

RULES OF PROCEDURE

of the

COUNCIL OF THE
CITY OF GAHANNA

DRAFT

Adopted: January 22, 2019
Amended: July 18, 2022 (*added 6.30(a) and 6.30(b)*)
Amended: December 18, 2023
Amended: March 18, 2024
Amended: [March 2, 2026](#)

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COUNCIL OF THE CITY OF GAHANNA

ARTICLE I - FORCE AND EFFECT

- 1.01 No provision or section of these rules which restricts or conflicts with those rights provided by the Constitution of the United States, the Constitution of the State of Ohio, the Charter of the City of Gahanna, Ohio or the general law shall have any force or effect.
- 1.02 Robert's Rules of Order, Current Edition, shall control where no provisions are made in these rules and where not in conflict with these rules.

ARTICLE II – DEFINITIONS

	2. 40 1	Majority	-	Four members of the Council.
	2. 44 2	2/3 Majority	-	Five members of the Council.
	2. 42 3	3/4 Majority	-	Six members of the Council.
	2. 43 4	Quorum	-	A simple majority of the elected body.

ARTICLE III - OFFICERS OF COUNCIL

- 3.01 The Officers of Council shall be elected from Council membership by majority vote of Council at the annual Organizational Meeting as prescribed by Charter. Council members elected as Officers shall serve a one year term and perform the duties of office as described herein.

	3. 20 2	President.	The President of the Council shall:
	A.	Serve as presiding officer of Council, and be responsible for the conduct and order of meetings of Council.	
	B.	Determine which committees shall consider new business, subject to challenge by a majority of Council.	
	C.	Appoint Standing and Special Committees:	

1. Appoint a chair for Finance Committee, who shall also serve on the City's Capital Improvement Plan Advisory Committee (ORD-0060-2023).
 2. Appoint a chair for each special committee as may be formed pursuant to these Rules.
 3. Appoint members of Council to special committees for the purpose of obtaining information, studying items of business, formulating policies and other activities deemed necessary in the conduct of public business.
- D. Sign for Council all ordinances, resolutions, and other matters requiring the approval of Council. The presiding officer shall sign per 3.4004.
- E. Appoint Council Representatives and Liaisons:
1. Appoint a Council representative to serve on the Community Improvement Corporation Board of Trustees.
 2. Appoint a Council representative to serve on the Mid-Ohio Regional Planning Commission.
 3. Appoint a Council representative to serve on the Convention and Visitors Bureau Board of Directors.
 4. Appoint a Council representative to serve on the City's Capital Improvement Plan Advisory Committee (ORD-0060-2023).
 5. Appoint two Council representatives to serve on the City's Incentive Advisory Board.
 6. Appoint two Council representatives to serve on the City's Volunteer Peace Officers' Dependents Fund Board.
 7. Appoint a Council liaison to the Gahanna-Jefferson Board of Education.
- F. Serve on or appoint a designee to serve on the Community Improvement Corporation Board of Trustees.
- G. Serve on the City's Capital Improvement Plan Advisory Committee (ORD-0060-2023).
- H. Serve as an ex officio member of all Council committees.
- I. Supervise the Clerk of Council and Council office staff.

J. Prepare an annual performance review of the Clerk of Council and sign all other performance evaluations of Council office staff prepared by the Clerk of Council.

K. Approve requests for changes in the content or design of the Council web page.

3.3903 Vice President. The Vice President of Council shall:

A. Serve as the President of Council when the President is absent.

B. Serve as the Council Chaplain, and shall call for the Pledge of Allegiance.

C. Serve as Chair of the Council Committee of the Whole.

3.40-04 Absence of Officers

A. In the absence of the President, or if the President is Acting Mayor, the Vice President shall sign all ordinances, resolutions, and other matters requiring the approval of Council. In the absence of the Vice President, or if the Vice President is Acting Mayor, the most senior Council member shall sign all ordinances, resolutions, and other matters requiring the approval of Council.

