RULES OF PROCEDURE
CHARTER REVIEW COMMISSION
CITY OF GAHANNA, OHIO

Adopted: February 12, 2026

1. FORCE AND EFFECT

1.1. No provisions or section of these rules which conflicts with, or restricts those rights provided by the Constitution of the United States, the Constitution of the State of Ohio, the Charter, or Code of the City of Gahanna, Ohio, or the common law, shall have any force or effect.

1.2. Robert's Rules of Order, current edition shall serve as the parliamentary authority in all matters not addressed by City Charter, City Code, or these Rules of Procedure.

2. DEFINITIONS

2.1. **Majority** – Four (4) members of the Commission

2.2. **Passing Motion** – A majority of the Commission

2.3. **Quorum** – A majority of the Commission

3. PRESIDING OFFICER

3.1. The Mayor, or the Mayor's designee, shall serve as temporary Chair of the Charter Review Commission at the organizational meeting, until a Chair is elected from those persons appointed to the Board.

3.2. The Chair of the Charter Review Commission shall be elected by a passing motion and roll call vote at the Organizational Meeting.

3.3. The Chair shall serve as the presiding officer of the Commission and shall be responsible for the conduct and order of the meetings of the Commission.

3.4. The Chair shall sign for the Commission all matters requiring the action of the Commission.

3.5. The Chair shall be responsible for determining whether or not Commission Meetings will be cancelled or postponed due to inclement weather conditions.

3.6. The Vice Chair of the Commission shall be elected by a passing motion and roll call vote at the Organizational Meeting.

3.7. In the absence of the Chair, the Vice Chair shall serve as the presiding officer; in the absence of the Vice Chair, a motion will be made to elect a member of the commission to serve as the presiding officer for the duration of that meeting.

3.8. Nothing in these rules shall diminish the task of the presiding officer of their duties and obligations as a Commission member.

4. MEMBERS OF THE CHARTER REVIEW COMMISSION

4.1. Any Charter Review Commission member that will not be present at any meeting shall notify the Clerk and the Chair at least 24 hours prior to the meeting to verify a quorum.

4.1.1. If it is determined that a quorum will not be present, the Chair shall postpone the meeting, and the Clerk shall notify the Commission and any interested parties.

5. CLERK OF THE COMMISSION

5.1. The Council Office shall provide a Clerk to the Charter Review Commission.

5.2. The Clerk shall attend all regular and special meetings.

5.3. The Clerk shall prepare a record of all proceedings during a regular or special meeting, which shall be termed the minutes.

5.4. The Clerk shall record the time of the late arrival and/or early departure of a member for each meeting.

5.5. The Clerk shall maintain the record and file of all approvals, recommendations, minutes, and other formal actions of the Charter Review Commission.

5.6. The Clerk shall prepare an agenda for each regular and special meeting in conjunction with the Chair.

5.7. The Clerk shall be responsible for distribution of the agenda, minutes, comments, correspondence, and any related business material to the members in a timely manner.

5.8. The Clerk shall, upon receipt of new business or correspondence, prepare and proceed with notification as required by Code.

5.9. The Clerk shall perform all clerical duties incidental to the office and all other duties as directed by the Chair.

6. MEETINGS

6.1 **REGULAR MEETINGS** may be held at City Hall, in Council Chambers, as needed, on the day(s) established in the organizational meeting. If there is no business to come before the Commission, the meeting may be cancelled at the discretion of the Chair. The Clerk will provide notice of the cancellation.

6.1.1 Such meetings may be held in any other place within the confines of the City of Gahanna, provided that plans are announced at least 72 hours prior to the scheduled meeting.

6.1.2 All members of the Commission shall be notified not less than 48 hours in advance of the date, time, place, and purpose of such meetings.

6.2 **SPECIAL MEETINGS** may be called by the Chair, or any three members of the Commission acting as a group and may be held at City Hall, in Council Chambers, on a day and time established.

6.1.1. Such meetings may be held in any other place within the confines of the City of Gahanna, provided that plans are announced at least 72 hours prior to the scheduled meeting.

