

AN ORDINANCE NO. III

TO PROVIDE RULES AND REGULATIONS FOR THE GOVERNMENT OF THE
COUNCIL OF THE VILLAGE OF BEXLEY, OHIO.

Be it ordained by the Council of the Village of Bexley,
State of Ohio:

SECTION 1. That the following rules and regulations be and
hereby are prescribed for the government of the Council of
said Village to wit:-

RULE 1.- REGULAR MEETINGS.

Regular meetings of the Council to be held at the Coun-
cil Chamber on the second and fourth Tuesday of each month at
_____ o'clock P. M., and at such other times as may be or-
dered by the Council.

RULE 2.- SPECIAL MEETINGS.

Special meetings may be called by the Mayor, or any
three members of the Council upon twelve hours written notice
to each member to be served personally, or left at his usual
place of residence; no business shall be transacted at any
special meeting of the Council, except the particular business
for the transaction of which the special meeting may be called;
and the notice required to be served on each member requiring his
attendance at such special meeting shall contain a statement of
the business to be transacted at such meeting.

RULE 3.- OPENING PROCEEDINGS.

The Mayor, or, in his absence, the President pro tem.,
of the Council, shall take the chair at the hour provided for
the convening of the Council; shall immediately call the mem-
bers to order and direct the Clerk to call the roll; he shall
then cause the Journal of the preceding session to be read and
disposed of unless otherwise ordered by the Council. In the
absence of the Mayor and the President pro tem., the Clerk shall
call the Council to order and call the roll; if a quorum shall
then be present the Council shall appoint one of its members
President pro tempore for that meeting or until the appearance
of the Mayor or the President pro tem.; if a quorum be not
present, the members may by a majority vote, take a recess for

a period not exceeding one hour.

RULE 4.- QUORUM.

A majority of the members of the Council shall constitute a quorum.

RULE 5.- LEAVING CHAMBER.

No member shall leave the Council Chamber while in session without permission being granted by the presiding officer.

RULE 6.- PRIVILEGE OF FLOOR.

No person except members and the Village Officials shall be permitted to speak or take part in the proceedings of the Council unless special permission be granted by the Council.

RULE 7.- PRESIDING OFFICER.

The presiding officer of the Council shall preserve order and decorum. He may, in common with any member, call any member to order who shall violate any of the rules; and shall decide all questions of order subject to an appeal of the Council, on the demand of a member, on which appeal there shall be no debate, but the member making the appeal may briefly state his reasons for the same. All questions are to be stated and put by the presiding officer, who shall declare all votes.

RULE 8.- STANDING COMMITTEES.

Standing committees shall be appointed by the Mayor, and the first named member of any committee shall be the chairman. The standing committee^{SO} selected shall be and remain for the ensuing term on the following subjects to wit:

1. Finance, three members.
2. Judiciary, three members.
3. Streets, three members.
4. Water Works, three members.
5. Sewers and Drainage, three members.
6. Sanitary Affairs, three members.
7. Plans and Engineering, three members.
8. Rules and Revisions, three members.

RULE 9.- ORDER OF BUSINESS- REGULAR MEETINGS.

The business of all regular meetings of the Council shall be transacted in the following order:

First- Roll Call.

Second- Reading and disposing of the Journal.

Third- Reports of Village Officers.

Fourth- Opening and reading of bids.

Fifth- Petitions and Memorials.

Sixth- Second Reading of Ordinances.

Seventh- Third Reading of Ordinances.

Eighth- Introduction of Ordinances.

Ninth- Reports of Standing Committees, in the following order:

1.- Finance.

2.- Judiciary.

3.- Streets.

4.- Water Works.

5.- Sewers and Drainage.

6.- Sanitary Affairs.

7.- Plats and Engineering.

8.- Rules and Revisions.

Tenth- Reports of Special Committees.

Eleventh- Miscellaneous Business.

RULE 10.- SPECIAL MEETINGS- ORDER OF BUSINESS.

The business of all special meetings of the Council shall be transacted in the following order:

1.- Roll Call.

2.- The business for which such special meeting is called.

RULE 11.- SUSPENSION OF RULE 9.

After reading and disposing of the Journal it shall be the duty of the presiding officer to proceed with the order of business, but he may at any time permit a member to introduce an Ordinance, Motion or Resolution out of the regular order, provided there is no objection on the part of any member.

RULE 12.- VOTING.

In case any member present declines to vote on any question pending, upon which a yea and nay vote is being taken he shall upon the demand of any member be obliged to record his vote unless excused by a two-thirds vote of the Council.

