

**COMMITTEE REPORT**

**THE CITY COUNCIL OF THE CITY OF FINDLAY, OHIO**

An AD HOC COMMITTEE met on December 12, 2017 to select Council committee assignments and review Council's Rules of Procedures for the 2018-2019 Council term.

We recommend

- SEE <sup>"COMMITTEE"</sup> ASSIGNMENTS SHEET MARKUP FOR CHANGES
- COMMITTEE TO MEET AGAIN IN 2017 TO CONFIRM SPOTS CURRENTLY MARKED "TO BE DETERMINED (TRD)" AND "RULES OF PROCEDURE" CHANGES

~~COMMITTEE~~ RECOM AD-HOC COMMITTEE BE FORMED IN 2018 TO CONSIDER CHANGES TO COUNCIL "RULES OF PROCEDURE"

~~R. Ronald Monday, Chair~~

TOM SHINDLECKER

~~Robert Nichols~~ JEFF WORSER

Grant Russel, CHAIR

Randy Van Dyne JOHN HARRINGTON

LEGISLATION: \_\_\_\_\_

DATE: December 12, 1027

COMMITTEE: AD HOC RULES OF PROCEDURE

# PROPOSED COMMITTEE ASSIGNMENTS FOR 2017-2018

## **APPROPRIATIONS:**

Chairman: Grant Russel  
John Harrington  
Dina Ostrander  
Tom Shindledecker  
Jeff Wobser

## **WATER & SEWER:**

Chairwoman: Holly Frische  
Dina Ostrander  
Tim Watson

## **PLANNING & ZONING:**

Chairman: John Harrington  
Dennis Hellmann  
Grant Russel  
Tom Shindledecker  
Jim Slough

## **STREETS, SIDEWALKS, & PARKING:**

Chairman: <To Be Determined>  
Holly Frische  
Grant Russel  
Tim Watson

## **INTER-GOVERNMENT RELATIONS & LEGISLATION REVIEW**

Chairman: Jim Niemeyer  
Tom Shindledecker  
<To Be Determined>

**PRESIDENT PRO-TEM** – Grant Russel

**CLERK OF COUNCIL** – Denise DeVore

**THE ALLIANCE** – Dennis Hellmann

**AIRPORT ADVISORY BOARD** – John Harrington

**ARTS PARTNERSHIP** – Eliminate Council Designate

**BLANCHARD RIVER WATERSHED PARTNERSHIP** – <To Be Determined>

**DOWNTOWN FINDLAY IMPROVEMENT DISTRICT BOARD** – Grant Russel

**ESID BOARD** – Holly Frische

**FLOOD MITIGATION** – Eliminate Council Designates

**HANCOCK REGIONAL PLANNING COMMISSION REP** – John Harrington

**INCOME TAX BOARD** – Grant Russel

**PARKS AND REC BOARD** – Grant Russel, Jeff Wobser

**PARKING AUTHORITY** – Jim Niemeyer, Jim Slough

**RAISE THE BAR** – Jeff Wobser

**REVOLVING LOAN FUND** – John Harrington

**SHADE TREE COMMISSION** – Jim Niemeyer

**STREET DESIGNATION COMMITTEE** – Dennis Hellmann, <To Be Determined>

**TRAFFIC COMMISSION** – <To Be Determined>

**UTILITY TERMINATION BOARD OF APPEALS** – <To Be Determined>

**RULES OF PROCEDURE 2016-2017**

**COUNCIL OF THE CITY OF FINDLAY, OHIO**

The following rules and regulations are hereby adopted by the Council of the City of Findlay, Ohio, as the rules and procedure governing the conduct and business of said legislative body. They shall be in full force and effect from and after January 1, 2016, subject, however, to amendment or repeal in whole or in part, at any time, by the Council of the City of Findlay, in accordance with the rules and regulations hereinafter set forth governing the amendment or repeal of these rules and procedure.