B. In the absence of the President, the Vice President shall run regular and special meetings. In the absence of the Vice President, [the President shall run Committee of the Whole meetings, or if unable to do so](#), the most senior Council member shall run the meeting.

ARTICLE IV - COUNCIL STAFF

4.01 Council staff shall serve at the discretion of Council and Council shall provide reasonable compensation for services rendered.

4.02 Clerk of Council. The Clerk of Council shall:

A. Attend all Council meetings, regular and special, or provide for coverage by a Deputy Clerk.

B. Prepare a record of all proceedings for all Council meetings which shall be termed the minutes.

C. Record the exact hour and minute of the late arrival or early departure of any Council member for each regular or special meeting of Council.

- D. In conjunction with the President of Council, prepare an agenda for each regular or special meeting of Council.
- E. Assign numbers in their proper sequence to all ordinances and resolutions of Council.
- F. Maintain a permanent record of all ordinances and resolutions introduced with appropriate notation showing history of each including original Council action, repeal actions, and amendments.
- G. Prepare and keep a file of all Council correspondence.
- H. Research as required by Council.
- I. Verification as required for local elections.
- J. Duties as required by Section 709.011, Ohio Revised Code.
- K. Prepare all legislation coming before Council.
- L. Coordinate with administration recommendations coming forward from various boards and commissions.
- M. Ensure codification of ordinances and preparation of updates to the Codified Ordinances of the City of Gahanna.
- N. Sign all Council documents attesting to official Council actions as required.
- O. Receive all appeals to be heard by Council as a result of action by any board or commission.
- P. Prepare and advertise all required public hearings.
- Q. All other clerical and secretarial duties incidental to the job.
- R. Provide supervision of the Council office staff.
- S. Perform such other duties as directed by Council.

4.03 The Clerk of Council shall report to the President of Council and shall serve all members of Council.

ARTICLE V – MEETINGS

5.01 Council shall hold an Organizational Meeting at the beginning of each calendar year as prescribed by Charter in order to elect officers and make other designations as set forth in 3.02.- Council shall set the date for the Organizational Meeting in accordance with the Charter and shall set the time at its last regular meeting of the preceding year. ~~For the purpose of electing officers of Council, the Organizational Meeting shall be considered a regular meeting that begins at 7:00 p.m. unless Council votes to change the time at their last regular meeting of the preceding year. Council's first regular meeting of the year may immediately follow its Organizational Meeting.~~

5.02 Regular meetings of City Council exclusive of rule 5.40-01 shall be called to order at 7:00 p.m. during the first and third weeks of each month on the day established in the Organizational Meeting.

~~A. Council members may meet at 6:45 p.m. prior to a regular Council meeting to informally review the Regular Council Agenda, or any potential changes thereto.~~

5.03 Special meetings may be called by the Mayor, the President of Council, City Attorney, any three members of Council acting as a group, or majority vote of Council at a regular meeting. All members of Council shall be notified not less than 24 hours in advance of a special meeting as to the date, time, place, and purpose of such meetings. Only matters relating directly to the stated purpose of the special meeting may be considered during the special meeting. Notice of special meetings shall be in writing and as prescribed by Charter Section 4.11.

5.0435 Committee meetings of City Council shall be held during the second and fourth weeks of each month, as needed, or on a date established by the President of Council.

5.05 An executive session may be requested by any member of Council, the Mayor, or the City Attorney to be held during a regular or special meeting of Council. The request shall state the specific purpose or purposes for the executive session. Council may hold an executive session only after a majority of the members of Council present determine, by roll call vote taken at that same meeting, to hold the executive session, and only for the sole purpose of considering one or more of the matters listed in subsections A through G as follows:~~The members of the Council may hold an executive session only after a majority vote of Council determines, by a roll call vote, to hold such and only at a regular or special meeting for the sole purpose of the consideration of the matters listed in subsection A, B, C, D, E, F, AND G as follows:~~

- A. To consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official, or the investigation of charges or

complaints against a public employee, official, licensee, or regulated individual, unless the public employee, official, licensee, or regulated individual requests a public hearing.