RULE 13.- REPORTS OF COMMITTEES- HOW MADE.

Any subject matter having been referred to any committee

of the Council, or Village Officer, shall be reported upon in writing by such committee or officer, and at least a majority of the committee shall report thereon; and such report shall be accompanied by the original papers upon which said report is based, and be signed by each member thereof concurring therein, and the same shall be read by the Clerk.

RULE 14.- SPEAKING.

In all cases the member who shall first rise and address the chair shall speak first; but when two or more members shall rise and address the chair at the same time, the presiding officer shall name the member who is to speak first.

No member shall speak more than twice on the same subject, nor longer than five minutes without leave; no member shall speak more than once on the same subject until every member desiring to speak on that subject shall have had an opportunity to do so.

No member shall be allowed to speak except upon a Motion, Resolution, Ordinance, Report of a Committee, or other subject brought to the attention of the Council in regular order.

RULE 15.- MOTIONS- WHEN DEBATABLE- WITHDRAWAL.

When a motion is made and seconded it shall be stated by the presiding officer before any debate shall be in order. Every such motion and all amendments thereto, may be withdrawn by the mover at any time before decision with the consent of the second, if a majority of the members then present agree thereto.

RULE 16.- REDUCED TO WRITING.

When required by any member, every motion or proposition (except privileged questions) shall be reduced to writing before action is taken thereon.

RULE 17.- Adjournment.

A motion to adjourn shall always be in order, unless the Council is engaged in voting; but ^{being} decided in the negative, shall not be again entertained until some motion, call or order shall take place.

RULE 18.- ORDER OF PRECEDENCE.

When a question or proposition is before the Council, or under debate, no motion shall be received except the following:

- 1- To adjourn.

- 2- Order of the day.
- 3- To lay on the table.
- 4- For the previous question.
- 5- To postpone to a day certain.
- 6- To commit.
- 7- To amend.
- 8- To postpone indefinitely.

The several motions aforesaid shall have precedence in the order in which they are above numbered.

RULE 19.- TO TAKE FROM THE TABLE.

A motion to take from the table shall be in order when that order of business is being transacted in which the matter to be taken up was laid upon the table, and such motion shall be decided without debate; provided the mover may be permitted to briefly state his reasons for the motion.

RULE 20.- RECONSIDERATION.

Any member who voted with the prevailing side may move a reconsideration of any action of the Council; provided, that such motion be made not later than the next regular meeting after such action was taken. A motion to reconsider shall not be made when a motion on some other subject is pending. When a motion to reconsider has been laid on the table, it shall not be subject to the provision of Rule 18, but may be taken up and acted upon at any time. No motion to reconsider shall be made more than once on any matter or subject; and the same number of votes shall be required to reconsider any action of the Council as is required to pass or adopt the same.

RULE 21.- YEAS AND NAYS- DEMAND FOR.

Upon the demand of any member the yeas and nays shall be taken on the adoption of any resolution or any question or proposition submitted to the Council; and in taking the yeas and nays the Clerk shall call the names of the members in alphabetical order and before announcing the result by the presiding officer the Clerk shall read the vote so taken upon the demand of any member.

RULE 22.- ORDINANCES.

Ordinances may be introduced on reports of committees or by any member of Council then present with their names en-

dered thereon. Ordinances shall be consecutively numbered and shall be referred to by number. The action of Council shall be by ordinance or resolution, and on the passage of each ordinance or resolution the vote shall be taken by "yeas" and "nays" and entered upon the journal, but this shall not apply to the ordering of an election, or direction by Council to any board or officer to furnish Council with information as to the affairs of any department or office. No by-law, ordinance or resolution of a general or permanent nature, or granting a franchise, or creating a right, or involving the expenditure of money, or the levying of a tax, or for the purchase, lease, sale or transfer of property, shall be passed, unless it has been fully and distinctly read on three different days, and with respect to any such by-law, ordinance or resolution, there shall be no authority to dispense with this rule, except by a three-fourths vote of all members elected thereto, taken by yeas and nays, on each by-law, resolution or ordinance, and entered on the journal. No ordinance shall be passed by Council without the concurrence of a majority of all members elected thereto.

RULE 23.- RESOLUTIONS.

Resolutions may be offered by any member of the Council when present, with his name endorsed thereon, and if such resolution involve the expenditure of money, it shall be referred to the appropriate committee unless the Council by three-fourths vote suspend the rule requiring the resolution to be read on three separate days, in which case it may be acted upon at once.

