matters before the Council. (Sec. 3.05(b) CRC).
- C. In the absence of both the President of Council and President Pro Tempore of the Council, the Council shall appoint from its members a temporary chairperson.

SECTION 3. *Clerk of Council.*

The Council shall appoint, by a majority vote of its members, a person to serve as the Clerk of Council, to serve at the pleasure of Council. (Sec. 3.06 CRC).

The Clerk of Council shall:

- A. Attend ~~all~~ Council meetings, regular and special.
- B. Prepare a Record of Proceedings of all Council meetings, which shall be termed the “minutes”, or journal, and be the custodian of such records. Meetings of City Council shall be ~~tape~~ recorded, and ~~tapes~~ recordings made of meetings shall be retained ~~for a period of one year.~~ in accordance with the City’s Record Retention Schedule.
- C. Prepare an agenda for each regular meeting of Council, and Committees.
- D. Furnish all transcripts, orders, and certificates, which may be properly required, and shall be entitled to charge for all attested certificates and transcripts, the same fees that are allowed by law to county officers for similar service: Provided, that the same shall be furnished free of charge, when ordered by the Council, or required by any Council Member or City ~~Officer~~ Official, in the prosecution of official duties.
- E. Assign numbers, in their proper sequence, to all ordinances and resolutions, when such legislation is passed. Number assignments will be referenced in the official minutes of the Council proceedings.
- F. Maintain a permanent record of all ordinances or resolutions, and by appropriate notation, show passage or rejection, subsequent repeal, and amendment thereof.
- G. Perform all clerical duties incidental to the office.
- H. Be available during the hours specified by Council.
- I. Perform such other duties as directed by Council.

SECTION 4. *Assistant ~~to~~ Clerk of Council.*

An Assistant ~~to~~ the Clerk of Council shall be appointed by a majority vote of Council, and shall serve at the pleasure of Council. The Assistant Clerk of Council shall assume the duties and responsibilities of the Clerk of Council in their absence or at their request.

~~ARTICLE IV – DEFINITIONS~~

~~SECTION 1. *Quorum.* A quorum at any meeting of Council shall consist of four (4) members of Council.~~

~~SECTION 2. *Majority.* Four (4) members of Council shall constitute a majority for normal transaction of business.~~

~~SECTION 3. *2/3 Majority.* A two-thirds (2/3) majority shall mean five (5) members of Council.~~

~~SECTION 4. *3/4 Majority.* A three-fourths (3/4) majority shall mean six (6) members of Council.~~

ARTICLE IV - COMMITTEES

SECTION 1. *Standing Committees.* Council shall have the following standing committees with the responsibilities as shown:

- A. FINANCE COMMITTEE: Review, investigate, and recommend Council action in all financial matters before Council, including budgets, appropriations, taxes, assessments, expenditures, general fiscal policy, administrative matters, **appointments of elected officials, appointments to commissions**, utility rates, and other special assignments.
- B. SERVICE COMMITTEE: Review, investigate, and recommend Council action in all matters of public utility services, storm sewers, transportation systems, zoning, land usage, annexation, and other special assignments.
- C. SAFETY COMMITTEE: Review, investigate, and recommend Council action in all matters of public buildings, streets, traffic safety, police protection, fire protection, health, disaster services, building codes, building inspection, and other special assignments.
- D. COMMUNITY DEVELOPMENT COMMITTEE: Review, investigate, and recommend to Council action in all matters pertaining to industrial and commercial development, general civic improvement, beautification, Recreation Department, public parks and other special assignments.

~~Legislative~~Requests for new employee(s) shall be considered by the committee responsible for the department requesting the new employee(s). Salary amount(s) should be included on the legislative request file for consideration by this committee, prior to referring the topic to the Finance Committee for funding. ~~Appointments of elected officials, and appointments to commissions shall be considered by the Finance Committee.~~

SECTION 2. A. *Special Ad Hoc Committees.* The President of Council may from time to time appoint special committees for limited purposes, subject to the approval of a majority of Council. The statement of purpose for all special Ad Hoc Committees shall contain a section setting forth the length of time required to complete their special purpose.

