

**ORDINANCE NO. 03-11**

**AN ORDINANCE APPROVING, ADOPTING AND ENACTING  
THE RULES OF COUNCIL/BPA FOR 2011 FOR THE VILLAGE OF  
SPENCER, OHIO, AND DECLARING AN EMERGENCY**

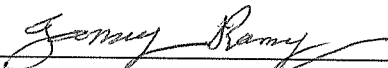
WHEREAS, the Council of the Village of Spencer has determined that it is necessary to update the Spencer Village Rules of Council/BPA.

NOW, THEREFORE, BE IT ORDAINED by the Council of the Village of Spencer, Ohio, three-fourths (3/4) of its members concurring herein as follows:

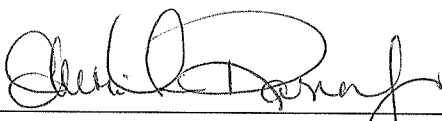
Section 1. That the Council of the Village of Spencer hereby approves, adopts, and enacts the Rules of Council/BPA, revised January 19, 2011, as set forth in "Exhibit A" attached hereto.

Section 2. That this Ordinance is hereby declared to be an emergency measure necessary for the preservation of the public peace, health, safety, and welfare of the Village of Spencer, Ohio, and for the particular reason that the Rules of Council/BPA are outdated and need to be updated as soon as reasonably possible for use in the current year, and that this Ordinance shall be in full force and effect from and after its passage.

Passed: January 19, 2011

  
\_\_\_\_\_  
TOMMY RAMEY, Mayor

Attest:

  
\_\_\_\_\_  
SHERI RAMEY, Village Fiscal Officer

# **RULES OF COUNCIL/BPA**

revised 1/19/11

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 the time designated by the Mayor and the Council, which date shall be duly published.

Regular meetings of Council shall be on the third Wednesday of each month at 7:00 p.m. unless such regular meetings are changed by a 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 on a legal holiday or an election day, the Council shall meet in a regular session on the day following at the place and hour fixed for regular sessions of Council, unless Council by a majority vote designates a different date and/or time for the regular meeting.

## **RULE 2 – MEETING PROCEDURE**

Council shall follow an agenda as directed by the Mayor and stay in accordance with said agenda throughout the entirety of the meeting. The Mayor shall control the meeting as he/she sees fit.

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 preceding Council session to be disposed of in accordance with the Council rules, then to be followed by the Treasurer's Report, List of Bills, Clerk/Fiscal Officer's Report, Mayor's Report, Solicitor's Report, Committee Reports, Old Business, New Business, and Audience Participation. Any special speakers may be heard from before the minutes are read and should be asked to be as brief as possible.

In the absence of the Mayor, the President of Council shall perform such duties as are imposed upon the President. In the absence of both Mayor and Council President, Council shall appoint a temporary chairman who shall act as President of Council for that meeting.

The Mayor shall inform audience members that there will be an audience participation forum at the end of the meeting before adjournment and to hold all questions and comments until then.

## **RULE 3 – DISPOSITION OF MINUTES**

The Village Clerk/Fiscal Officer shall keep the minutes of all Council proceedings. He/She shall type the 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/or corrected shall be approved. Otherwise, the minutes of the previous session of Council shall be read aloud by the Clerk/Fiscal Officer. Copies of typed minutes shall be made available for the press and public.

EXHIBIT A

#### **RULE 4 – COUNCIL/BPA ATTENDANCE**

In the absence of a Council member or BPA member from a regularly scheduled session, said member will not be paid by the Village for the month missed; Council members, only, will be paid if said member attends at least one committee meeting during the same month the regularly scheduled Council meeting was missed. If a Council member or BPA member cannot attend a regularly scheduled session, the member shall notify the Village Mayor as soon as reasonably possible. A Council member or BPA member will not be paid by the Village for a missed meeting if that Council member or BPA member fails to notify the Mayor as to his/her inability to attend a meeting at least two hours in advance of the meeting itself.

#### **RULE 5 – CELL PHONE USE**

Council shall turn cell phones off or on vibrate during meeting and only answer if it is an emergency. The same shall be posted upon entrance to meeting for the general public to adhere to the same.

#### **RULE 6 – 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 7 – "ROBERT'S RULES OF ORDER"**

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

#### **RULE 8 – 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 9 – SUSPENSION OF COUNCIL RULES**

These rules 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. The vote on such suspension shall be taken by the "ayes" and "nays" and entered on the journal. In case any rule herein shall not have been adhered to by Council, the same shall in no way affect the business or legislation of the Village Council.

RULES ADOPTED: Date: January 19, 2011

ATTEST:

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Mayor

\_\_\_\_\_  
Clerk/Fiscal Officer