RULE 24.- TRANSACTIONS- CERTIFICATE OF CLERK.

No contract, agreement or other obligation involving the expenditure of money shall be entered into, nor shall any ordinance, resolution or order for the expenditure of money, be passed by the Council or by any board or officer of a municipal corporation, unless the auditor or Clerk thereof, first certifies to Council or to the proper board, as the case may be, that the money required for such contract, agreement or other obligation, or to pay such appropriation or expenditure, is in the treasury to the credit of the fund from which it is to be drawn, and not appropriated for any other purpose, which certificate shall be filed and immediately recorded. The sum so certified shall not

thereafter be considered unappropriated until the corporation is discharged from the contract, agreement or obligation, or so long as the ordinance, resolution or order is in force.

RULE 25.- THE FOLLOWING MOTIONS ARE NOT DEBATABLE.

To adjourn.

To lay on the table.

To take from the table.

For the previous question.

RULE 26.- RULES- VIOLATION OF.

If any member in speaking or otherwise, shall violate any rule of this Council, the presiding officer, or any other member may call him to order; if such member shall be called to order while speaking, he shall immediately take his seat unless permitted to explain.

The question of order shall be decided without debate, and if the decision shall be in favor of the member called to order while speaking, he shall be at liberty to proceed with his speech without leave of the Council.

RULE 27.- RULES- TO AMEND.

Any proposed amendment or addition to the rules of the Council shall be first referred to the Standing Committee on Rules, who shall report them at the next regular meeting of the Council.

RULE 28.- SUSPENSION OF RULES.

These rules, or any of them, may be temporarily suspended at any meeting of the Council by a concurrent vote of three-fourths of all the members elected, and vote of such suspension, in such cases, shall be taken by the yeas and nays, and entered on the Journal.

RULE 29.- RULES- CUSHING'S MANUAL TO GOVERN.

In the absence of any rule upon any matter of business, the Council shall be governed by "Cushing's Manual" and "Cushing's Law and Practice of Legislative Assemblies".

SECTION 2. This Ordinance shall take effect and be in force
from and after the earliest period allowed by law.

Passed this _____ day of _____ 1916.

Mayor.

Attest:

Clerk.

Mr. Glaser

AN ORDINANCE NO. 111

TO PROVIDE RULES AND REGULATIONS FOR THE GOVERNMENT OF THE
COUNCIL OF THE VILLAGE OF BEXLEY, OHIO.

Be it ordained by the Council of the Village of Bexley,
STATE of Ohio.

SECTION 1. That the following rules and regulations be and
hereby are prescribed for the government of the Council of
said Village to wit :-

RULE 1.- REGULAR MEETINGS:

Regular meetings of the Council to be held at the Coun-
cil Chamber on the second and fourth Tuesday of each month at
7.30 O'clock P. M., and at such other times as may be order-
ed by the Council.

RULE 2.- SPECIAL MEETINGS.

Special meetings may be called by the Mayor, or any
three members of the Council upon twelve hours written notice
to each member to be served personally, or left at his usual
place of residence; no business shall be transacted at any
special meeting of the Council, except the particular business
for the transaction of which the special meeting may be call-
ed; and the notice required to be served on each member requir-
ing his attendance at such special meeting shall contain a
statement of the business to be transacted at such meeting.

RULE 3.- OPENING PROCEEDINGS.

The Mayor, or, in his absence, the President pro tem.,
of the Council, shall take the chair at the hour provided for
the convening of the Council; shall immediately call the mem-
bers to order and direct the Clerk to call the roll; he shall
then cause the journal of the preceding session to be read
and disposed of unless otherwise ordered by the Council. In
the absence of the Mayor and ^{the} President pro tem., the Clerk
shall call the Council to order and call the roll; if a quorum
shall then be present the Council shall appoint one of its mem-
bers President pro tempore for that meeting or until the appear-
ance of the Mayor or the President pro tem.; if a quorum be not
present, the members may by a majority vote, take a recess for

a period not exceeding one hour.

RULE 4.- QUORUM.

A majority of the members of the Council shall constitute a quorum.

RULE 5.- LEAVING CHAMBER.

No member shall leave the Council Chamber while in session without permission being granted by the presiding officer.

RULE 6.- PRIVILEGE OF FLOOR.

No person except members and the Village Officials shall be permitted to speak or take part in the proceedings of the Council unless special permission be granted by the Council.

RULE 7.- PRESIDING OFFICER.