B. *Special Representative.* The President of Council may from time to time appoint a representative from Council to assess such areas as (but not limited to) constituent services, technological capabilities and budgetary matters. The purpose of this assessment is to facilitate better communication between the constituents and Council. The representative will report to the President of Council within the time period set by the President for further action by Council if necessary.

SECTION 3. *Composition of Committees.* Standing, and special committees shall consist of not less than three (3) members of Council, recommended by the President of Council, and approved by a majority vote of Council, at its organizational meetings. Such approved committee membership shall be in effect until such time as the Council committees reorganize, except that any member who resigns, or for any reason cannot serve, must be replaced by a majority vote of

the Council. The Finance Committee shall be staffed with ~~two~~ **three** of its members being the Chairpersons of the **Community Development**, Service, and Safety Committees, to promote continuity of purpose and aims, between the ~~three primary~~ **four standing** committees. Each committee shall select their own chairperson. The President of Council shall be an ex-officio member of all committees, and shall vote on any action only in case of a tie vote.

SECTION 4. Duties of Committee Chairperson

- A. The Chairperson, as selected in Article **IV**, Section 3, shall preside over all committee meetings.
- B. The Chairperson shall:
 1. Appoint a vice-chairperson to serve in the chairperson's absence.
 2. With the assistance of the Clerk, prepare ~~an~~ **agendas, meeting minutes and provide supporting material that is germane to the discussion of items on the agenda, not less than two days before the next scheduled meeting.** ~~by 5 p.m. on the Wednesday immediately preceding the committee meeting.~~
 3. Assign each new piece of legislation to be considered by committee, to a member of the committee who shall be the "sponsor" of the legislation. As sponsor, it shall be the duty of this person to present an overview of the proposed legislation at the first reading of the legislation, and shall act as a "consultant", as long as the legislation is maintained within the committee.
 4. Be responsible that legislation will not be sent from committee, to Council, except by a majority vote of committee, for first second or third reading. Legislation will either be forwarded to the Consent Agenda or Regular Agenda.
 5. ~~Be responsible for the delivery, not less than two days before the next scheduled meeting, of the agenda to all elected officials and members of the administration, as requested by the Mayor.~~
 6. ~~Provide copies of whatever supporting material is available, that is germane to the discussion of items on the agenda, to those councilpersons appointed to the committee charged with responsibility, as delineated in Article V, Section 5. If supporting material is unchanged between meetings, it need be provided only upon its first availability. Whenever possible, supporting material shall be delivered with the agenda. Unless subject is of an emergency nature, no material will be received by Council on the meeting night. (M. Clemens)~~
 7. **With the assistance of the Clerk,** be responsible for maintaining an up to date status of all legislation directed to the committee **by inclusion of all active legislation, as agenda discussion items for every committee meeting, without exception,** until such time as legislation has received final approval, or disapproval of Council, or is declared null and void by the authority of **Article VIII, Section 8A.**
 8. ~~Maintain the status of legislation, by inclusion of all active legislation, as agenda discussion items for every committee meeting, without exception. Should a piece of legislation become inactive, (held in committee or~~

- ~~withdrawn by applicant) such information will be noted on the committee agenda following the discussion items, including the reason for inactivity.~~
9. When directed by the President of Council to conduct a study or survey, assure that the subject matter is continued on the agenda as an active discussion item, until such time as the committee report or resultant proposed legislation has been presented to Council.
 10. If desired, appoint as many citizen advisory members as may be necessary; however, no citizen advisory members shall vote on the recommendations of the committee, but may concur in either the majority or minority reports.
 11. ~~Assist the Clerk, in preparation of committee meeting minutes, and assure their delivery to all elected office holders, and administration personnel, as requested by the Mayor.~~

SECTION 5. *Committee Agendas.* For items to be considered before committees, approved requests including supporting documentation, shall be received by the Clerk by not later than 5:00 p.m. 7 (seven) days on the Monday (seven days) preceding prior to the Committee Meeting. Unless subject is of an emergency nature, no material will be received by Council on the meeting night. In the case of a meeting night add-on, the request should be submitted to the Clerk no later than 12:00 p.m. the day of the meeting. Requests that include expenditures or contracts must receive certification by the City Auditor and approval by form by the City Attorney as * in the CRC. approval of the Auditor and/or City Attorney. All officers of the municipality and members of the public are urged to cooperate with the Clerk in making the agenda complete and accurate. The person requesting the item, or a designee, shall attend the committee meeting for discussion of the item.**