6.1.2. Such meetings do not negate the public notice requirements, or any requirements established by the Charter or Code.

6.1.3. All members of the Commission shall be notified not less than 24 hours in advance of the date, time, place, and purpose of such meetings.

7. ORDER AND CONDUCT OF BUSINESS

7.1. **APPLICATIONS** or business heard by the Commission at a Regular or Special Meeting shall have official action taken prior to the adjournment of the meeting unless a quorum is not present. An application shall be given a descriptive title for the agenda.

7.2. **AGENDAS** shall be prepared by the Clerk and approved by the Chair for each meeting. The agenda distribution shall serve as notification of the meeting.

7.3. **ORDER OF BUSINESS** shall be conducted by the Chair and outlined in the agenda. The items for a regular meeting agenda should include the following:

A. Call meeting to order / Pledge of Allegiance / roll call.
B. Additions or corrections to the agenda.
C. Approval of minutes.
D. Public comment.
E. Unfinished business.
F. New business.
G. Correspondence and actions.
H. Poll members for comment.
I. Adjournment.

7.4. **PUBLIC COMMENT ORDER** – *Anyone making comment shall fill out a speaker request form, available at the meeting, and turn into the Clerk prior to speaking.*

7.4.1. **In-person:** Visitors that wish to speak before the Charter Review Commission must complete a speaker's slip, be recognized by the Chair, state their name and address, and the purpose of their comments. There will be a 3-minute limitation on individual comments. Such time schedule would prevail unless extended by the Chair without opposition by a Commission member. Everyone addressing the Commission will approach the lectern and state their names and addresses for the record.

7.4.2. **Via video:** Individuals wishing to provide public comment regarding an item on a noticed meeting's agenda but unable to attend in-person may submit a recorded video by 5:00 p.m. on the day of the noticed meeting for the Commission to view during the appropriate time on the agenda.

7.4.2.1. In the recorded video, the speaker must: 1) state their name and address, 2) display their face at all times during the video, and 3) state and address only the specific item on the noticed meeting's agenda for which their comments apply. The video comments will be limited to three minutes. The individual must complete the form and upload the video on the city website designated for this purpose. The Chair reserves the right to end and/or not publish the video should it disrupt the decorum of the meeting or to not comply with the requirements stated herein.

7.5. **MOTIONS** shall be considered official action and may be made by any Charter Review Commission member, regardless of their vote. All motions shall be made in the positive. All motions require a second, unless otherwise stated. The Chair shall ask for discussion on the motion, from Charter Review Commission members, after a second but before the vote.

No motion shall be proper, except the following:

7.5.1. Motion to adjourn. *Does not require a second, roll call vote, or discussion on the motion, unless there is opposition.*

7.5.2. Motion to recess.

7.5.3. Motion to end discussion and move to a vote.

7.5.4. Motion to postpone to a date certain to a Regular or Special Meeting.

7.5.5. Motion to postpone indefinitely. *A motion to postpone indefinitely, if passed, shall declare the item lost or denied. This motion shall be debatable only as to the motion itself. This motion is not applicable to items requiring City Council action.*

7.5.6. Motion to refer to an established Ad Hoc Committee

7.5.7. Motion to approve.

7.5.8. Motion to recommend to City Council. *The motion either passed or failed shall be in writing to City Council.*

7.5.9. Motion to amend. *Shall be susceptible to one amendment. The amendment shall be declared in the motion. A motion to amend that fails, shall not be moved again in the same form, or moved for reconsideration.*

7.5.10. Motion to reconsider. *A motion to reconsider can only occur at the Regular Meeting where action was taken on the item. If passed, the item shall not be discussed until the next Regular Meeting and any interested parties shall be notified of the date and time of the Regular Meeting the reconsidered item shall be heard.*

7.5.11. Motion to bring any matter from postponement or bring any matter from committee. *Shall be at any succeeding meeting.*

7.6. **ROLL CALL** order shall be as follows: the person making the motion, the person seconding the motion, proceeding with a rolling alphabetical order. The accuracy of the order of roll call, shall not alter the vote.

