

**Village Council Of Mt. Orab, Ohio**  
**Rules of Order 2026-01**

WHEREAS, Village officials have historically adopted rules and orders for council for the Village; and  
WHEREAS, council desires to codify said rules and orders of the Village.

SECTION 1. Village Mount Orab Ohio Council hereby adopts the following rules and order of council:

RULE 1. **RULES OF COUNCIL**

A. Council shall determine its own rules and keep a journal of its proceedings. [RC 731.45]

B. ADOPTION

Council Rules need not be adopted by ordinance or resolution but upon motion.[1964 OAG No. 898]

Council Rules of Council shall be adopted annually at the first meeting in January of each year.

Council Rules do not continue from term to term but must be re-adopted by succeeding councils.[1964 OAG No. 898]

Council Rules may be adopted upon a vote of a majority of its elected members.

RULES APPLY TO COMMITTEES - These rules shall apply to all committees of Council when applicable.

SUSPENSION OF THE RULES - Rules may be suspended upon a vote of majority of members present.

AMENDING RULES – Rules may be amended upon a vote or majority of its elected members.

**OFFICERS**

RULE 2. Presiding Officers [RC 733.24]

The Mayor shall be the president of the legislative authority and shall preside at all regular and special meetings thereof, but shall have no vote except in case of a tie.

RULE 3. **VILLAGE FISCAL OFFICER [RC 733.262]**

The Village fiscal Officer shall perform the duties provided by law for the village clerk and any other duties consistent with the nature of the office that are provided for by municipal ordinances.

RULE 4. **VILLAGE CLERK**

The Village Clerk acts as a primary records keeper, recording secretary to the board, and administrator; managing public records, maintaining ordinances, conducting local elections, and serving as a key information contact for residents.

RULE 5. **PRESIDENT PRO TEMPORE OF COUNCIL [RC731.10]**

At the first meeting of January each year, the legislative authority of the village shall immediately proceed to elect a president pro tempore from its own number, who shall serve until the first meeting in January next after his election.

When the Mayor is absent from the village or is unable, for any reason, to perform his duties, the president pro tempore shall be the acting mayor and shall have the same powers and perform the same duties as the mayor.

President pro tempore of the village legislative authority retains his right to vote on all matters as a member of the council while acting as the presiding officer of a council meeting when the mayor is absent. (1980 Ohio Op. Atty Gen. No. 100;1962 Ohio Op. Atty Gen. No. 3203, p643)

In the absence of both the mayor and the pro tempore, the council shall apt. A temporary chairman not to continue beyond adjournment.

**RULE 6. MEMBER ATTENDANCE [RC 731.45]**

The legislative authority may declare a council seat vacant for absence for any member without valid excuse, where such absence has continued for two months. No expulsion shall take place without the concurrence of two thirds of all the members elected, and until the delinquent member has been notified of the charge against him and has had an opportunity to be heard.

EXCUSED FROM ATTENDANCE at more than three council meetings except upon roll call by a vote by the majority of the members present.

**RULE 7. QUALIFICATIONS OF MUNICIPAL OFFICERS~ OATHS [RC733.68 and 3.24. See also RC 705.28]**

Each officer of a municipal corporation, of any department or board of a municipal corporation, whether elected or appointed as a substitute for a regular officer, shall be an elector of the municipal corporation and before entering upon official duties, shall take an oath.

**RULE 8. FAILURE TO TAKE OATH [RC731.49]**

The legislative authority of a municipal corporation may declare vacant the office of any person elected or appointed to such office who, within ten days after they have been notified of their appointment or election, or obligation to give a new or additional bond, fails to take the required official oath or to give any bond or to give bond required of them.

**RULE 9. VOTING [RC705.15]**

The affirmative vote of the majority of members of the legislative authority is necessary to adopt any motion, ordinance, and on the passage of every ordinance or resolution the vote shall be taken by "yeas" and "nays" and entered upon the journal.

The Mayor shall have no vote except in case of a tie. [RC733.24]

President pro tempore of a village legislative authority retains his/her right to vote on all matters as a member of Council while acting as presiding officer of a Council meeting when the Mayor is absent.

