

Ordinance #3:

## RULES FOR THE GOVERNMENT OF THE COUNCIL OF THE VILLAGE OF BEECH BOTTOM

Rule 1. The Common Council of the Village of Beech Bottom shall consist of the Elected Mayor, Elected Recorder, and Elected Councilpersons. Any person properly appointed to fill a declared vacancy that occurs in one of the aforementioned elected positions, for the purpose of this ordinance shall be considered elected to said position. The Common Council of the Village of Beech Bottom (hereafter referred to as Council) shall hold two (2) Regular Meetings each month. Such meetings shall be held in the Village Municipal Building on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of the month and commence at 7 o'clock PM. Whenever a legal Holiday falls on Tuesday, the Regular Meeting shall be held at the aforesaid hour and place on the Wednesday following such Holiday. In the event that such Regular Meeting cannot be held in said Municipal Building, it shall be held at such other convenient place in the Village of Beech Bottom as may be designated of record by a majority of the members of Council.

Rule 2. Special Meetings of the Council shall be held upon the request of any two (2) members of Council. Said request shall be in writing, signed by the members making the same, and shall be filed with the Recorder in such time as to permit the giving of two (2) days notice of such Special Meeting to each member and each person entitled to a seat in Council, and it shall thereupon become the duty of the Recorder to give such notice. The Recorder shall also give notice of such Special Meeting by posting notice of the same in a Public Place in the Village of Beech Bottom.

Rule 3. The presiding officer shall take the chair at the hour appointed for Council to meet, and having called members to order, shall preserve order and decorum, and in case of disturbance or disorderly conduct in the assembly, may cause the same to be cleared.

Rule 4. When the roll of Council is called, the names of members shall be called in an order prescribed by Council. Customarily, alphabetical order or the order members are seated around the Council table have both been acceptable methods to employ.

Rule 5. A majority of members elected to the Council shall be a quorum to do business, but a less number may adjourn from time to time. All legislative action shall be by ordinance except where otherwise required by the laws of the State. The Council shall keep a journal of its proceedings which shall be public record. At the desire of any member, the ayes and nays shall be entered upon the journal and upon passage of every ordinance, the vote shall be taken by ayes and nays and entered into the journal, and no ordinance shall be passed without the concurrence of a majority of the members elected to Council.

Rule 6. Every ordinance shall be fully and distinctly read on two different meetings unless three-fourths of the members of Council dispense with this rule. No ordinance shall contain more than one subject, which shall be clearly expressed in its title. Council may adopt codification ordinances, codifying, revising and rearranging the ordinance of the Village or any portion of such ordinances; every ordinance and resolution of Council shall be recorded in the office of the Recorder, and shall be a public record. The Recorder shall prepare and keep a full and proper index of all ordinances, as well as separate index of other proceedings of Council.

Rule 7. Any member of Council having any interest, direct or indirect, other than as a citizen of the Village of Beech Bottom, in any matter to be acted upon in any way by Council, shall have no vote on such matter, nor shall they be privileged to take part in the discussion thereof EXCEPT by unanimous consent of Council, and, upon the request of any other member of Council shall retire from the session until such matter has been disposed of.

Rule 8. Council shall appoint from among its members a Vice Mayor who shall perform duties of the Mayor during their absence or disability. In the event of a death, removal, or resignation of the Mayor, the Vice Mayor shall be come acting Mayor for the vacancy caused by the death, removal, or resignation of the Mayor.

Rule 9. In the event of a death, removal, or resignation of the Recorder, Council may either appoint from among its members a Recorder or may appoint a Recorder from the eligible citizens of the Village of Beech Bottom using a process prescribed by a majority of Council.

Rule 10. In the event of a death, removal, or resignation of a Councilperson, Council may leave the seat vacant or appoint a Councilperson from the eligible citizens of the Village of Beech Bottom using a process prescribed by a majority of Council.

Rule 11. In all appointments to any vacancy in Council, the vote shall be taken “viva voce” and entered on the journals.

Rule 12. All questions of the order shall be decided by the presiding officer subject to the appeal of Council.

Rule 13. Every member present, when a question is put, shall vote unless the Council, for special reasons, shall excuse them or they are prohibited from voting by Rule number 7 of this ordinance.

Rule 14. When a motion is made and seconded, it shall be deemed to be in the possession of Council and shall be stated by the presiding officer, or be in writing, at any time before decision of amendment by the consent of Council.

Rule 15. The order of procedure at the meeting shall be that of the posted agenda. Each agenda shall contain the following items: Role Call; journal of preceding meeting and any special meetings occurring after preceding meeting and report of the Recorder, Unfinished business appearing on the minutes; reports from current committees; report from the Mayor; and Petitions or redress or grievance. Each month, at least one of the Regular Meeting agendas shall include a report from any other officer or officers of the Village such as the Police Chief and the Treasurer.

Rule 16. At each meeting, the journal of the proceeding meeting and special meeting(s) shall first be read, and being corrected, if necessary, shall be signed by the presiding officer and attested by the recorder, unless the reading shall be postponed by two-thirds vote of the members present.

Rule 17. The order of proceeding may be suspended or changed at any meeting for that time only by a vote of the majority of Council.

Rule 18. All questions not requiring a roll call vote may be put in the following form: “All those in favor (of the motion, resolution, or action, as the case may be) a mere majority of the members present is necessary to carry the proposition, or upon the demand of any member, the “ayes” and “nays” shall be taken and recorded on any question before the council. At the conclusion of every vote, the presiding officer may announce the result thereof in the following form: “The ayes have it, the (motion, ordinance, resolution, or other action, as the case may be) is adopted” or, “The nays have it, the (motion, ordinance, resolution, or other action, as the case may be) is defeated.”

Rule 19. All committees shall be appointed by the presiding officer. Committees must report back to Council on all matters referred to them not later than the second next meeting of the Council for general business.

Rule 20. The Recorder shall be clerk of Council and ex-officio clerk of all committees of Council, except as otherwise directed by Council.

Rule 21. Any committee may be called to meet by the Chairman or any two members thereof.

Rule 22. When a member of Council desires to speak, they shall respectfully address themselves to the presiding officer and await recognition before speaking.

Rule 23. All business brought before Council by motion, resolution, or any other way and laid upon the table, shall be considered as finally disposed of unless taken from the table by order of Council at one of the next three (3) meetings for general business following the meeting at which it was tabled.

Rule 24. No vote of any proposition or motion shall be reconsidered at the session at which said vote is taken, unless a motion to reconsider is made by a member voting with the prevailing side of the question.

Rule 25. The Police Chief, or their designee, shall act as sergeant-at-arms at all meetings of the Council.

Rule 26. The rules of parliamentary practice comprised in Robert’s Rules of Order, shall govern in all cases to which they are applicable, when not inconsistent with these rules or any ordinance of the Village of Beech Bottom or order of Council.