

**RULES OF COUNCIL**  
**CITY OF NORTH COLLEGE HILL**  
**HAMILTON COUNTY, OHIO**

ADOPTED JANUARY 1, 2012

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**ARTICLE I. MEETINGS**

(A) **Regular meetings.** Regular meetings of Council shall be held as provided by resolution. Whenever the date of a regular meeting falls on or near a holiday, the date of the regular meeting may be changed on motion as is provided by resolution.

(B) **Special meetings.** Special meetings of Council shall be called as provided by resolution and the NCH Charter.

**ARTICLE II. CHAIR**

(A) **Presiding Officer.** The President of Council shall occupy the chair at each regular meeting or special meeting of the Council. During the absence or disability of the President of Council or when the President of Council is Acting Mayor, the chair shall be occupied by the President Pro Tempore. During the absence or disability of both the President of Council and the President Pro Tempore, the chair shall be occupied by the senior Council member from the majority party who shall either occupy the chair for the remainder of the meeting or, following the calling of the roll under Article IV, Section (1)(a) of these rules, designate another member of Council to occupy the chair for the remainder of the meeting.

(B) **Duties.** At the hour appointed for Council to meet, the chair shall call the meeting to order. He shall

preserve proper decorum during the meeting and shall enforce the Rules of Council.

(C) **Appeals from Decisions of the Chair.** The chair shall decide all questions of order, subject to appeal to Council. If any member transgresses the Rules of Council, the Chair or any member shall call him to order. If a member raises the point of order the Chair shall render a decision as to the point of order. After such decision, any member may appeal the decision by moving the question on the point of order, which shall be "Shall the decision of the Chair stand as the decision of Council?" The Chair shall be sustained unless overruled by a majority of the members of Council present.

### **ARTICLE III. MEMBERS**

(A) **Dress Code.** All members of council shall adhere to a business professional dress code for all regularly scheduled council meetings.

(B) **Seating.** Facing the Council table and commencing at the right front the seating at the Council table shall be Tom Graves, Renee Stiles, Terri Eilermann, Jason Fulmer, Pat Hartzel, Maureen Mason, Amy Bancroft and Vicky Dunn.

(C) **Addressing the Chair.** Members of Council when about to speak shall address the Chair as "Madame President" or "Mr. President" as appropriate. The President shall pronounce the name of the member entitled to the floor. Members of Council shall confine themselves to the question under debate and avoid personalities and political partisanship.

(D) **Limitation of Debate.** No member shall be allowed to speak more than once upon any subject until every member choosing to speak shall have spoken, nor more than twice upon the same subject, nor for a time longer than five minutes without leave of Council as expressed by a majority of the members present.

(E) **Voting.** Every member present when a question is put shall vote on the same unless Council shall for special reasons excuse him from voting or ethical and conflict of interest reasons prevent him from voting. Such reasons shall be stated before the voting begins. Reasons shall be deemed sufficient if a majority of Council accepts them. However, no member shall be forced to vote where such vote would violate ethics or conflict of interest statutes. No debate shall be allowed on this question. All votes shall be by roll call that shall include the abstaining member. Votes shall be taken by roll call by council members answering "yes" or "no" it being the intention of Council to fulfill the requirement of the NCH Charter that votes be taken by "yea" and "nay" while making it clear to members of the public in attendance at the meeting how the voting is proceeding. Facing the Council table the vote shall commence at the right with the first councilmember and continue left to the last councilmember.

(F) **Division of Question.** A question under consideration, which covers two or more points, shall be divided where the question admits of such division and where any member prior to the commencement of voting thereon requests such division.

(G) **Excuse from Attendance.**

(1) Any member who wishes to be excused from attendance at a regular or special meeting must first notify either the Clerk, President of Council or a Council Member that the member wishes to be excused and the basis for such absence.

(2) No vote to excuse shall be permitted at a meeting unless the member seeking to be excused complies

with the provisions of section (1). No member shall be excused from attendance except by a vote of the majority of the members present.

(H) **Excuse during Meeting.** No member shall be excused while Council or a Council Committee is in session except upon permission of the Chair or upon affirmative vote of the majority of the members present including such the Council member asking to be excused.