For contracts or expenditures exceeding the State of Ohio limit for competitive bidding as of 6/1/92 or for expenditures for any purpose which have not been included in current budgets:

- A. The City Auditor for certification ~~in writing~~ of the following: (1) Availability of unencumbered funds (2) Account in which said funds are held (3) If such funds are not immediately available, the source of the necessary funds and the date such requested funds are expected to be available.
- B. The City Attorney for one of the following actions: (1) approval as to form; (2) approval as to form with comments; OR (3) not approved as to form with comments. Contracts that have not met these requirements will not be sent for passage.

~~To have items placed on committee agendas, all persons, other than committee members, must complete a "Committee Legislation and/or Discussion Request Form" (REVISED SEPTEMBER 2004) on each item, defining what specific action is requested from Council, and submit it to the Clerk, by 5:00 p.m. on the second Wednesday (approximately ten days) preceding the Committee Meeting. In the case of a meeting night add-on, the Request Form should be submitted at the time the request to add to the committee agenda is made. If legislation is being requested, written information concerning the content must accompany the request. If there is not sufficient data, the Clerk may, with the concurrence of the Chairman of the appropriate committee, return the legislative request for additional information, before any consideration will be given. The person~~

requesting the item, or a designee, shall attend the committee meeting for discussion of the item. Prior to the submittal of a legislative request for contracts or expenditures exceeding the State of Ohio limit for competitive bidding as of 6/1/92 or for expenditures for any purpose which have not been included in current budgets, the legislative request shall be submitted to:

A. ~~The City Auditor for certification in writing of the following: (1) Availability of unencumbered funds (2) Account in which said funds are held (3) If such funds are not immediately available, the source of the necessary funds and the date such requested funds are expected to be available.~~

~~Such Auditor's written certification shall be submitted with the legislative request.~~

B. ~~The City Attorney for one of the following actions: (1) approval as to form; (2) approval as to form with comments; OR (3) not approved as to form with comments. Contracts that have not met these requirements will not be sent for passage.~~

~~If an officer of the city or member of Council entertains doubts about any matter in an ordinance, then that person may submit a written request for opinion that specifically states the question upon which the opinion of the City Attorney is desired. (O.R.C. 733.54)~~

SECTION 6. *Committee Meetings.* Meetings of all committees of Council shall be public meetings, and whenever possible shall be held in public buildings; however, each committee, by a majority of its voting members, may elect to hold meetings, wherever it deems necessary to properly further its assigned purpose. All committee meetings will be called by the Chairperson of such committee or by two (2) voting members, giving notice of the date, time and place to all members of the committee, and the Clerk. The Clerk shall notify all members of Council of all committee meetings. Any member of Council shall have the right to sit with any committee, present information, take part in any discussion, and question witnesses; however members of Council shall have a vote only when regularly assigned to such committee. **~~Each committee may adopt its own rules of order, however in the absence of such rules, the parliamentary procedure set forth in Roberts Rules of Order, Newly Revised, shall prevail.~~**

SECTION 7. *Committee of the Whole.* Council committees may meet as a Committee of the Whole to consider the Agenda of any Committee, if a quorum of an individual committee is not present at the meeting, provided that four members of Council are present. Succession to chair the Committee of the Whole meeting shall be: Committee Chairperson, Vice-Chairperson, senior member of Committee, senior member of Council. **When meeting as a Committee of the Whole, each member present shall retain the right to vote.**

SECTION 7. *Mandatory Referral.* All ordinances and resolutions shall be referred to an appropriate committee for review and recommendation for adoption or denial prior to final action being taken by Council. This provision may be suspended by an affirmative vote of a 2/3 majority of Council. ~~Ordinances accepting Deeds of Easement and Right of Way, and Legislation~~ awarding Contracts, are excepted from Mandatory Referral. (See CRC 8.04 (b)) EXCEPTION: When circumstances are warranted, legislation can be amended with emergency language and considered for adoption [without suspension of the provision] provided appropriate committee members are present, and topic has been discussed at least once in committee.