- B. To consider the purchase of property for public purposes, the sale of property at competitive bidding, or the sale or other disposition of unneeded, obsolete, or unfit-for-use property in accordance with section 505.10 of the Revised Code, if premature disclosure of information would give an unfair competitive or bargaining advantage to a person whose personal, private interest is adverse to the general public interest.
- C. To confer with the City Attorney for the public body concerning disputes involving the public body that are the subject of pending or imminent court action.
- D. To prepare for, conducting, or reviewing negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment.
- E. To discuss matters required to be kept confidential by federal law or rules or state statutes.
- F. To discuss details relative to the security arrangements and emergency response protocols for a public body or a public office, if disclosure of the matters discussed could reasonably be expected to jeopardize the security of the public body or public office.
- G. To consider confidential information related to the marketing plans, specific business strategy, production techniques, trade secrets, or personal financial statements of an applicant for economic development assistance, or to negotiations with other political subdivisions respecting requests for economic development assistance, provided that both of the following conditions apply:
 - 1. The information is directly related to a request for economic development assistance that is to be provided or administered under any provision of Chapter 715, 725, 1724 or 1728 or sections 701.07, 3735.67 to 3735.70, 5709.40 to 5709.43, 5709.61 to 5709.69, 5709.73 to 5709.75, or 5709.77 to 5709.81 of the Revised Code.
 - 2. A unanimous quorum of the public body determines, by a roll call vote, that the executive session is necessary to

protect the interests of the applicant or the possible investment or expenditure of public funds to be made in connection with the economic development project.

- H. If Council holds an executive session to consider any of the matters listed in subsections A, B, C, D, E, F, or G, the request to hold that executive session shall state which one or more of the approved matters listed in those subsections are to be considered at the executive session.

~~5.41—An executive session may be requested by the Mayor or any member of Council or the City Attorney, who shall state the purpose of the requested session. Unless Council objects by roll call vote, as provided in 5.40 hereinabove, or the stated purpose of the session is not in compliance with section 5.40, the President of Council shall schedule the executive session as requested.~~

5.0642 Council may take no official action of any kind in executive session. Any resolution, rule or formal action concerning matters discussed in executive session must be adopted in an open meeting.

5.07 All meetings of Council except Executive Sessions shall be open to the public.

5.08 All meetings of Council shall be held at the City Hall in the Municipal Complex of the City of Gahanna unless a change of location becomes necessary. Notice of a change in location shall be made as prescribed by Charter section 4.10.

ARTICLE VI - CONDUCT OF COUNCIL BUSINESS

6.01 The Agenda. An agenda of business to be considered by Council shall be prepared and distributed so as to be received by each Council member and the Mayor at least 48 hours prior to a regular meeting of Council and 24 hours prior to each special meeting. In the case of a special meeting, the notice of such meeting as required by Charter, Section 4.11, shall be the meeting agenda.

6.02 The agenda for a regular meeting shall contain:

- A. A listing of all public hearings to be conducted and a description of the purpose of each hearing.
- B. A listing by title of each ordinance to be considered.
- C. A listing by title by each resolution to be considered.
- D. Any other matters of known business.

- 6.03 The agenda for each regular meeting of Council shall be distributed to each Administrative Department Head so as to be received at least 48 hours prior to a regular meeting of Council. Notice of special meetings of Council shall be distributed as directed by the President of Council.
- 6.04 Any member of Council may request a matter of business be placed on the agenda for a regular meeting provided such request is received by the Clerk of Council by Thursdays by 5:00 p.m. or at the discretion of the President of Council prior to distribution of the agenda.
- 6.05 Any member of Council may move to add a matter of business to the agenda during a regular meeting. The motion shall be seconded and approved and the agenda modified upon majority vote of Council.
- 6.06 There shall be no discussion on items on the Consent Agenda. Any item that warrants discussion or if a no vote is possible shall be referred to the Regular Agenda by simple request by any Council Member.