**SECTION I. MEETINGS**

**A. REGULAR**

Regular meetings will be held on the first and third Tuesday of each month in the Chambers of the Council of the City of Findlay (hereinafter referred to as "Council") located in the Municipal Building, beginning at 7:30 P.M.

**B. SPECIAL**

A Special Meeting may be called at any time by the Mayor or any three members of Council. Notice will be given to each member, served personally, left at the member's residence or usual place of business; or by email with receipt verification received by the sender at least twenty-four (24) hours prior to the time of such meeting. Special Meetings shall be held in Council Chambers, unless otherwise designated.

**C. QUORUM**

No business shall be conducted at any meeting of Council unless a majority of the members shall be present.

**D. ADJOURNMENT OF MEETING**

The members of Council may adjourn a meeting to another designated time and/or public place.

**E. DISCIPLINARY ACTION**

Council may punish or expel any member from committee assignment, without chair approval, or regular meetings for disorderly conduct or for violation of its rules and for an absence which continues for two (2) months without a valid excuse. A vote of two-thirds of the members of Council will expel a member, but only after notice of the charge on which the motion for expulsion is based and an opportunity for the member to be heard.

**F. ORDER OF BUSINESS**

The order of business at all regular Council meetings is:

1. Call to Order
2. Roll Call
3. Pledge to the Flag and moments of meditation (Council President shall be authorized to invite members of the Clergy and the community to open Council with a prayer, not to exceed two minutes in length).
4. Minutes
5. Add to Agenda (as needed)
  - (a) A Resolution of commendation, such as retirement or special recognition may be presented immediately after the acceptance of the Minutes.

6. Communications
  - (a) Written communications, including letters, petitions, etc.
  - (b) Oral communications, including comments upon proposed legislation, requests, etc. from the gallery.
7. Reports of Municipal Officers and Municipal Departments
8. Committee Reports
9. Resolutions
10. Ordinances
11. Unfinished Business
12. New Business
13. Adjournment

**G. PUBLIC COMMUNICATIONS**

**1. WRITTEN COMMUNICATIONS**

All letters addressed to and received by Findlay City Council will be on display to the public during regular City Council office hours. In all cases, letters that do not have a proper name, address, and signature of the sender will not be considered or sent to Council.

Only those letters making a specific request for service or letter that should be referred to a committee of city Council will be read. For those letters, the Council Clerk will read the author(s) name and address, date of the letter, and a summary of the letter's content aloud during the Written Communications portion of the City Council meeting. A Council member, member of the Administration, Law Director, City Auditor or City Treasurer may have a specific letter read aloud in its entirety upon request.

**2. ORAL COMMUNICATIONS**

Oral comment from the gallery shall be limited to four minutes per person. No more than three speakers shall speak to each side of a specific question or issue before Council. Council may extend debate with regard to a particular question or issue, depending upon the number of speakers, the nature of the question before Council and the urgency of the question or issue. Speakers from the gallery shall be requested to fill out a form giving the speaker's name, address, phone number and the subject of his or her presentation to aid the Clerk of Council in preparing minutes of Council. No citizen or interested party will be refused the right to address Council, within the limits described above.

**H. RULES OF ORDER**

Council hereby adopts Robert's Rules of Order, the latest edition, to govern the conduct of business at all meetings of Council insofar as said rules are not in conflict with these Rules of Procedure and Ohio Statutes.

**I. REPORTS OF MUNICIPAL OFFICERS AND MUNICIPAL DEPARTMENTS & COMMITTEE REPORTS**

For all written correspondence to City Council in the Reports of Municipal Officers and Municipal Departments or Committee Reports portion of a City Council meeting, the Council Clerk will read the author(s) name and title, date of the letter, and a summary of the letter's content aloud during the appropriate portion of the City Council meeting. A Council member, member of the Administration, Law Director, City Auditor or City Treasurer may have a specific letter read aloud in its entirety upon request.