#### **ARTICLE IV. ORDER OF BUSINESS**

(A) **Regular Council Meetings.** The order of business at regular Council meetings shall be as follows:

(1) **Roll Call.** The clerk shall call the roll in every instance where a roll call is necessary by calling the names of the Council Members in the order as stated in Article III, Section (B).

(2) **Reading of Minutes.** Minutes of the last regular meeting or special meeting and all administrative reports will be distributed to the Mayor, President of Council, Law Director and all Council Members prior to the meeting. Upon presentation of said minutes and administrative reports Council shall move for a vote to accept the minutes and reports for the record.

(3) **Communications.** The Clerk shall read communications addressed to Council.

(4) **Reports of Committees.** Committee reports shall be received in the following order: 1) Committee of the Whole; 2) Standing Committees; 3) Special Committees. In each instance where there is a minority committee report, it shall be given following the majority report of such committee. It is suggested that committee reports be in writing in order that the Clerk may preserve the same. Any matter referred to committee shall be reported on at the next Council meeting and at each successive meeting until the committee completes its work on the matter. The President of Council has the responsibility of enforcing this rule.

(5) **Reports of the Mayor and other City Officials.** It is not the intent of Council that under this item of business that all City Officials should be called upon for reports. It is the desire of Council that all subordinate officials within the Executive Department shall not address Council unless in response to a specific question or by permission of Council. Any suggestions, which subordinate Executive Department members have and desire to bring to the attention of Council, should be done so through the proper administrative channels to the Mayor. The Mayor should make such suggestions together with his recommendations thereon in writing to Council as a part of his report to Council. Independent boards or commissions such as the Planning Commission or Civil Service Commission should make suggestions, requests or recommendations in writing prior to the convening of the Council meeting. Such communications shall be sufficiently detailed and comprehensive that it not normally be necessary for the commission or board member's attendance at the meeting. The foregoing provision shall not be construed to eliminate or alter the power of Council to request or require the attendance of any City official, subordinate official, employee or other person to answer questions, explain or discuss any subject, which may be or may come before Council or be within Council's province.

(6) **Report of City Law Director and City Finance Director.**

(7) **Call of Members.** The names of Council members shall be called in roll call order in order that each member may have the opportunity to present petitions or communications or to introduce motions,

resolutions, or ordinances. There shall be no interruption of business under this call.

(8) **Remarks from the Audience.** Members of the public who wish to address Council shall make known such desire to the Clerk of Council either prior to the start of the meeting or at the time of the meeting set aside for remarks from the audience.

(a) No member of the public shall be allowed to speak more than once upon any subject until everyone present choosing to speak shall have spoken, more than twice up the same subject, nor than a time longer than five minutes.

(b) Additional opportunities and time to speak may be granted at the discretion of the President of Council.

(9) **Legislation.** Ordinances newly introduced or previously reported out of committee shall receive the first reading. Next ordinances shall receive the second reading. Next ordinances shall receive the third reading. Next resolutions newly introduced or previously reported out of committee shall receive the first reading. Next resolutions shall receive the second reading. Next resolutions shall receive the third reading.

(10) **Remarks from the Audience regarding Legislation.**

(a) No member of the public shall be allowed to speak more than once upon any past or pending legislation until everyone present choosing to speak shall have spoken, more than twice upon the same subject, nor a time longer than two minutes.

(b) Additional opportunities and time to speak may be granted at the discretion of the President of Council.

(11) **Old Business.**

(12) **New Business.**

(13) **Adjournment.**

(B) **Special Council Meetings.** The order of business set forth above in Article IV, Section (1) shall not be followed at special council meetings. A special council meeting shall address the topics or items for which that meeting was specifically called.

## **ARTICLE V. COMMITTEES**

(A) **Standing Committees.** There shall be four (4) standing committees of Council and their duties and members shall be as listed below:

### **FINANCE COMMITTEE:**

Members: Eilermann (Chair), Bancroft, Graves, Hartzel

Responsibilities:

#### (1) FINANCE

- (a) Work closely with the Finance Director to determine the financial picture of the City.
- (b) Receive proposed budgets from City departments.
- (c) Review department budgets and determine final allowable expenditures.

- (d) Keep abreast of and study City assets and income.
- (e) Study and suggest methods of increasing income if the need arises.
- (f) Study and suggest methods of rebating excess funds back to the citizens of the City.