**CONFLICTS OF INTEREST.** While no one can vote on a matter affecting himself, it is not a conflict of interest for a person to vote in favor of a matter that applies to the general class of which he/she is a member.

**RULE 10. ORGANIZATIONAL MEETING**

At the first meeting of January of each year, council shall proceed to address the following:

- A. PRESIDENT PRO TEMPOR OF COUNCIL [RC731.10]
- B. ADOPTION OF COUNCIL RULES[See731.45 & 1964 OAG No.898]
- C. ANNUAL REPORT- FISCAL OFFICER [RC 733.45]  
At the first council meeting in January each year, the Fiscal Officer shall report to it the condition of the finances of the Village.
- D. COMMITTEE APPOINTMENTS- MAYOR  
At the first council meeting in January each year, and at such other times as the Mayor deems expedient, the Mayor shall make standing and special committee appointments subject to the approval of council.
- E. ANNUAL REPORT TO LEGISLATIVE AUTHORITY- MAYOR [RC733.41]

At the first council meeting in January each year, and at such other times as the Mayor deems expedient, the Mayor shall report the legislative authority concerning the affairs of the municipal corporation, and recommend such measures as seem proper to him.

**RULE 11. MEETING LEGISLATIVE AUTHORITY [RC731.46]**

- A. All meetings of any public body are declared to be public meetings open at all times.[RC 121.22(C)]
- B. The legislative authority of a municipal corporation shall not be required to hold more than ONE regular meeting in each week.
- C. **TIME AND PLACE** The meetings shall be held at such time and place as is prescribed by ordinance and shall, at all times, posted at the appropriate advanced time and places & open to the public.

(a) Council shall meet in regular session on the first and third Tuesday of each month at 7pm. In the Village Hall on 211 S. High St. Mt. Orab, Ohio. Should any holiday fall upon the date for a regular meeting, the Village Council shall reschedule said regular meeting to another date within the same month in lieu thereof.

(b) SPECIAL MEETINGS OF COUNCIL Special meetings of council shall be held on call of the Mayor, or by any three members of council, upon at least twelve hours written notice to each member served personally or left their usual place of residence or called for at a regular meeting provided that such written notice is given to any Councilperson absent at the regular meeting.

(c) MEETING MINUTES. The minutes of a regular or special meeting of any public body shall be promptly prepared, filed, posted and maintained and shall be open to the public inspection. The minutes need only reflect the general subject matter of discussions in executive sessions.

**RULE 12. QUORUM [RC705.15 and 731.44]**

A majority of all members elected shall be a quorum, but a less number may adjourn from day to day and compel attendance of absent members in such manner and under such penalties as are prescribed by ordinances.

**RULE 13. HOLIDAY**

When regular meetings of council fall on a legal holiday, the council may cancel the meeting or reschedule to a date determined by the majority of members present. If rescheduled notice shall be issued as if a special meeting.

**RULE 14. ADJOURNMENT.**

All council meetings shall be adjourned upon a proper motion, second and majority vote of Council.

**RULE 15.**

**ORDER OF BUSINESS/ AGENDA.**

The manner of business meetings shall be transacted in the following order:

- CALL TO ORDER/ OPENING MEETING/WELCOME  
PLEDGE OF ALLEGEANCE
- ROLL CALL/ESTABLISH QUORUM [RC731.44]  
Excuse Absences [SEE731.45]
- APPROVAL OF PREVIOUS MINUTES
- AGENDA APPROVAL/ CONFIRMATION OR AMENDMENTS  
May be altered by majority vote of members present
- PUBLIC COMMENTS/ VISITORS - SPECIAL GUESTS & PRESENTATIONS  
(Rules for public comment will be available prior to every meeting) (Rule 45)  
(a) 6 Speakers (who have signed up 24 hours prior to the meeting)  
(b) Decorum will be observed throughout the meeting, any public person who speaks out of turn/ without permission/ or becomes loud /aggressive will be asked to be escorted out by an officer.

