

ORDINANCE 4 -92

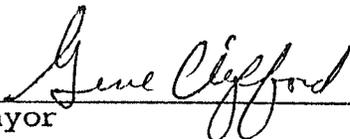
AN ORDINANCE ADOPTING CERTAIN RULES OF  
COUNCIL OF THE VILLAGE OF SPENCER, OHIO  
AND DECLARING AN EMERGENCY

BE IT ORDAINED, BY THE COUNCIL OF THE VILLAGE OF SPENCER,  
OHIO, three fourths of its members concurring herein, as  
follows:

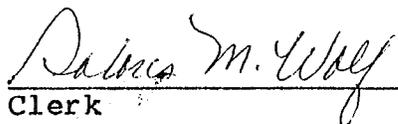
1. The Rules of Council of the Village of Spencer, Ohio,  
a copy of which is attached hereto and made a part hereof, are  
hereby adopted.

2. This Ordinance is hereby declared to be an emergency  
measure necessary for the public peace, health, safety and  
welfare of the Village of Spencer, Ohio for the particular  
reason that it is necessary to forthwith utilize the adopted  
Rules of Council so as to insure the continuation of orderly  
procedure in the Village Council and that this Ordinance shall  
be in full force and effect from and after its passage.

PASSED: March 23, 1992

  
\_\_\_\_\_  
Mayor

ATTEST:

  
\_\_\_\_\_  
Clerk

## RULES OF COUNCIL OF VILLAGE OF SPENCER, OHIO

The following are hereby adopted and enacted as the rules of order of the Council of the Village of Spencer, Ohio:

### RULE 1 - MEETINGS

The first meeting of Council of said village each year shall be held during the first week of January upon the date and at the time designated by the Mayor and the Council which meeting date shall be duly published.

Regular meetings of Council shall be on the fourth Wednesday of each month at 7:30 P.M. unless such regular meetings are changed by majority vote of the Council.

Special meetings of Council may be called by the Mayor or a majority of the then current Council members. Such special meeting date and time shall be published.

When any regular meeting of the Council falls due on a legal holiday, or on an election day, the Council shall meet in regular session on the day following at the place and hour fixed for regular sessions of Council unless Council by majority vote designates a different date and/or time for the regular meeting.

### RULE 2 - MEETING PROCEDURE

The Mayor, acting as President of Council, shall take the

chair at the time appointed for Council to meet and shall immediately call the members to order. He shall then cause the minutes of the proceeding Council session and bills presented to Council to be disposed of in accordance with the Council rules. Thereafter he shall preside over such other matters as may come before the Council. In the absence of the Mayor, the President Pro-Tem of Council shall perform such duties as are imposed upon the President. In the absence of both the Mayor and the President Pro-Tem of Council, the Council shall appoint a temporary chairman who shall act as President of Council for that meeting only.

### RULE 3 - DISPOSITION OF MINUTES

The Village Clerk shall keep the minutes of all Council proceedings. She shall type said minutes and deliver a copy of the proposed minutes of the last Council session to all Council members and the Mayor not less than three days prior to the next meeting of Council. Upon motion duly seconded and passed by a majority of Council, the reading of the minutes of the last Council session may be waived and the minutes as typed and corrected shall be approved. Otherwise the minutes of the previous session of Council shall be read aloud by the Clerk. Copies of the typed minutes shall be made available for the press and public. A copy of the typed minutes with any

corrections thereto, certified by the Village Clerk as true and correct shall be placed in the official minute book of Council and shall serve as the permanent record of the Council minutes.

#### RULE 4 - DISPOSITION OF BILLS

The Village Clerk shall assemble all bills to be submitted to the Village Council for payment approval. Prior to the Council meeting at which such bills are to be submitted for payment approval, the clerk shall prepare and deliver to the Mayor and each Council member a list of such bills which shall contain the name of the creditor, the amount of the bill and a brief description of the purpose of the bill. Extra copies of the list of bills shall be made available by the Clerk for the public and press at the Council meeting. By majority vote the Village Council may approve all or any part of the bills on the list submitted by the Clerk without the Clerk reading each bill. The Clerk shall read any bill on the list of bills upon the request of the Mayor or any member of Council. The Village Council may in its sole discretion further consider for payment approval any bill presented to Council not on the Clerk's list and may remove for separate consideration any bill on the Clerk's list. A list of the bills approved for payment by Council at each meeting certified as a true and correct list shall be kept by the Village Clerk as part of the permanent

records of the Village. A recitation of the total amount of the bills approved by Council will be noted in the minutes of Council but it shall not be necessary for the Clerk to recite each bill as part of the minutes of Council.

#### RULE 5 - RESIGNATION OF COUNCIL MEMBER

The resignation of a member of Council shall not take effect until the same has been accepted by a vote of the majority of the members of Council exclusive of the person tendering the resignation.

#### RULE 6 - ROBERT'S RULE OF ORDER

In the absence of any rule upon a matter of business adopted by this Council, the Council shall be governed by "Robert's Rules of Order."

#### RULE 7 - AMENDMENTS TO COUNCIL RULES

These rules may be amended or altered or new rules adopted by a vote of the majority of all members elected or appointed to Council at any meeting of Council.

#### RULE 8 - SUSPENSION OF COUNCIL RULES

These rules or any of them may be temporarily suspended at any meeting of the Village Council by a vote of the majority of all members elected or appointed to Council, except when a

greater number is required by law or these rules. In case any rule herein shall not have been adhered to by Council, the same shall be regarded as having been properly suspended and shall in no way affect the business or legislation of the Village Council.

RULES ADOPTED: February 26, 1992

ATTEST:

Dolores M. Wolf  
Clerk

Gene Clifford  
Mayor