6.0720 Order of Business. The presiding officer shall conduct Council meetings in the order outlined by the agenda. The agenda order for regular meetings shall be, at the discretion of the Council President, but should include the following:

- A. Call to order/Invocation/Pledge of Allegiance/Roll Call.
- B. Additions/Corrections To The Agenda.
- C. Presentations.
- D. Hearing of Visitors.
- E. Consent Agenda.
- F. Public Hearings.
- G. Correspondence and Actions:
 - 1. Clerk.
 - 2. Council.
- H. Second Reading of Ordinances.
- I. First Reading of Ordinances.
- J. Resolutions/Motions.
- K. Representatives:
 - 1. Community Improvement Corporation (CIC).

2. Mid-Ohio Regional Planning Commission (MORPC).
3. Board of Education, Gahanna-Jefferson Public Schools.
4. Convention & Visitors Bureau.

- L. Official Reports:
1. Mayor.
 2. City Attorney.

M. Council Comment.

N. Adjournment.

6.0830 Hearing of Visitors:

A. *In-person*

Visitors that wish to speak before Council 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 President without opposition by a Council member. Everyone addressing Council will approach the lectern and state their names and addresses for the record.

B. *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 Council to view during the appropriate time on the agenda.

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.

ARTICLE VII - COUNCIL COMMITTEES AND THEIR RESPONSIBILITIES

7.01 Standing Committees. There shall be the following standing committees, on which all members of Council serve:

- A. COMMITTEE OF THE WHOLE. To meet on a committee night as needed to discuss items and legislation from Administration, the City Attorney, and Council. Recommendations from Planning Commission and/or any Board, Committee, or Commission will be assigned to this Committee. Administrative items not otherwise assigned to another committee shall be in Committee of the Whole.
- B. FINANCE: To meet on a committee night as needed to discuss strategic, not routine, finance issues. Quarterly updates by the Director of Finance will be discussed.

Reports will be required from all directors as requested by Council.

- 7.02 Special committees composed of not more than three members of Council shall be appointed by the President of Council for a specific purpose and a specified period in time. The specified purpose of a special committee must be one that cannot properly be assigned to a standing committee.
- 7.03 All committees shall meet in Gahanna City Hall unless a change of location becomes necessary, and shall be open to the public. Standing and special committees may not meet in executive session.
- 7.04 Council shall take no official action of any kind during a committee meeting but shall make recommendations.
- 7.05 Additional committee meetings may be scheduled by the Committee Chair or Council President during a regular or committee meeting of Council.

~~7.0660 A Request for Council Action (RCA) Form with supporting material will be required on all matters to be addressed by Council. The RCA Form is to be transmitted to the Clerk of Council digitally by the end of day on the Thursday prior to the Committee meeting. A report to Council outlining the requested actions and including supporting materials shall be submitted for all matters to be addressed by Council. To allow adequate time for inclusion on the forthcoming agenda, the report shall be submitted electronically to the Clerk of Council no later than 12:00 p.m. on the Thursday preceding the Committee meeting.~~

ARTICLE VIII – LEGISLATION

- 8.01 Legislation in the form of any ordinance or resolution may be proposed ~~or recommended~~ by any member of Council, the City Attorney, the Mayor, an Administrative Department Head, any City Board or Commission acting as a body, or any committee of Council.

8.02 All proposed legislation shall be in proper written form approved by the City Attorney prior to enactment by Council.

8.03 Proposed ~~or recommended~~ legislation ~~may shall~~ be assigned to a standing or special committee for ~~additional~~ study and evaluation. However, the Council President, on a limited basis and upon request by any member of Council, the City Attorney, or the Mayor, may bring forward proposed legislation on a regular meeting agenda without prior committee discussion. ~~if such action is deemed necessary or in the best public interest by the President of Council.~~

~~8.04 Council may, by majority vote at a regular or special meeting of Council, direct the President of Council shall, upon request of a member of Council, to re-assign pending legislation to committee for further discussion and evaluation.~~