**SECTION II. PRESIDENT OF COUNCIL**

- A. The President of Council shall preside at all regular and special meetings of Council but shall have no vote therein except in the case of a tie.
- B. The President of Council shall be the Acting Mayor when the Mayor is absent or unable to perform his or her duties, but shall not serve as President while acting as Mayor.
- C. The President of Council shall refer matters requiring study by committee to the proper committee(s). Council, by a majority vote, can refer matters to a standing committee.
- D. The President of Council is separately elected official and being part of the Executive Branch of City Government shall not enter into debate on any question before Council, all in accordance with Robert's Rule of Order.

**SECTION III. OFFICERS OF COUNCIL**

**A. PRESIDENT PRO TEMPORE**

A member of Council shall be elected President Pro Tempore of Council within the first ten (10) days of the term of Council. The President Pro Tempore shall:

1. Preside at all regular and special meetings where the President of Council is unable to preside.
2. The President Pro Tempore shall appoint members to all ad hoc committees as may be created.
3. The President Pro-Tem will appoint a representative for contract negotiations for police and fire as needed.

**B. CLERK OF COUNCIL**

Within ten (10) days from the commencement of their term, the members of Council shall elect a Clerk of Council who shall serve for two (2) years unless sooner removed.

In the absence of the President and the President Pro Tem, the Clerk shall call the meeting of Council to order and call the roll. If a quorum is present, the Council shall appoint one of its members President Pro Tem, who shall proceed with the Order of Business.

**C. PARLIAMENTARIAN**

The Director of Law shall act as the Parliamentarian of Council.

**SECTION IV. COMMITTEES**

**A. RULES/ORGANIZATION**

A committee comprised of three members of Council appointed by the President Pro Tempore, will submit proposed committee assignments and committee chairmen to Council before the start of each two (2) year term. Confirmation of these recommendations is required by a majority of Council during its organizational meeting.

**B. STANDING COMMITTEES**

The following committees shall be standing committees:

1. Appropriations
2. Streets, Sidewalks, & Parking
3. Planning & Zoning
4. Water and Sewer
5. Inter-Government Relations & Legislation Review

**C. COUNCIL REPRESENTATIVES**

Council shall have a representative appointed to each of the following boards/commissions/committees who shall report to council twice each year as indicated below:

1. Park and Recreation Board
2. Shade Tree Commission
3. Hancock Regional Planning Commission
4. Traffic Commission
5. Re-investment Area Housing Council & Revolving Loan Fund (1<sup>st</sup> Mtg. April/September)
6. Airport Advisory Board (2<sup>nd</sup> Mtg. April/September)
7. Street Designation Committee (1<sup>st</sup> Mtg. May/October)
8. The Alliance Board (1<sup>st</sup> Mtg. February/July)
9. Downtown Findlay Improvements District (1<sup>st</sup> Mtg. June/November)
10. Arts Partnership liaison (2<sup>nd</sup> Mtg. March/August)
11. Flood Mitigation liaison (1<sup>st</sup> Mtg. March/August)

The committees of Council shall expeditiously investigate and dispose of all matters coming within the area of their committee responsibility and all matters referred to the committee. A written report of their dispositions shall be submitted. All committee recommendations should be written during the meeting when possible. Voting to accept the committee report is a vote accepting the recommendation as written.

The Appropriations Committee shall have five members. All committee meetings are open to the public.

Executive sessions may be called when confidential matters need to be considered in accordance with Ohio Revised Code 121.22

**D. COMMITTEES OF THE WHOLE**

Committee of the Whole may be called by a majority of Council to discuss an issue(s) which is deemed to be of such importance so as to involve the entire Council.

**E. AD HOC COMMITTEES**

Ad Hoc Committees may be created. Their term shall expire with the Council that created them.

## **SECTION V. GENERAL PROVISIONS**

### **A. LEGISLATION**

Legislation from the floor must be recommended / requested by at least two Council members. Requests for appropriations that require legislation for money already budgeted may be requested by the Administration.