**COMMITTEE / BOARDS AND COMMISSIONS REPORTS**

**OFFICER / ADMINISTRATIVE REPORTS:**

POLICE CHIEF / FIRE CHIEF

SOLICITOR

FISCAL OFFICER

Approval of expenditures

Donations

ADMINISTRATOR/ ZONING

COUNCIL REPORTS

MAYOR REPORTS

OLD BUSINESS- SECOND AND THIRD READING

NEW BUSINESS- FIRST READING & EMERGENCY

EXECUTIVE SESSION RC 121.22 (G) (if necessary)

Council may act on business after executive session if necessary.

ADJOURNMENT

**LEGISLATION  
ORDINANCES AND RESOLUTIONS**

**RULE 16.            POWERS BY ORDINANCE OR RESOLUTION [RC 715.03]**

All municipal corporations have the general powers mentioned in section 715.01 to 715.67, inclusive of Revised Code, and the legislative authority of such municipal corporations may provide by ordinance or resolution for the executive and enforcement of such powers.

**Rule 17.            POWERS OF LEGISLATIVE AUTHORITY[RC705.15]**

A majority of all members of the legislative authority of a municipal corporation constitutes a quorum, but a smaller number may adjourn from day to day and compel the attendance of absent members.

The affirmative vote of a majority of the members of the legislative authority is necessary to adopt any motion, ordinance, or resolution, and on the passage of every ordinance or resolution the vote shall be taken by "yeas" and "nays" and entered upon the journal. Each proposed ordinance or resolution shall be in written or printed form, and shall contain not more than one subject which shall be clearly stated in the title. General appropriation ordinances may contain the various subjects and accounts for which money is appropriated.

No ordinance, unless it is declared an emergency measure, shall be passed until it has been read on three separate days, the first and second reading of which may be by title only, and if such measure is printed and a copy thereof placed on the desk of each member the third reading may be by title only.

The rule requiring every ordinance to be read on three separate days may be suspended by a three-fourths vote of all members elected or appointed to the legislative authority, taken by "yeas" and "nays" on each ordinance and entered on the journal.

**PASSAGE OF ORDINANCES AND RESOLUTIONS [RC 731.17]**

(A) The following procedures shall apply to the passage of ordinances and resolutions of a municipal corporation: ORC 731.17

(1) Each ordinance and resolution shall be read by title only, provided the legislative authority may require any reading to be in full by a majority vote of its members.

(2) Each ordinance or resolution shall be read on three different days, provided the legislative authority may dispense with this rule by a vote of at least three-fourths of its members.

(3) The vote on the passage of each ordinance or resolution shall be taken by yeas and nays and entered upon the journal.

(4) Each ordinance or resolution shall be passed, except as otherwise provided by law, by a vote of at least a majority of all the members of the legislative authority.

(B) Action by the legislative authority, not required by law to be by ordinance or resolution, may be taken by motion approved by at least a majority vote of the members present at the meeting when the action is taken.

RULE 19. **STYLE OF ORDINANCES.[RC731.18]**

The style of an ordinance shall be, "be it ordained by the.....(filling the blank with the name of the legislative authority of the City or village) of ....., state of Ohio,"(filling in the blank with the name of the city or village.)

**PUBLIC MEETING.**

That it is found that and determined that all formal actions of this public body concerning or relating to the passage of this legislation were adopted in a public meeting open to the public at all times, and at all times, and that all deliberations of the public body and any of its committees that resulted in such formal action, were in public meetings open to the public, in compliance with all legal requirements including all lawful ordinances and any applicable provisions of action 121.22 of the Ohio revised Code.

RULE 20. **SUBJECT AND AMENDMENT OF BYLAWS, ORDINANCES AND RESOLUTIONS.[RC731.19]**

No ordinance resolution or bylaw shall contain more than one subject, which shall be clearly express in its title.[see also705.15]No bylaw or ordinance, or section thereof, shall be revived or amended, unless the new bylaw or ordinance contains the entire bylaw, ordinance or section revived or amended, and ordinance shall be adopted or passed by a separate vote of the legislative authority of a municipal corporation and the yeas and nays shall be entered upon the journal.