(2) LAWS & RULES

- (a) Review proposals submitted by Department heads that would affect City ordinances and resolutions.
- (b) Field suggestions and complaints from City businesses and residents, which could result in changes to ordinances and resolutions.
- (c) Periodically review the Rules of Council to determine if any changes are necessary.

(3) MISCELLANEOUS

- (a) Perform other duties as assigned by the President of Council.

**SAFETY COMMITTEE:**

Members: Mason (Chair), Dunn, Eilermann, Stiles

Responsibilities:

(1) STREETS AND HIGHWAYS

- (a) Periodically review (with input from citizens and the City Administrator)\_the condition of storm sewers in the City to determine means of preventive maintenance and/or renovation.
- (b) Work with citizen groups, other Council committees, and City administration to determine priority ranking of City streets and sidewalks requiring renovation and/or repair.
- (c) Take an active part in planning, coordinating, and liaison work relating to improvements and renovation by county and state agencies of roadways within the City limits.
- (d) Suggest innovative methods for collecting revenue to fund street and sidewalk improvement projects. Work with the City Administrator and Council's Finance Committee in the coordination of such ideas.

(2) FIRE

- (a) Analyze present and proposed fire systems and programs within the City.
- (b) Work with the administration to make sure the Fire Department is meeting city goals.
- (c) Study suggestions from the City Administrator and his subordinates for possible passage as ordinances or resolutions.

(3) POLICE

- (a) Analyze present and proposed police systems and programs within the City.
- (b) Work with the administration to make sure the police and Service Departments are meeting city goals.
- (c) Study suggestions from the City Administrator and his subordinates for possible passage as ordinances or resolutions.

(4) MISCELLANEOUS

- (a) Perform other duties as assigned by the President of Council.

**CITY DEVELOPMENT:**

Members: Bancroft (Chair), Dunn, Hartzel, Mason

Responsibilities:

(1) HOUSING

- (a) Works closely with the code enforcement officer in developing proper legislation and enforcement tools to maintain the highest quality of housing possible.
- (b) Review and evaluate housing laws, rules and regulations to ensure that they are being adequately enforced.
- (c) Analyzes current housing status and the effect it has on city services and the community as a whole.
- (d) Develops creative new ways to encourage property owners to maintain and beautify their property.

(2) PLANNING AND DEVELOPMENT

- (a) Work with the administration in developing land use plans, reviewing building department fees and permits and developing business in the city.
- (b) Receive and review recommendations of the Planning Commission for possible passage as ordinances or resolutions.
- (c) Provide input to the Planning Commission for the continual updating of a 10-year plan for the City.
- (d) Periodically review (with input from citizens and the City Administrator) the condition of waste sewers in the City to determine means of preventive maintenance and/or renovation.
- (e) Field suggestions and questions relating to garbage collection, rubbish and other non-garbage removal, pest and pet control, and other present or past related services and take appropriate action on such suggestions and/or questions.
- (f) Serve as a liaison group between concerned citizens and/or City administration and the utility and cable companies that serve the City and sanitation contracts and issues.

(3) MISCELLANEOUS

- (a) Perform other duties as assigned by the President of Council.

**COMMUNITY DEVELOPMENT:**

Members: Graves (Chair), Bancroft, Eilermann, Stiles

Responsibilities:

(1) ADMINISTRATION

- (a) Serve as liaison between Council and the Administration and the Recreation Commission.
- (b) Work with the administration to make sure the Administration and Tax Departments are meeting city goals.

- (c) Study suggestions from the City Administrator and his subordinates for possible passage as ordinances or resolutions

(2) PUBLIC RELATIONS

- (a) Set up lines of communication, analyze and study results from such exchange of communications between North College Hill City government and those of other municipalities or townships which share many of our City's qualities, problems and/or characteristics.
- (b) Suggest plans involving inter community cooperation for the purpose of providing improved service to citizens, greater efficiency, and/or cost savings.
- (c) Suggest methods of operation not presently utilized by the City, which have been proven to be successful by other communities.
- (d) Suggest innovative plans that may result from meetings held among members of this Committee alone or from sessions with officials from other communities.
- (e) Develop and promote a positive image for the city.
- (f) Follow up on complaints/issues presented at council meetings

(3) COMMUNITY SERVICES

- (a) Set up service networks, community groups, community events and develop an overall sense of community.
- (b) Serve as liaison between City government and such special interest groups as the North College Hill Board of Education, the North College Hill Community Seniors, Inc., the North College Hill Business Association, and other similar groups.
- (c) Organize at least one meeting per year at which City officials describe their most recent programs and activities and field questions, suggestions and complaints from residents and/or businesses within the City.

