Exhibit of absent members

Address of the members

New business

Old business

Resolution of Changes

Communications

Report of Reimbursement

Report of officials

Report of Public Officials

Reading and Approval of minutes

Elections

Confirmation of Apprentices

Roll Call

Pledge of Allegiance

Intercourse called to order

Settled, except on account of suspension of those present.

Clerk of council recited the names of absent members and the number present.

The president then called the names of absent members and directed the clerk to read them.

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Adjournment

(1) Call to order: The President or in his or her absence the President Pro Tempore, shall take the chair at 7:00 p.m. and call the meeting to order.

(2) Invocation: All members of Council, as well as all other persons present within the Council Chambers, shall stand during the invocation. The invocation is led by the President of Council or the person assuming the chair.

(3) Pledge of Allegiance: All members of Council, as well as all other persons present within the Council Chambers shall stand for the Pledge of Allegiance.

(4) Roll Call: At all times Council members are to be addressed by the appropriate prefix title, along with their last name. Members shall respond to the roll call with "present" or "here"

(5) Confirmation of Appointments: The Director of Law shall lead the oath of office for all appointments. In the absence of the Law Director, the Mayor shall lead the oath of office. Following the oath of office, a brief recess may be held when deemed appropriate for pictures and greetings unless two or more members of Council disagree upon the recess.

(6) Elections: The following procedures shall govern elections. Where Council is authorized by State Law to conduct an election to fill an office or position, the following rules shall govern such election.

A. Motion to Elect: The election process shall begin by a motion calling for an election to fill the specific office or position.

B. Nomination: Upon a motion to open nominations, the Chair shall call for nominations to fill the office or position. Nominations shall be made from members of Council. No second nomination is required. No person shall be elected to a specific office or position unless first nominated. After every member of Council has had the opportunity to nominate, a motion to close nominations will close the nomination process.

C. Vote: The vote on the nominations to fill the specific office shall be made with a call of the roll.

D. Majority: A majority vote of the members of Council is required for a nominee to be so elected. In case of a tie, the President of Council shall cast the tie-breaking vote.

E. Finality: The Chair shall declare the election final when one nominee receives a majority vote. The newly elected, shall immediately take possession of their office or position.

(7) Reading the Minutes: The minutes of the preceding Council meeting shall be read, unless a motion to dispense with the reading of the minutes passes by the majority of the members present. If no objections are made, the Council minutes shall be approved.

(8) Special Presentations or Guests: Special presentations or guests will be given the floor to address Council, having been approved and placed on the agenda by the President of Council at the previous Committee of the Whole meeting.

(9) Reports of Village officials: These reports shall be given in the following order:

A. Mayor
B. Auditor
C. Director of Law
D. Treasurer
E. Safety Director
F. Service Director
G. Tax Commissioner/Administrator

(10) Reports of Standing Committees: Reports given as follows:

A. Finance Committee
B. Safety Committee
C. Service Committee
D. Public Improvements Committee
E. Law, Contracts & Claims Committee
F. Marketing Committee
G. Business & Industry Committee
H. Committee of the Whole

1. The report of the Committee of the Whole shall be submitted by the Clerk of Council and included in the record of the current meeting. The report
the votes an individual roll call vote may be requested by any member.

decide the results of all votes. Where there is a question as to the results of

call of the yeas or nays, the decision of the Council shall be final.

5. For all other questions, motions or issues, before Council closed and

closed the business of the Council with the Yeas and Nays voted on:

council before the same shall be considered final, and shall be

closed the Council with the Yeas and Nays voted on:

6. If any question, motion or issue shall be voted on, the decision of the

council before the same shall be considered final, and shall be

7. If any question, motion or issue shall be voted on, the decision of the

council before the same shall be considered final, and shall be
K. Emergency ordinances or measures necessary for the immediate preservation of the public peace, health or safety shall go into immediate effect. The emergency ordinances or measures must receive the concurrence of two-thirds of all members elected to Council, and the reasons for the necessity shall be set forth in one section of the ordinance or other measure.

L. Any member shall have the liberty to dissent from or protest against any ordinance, resolution or order of Council, and have the reason or reasons for his dissent entered upon the minutes.

M. The first reading of an ordinance proposed shall be for information, and, if an objection is made to the ordinance the question shall be: "Shall the proposition be rejected?" A motion objecting to an ordinance shall take precedence over a motion to dispense with the rule requiring ordinances to be read on three different days.