RULE 21

**AUTHENTICATION AND RECORDING.[731.20]**

Ordinances, resolutions and bylaws shall be authenticated by signature of the presiding officer and clerk of the legislative authority of the municipal corporation. A sufficient summary or ordinances of a general nature or providing for improvements shall be published as provided by sections 731.21 and 731.22 of the Revised Code before going into operation. No ordinance shall take effect until the expiration of ten days after the publication of such notice unless passed as an emergency. As soon as a bylaw, resolution or ordinance is passed and signed, it shall be recorded in a book furnished by the legislative authority for that purpose.

RULE 22.

**EMERGENCY ORDINANCE OR MEASURES[RC731.30]**

Emergency ordinances or measures necessary for the immediate preservation of the public peace, health, or safety in such municipal corporations, shall go into immediate effect. Such emergency ordinances or measures must, upon a yea or nay vote, receive a two-thirds vote of all the members elected to the legislative authority, and the reasons for such necessity shall be set forth in one section of the ordinance or other measure.

RULE 23

**AMENDING A RESOLUTION OR AN ORDENANCE**

It shall be in order to amend a resolution or an ordinance at any time, but if such ordinance or resolution be of a general or permanent nature and such amendment is made after the second reading it shall again be read as amended as the second reading and laid over to the next meeting for final action.

RULE 24.

**INFORMAL RESOLUTIONS**

Informal resolutions are differentiated from formal resolutions and ordinances in that they do not require stationary requirements of three readings and advertisement following adoption.

Informal resolutions include but are not limited to resolutions of application, commendation, condolence, congratulation, confirmation of appointments and recommendation.

Informal resolutions shall be read by title only; provided that any member of council may request that it be read in entirety.

Informal resolutions shall require a majority vote of all members present for passage.

Informal resolutions may be adopted upon first readings.

Informal resolutions shall be effective immediately upon passage.

## **PUBLICATIONS**

### **RULE 25. PUBLICATION OR ORDINANCES AND RESOLUTIONS[RC731.21]**

(A) A succinct summary of each municipal ordinance or resolution and all statements, orders, proclamations, notices and reports required by law or ordinance to be published shall be published using at least one of the following methods:

- (1) In a newspaper of general circulation in the municipal corporation;
- (2) On the official public notice website established under section 125.182 of Revised Code;
- (3) On the website and social media account of the municipal corporation.

The city director of law, village solicitor, or other chief legal officer of the municipal corporation shall review the summary of an ordinance or resolution published under this section before forwarding it to the Clerk for publication, to ensure that the summary is legally accurate and sufficient.

Proof of this publication shall be made an affidavit of the proprietor of the newspaper or operator of the public notice website, as applicable, and shall be filed with the Clerk of the legislative authority.

(B) The publication shall contain notice that the complete text of each such ordinance or resolution may be obtained or viewed at the office of the Clerk of the legislative authority of the municipal corporation and may be viewed at any other location designated by the legislative authority of the municipal corporation.

(C) Upon publication of the summary of an ordinance or resolution in accordance with this section, the Clerk of the legislative authority shall supply a copy of the complete text of each such ordinance or resolution to any person, upon request, and may charge a reasonable fee set by the legislative authority, for each copy supplied. Or it can be printed from the website at their own cost. The Clerk shall post a copy of the text at the Clerks office and at every other location designated by the legislative authority.

RULE 26. **TIMES OF PUBLICATION REQUIRED[RC731.22]**

The publication required in section 731.21 of the Revised Code shall be for the following times:

- (A) Summaries or ordinances or resolution and proclamations of elections, once a week for two consecutive week;
- (B) Notices, not less that two not more that four consecutive weeks;
- (C) All other matters shall be published once.

RULE 27 **CERTIFICATE TO CLERK AS TO PUBLICATION[RC731.24]**

Immediately after the expiration of the period of publication of summaries required by section 731.22 of revised code, the Clerk of the legislative authority of a municipal corporation shall enter on the record of ordinances, in a blank to be left for such purpose under the record ordinances, a certificate stating in which manner and on what date such publication was made, and shall sign the clerk's name thereof officially. Such certificate shall be prima-facie evidence that legal publication of the summary of the ordinance was made.