SECTION 8. Mandatory Referral: Annexations
ARTICLE V - COUNCIL AGENDA

SECTION 1. Content. Before adoption of an ordinance or resolution, the committee chairperson or Clerk of Council may request the City Attorney review an ordinance to determine if it is a valid exercise of legislative authority.

SECTION 2. Preparation. The agenda for all meetings of Council shall be prepared by the Clerk, under the guidance of the President of Council, with the assistance of the President Pro Tempore of Council. No item requiring action may be placed on the agenda later than ~~12:00 noon~~ on the Thursday 7 (seven) days before a regular meeting, and less than twenty-four (24) hours prior to the time of a special meeting, unless as considered in Section 4 of this Article. **Unless subject is of an emergency nature, no material will be received by Council on the meeting night.**

SECTION 3. Delivery. It shall be the responsibility of the President of Council to make sure that the agenda is delivered to the members of Council, ~~at their usual place of residence,~~ on the Friday before a regular meeting, and not less than twenty-four (24) hours prior to the time of a special meeting.

SECTION 4. Changes. Any change to the published agenda shall not be made, other than by a majority vote of Council, on a motion to amend, which shall not be debatable, except for a brief statement of necessity, by the maker of the motion. Such motion, shall require no second.

All matters listed under Item 10, Consent Agenda, are considered to be routine by the city council and will be enacted by one motion. There will not be separate discussion of items listed on the Consent Agenda. However, if discussion is desired on a particular item(s), that item will be removed from the Consent Agenda and will be considered separately.

The Clerk of Council shall read aloud the items to be considered part of the Consent Agenda before there is a motion for approval.

A typical motion for approval: "I move that the Consent Agenda, items 'a' through 'e' be approved as indicated," followed by a roll call vote, **or**

A typical motion to remove an item might be, "I move that we approve the Consent Agenda items 'a' through 'e' with the exception of item 'c'," followed by a roll call vote.

SECTION 5. Order of Business. The agenda should reflect the following order of business:

- Roll Call
- Invocation
- Pledge of Allegiance
- Approval of Minutes of previous meeting
- Approval of Agenda
- Community Comments and Requests
- Communications
- Reports
- City Officials

Standing Committees
 Special Committees
Consent Agenda
 Motions
 Legislative Action One Reading Only
 Procedural readings:
 First readings
 Second readings
 Legislative Action:
 Third readings
 Adjournment

It should be noted, that this section is directory in nature and not mandatory, and is subject to the discretion of the presiding officer.

SECTION 6. *Suspension.* Any provision of the Article except as noted in Section 4, may be suspended by an affirmative vote of 2/3 majority of Council.

ARTICLE VI - RULES OF ORDER

SECTION 1. *Rules of Order.* All deliberations of Council shall be governed by the Constitution of the United States, the Constitution of the State of Ohio, the Revised Code of Ohio, the City of Reynoldsburg Charter, duly enacted ordinances and resolutions of the City of Reynoldsburg, Ohio, the Rules of Council of the City of Reynoldsburg, Ohio as contained herein, and in those areas of parliamentary procedure not specifically set forth in the foregoing documents, by Roberts Rules of Order, Newly Revised.

ARTICLE VII - LEGISLATION

SECTION 1. *Form of Action of Council.* Except as otherwise provided in the CRC, action of Council shall be by ordinance, resolution, or motion. Motions shall be used to conduct the business of Council, in procedural matters, for elections conducted among Council members, appointments by the Council, and as otherwise provided in the CRC. All other action shall be taken by ordinance, or resolution. No action of Council shall be invalidated, merely because the form thereof fails to comply with the provisions of this Section; i.e., (Sec. 4.02 CRC).

SECTION 2. *Introduction of Legislation.* Any member of Council may introduce any ordinance or resolution, at a regular or special meeting, which shall be in written or printed form, and shall contain a concise title; i.e., (Sec. 4.02 CRC).

SECTION 3. *Form of Ordinances and Resolutions.*

- A. The form, and style of ordinances, and resolutions shall be determined by the Rules of Council.
- B. Each ordinance, or resolution shall contain only one subject, which shall be expressed in its title; provided that appropriation ordinances may contain the

various subjects, accounts, and amounts for which monies are appropriated, and that ordinances and resolutions which are codified, or recodified, are not subject to the limitation of containing one subject; i.e., (Sec. 4.02 CRC).