7.7. **VOTING**

7.7.1. All voting shall be oral and open.

7.7.2. The Clerk shall call the roll, and each Commission member shall respond "yes", "no", or "abstain for reasons of conflict interest". A member may abstain for reasons of conflict interest, but the basis for such conflict need not be stated. Any abstain vote shall be considered a vote not cast.

7.7.3. A quorum shall be considered four (4) or more commission members being present

7.7.4. A quorum shall be established before a motion can made and voted on.

7.7.5. A simple majority is more than half of the votes cast.

7.7.6. A motion shall be considered passed if the motion received a simple majority "yes" vote.

7.7.7. A motion shall be considered failed if the motion received a simple majority "no" vote.

7.7.8. A motion receiving a tie vote shall be considered failed.

7.7.9. A Charter Review Commission member making or seconding a motion may either vote "yes" or "no" on the motion.

7.8. **DEBATE ON A MOTION** shall be controlled by the Chair. No person shall be permitted to speak on any motion longer than that period of time, or number of times, which is considered appropriate by the Chair.

8. **STAFF, EXTERNAL PARTIES, ELECTED AND APPOINTED OFFICIALS OF THE CITY** may be invited to attend a meeting and answer any questions asked by the Charter Review Commission. Such requests shall be made at least 72 hours prior to the scheduled meeting.

9. **AD HOC COMMITTEES** may be assigned by the Chair for specific purposes and shall be comprised of at least two (2) Charter Review Commission members. The appointment of the Chair shall be confirmed by a roll call vote. Such committees will exist only for the length of time required to complete their purpose.

9.1. Any meetings held do not negate the public notice requirements or any requirements established by the Charter or Code and all members of the Commission shall be notified not less than 24 hours in advance of the date, time, place, and purpose of such meetings.

10. REPORT TO COUNCIL

10.1. The Charter Review Commission shall, no later than July 1 of the same year in which they were appointed, recommend to Council such amendments, if any, to this Charter as in its judgment are conducive to the public interest. *NOTE: Templates are available upon request of the Clerk.*

10.2. This report may include but is not limited to the following sections:

- **PREAMBLE**: Provides a general explanation of how the Commission conducted itself and the processes it undertook.
- **SUMMARY OF PROPOSALS**: A list of each individual proposed charter amendment including the Article, the Section, and a summary of the purpose of the proposed amendment.
- **EXHIBITS**: Attached exhibits of the complete language of the proposed charter amendments, formatted in columns labelled "Existing Charter", "Proposed Charter", and "Explanation".
- **SIGNATURE PAGE**:

10.3 The Charter Review Commission shall, at the next regular council meeting after July 1, present the Charter Review Recommendation Report to Council. *NOTE: This presentation has historically been conducted by the Chair and Vice Chair of the Commission but may be conducted by any of the Commission members.*

11. CERTIFICATION OF CHARTER

11.1. Following certification by the Board of Elections of the results of any election in which an amendment to this Charter appears on the ballot, the Commission last appointed shall meet with the Clerk of City Council and certify an official version of the Charter, reflecting the certified results of the election.

11.1.1. To ensure the Charter may be certified with the Ohio Secretary of State within 30-days of the election in which the amendments appeared (Ohio Constitution, Article XVIII, Sec. 9), <u>this meeting will take place on or before December 1 of that year.</u>

11.1.2. The certification shall consist of the dating and signature by, at minimum, the Chair of the Commission. The official version shall be deposited with and maintained by the Clerk of City Council.

11.2. Upon certification, the business of the current Charter Review Commission shall be considered complete, and the positions of the commission vacated until the appointment of the next Charter Review Commission as dictated by the charter.

ADOPTED BY THE CHARTER REVIEW COMMISSION OF THE CITY OF GAHANNA, OHIO, this 12th day of February 2026.

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Ethan Barnhardt, Chair,
Charter Review Commission

APPROVED AS TO FORM:

PDT
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Priya Tamilarasan, City Attorney

ATTEST:

Jeremy A. VanMeter
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Jeremy VanMeter, Clerk of Council