The presiding officer of the Council shall preserve order and decorum. He may, in common with any member, call any member to order who shall violate any of the rules; and shall decide all questions of order subject to an appeal of the Council, on the demand of a member, on which appeal there shall be no debate, but the member making the appeal may briefly state his reasons for the same. All questions are to be stated and put by the presiding officer, who shall declare all votes.

RULE 8.- STANDING COMMITTEES.

Standing committees shall be appointed by the Mayor, and the first named member of any committee shall be the chairman. The standing committees/^{so}selected shall be and remain for the ensuing term on the following subjects to wit:

1. Finance, three members.
2. Judiciary, three members.
3. Streets, three members.
4. Water Works, three members.
5. Sewers and Drainage, three members.
6. Sanitary Affairs, Three members,
7. Plats and Engineering, three members.
8. Rules and Revisions, three members

RULE 9.- ORDER OF BUSINESS- REGULAR MEETINGS.

The business of all regular meetings of the Council shall be transacted in the following order:

First- Roll Call.

Second- Reading and disposing of the Journal.

Third- Reports of Village Officers.

Fourth- Opening and reading of bids.

Fifth- Petitions and Memorials.

Sixth- Second Reading of Ordinances.

Seventh- Third Reading of Ordinances.

Eighth- Introduction of Ordinances. ✓

Ninth- Reports of Standing Committees, in the following order:

1.- Finance.

2.- Judiciary.

3.- Streets.

4.- Water Works.

5.- Sewers and Drainage.

6.- Sanitary Affairs.

7.- Plats and Engineering.

8.- Rules and Revisions.

Tenth- Reports of Special Committees. *Trustees have about*

Eleventh- Miscellaneous Business.

RULE 10.- SPECIAL MEETINGS- ORDER OF BUSINESS.

The business of all special meetings of the Council shall be transacted in the following order:

1.- Roll Call.

2.- The business for which such special meeting is called.

RULE 11.- SUSPENSION OF RULE 9.

After reading and disposing of the Journal it shall be the duty of the presiding officer to proceed with the order of business, but he may at any time permit a member to introduce an Ordinance, Motion or Resolution out of the regular order, provided there is no objection on the part of any member.

RULE 12.- VOTING.

In case any member present declines to vote on any question pending, upon which a yea and nay vote is being taken he shall upon the demand of any member be obliged to record his vote unless excused by a two-thirds vote of the Council.

RULE 13.- REPORTS OF COMMITTEES- HOW MADE.

Any subject matter having been referred to any committee

of the Council, or Village Officer, shall be reported upon in writing by such committee or officer, and at least a majority of the committee shall report thereon; and such report shall be accompanied by the original papers upon which said report is based, and be signed by each member thereof concurring therein, and the same shall be read by the Clerk.

RULE 14.- SPEAKING.

In all cases the member who shall first rise and address the chair shall speak first; but when two or more members shall rise and address the chair at the same time, the presiding officer shall name the member who is to speak first.

No member shall speak more than twice on the same subject, nor longer than five minutes without leave; no member shall speak more than once on the same subject until every member desiring to speak on that subject shall have had an opportunity to do so.

No member shall be allowed to speak except upon a Motion, Resolution, Ordinance, Report of a Committee, or other subject brought to the attention of the Council in regular order.

RULE 15.- MOTIONS- WHEN DEBATABLE- WITHDRAWAL.

When a motion is made and seconded it shall be stated by the presiding officer before any debate shall be in order. Every such motion and all amendments thereto, may be withdrawn by the mover at any time before decision with the consent of the second, if a majority of the members then present agree thereto.

RULE 16.- REDUCED TO WRITING.

When required by any member, every motion or proposition (except privileged questions) shall be reduced to writing before action is taken thereon.

RULE 17- Adjournment.

A motion to adjourn shall always be in order, unless the Council is engaged in voting; but being decided in the negative, shall not be again entertained until some motion, call or order shall take place.

RULE 18.- ORDER OF PRECEDENCE.

When a question or proposition is before the Council, or under debate, no motion shall be received except the following:

- 1- To adjourn.

- 2- Order of the day.
- 3- To lay on the table.
- 4- For the previous question.
- 5- To postpone to a day certain.
- 6- To commit.
- 7- To amend.
- 8- To postpone indefinitely.

The several motions aforesaid shall have precedence in the order in which they are above numbered.

RULE 19.- TO TAKE FROM THE TABLE.

A motion to take from the table shall be in order when that order of business is being transacted in which the matter to be taken up was laid upon the table, and such motion shall be decided without debate; provided the mover may be permitted to briefly state his reasons for the motion.