All routine requests for legislation proposed for the consideration of Council shall be in the hands of the Director of Law by noon on the Wednesday preceding the meeting at which it is to be considered. Proposed legislation must accompany the agenda of legislation. No proposed legislation regarding zoning issues shall be presented to Council unless they have gone through City Planning Commission and the Planning and Zoning Committee.

### **B. AGENDA OF LEGISLATION**

The Director of Law shall prepare a detailed agenda of legislation to be considered by Council at each meeting. Such agenda shall be available to each member of Council and available to the public by the Friday preceding each regular meeting. Such agenda shall be delivered to each member of Council at least twenty-four (24) hours prior to a special meeting.

### **C. MOTION TO RECONSIDER**

Any member who was absent or voted with the prevailing side may move a reconsideration of any action of Council, excepting measures which shall be in immediate effect. Such a Motion for Reconsideration shall be made not later than the next regular meeting after the action to which it relates was taken. No Motion to reconsider shall be made more than once on any measure, and such a motion shall require a majority of all members elected to Council in order to prevail.

### **D. REPORTS**

All reports and communications from the public, Municipal Administrative officials, Municipal Department heads, Municipal employees shall be in writing and delivered to the Council Office by 3:00 P.M. on the Friday preceding each regular meeting.

### **E. IMPROPER PETITION OR COMMUNICATION**

Incorrect, incomplete or unsigned petitions and other communications to Council shall be returned by the Clerk of Council to the petitioner or communicator, accompanied by an explanation as to why they are found to be improper and will not be presented to Council until in proper order.

### **F. MAJORITY REQUIREMENTS FOR COUNCIL ACTION**

All actions of Council shall be by a majority vote of those elected or appointed thereto, except emergency legislation, which shall require three-fourths (3/4) vote of Council to suspend the Statutory Rules and two-thirds (2/3) vote of Council to enact said emergency legislation. Also, any other affirmative requirement dictated by the laws of Ohio, or by financial procedure, or in order to secure public funding shall be adhered to, even though in conflict with these requirements for Council action.

### **G. MINUTES**

The Clerk of Council shall mail, make available or otherwise deliver, at the option of each member of Council, minutes of each regular and special meeting to or for each member of Council not more than seven (7) days after such meeting.

H. MAILING PRIVILEGES

Mailing privileges for each Council member will be granted as long as no more than five (5) letters are used to address the same topic. The cost per member (including stationery, envelopes, and postage) shall not exceed \$25.00 per term unless full Council approval is granted.

I. GOVERNING LAWS

Should any of the foregoing Rules of Procedure or portions thereof conflict with the law of the State of Ohio or of the United States of America, such law shall govern the conduct of Council.

J. VOTE BY ROTATION

Every vote will be by rotation so that one member of Council will not always vote first.

K. ATTENDANCE REQUESTED OF ADMINISTRATIVE OFFICIALS AND DEPARTMENT HEADS

The Mayor, Director of Law, Auditor, Safety-Service Director and City Engineer are requested to attend the regular meetings of Council and to answer questions relating to the affairs of the City under their respective supervision and control. The Mayor shall be entitled to take part in the discussion of all questions before Council.

L. MISCELLANEOUS

No legislation, reports or other communications shall be added to the Agenda unless Council, upon majority vote, determines that it is immediately necessary to insure the continued operation of essential City services.

M. Salary consideration for elected officials must be passed and approved by October 31, of the year prior to commencement of the elected officials' term.

**SECTION VI. ADOPTION**

The above Rules of Procedure are hereby adopted and shall be in full force and effect as of the time of their adoption.

Adopted by Council January 5<sup>th</sup>, 2016.

  
R. RONALD MONDAY, CHAIRMAN

  
ROBERT NICHOLS

  
GRANT RUSSEL

  
RANDY VAN DYNE