RULE 28. **EFFECT OF NOT MAKING PUBLICATION.[RC731.25]**

It is sufficient defense to any suit or prosecution under an ordinance, to show that no publication or posting was made as required by sections 731.21 to 731.24, inclusive of the Revised Code.

**COMMITTEES**

RULE 30. **ORGANIZATION, CHAIR AND MINUTES.**

All committees shall be governed by the rules of council and shall appoint a chairperson who shall be responsible for the meeting minutes and reporting to council.

RULE 31.

**STANDING COMMITTEES**

Council hereby establishes the following standing committees:

- CEMETERY
- STREETS
- PLANNING & DEVELOPEMENT
- AUDIT /FINANCE
- BEAUTIFICATION
- PUBLIC SAFETY
- PERSONNEL
- VOLUNTEER FIRE FIGHTERS DEPENDENTS

RULE 32.

**SPECIAL COMMITTEES**

Special committees can be formed by council whenever deemed appropriate by a majority vote of all members.

RULE 33.

**COMMITTEE APPOINTMENTS**

At the first council meeting in January of each year, and at such other times as the mayor deems expedient, the mayor shall make standing and special committee appointments subject to the approval of council.

**OPEN PUBLIC MEETINGS**

RULE 34.

**MEETING OPEN TO THE PUBLIC [RC731.46]**

Meetings of Council shall, at all times, be open to the public.

RULE 35.

**PUBLIC MEETINGS [RC121.22(C)]**

All meetings of any public body are declared to be public meetings open to the public at all times pursuant to Section 121.22of the Ohio Revised Code.

- EMERGENCY EXCEPTIONS. Upon declaration of emergency by the Governor, department of Health, or Mayor, the public may be restricted from council

chambers providing the public is provided the ability to OBSERVE & HEAR the meeting (live streamed).

A member of a public body shall be present in person at a meeting open to the public to be considered present or to vote at the meeting and for purposes of determining whether a quorum is present at the meeting.

**RULE 36. MEETING MINUTES [RC121.22(C)]**

The minutes of a regular or special meeting of any public body shall be promptly prepared, filed, and maintained and shall be open to public inspection. The minutes need only reflect the general subject matter of discussion in executive sessions authorized under RC 121.22(G)(1-8).

**RULE 37. REASONABLE METHOD TO DETERMINE TIME AND PLACE OF MEETING  
[RC 212.22(F)]**

Council shall not hold a special meeting unless it gives twenty-four hours advance notice to the news media that have requested notification, except in the event of an emergency requiring immediate official action. In the event of an emergency, the member or members calling the meeting shall notify the news media that have requested notification immediately of the time, place, and purpose of the meeting.

Any person, upon request and payment of a reasonable fee, may obtain reasonable advance notification of all meetings at which any specific type of public business is to be discussed. Provisions for advance notification may include, but are not limited to, mailing the agenda of meetings to all subscribers on a mailing list or mailing notices in self-addressed, stamped envelopes provided by the person.

The reasonable fee shall reflect actual costs as close and can be determined.

**RULE 38. EXECUTIVE SESSION [RC121.22(G)]**

Council may hold an executive session only after the majority of a quorum of council determines, by a roll call vote, to hold an executive session and only at a regular or special meeting for the sole purpose of the consideration of any of the matters provided in Sections 121.22(G)(1-8).

To hold an executive session pursuant to RC. 121.22G)(1), a person must, in the motion and vote to hold that executive session, state which one or more of the approved purposes listed in RC 121.22(G)(1) are the purposes for which one or more of the executive sessions is to be held.