RULE 20.- RECONSIDERATION.

Any member who voted with the prevailing side may move a reconsideration of any action of the Council; provided, that such motion be made not later than the next regular meeting after such action was taken. A motion to reconsider shall not be made when a motion of some other subject is pending. When a motion to reconsider has been laid on the table, it shall not be subject to the provisions of Rule 18, but may be taken up and acted upon at any time. No motion to reconsider shall be made more than once on any matter or subject; and the same number of votes shall be required to reconsider any action of the Council as is required to pass or adopt the same.

RULE 21.- YEAS AND NAYS- DEMAND FOR.

Upon the demand of any member the yeas and nays shall be taken on the adoption of any resolution or any question or proposition submitted to the Council; and in taking the yeas and nays the Clerk shall call the names of the members in alphabetical order and before announcing the result by the presiding officer the Clerk shall read the vote so taken upon the demand of any member.

RULE 22.- ORDINANCES.

Ordinances may be introduced on reports of committees

or by any member of Council then present with their names endorsed thereon. Ordinances shall be consecutively numbered and shall be referred to by number. The action of Council shall be by ordinance or resolution, and on the passage of each ordinance or resolution the vote shall be taken by "yeas" and "nays" and entered upon the journal, but this shall not apply to the ordering of an election, or direction by Council to any board or officer to furnish Council with information as to the affairs of any department or office. No by-law, ordinance or resolution of a general or permanent nature, or granting a franchise, or creating a right, or involving the expenditure of money, or the levying of a tax, or for the purchase, lease, sale, or transfer of property, shall be passed, unless it has been fully and distinctly read on three different days, and with respect to any such by-law, ordinance, or resolution, there shall be no authority to dispense with this rule, except by a three-fourths vote of all members elected thereto, taken by yeas and nays, on each by-law, resolution or ordinance, and entered on the journal. No ordinance shall be passed by Council without the concurrence of a majority of all members elected thereto.

RULE 23.- RESOLUTIONS.

Resolutions may be offered by any member of the Council when present, with his name endorsed thereon, and if such resolution involve the expenditure of money, it shall be referred to the appropriate committee unless the Council by three-fourths vote suspend the rule requiring the resolution to be read on three separate days, in which case it may be acted upon at once.

RULE 24.- TRANSACTIONS- CERTIFICATE OF CLERK.

No contract, agreement or other obligation involving the expenditure of money shall be entered into, nor shall any ordinance, resolution or order for the expenditure of money, be passed by the Council or by any board or officer of a municipal corporation, unless the auditor or clerk thereof, first certifies to Council or to the proper board, as the case may be, that the money required for such contract, agreement or other obligation, or to pay such appropriation or expenditure, is in the treasury to the credit of the fund from which it is to be drawn, and not appropriated for any other purpose, which certificate shall be filed

and immediately recorded. The sum so certified shall not thereafter be considered unappropriated until the corporation is discharged from the contract, agreement or obligation, or so long as the ordinance, resolution or order is in force.

RULE 25.- THE FOLLOWING MOTIONS ARE NOT DEBATABLE:

To adjourn.

To lay on the table.

To take from the table.

For the previous question.

RULE 26.- RULES- VIOLATION OF.

If any member in speaking or otherwise, shall violate any rule of this Council, the presiding officer, or any other member may, call him to order; if such member shall be called to order while speaking, he shall immediately take his seat unless permitted to explain.

The question of order shall be decided without debate, and if the decision ^{shall} be in favor of the member called to order while speaking, he shall be at liberty to proceed with his speech without leave of the Council.

RULE 27.- RULES- TO AMEND.

Any proposed amendment or addition to the rules of the Council shall be first referred to the Standing Committee on Rules, who shall report them at the next regular meeting of the Council.

RULE 28.- SUSPENSION OF RULES.

These rules, or any of them, may be temporarily suspended at any meeting of the Council by a concurrent vote of three-fourths of all the members elected, and vote of such suspension, in such cases, shall be taken by the yeas and nays, and entered on the Journal.

RULE 29.- RULES- CUSHING'S MANUAL TO GOVERN.

In the absence of any rule upon any matter of business, the Council shall be governed by "Cushing's Manual" and "Cushing's Law and Practice of Legislative Assemblies".

SECTION 2. This Ordinance shall take effect and be in force
from and after the earliest period allowed by law.

Passed this _____ day of _____ 1916.

Mayor.

Attest:

Clerk.