- C. Resolutions primarily and exclusively for recognition, shall be adopted upon a favorable vote at the first reading.

SECTION 4. *Reading Ordinances and Resolutions.*

- A. Each ordinance, and resolution shall be read on three different days, occurring with at least one week between readings, unless the Council suspends this rule concerning readings, by a vote of at least three-fourths of the members of Council; provided that ordinances and resolutions passed as emergency measures, need not conform to this subsection, but shall be read at one meeting of the Council.
- B. Ordinances, and resolutions shall be read by title only, unless the Council determines that a reading shall be in full by a majority vote of its members; i.e., (Sec. 4.04 CRC).

SECTION 5. *Vote Required for Passage.* The vote on the question of passage of each ordinance, resolution and motion shall be taken by “yeas” and “nays”, and entered on the Journal, and none shall be passed without concurrence of a majority of the members of Council. Each emergency ordinance, or resolution and each ordinance or resolution, vetoed by the Mayor which is subsequently approved by the Council, over-riding the Mayor’s veto, shall require the affirmative vote of at least two-thirds of the members of Council, for its enactment. If an emergency ordinance or resolution shall fail to receive the required two-thirds affirmative vote, but receives the necessary majority for passage, as non-emergency legislation, it shall become effective as non-emergency legislation.

SECTION 6. *Definitions.*

Ordinance: Refers to the type of action by Council which is of a general or permanent nature, creates a right, grants a franchise, or involves the expenditure of money, the levying of a tax, or authorizes the purchase, lease, sale or transfer of property.

Resolution: Refers to a declaration of intent or purpose, the authorization of some temporary act or administrative procedure. A resolution may initiate, direct, or carry out administrative duties and functions, which are granted to the legislative body under statutory laws, the City of Reynoldsburg Charter, or Municipal ordinance.

Motion: Refers to action used to conduct the business of Council, in procedural matters, for elections conducted among Council members, appointments by the Council, resolutions of expression by the Council, decisions not requiring ordinance or resolution, and as otherwise provided in the CRC.

Majority: Four (4) members of Council shall constitute a majority for normal transaction of business.

2/3 Majority: A two-thirds (2/3) majority shall mean five (5) members of Council.

3/4 Majority: A three-fourths (3/4) majority shall mean six (6) members of Council.

SECTION 7. *Emergency Legislation.* Each emergency ordinance or resolution shall determine that the ordinance or resolution is necessary for the immediate preservation of the public peace, health or safety, or that its passage is urgently required for the financial needs of the City's government, and shall contain a statement of the necessity or urgency requiring its passage as an emergency measure; i.e., (Sec. 4.07 CRC).

SECTION 8. *Pending Legislation.*

- A. All ordinances, resolutions and motions that have been postponed in excess of six (6) months shall be considered null and void, and any further action on the subjects covered shall be reintroduced as new legislation.

SECTION 9. *Amending Legislation.* Any new language, or any additions to the code or existing ordinances, or resolutions shall be distinguished by capital letters, underlined, "or" bold face type so that any change is readily apparent. Deletion of existing language shall be shown by lining out the language to be removed. Amendments to legislation after the first reading before Council shall be made at a Council Meeting.

SECTION 10. *Reconsidering.* The action of Council could be reconsidered by the implementation of the Vote to Reconsider. Such motion to be made by a member of the prevailing side, to be done at (1) the same meeting or (2) the next meeting of Council following the meeting at which the action to be reconsidered occurred. A member of the prevailing side is defined as a member who voted for an action that passed or against an action that was defeated.

ARTICLE IX VIII - RULES OF DISCUSSION

SECTION 1. *Policy.* When an ordinance, resolution or motion is before Council, or when a member of the public wishes to address Council, an adequate opportunity must be provided for all members of Council to be heard. However, in order to expedite business, the rules of discussion contained in this Article are set forth as the official policy of Council. Speaker slips shall be filled out completely including name, address, organization represented if any, the agenda item to be addressed, the subject if the person wishes to address a non-agenda item, and shall be filed with the Clerk of Council prior to the start of the meeting.