~~A. Should re-assignment prolong adoption of proposed legislation, Council shall follow parliamentary procedure as defined in the current edition of Robert's Rules of Order in order to postpone action on proposed legislation.~~

8.05 The formal, written enactment of Council in the exercise of governmental power vested by the Charter or statutes of the municipality for the regulation of the conduct of its citizens or others subject to its control, and intended to be of a permanent duration, shall be in the form of an ordinance. Unless otherwise required by the Ohio Revised Code or Gahanna Codified Ordinances, the following shall require the use of an ordinance:

- A. Any action resulting in a change in or an addition to one of the codified laws of the City;
- B. Any action to enact or levy taxes;
- C. Any permanent zoning regulations;
- D. Any action to grant, renew, or extend franchises;
- E. Any action establishing, regulating, or changing the rates charged by any public utility for its use;
- F. Any action authorizing the municipality to borrow money or issue bonds or notes;
- G. Any action granting or modifying economic incentives;
- H. Any action authorizing the ~~levying of special assessments~~;
- I. Any action authorizing the purchase, lease, or transfer of public property;
- J. Any action authorizing the exercise of eminent domain;
- K. Any action establishing a municipal fire department, contracting with another jurisdiction or company for fire service, or entering into a joint fire district;
- L. Any classification or designation of employees where Council action is required;

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M. The creation of any departments, boards, or commissions, where Council action is required.

8.06 The formal, written enactment of Council of a less permanent nature, not prescribing any permanent rules of conduct and usually required or applied to the preliminary declaration of legislative intent to be effectuated by the subsequent passage of an ordinance, or for the disposition of a specific matter not required by statute or charter provision to be done by ordinance, may utilize a resolution. Resolutions may include, but are not limited to:

A. Authorization of the purchase of equipment, materials, or services for the City;

B. Authorization of receiving of bids of works on City projects for maintenance and/or repairs to City property or equipment;

C. Authorization of repairs to City buildings, parking lots, park property, etc.;

D. Determining the necessity to repair or replace sidewalks within a defined program area;

E. Business relations with other municipal, state, or federal governments or agencies that will not result in a change in the City codes;

F. Expressions of support, celebration, or condemnation expressing the views of Council.

8.07 All ordinances before Council shall be read by title at two different regular or special meetings of Council unless the second reading is waived as provided by Charter.

8.08 Council may, for any ordinance waive the second reading, declare an emergency or both, as provided by Charter.

8.09 Should a situation exist which requires waiver of second reading of an ordinance, all members of Council shall receive a written explanation of the legislation and the reason a waiver of second reading is required.

8.10 An ordinance may be declared an emergency only to immediately preserve the public peace, property, health, safety or welfare.

8.11 Copies of all ordinances, resolutions, any Mayor's veto notice and supporting documentation, if applicable, shall be distributed so as to be received by each Council member at least 48 hours prior to the regular meeting or 24 hours prior to the special meeting of Council at which such matters are to be considered.

8.12 Resolutions and motions may be acted upon at the same regular or special meeting of Council at which they are introduced.

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ARTICLE IX – PUBLIC HEARINGS

9.01 The President of Council shall give a brief statement or explanation of the item under hearing.

Prior to the opening of the public hearing, the administration may make a presentation of slides, videos, photos, staff comments, or combination thereof, regarding the application in question.

9.02 The public hearing shall be opened with any applicant, or their representative, to make a presentation or comment on the application (for items recommended by Planning Commission) for up to 10 minutes. Public comment will be opened with 3 minutes allowed per speaker. Speakers must complete a speaker slip and come to the podium when called and state their name and address for the record. Additional time, if needed, may be requested and permission is at the discretion of the President of Council.

9.03 Comments and questions by Council and administration shall be reserved for the period following the public hearing.

9.04 Questions presented by any speaker during the public hearing and subsequent answers from members of Council or the administration will be considered as part of the time allotted for the public comment during the public hearing.