N. After a second reading, no amendment shall be in order. Upon the third reading the question shall be upon the final passage, which must be determined by "aye" or "no" vote by roll call. No ordinance, resolution or bylaw requiring more than one reading shall be passed through its several readings together, except by a separate suspension of the rules for each such ordinance, resolution or bylaw.

O. Ordinances or resolutions authorizing the expenditure of money shall have the approval of the Finance Committee, together with any other committee recommending the same, which approval shall be endorsed on the ordinance or resolution, and if they are presented without such approval, they shall be referred without debate to the Finance Committee.

P. Ordinances or resolutions shall be approved as to form by the Law Director.

Q. The audience will be invited to address Council prior to any vote for passage of an ordinance.

1. The audience will be permitted to address Council only after all members of Council have completed their initial debate and all members have had a full opportunity to address the debate.

2. The audience shall only be permitted to address Council concerning the passage of ordinances, not resolutions. The discussion shall be limited to the issues concerning the ordinance.

3. All individuals who address the members of Council shall stand at the podium and shall first state their name and address before addressing Council.

4. All addresses to Council shall be limited to five (5) minutes. In the event that more than one person wishes to speak on the same subject, a limitation of fifteen (15) minutes will be imposed on the total of time allowed for that group's presentation.

5. All persons who address Council on the pending ordinance shall only be permitted to address Council twice concerning the pending ordinance.

6. All rules of order and decorum as set forth below under section (15) "Audience Address to Council" shall apply to those who address Council concerning a pending ordinance.

(13) Old Business: The President of Council shall request any old business, issues, comments, or questions brought to the floor at this time.

(14) New Business: The President of Council shall request any new business, issues, comments, or questions be brought to the floor at this time.

(15) Address To Council By Audience: Members of audience shall be permitted to address Council assembly subject to the following rules:

A. Prior to allowing members of the Audience to address Council, the President of Council shall instruct the members of the audience as to the rules that will apply to this portion of the meeting.

B. All individuals who address the members of Council shall stand at the podium and shall first state their name and address before addressing Council.

C. Any person who wishes to address Council may choose to have their comments summarized as a general topic discussion and entered into the printed minutes. Those choosing this course shall indicate to the clerk at the beginning of their address to Council. The responses and comments which follow along the same line of discussion by members of Council, administration or other members of the audience will also not be printed unless such person specifically indicates their desire to have their own
Recommendation unless further time is granted by Council.

The matter so referred shall be considered, and reported back without any specific time within one or three meetings from the date of reference. Where any such recommendation is made to a committee with instructions to report within a specific period of time, a report shall be given to Council at the next regular meeting of the committee.

(6) The Mayor, President of Council, Secretary, Director Service Director, or the Director of any other department may call a special meeting of any committee of Council.

(7) The Mayor, President of Council, Secretary, Director Service Director, or the Director of any other department may call a special meeting of any committee of Council at any time for a special purpose.

(8) Any motion or resolution shall be decided by a majority vote of the members present.

(9) Council may decide to print any members' comments in its municipal records.
(7) The reports of all committees shall be either presented orally or in writing, approved by majority of that committee, and the papers referred shall be returned with the report to the Clerk of Council, for proper filing.

(d) **Motions.**

(1) When a motion is made and seconded, it shall be restated by the President before debate. Any motion must be reduced to writing if the President or any member required it, and it shall not be withdrawn without consent of Council.

(2) When a question is before Council, no motion shall be entertained unless the new motion is:
   
   A. To adjourn.
   B. To lay on the table.
   C. For the previous question.
   D. To postpone either indefinitely or to a specified time.
   E. To amend.

   The motions listed above shall have precedence in the order listed.

(3) A motion to adjourn shall always be in order, except:
   
   A. If it is an immediate repetition of the same motion.
   B. When a member has the floor.
   C. When the previous question has been passed and has been ordered.
   D. When Council is voting.

(4) If a motion to adjourn is made while any question is pending, and the motion is carried, the question that was pending cannot again be considered unless it is reintroduced in the usual way. This motion shall be decided without debate.

(5) A motion to lay on the table shall not be amendable or debatable. If the motion prevails the subject can only be resumed with the consent of two-thirds of the members present. A question laid on the table must be taken from the table by the end of the next regular meeting or it dies.

(6) A motion to postpone must indicate a time. This motion precludes debate on the main question. An indefinite postponement is equivalent to a rejection of the proposition.