This requirement is not satisfied if the motion and vote state, without further explanation, that the session is to discuss a "personal Matter," [OAG 2012-022]

ORC 121.22(G)(1) 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. Except as otherwise provided by law, no public body shall hold an executive session for the discipline of an elected official for conduct related to the performance of the elected official's official duties or for the elected official's removal from office. If a public body holds an executive session pursuant to division (G)(1) of this section, the motion and vote to hold that executive session shall state which one or more of the approved purposes listed in division (G)(1) of this section are the purposes for which the executive session is to be held, but need not include the name of any person to be considered at the meeting.

121.22G (2) 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. No member of a public body shall use division (G)(2) of this section as a subterfuge for providing covert information to prospective buyers or sellers. A purchase or sale of public property is void if the seller or buyer of the public property has received covert information from a member of a public body that has not been disclosed to the general public in sufficient time for other prospective buyers and sellers to prepare and submit offers.

If the minutes of the public body show that all meetings and deliberations of the public body have been conducted in compliance with this section, any instrument executed by the public body purporting to convey, lease, or otherwise dispose of any right, title, or interest in any public property shall be conclusively presumed to have been executed in compliance with this section insofar as title or other interest of any bona fide purchasers, lessees, or transferees of the property is concerned.

121.22G (3) Conferences with an attorney for the public body concerning disputes involving the public body that are the subject of pending or imminent court action;

121.22G (4) Preparing for, conducting, or reviewing negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment;

121.22G (5) Matters required to be kept confidential by federal law or regulations or state statutes;

121.22G (6) 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;

121.22G (7) In the case of a county hospital operated pursuant to Chapter 339. of the Revised Code, a joint township hospital operated pursuant to Chapter 513. of the Revised Code, or a municipal hospital operated pursuant to Chapter 749. of the Revised Code, to consider trade secrets, as defined in section [1333.61](#) of the Revised Code;

121.22G(8) 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:

- (a) 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, or that involves public infrastructure improvements or the extension of utility services that are directly related to an economic development project.
- (b) 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.

If a public body holds an executive session to consider any of the matters listed in divisions (G)(2) to (8) of this section, the motion and vote to hold that executive session shall state which one or more of the approved matters listed in those divisions are to be considered at the executive session.

Executive sessions are not open to the public

RULE 39.

**INVALIDATION {RC 121.22 (H)}**

A resolution, rule, or formal action adopted in an open meeting that results from deliberations in a meeting not open to the public is invalid unless the deliberations were for a purpose specifically authorized in division (G) or (J) of this section and conducted at an executive session held in compliance with this section . A resolution, rule, or formal action adopted in an open meeting is invalid if the public body that adopted the resolution, rule, or formal action violated RC121.22(F).

**MISCELLANEOUS**

RULE 40.

**PARLAMENTARY PROCEDURE AUTHORITY.**

The general rules of Parliamentary procedures utilized by the Ohio Legislature are hereby adopted for conducting all of the meetings and hearings of the council, its committees, as well as the boards and commissions of the Village.

RULE 41.

**PRESIDING OFFICER TO PRESERVE ORDER AND DECORUM. APPEAL**

The presiding officer shall preserve order decorum and confine members and debate to the question. The presiding officer shall decide all questions of order, subject to an appeal to the council on the demand of two members.

On such an appeal there shall be no debate, but the member making the appeal may briefly state his/ her reasons for the same, in which the presiding officer shall have the same right to a similar statement. A majority vote of council shall decide the appeal.

When a question is before Council for discussion, no motion shall be proper except for the following:

- (1) Motion to refer to standing committee
- (2) Motion to amend the motion under discussion
- (3) Motion to adopt legislation under discussion
- (4) Motion to table until a stated future time
- (5) Request that discussion end and call for a vote

- (6) To postpone action on the issue indefinitely
- (7) Motion to adjourn

Council members wishing to speak to an issue or to make a motion or call for a question shall address the Mayor and ask to be recognized. Once given the floor, members shall confine their conversations to the issue under discussion or to the question under debate, and avoid any personal attacks.

A motion requesting that discussion end and calling for a vote will not be considered until all members have had the opportunity to speak to the issue at least once. Once this has been accomplished the Mayor will call the vote on the motion to end discussion and bring the issue up for a vote.