ARTICLE X – DEBATE BY COUNCIL

10.01 The President of Council shall control debate according to the following rules:

- A. 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 President of Council.
- B. While members of Council may yield to other persons, the limitations outlined in Section 10.01(A) will prevail.
- C. The President of Council may refuse the floor to any person when tactics are obviously dilatory and not in the best interest of Council or the conduct of public business.

ARTICLE XI – PROCEDURAL MOTIONS

11.01 When an issue is under discussion before Council and a motion has been made, no motion shall be proper except the following in order of precedence:

- A. Motion to adjourn.
- B. Motion to recess.
- C. Motion to end discussion and call the question.
- D. Motion to refer to a standing or special committee.
- E. Motion to postpone until a stated future time.
- F. Motion to postpone for an indefinite time.
- G. Motion to amend a motion under discussion.

11.02 All motions shall require a second except motion to adjourn.

11.03 A motion to amend is susceptible to but one amendment. An amendment, once rejected, may not be moved again in the same form, or moved for reconsideration.

11.04 If a motion to ~~table-postpone~~ for an indefinite time is carried, the principle question shall be declared lost.

11.05 Only one (1) motion to reconsider will be allowed on a topic.

11.06 A motion to bring any matter from committee or to bring any matter from postponement shall be in order at any regular meeting following action under Section 11.01, Items D or E.

11.07 A motion to postpone until a stated future time or to table for an indefinite time shall be debatable only as to the motion itself.

11.08 A motion to end discussion and call the question shall not be considered until all members of Council have had an opportunity to debate the original motion.

11.09 A motion to adjourn by any member of Council must be recognized by the chair and ~~won't be in~~ shall not take effect until the chair declares the meeting adjourned. No second to the motion of adjournment is necessary.

ARTICLE XII – VOTING

12.01 Voting on all matters shall be oral and open. The Clerk of Council shall call the roll and each member of Council shall ~~respond-state~~ their vote on the question.

12.02 Members of Council shall vote in the affirmative or negative on all matters coming to vote at a regular or special meeting of Council. A member of Council may abstain from a vote only by declaring a conflict of interest on the question at the time of abstention. No other comment shall be considered during voting.

An abstention shall be treated as a vote not cast and the abstaining member is absent for voting purposes on that particular issue only.

12.03 The order of voting by members of Council shall rotate with each vote except the member who moved the question shall be called to vote first followed by the member who seconded the motion.

12.04 A majority vote of Council consisting of four affirmative votes shall carry, adopt or approve any motion before Council unless otherwise provided for by Charter or by law.

12.05 Any motion receiving a tie vote is not carried, is not adopted and fails.

12.06 The President of Council shall declare the results of each vote.

12.07 No member of Council shall be permitted to change their vote after the vote results have been declared unless the motion is reconsidered by majority vote of Council.

ARTICLE XIII – ELECTED OFFICERS AND APPOINTED OFFICIALS OF THE CITY AS THEY RELATE TO COUNCIL.

13.01 Elected officers and appointed officials of the City of Gahanna, except as provided by the Charter of the City of Gahanna, may be requested to attend Council meetings and answer any proper questions directed to them by the Council.

13.02 Such requests of elected officers and appointed officials shall be made in writing and distributed so as to be received by the officer or official at least 24 hours prior to the scheduled meeting.

13.03 The notice shall state the time, place, and purpose of the meeting.

ARTICLE XIV – MISCELLANEOUS PROVISIONS

14.01 When a ruling of order has been made by the President of Council, such ruling may be reversed or declared null, void and of no effect by majority vote of Council.

ARTICLE XV – AMENDMENT OF RULES

15.01 These Rules of Procedure may be amended by a majority vote of Council at any regular meeting, provided that the proposed amendment has been distributed at least 48 hours prior to consideration.

AMENDED BY THE COUNCIL OF THE CITY OF GAHANNA, OHIO, this ~~18th~~ 2nd day of March ~~2024~~2026.

~~Merisa K. Bowers~~ Trenton I. Weaver
–President of Council

APPROVED AS TO FORM:

Priya Tamilarasan
City Attorney

ATTEST:

Jeremy A. VanMeter
Clerk of Council