SECTION 2. *Duty of Presiding Officer.* The Presiding Officer shall recognize members, and other persons who wish to address Council, prior to such member, or person taking the floor. All persons not personally known by Council, shall furnish their name, address, and the reason for their appearance, upon request of the Presiding Officer, prior to being recognized.

The Presiding Officer may utilize the following rules when exercising control of the discussion on any ordinance, resolution or motion, or when a member of the public wishes to address Council:

- A. All members shall speak only from their place at the Council table, and all other persons addressing Council shall do so from a place so designated;
- B. No member or person shall be permitted to speak longer than three minutes at any

- one time or longer than a total of five minutes;
- C. No member or person shall be permitted to speak more than two times;
- D. While members may yield to other members, the limitations set forth in B and C above shall prevail’;
- E. No member or person shall be permitted to speak the second time, until all members have been given the opportunity to be heard at least once;
- F. If the subject does not concern the legislative responsibilities of the Council, the Presiding Officer may refer the person to the proper administrative officer, another public forum or deny the request;
- G. No member or person shall use language or subject matter containing obscenity or partisan political propaganda;
- H. No member or person shall conduct themselves in a disorderly manner or engage in disruptive behavior;
- I. All members and persons addressing Council shall be subject to the duty of the Presiding Officer to preserve the order and decorum of a public meeting;
- J. The Presiding Officer, subject to a challenge by a majority of Council, may refuse the floor to any member or person where the tactics are obviously dilatory, and not in the best interest of Council;
- A. The above rules may be suspended to permit unlimited debate, by a vote of three-fourths majority of Council.

ARTICLE IX - VOTING

SECTION 1. *Voting.* Except as otherwise provided in these rules, the Ohio Revised Code or the CRC, all resolutions and ordinances will be voted upon in open council, and shall be oral roll call votes. The roll call voting shall be different from successive meetings as called by the Clerk. The Clerk shall call the roll and each Council member will respond either “Yea”, “Nay” or “Abstain”. No other comment will be considered proper during the voting. The Clerk must record the vote, and the same shall be preserved in the minutes of the meeting. After the vote is complete, the Presiding Officer shall announce the results thereof. Except as otherwise provided herein, or by law (U.S.C., O.R.C., C.R.C.), a majority shall carry any resolution, ordinance or motion. The President of Council shall vote only to break a tie. No question concerning the vote of any member will be proper, after the vote is called.

SECTION 2. *Abstaining Vote.* No member shall be questioned concerning an abstaining vote. The decision to abstain is a matter personal to each member, and under no condition may this action be challenged. Each member is urged to use careful discretion in this matter. An abstaining vote shall not be counted as either an “Aye” or a “Nay”, but shall remain neutral.

ARTICLE X - EXPENDITURE OF COUNCIL FUNDS

SECTION 1. *Prior Approval of Expenditures.* Prior approval must be obtained before any member of Council, including the President of Council and the Clerk of Council, may attend a conference or seminar. Upon completion of the conference or seminar, every member of Council, including the President of Council and the Clerk of Council, attending a conference or seminar shall provide an agenda, or other printed material relevant to the subject matter covered, to the

Clerk for filing with the “Prior Approval” form. Prior approval is defined as the approval by two of the four standing committee chairpersons and the acknowledgement of the President of Council, or the President Pro Tempore of Council in the absence of the President. Prior Approval forms may be obtained from the Clerk.

ARTICLE XI - COUNCIL RULES AND ORGANIZATION

SECTION 1. The Council shall be a continuing body, but shall meet in the Council chamber, at its first meeting in January of each year, for the purpose of organization. Council shall adopt, by a majority vote of its members, its own Rules which shall not conflict with the City of Reynoldsburg Charter and which shall remain in effect, until amended, changed or repealed by a majority vote of the Members of Council. The rules shall go into immediate effect, unless a later date is specified, and shall not be subject to initiative or referendum. The Rules of Council shall provide: for the number, composition and manner of appointment of committees of council; and such other matters as Council shall determine to be necessary for the proper functioning and government of Council; i.e., (Sec. 3.10 CRC).

SECTION 2. A copy of “Roberts Rules of Order”, Newly Revised, shall be kept in the Clerk’s office at all times.

COUNCIL RULES OF PROCEDURE
CITY OF REYNOLDSBURG, OHIO
EFFECTIVE SEPTEMBER 13, 2004

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