(4) MISCELLANEOUS

- (a) Perform other duties as assigned by the President of Council.

(B) **Composition of Committees.** Each standing committee shall be composed of four (4) or five (5) members with each Council Member serving on at least two committees. At the organizational meeting of Council, membership and chairmanship on the Standing Committees shall be determined by motion. The Chairperson of each committee shall be responsible for reports at the council meetings. The chairperson may delegate reporting responsibility to any committee member. Minority reports, if any, from dissenting members shall be given at the council meeting

(C) **Special Committees.** From time to time as may be necessary special committees may be created to consider special problems that do not fall within the areas of any one of the standing committees. No matter which has been referred to or is pending before a standing committee may be referred to or considered by a special committee, without the consent, unanimously expressed, of such standing committee. Membership on any special committee shall be determined by motion.

(D) **Public Notice of Committee Meetings.** When a committee meeting is scheduled during the course of a regular or special council meeting, the Clerk shall note the date, time and place of the committee meeting and shall make arrangements with the front office for posting written notice of such meeting in a conspicuous and public place in city hall at least twelve (12) hours before the scheduled committee meeting. If a scheduled committee meeting is canceled or rescheduled or is scheduled outside a regular or special council meeting, the committee chair shall make arrangements with the front office for posting

written notice of the cancellation or rescheduling of the committee meeting along with the rescheduled date, time and place, if any, in a conspicuous and public place in city hall within a reasonable time after the committee meeting is canceled or rescheduled. All standing committees should have at least one committee meeting per month.

(E) **Legislation.** Council will consider for passage only legislation submitted to it through the Council Committees, unless by majority vote the Council decides at it's meeting to consider legislation presented by other methods.

(F) **Committee of the Whole.** When a particular matter or issue merits consideration by all standing committees or the entire Council, the President of Council may refer the matter to the Committee of the Whole consisting of all members of Council. Pursuant to Article IV, Section (1) (d) of these rules, the President of Council shall report on the activities of the Committee of the Whole.

(G) **Excuse from Attendance.**

(1) Any member who wishes to be excused from attendance at a committee meeting must first notify the Committee Chair that the member wishes to be excused and the basis for such absence.

(2) If a Committee Chair is unable to attend a scheduled committee meeting, the Chair shall follow the procedure outlined in Section 111.05 of the Codified Ordinances for rescheduling the meeting.

## **ARTICLE VI. MOTIONS**

(A) **Order of Precedence.** When a question is before Council, no motion shall be entertained except the following:

(1) To adjourn.

(2) To lay on the table.

(3) The previous question.

(4) To postpone to a certain time.

(5) To refer.

(6) To amend.

(7) To postpone indefinitely.

(8) To suspend the rules.

These motions take precedence in the order listed. Motions shall require a second to receive the consideration of Council. When a motion is made and seconded, the Chair shall state the motion before debate. Any member may demand that the motion be reduced to writing before being debated.

(B) **Motion to Adjourn.** A motion to adjourn may be in order at any time except as follows:

(1) When repeated without intervening business or discussion.

(2) When made while another member is speaking.

(3) While a vote is being taken.

(4) When the previous question has been ordered.

A motion to adjourn is not debatable except as to the time to which the meeting is adjourned.

(C) **Motion to Lay on the Table.** A motion to lay on the table shall preclude all amendments or debate of the subject under consideration. If the motion is carried, the consideration of the subject may be resumed only upon motion by a member voting with the majority and with the consent of a majority of the members present.

(D) **Previous Question.** The previous question shall be stated as follows: "Shall debate now close?" If the motion carries there shall be no further amendment of debate, but the question shall be put immediately.

(E) **Motion to Postpone.** This motion shall state a time or date certain for which a matter is to be postponed. A motion to postpone may be amended as to the time of postponement, except a motion to postpone indefinitely. If a motion to postpone indefinitely carries, the principal question shall be declared lost.