(7) Any member voting with the prevailing side of any question may move to reconsider, and the motion may be seconded by any member, but a motion to reconsider having been once made and lost, shall not be renewed. This is a privilege motion and may precede all other questions, and can be considered at any time after the pending business is disposed of. A majority of those present may reconsider any vote.

(8) **Motions Defined:**

   A. **Lay on the table:** A motion that enables Council to lay the pending question or legislation aside temporarily when something else of immediate urgency has arisen.

   B. **Take from the table:** The motion places again before Council a motion or series of adhering motions that, for urgent reasons, were laid on the table.

   C. **Postpone to a certain time (or Postpone Definitely):** A motion that allows Council to delay action on pending legislation to a definite day, meeting, hour, or after a certain event but never later than the next regular meeting.

   D. **Postpone indefinitely:** A motion that allows Council to avoid taking a direct vote on pending legislation, and if adopted, this motion kills the legislation.

   E. **Commit (or refer):** A motion which allows pending legislation to be carefully investigated further by a Council Committee, prior to Council's action. A motion to commit pending legislation to Committee for further study is in order at any time.

   F. **Recess:** This motion authorizes a short, immediate intermission while legislation or another motion is pending, and provides time and the opportunity for Council members to get together to talk things over before a decision is made.

   G. **Motion to Amend:** A motion to amend shall be singular and address only one amendment at a time. An amendment once rejected may not be moved again in the same form.

   H. **Not to read legislation:** A motion which allows Council to delay proceeding without reading or voting on pending legislation until the next regular meeting or until a special meeting is called to consider the "not read" but pending legislation.
When a motion to reconsider the previous question is made and seconded, it is placed on the floor to be discussed and voted upon before or after the consideration of any other business. The motion to reconsider the previous question is usually made to allow further debate on a motion that has been previously approved. It is a way for members to bring up points that were not fully discussed during the original debate or to appeal a decision made in a previous meeting. The motion to reconsider the previous question requires a two-thirds majority vote to pass in most legislative bodies.
(14) **Voting:**
   A. Quorum - A simple majority of the elected body.
   B. Majority - Four members of the Council.
   C. 2/3 Majority - Five members of the Council.
   D. 3/4 Majority - Six members of the Council.
   (15) The vote of any member of Council shall not be questioned.
   (16) **Debate:** The presiding officer shall control debate according to the following rules:
      A. No member shall be permitted to speak longer than five minutes on any motion unless permitted by the President of Council.
      B. No member shall be allowed to speak more than once upon any one subject until every member desiring to speak has spoken.
      C. No member shall be permitted to speak more than twice on any one motion.
      D. While members of Council may yield to other persons, the limitations outlined in items (1) and (3), still prevail.
      E. The presiding officer may refuse the floor to any person when the tactics are obviously dilatory and not in the best interest of Council.
      F. The above rules may be waived in the normal manner of challenge to the chairperson.
   (f) **President of Council.**
      (1) The President of Council shall be addressed as "Mr. President" or "Madam President".
      (2) As a general rule, when additional reference to the presiding officer is necessary in connection with addressing him or her by their official title, members speak of him or herself as "The Chair" as in "Mr. or Madame President, do I understand the Chair to state...?"
      (3) Members address only the chair, or address each other through the chair.
      (4) The presiding officer speaks of himself or herself only in the third person - that is, he or she never uses the personal pronoun "I". In actual proceedings he or she always refers to himself or herself as "The Chair" as in "The Chair rules that..."
      (5) The President shall have general control of the Council Chamber. He may speak upon any question, if not objected to by a member, after calling the President Pro-Tem or a member to the chair.
      (6) The President shall preserve order and decorum. He or she may call any Member to order who shall violate any of these rules; and shall, when in the chair, decide all questions of order subject to an appeal to the Council by any Member of Council upon motion and second. There shall be no debate on the motion to appeal, but the member making the appeal may briefly state his or her reasons for the appeal.
      (7) It shall take a majority vote to overrule the chair.
      (8) The President of Council shall not express his personal opinions, comments or beliefs on any subject or participate in any debate unless he or she relinquishes the chair to the President Pro-Tem.
      (9) Members of Council may call for a "point of order" at any time to question the actions or directions of the chair. Once a point of order is called the member making such indication shall instruct the chair as to the rule or order that should be followed. Thereafter, unless the chair agrees to the point of order, a majority affirmation as the point of order shall control and the chair shall follow the instruction.
      (10) The President shall set the agenda for the meetings of the Council.
      (11) The President shall open the session at the time at which the body is to meet, by taking the chair and calling the Members to order to announce the business before the body in the order in which it is to be acted upon; to state and put to vote all motions, resolutions, amendments or other questions which lawfully come before the body, and to announce the results of the vote.
      (12) The President shall keep order and if necessary restrain members who, when engaged in debate, do not confine themselves to the issue under consideration.
      (13) The President shall entertain only one main motion or resolution at a time and to permit no debate on the issue until it has been properly seconded and announced.
      (14) The President shall recognize each member’s right to speak on an issue and assign the floor to those persons entitled to it.
6. Any two members of Council may request that the
Council meet at any time during the business
week. Such request shall be in writing and signed by
both members making the request.