A motion to amend is subject to only one additional amendment. A motion to amend, once defeated, may not be moved again in the same form.

A motion to remove any issue from the table, or to return any issue or legislation from committee may be offered at any succeeding meeting. Such motion will go to a vote without discussion except for a brief explanation by the member making the motion.

All motions require a second before they are brought to a vote. After a second, the presiding officer will call for discussion prior to a vote.

A motion to adjourn may not be made while a member is speaking, or when a previous question has been called for a vote.

**RULE 42.                    RECOGNITION OF PERSONS AT MEETINGS OR HEARINGS.**

All persons desiring recognition at any public meeting or hearing shall request recognition only through the presiding officer, but only after the floor of meeting is returned to said presiding officer and the person requesting recognition is recognized by the presiding officer. Interruptions of either the floor or by other members of the body in session shall NOT be tolerated.

**RULE 43.                    SPREAKING ON THE FLOOR**

All persons wanting to speak at the meeting must register with the Clerk of Village at least twenty- four hours before the meeting. There will be Six speakers allowed to sign up for the meeting (Village residents/business owners will have first priority) and must adhere to all of the following rules. A printed copy of Rules will be available upon request.

Rule 44.

**Village of Mount Orab. Ohio Rules for Public Comment:**

Anyone wishing to record/stream or broadcast meeting must be situated at the rear of the room and may not disrupt the meeting.

A spot/location for speakers will be designated by the presiding officer.

Upon recognition by the presiding officer, the person so recognized shall state and spell his or her name and address for the record and inclusion in the minutes of the meeting or hearing.

The said person will have 5 minutes to speak on the floor.

No person may yield or give their time to another person.

The person so recognized will state his or her business or testimony. The timer will sound at the Five-minute mark and said person will end their session.

All comments shall be directed through the presiding officer unless the presiding officer permits otherwise. The presiding officer/Council may respond or choose to respond at a later time after researching the issue and forming their response.

The presiding officer is hereby authorized to terminate recognition of any person when, in the presiding officer's discretion, the discussion at hand has reached a logical conclusion or that the person so recognized has become either disruptive or unruly and further discussion of the matter would be of no value.

No person will be permitted to speak or stay in the village hall if that said person uses profanity or inappropriate language or hand gestures or becomes disruptive in any way.

**RULE 45. DISRUPTION OF A LAWFUL MEETING by a member [RC2917.12]**

(A) No person, with purpose to prevent or disrupt a lawful meeting, procession, or gathering, shall do either of the following:

(1) Do any act which obstructs or interferes with the due conduct of such meeting, procession, or gathering;

(2) Make any utterance, gesture, or display which outrages the sensibilities of the group.

(B) Whoever violates this section is guilty of disturbing a lawful meeting. Except as otherwise provided in this division, disturbing a lawful meeting is a misdemeanor of the fourth degree.

Disturbing a lawful meeting is a misdemeanor of the first degree if either of the following applies:

(1) The violation is committed with the intent to disturb or disquiet any assemblage of people met for religious worship at a tax-exempt place of worship, regardless of whether the conduct is within the place at which the assemblage is held or is on the property on which that place is located and disturbs the order and solemnity of the assemblage.

(2) The violation is committed with the intent to prevent, disrupt, or interfere with a virtual meeting or gathering of people for religious worship, through use of a computer, computer system, telecommunications device, or other electronic device or system, or in any other manner.

(C) As used in this section:

(1) "Computer," "computer system," and "telecommunications device" have the same meanings as in section [2913.01](#) of the Revised Code.

(2) "Virtual meeting or gathering" means a meeting or gathering by interactive video conference or teleconference, or by a combination thereof.

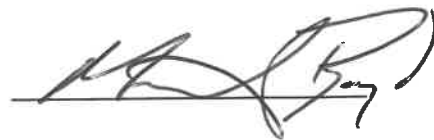
RULE 46.

**LIMITATIONS ON DEBATE**

All debate or discussion may be limited in time by a majority vote of members present. Debate may be closed by and the matter called for a vote if applicable by a majority vote of members present.



Mayor



Fiscal Officer