(F) **Motion to Refer.** The form of this motion is "To refer the subject to a special committee." This motion can be amended by specifying what standing committee or special committee should handle the matter. The motion may also be made to refer the matter to an executive officer of the City.

(G) **Motion to Amend.** A motion to amend can cover but one amendment. An amendment once rejected may not be moved again in the same form.

(H) **Motion to Postpone Indefinitely.** This motion cannot be amended and opens to debate the entire question which it is proposed to postpone.

(I) **Motion to Suspend the Rules.** A motion to suspend the NCH Charter rule requiring three readings on three separate days requires the affirmative vote of three-fourths (6) of the members elected to Council and shall be debatable. All other rules may be suspended by a majority of the members present without debate.

## **ARTICLE VII. CLERK**

(A) **Request for Minutes.** Upon reasonable notice, the Clerk of Council shall make available to any member of Council the notes or recording tapes used to keep the minutes of Council. Reasonable notice shall mean at least a twenty-four hour notice.

(B) **Duty to Maintain.** The Clerk of Council in meeting the requests alluded to in Section (A) above must insure that the tapes or notes are not damaged and that he / she must not allow anything to interfere with his / her primary, statutory duty of keeping the minutes. The Clerk shall retain any notes and/or tapes from a regular or special meeting until the regular council meeting following the regular council meeting at which the minutes derived from those notes and/or tapes are approved by Council unless otherwise

directed under Section (C) herein.

(C) **Duty to Preserve.** Upon the direction of a majority of Council, the Clerk shall preserve the tapes and notes of any particular meeting until such time as Council rescinds such order.

(D) **Agenda.** The Clerk shall provide a reasonable number of agendas for each regular Council meeting including one for each elected or appointed official who normally attends the meetings and additional copies for interested citizens who attend. The agenda should include a listing of the regular order of business and a description of the legislation and special business to be discussed that evening.

#### **ARTICLE VIII. MISCELLANEOUS**

(A) **Procedure in the Absence of Rule.** In the absence of a rule to govern a point of procedure, the matter shall be determined by a majority of the members present.

(B) **Amending Rules of Council.** A majority vote is required to alter, amend, rescind or supplement these rules. Any proposed alterations or amendments or supplements shall be submitted in writing at a regular or special meeting of Council and be acted upon at the next meeting.

**CITY OF NORTH COLLEGE HILL**  
**COUNCIL COMMITTEE ASSIGNMENTS**  
**JANUARY 1, 2012**

<b><u>Committee</u></b>	<b><u>Committee</u></b>	<b><u>Committee</u></b>	<b><u>Committee</u></b>
Finance	Safety	City Development	Community Development
<b><u>Chair</u></b>	<b><u>Chair</u></b>	<b><u>Chair</u></b>	<b><u>Chair</u></b>
Eilermann	Mason	Bancroft	Graves
<b><u>Members</u></b>	<b><u>Members</u></b>	<b><u>Members</u></b>	<b><u>Members</u></b>
Bancroft Graves Hartzel	Dunn Eilermann Stiles	Dunn Hartzel Mason	Eilermann Mason Stiles

CITY OF NORTH COLLEGE HILL

REGULAR COUNCIL MEETINGS

For the Year 2012

Sunday**	January	1	Monday	July	2
Tuesday*	January	17			
Monday	February	6	Monday	August	6
Tuesday*	February	21			
Monday	March	5	Tuesday*	September	4
Monday	March	19	Monday	September	17
Monday	April	2	Monday	October	1
Monday	April	16	Monday	October	15
Monday	May	7	Monday	November	5
Monday	May	21	Monday	November	19
Monday	June	4	Monday	December	3
			Monday	December	17

\* Where a regularly scheduled meeting occurs on a holiday, Council may postpone and reschedule such meeting on a later day in the same week in which such postponed regular meeting occurred.

Regular Council Meetings shall start at 7:30 pm in Council Chambers at the City Center. An Administrative Public Forum, chaired by the Mayor, City Administrator or President of Council, shall begin 45 minutes before the start of the Council meeting to receive input from the public.

\*\*On January 1 Council will meet at 5:00 pm in Council Chambers.