7. Any member of Council shall be entitled to attend
meetings of the Council, subject to the approval of
the President of the Council.

8. The President of the Council shall have the power
to call special meetings of the Council at any time
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audience participate on the subject before Council. The President of Council shall control proper order and rules of decorum as set forth below:

A. The President of Council shall control and determine who shall address Council and the duration of their comments. The proceedings shall be informal, but the formal rules of order as set forth above for "Council Meeting" may be imposed.

B. The President of Council shall adhere to the rules in this section unless a majority of the members of Council present agree to allow the rules to be relaxed to further audience participation or discussion. A majority of the members of Council present shall decide all issues regarding the application of these rules at all times during all audience participation.

C. The President of Council shall preserve order and decorum during any and all audience participation. The President shall ensure that all members of the audience adhere to the rules and shall require that all members of the audience refrain from any abusive, derogatory, foul, or obscene language.

D. Anyone that wishes to be placed on the C.O.W. agenda, shall place a request in the President of Council’s mail bin by 3:00 p.m. 2 days preceding the Committee of the Whole meeting.

(j) **Order of Business for Committee of the Whole Meetings.** The order of business at all Committee of the Whole meetings shall be transacted in the following order:

- Meeting called to order
- Roll
- Elections
- Special presentation
- Report of Village officials
- Report of standing committees
- Excuse of absent members
- Adjournment

(1) **Call to order:** The President shall take the chair at 7:00 p.m. and call the meeting to order.

(2) **Roll:** The Clerk of Council shall record the names of the members present.

(3) **Elections:** The following procedures shall govern elections. Where Council is authorized by State Law to conduct an election to fill an office or position, the following rules shall govern such election:

   A. **Motion to Elect:** The election process shall begin by a motion calling for an election to fill the specific office or position.

   B. **Nomination:** Upon a motion to open nominations, the Chair shall call for nominations to fill the office or position. Nominations shall be made from members of Council. No second nomination is required. No person shall be elected to a specific office or position unless first nominated. After every member of Council has had the opportunity to nominate, a motion to close nominations will close the nomination process.

   C. **Vote:** The vote on the nomination to fill the specific office shall be made with a call of the roll.

   D. **Majority:** A majority vote of the members of Council is required for a nominee to be so elected. In the case of a tie, the President of Council shall cast the tie breaking vote.

   E. **Finality:** The Chair shall declare the election final when one nominee receives majority vote. The newly elected, shall immediately take possession of their office or position.

(4) **Special Presentations or Guests:** Special presentations or guests will be given the floor to address Council, having been approved and placed on the agenda by the President of Council

(5) These reports shall be given in the following order:

   - Mayor
   - Auditor
   - Director of Law
   - Treasurer
   - Safety Director
   - Service Director
   - Tax Commissioner/Administrator

(6) **Reports of Standing Committees:** Shall be given as follows:

   - Finance Committee
Board of Directors

President of Council

Attest:

Passed this 1st day of July, 2018.

Section 2. The hours of meeting are hereby declared to be an emergency meeting.

Secretary:

Approval:

[Signature]

[Signature]
I, M. SUE KATHMAN, CLERK OF COUNCIL, VILLAGE OF ST. BERNARD, STATE OF OHIO, DO HEREBY testify that the publication of Ordinance No. 18, 2018 was made by posting true copies of the same in the most public places designated by Council: St. Bernard Square Bus Stop; Vine Street and Washington Avenue; Bertus Street Park; Greenlee Avenue and Johnson Alley; Park on Heger Drive; each for a period of fifteen (15) days or more commencing __________, 2018

ATTEST: ____________________________
                  Clerk of Council

Approved as to form ____________________________
                  Director of Law