

**RULES & REGULATIONS GOVERNING COUNCIL
PROCEDURE FOR THE COUNCIL OF THE CITY OF
NORWALK, OHIO**



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maintained by the Norwalk Law
Director's Office and is current through
January 2, 2024**

**RULES AND REGULATIONS GOVERNING COUNCIL PROCEDURE
FOR THE COUNCIL OF THE CITY OF NORWALK, OHIO**

SECTION I: PRESIDENT OF COUNCIL

- A. The President of Council shall be governed by Norwalk Charter, Article III, Section 3.08.
- B. Except in case of a tie, the President of Council shall have no vote on any action, ballot, motion, poll, roll call vote, etc., whether formal or informal, open, or secret, on any legislative or non-legislative matter.
- C. The President shall call the meeting to order at the appointed time and announce the business before Council in its proper order and state the questions properly before Council.
- D. The President shall decide all questions of order, subject to an appeal to the Council on demand of a member, on which appeal there may be debate. The member making the appeal may briefly state his reason for the same. Upon vote of Council, the President of Council shall abide by the decision of Council on all questions of order. Subsection (B) adopted Dec 17, 2002; Amended Jan 21, 2003

SECTION II: PRESIDENT PRO-TEMPORE

- A. The President Pro-Tempore shall be governed by Norwalk Charter, Article III, Section 3.09.
Amended January 21, 2003
- B. Council shall, at the time of President and President Pro-Tempore of Council are elected, elect an Alternate President Pro-Tempore. The Alternate President Pro-Tempore shall assume and perform the procedural duties of the President and President Pro-Tempore of Council in the event of an emergency causing the absence of both of said officers but shall not thereby be deprived of the right to vote on any matter coming before Council. Amended May 15, 2007; Jan. 2, 2024

SECTION III: CLERK OF COUNCIL

The Clerk of Council shall be governed by Norwalk Charter, Article III, Section 3.10. Amended Jan 21, 2003

SECTION IV: COMMITTEES OF COUNCIL

- A. **STANDING COMMITTEES:** The President of Council shall within ten (10) days of the commencement of his term appoint members of Council to serve on standing committees and to serve as chairperson of these committees.
 - 1. Said standing committees shall each have a chairperson and three (3) members. Committees shall meet at the call of their chairperson, or at the request of two members.
 - 2. The standing committees shall be:
 - a. FINANCE & FRANCHISE COMMITTEE,
 - b. PUBLIC WORKS COMMITTEE,
 - c. SAFETY COMMITTEE,
 - d. PLANNING & ZONING COMMITTEE,
 - e. COUNCIL EMPLOYEE REVIEW COMMITTEE.Amended to add (e.) December 3, 2019
 - 3. The standing committees of Norwalk City Council may conduct committee meetings on each Tuesday of the month. On the first and third Tuesdays of the month, the meeting will commence after the adjournment of the regular council meeting. On the second, fourth and occasional fifth Tuesdays, these committee meetings will begin at 7:30 p.m. unless a special Council meeting shall be called that interferes with this time.

- B. SPECIAL COMMITTEES: Special committees may from time to time be created and members assigned to them by the President of Council. The President of Council may appoint himself a member of standing or special committees.
- C. COUNCIL COMMITTEE AS A WHOLE: President of Council shall be the chairperson.
Amended January 21, 2003

SECTION V: MEETINGS AND CALLING SPECIAL MEETINGS

- A. Meetings shall be governed by Norwalk Charter, Article III, Section 3.07. Regular Council meetings shall be held in a location designated by Council at 7:30 p.m. on the first and third Tuesdays of every month.
- B. SPECIAL MEETINGS: Special Meetings shall be governed by Norwalk Charter, Article III, Section 3.07. The Clerk of Council shall give at least twenty-four hours advance notice of the time, place, and purpose of all special meetings 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 mayor or one of the members of Council calling the meeting shall notify the news media that have requested notification immediately of the time, place, and purpose of the meeting.
- C. ADVANCE NOTIFICATION: Any person, upon request, may obtain reasonable advance notification of all meetings at which any specific type of public business is to be discussed. To obtain such advance notification, the person shall furnish the Clerk of Council with an appropriate, valid email address or a stamped, self-addressed envelopes. (See RC 121.22)
- D. EMERGENCY CANCELLATION: In an emergency situation, any regular or special Council meeting may be cancelled or postponed by the President of Council with the verbal approval of at least four other members of Council. Amended January 21, 2003; October 7, 2003; Jan 2, 2024

SECTION VI: SCHEDULE OF BUSINESS AND CONDUCTING COUNCIL

- A. ORDER OF BUSINESS: The following shall be the order of business for conducting the business of Council at Regular meetings:
 1. Prayer
 2. Pledge of Allegiance to the Flag
 3. Roll Call
 4. Approval of Agenda
 5. Approval of Minutes
 6. Residing of Communications and Petitions
 7. Reports of Committees
Standing Committees first and Special Committees second, written or verbal.
 8. Reports of Officials
 - a) Mayor
 - b) Director of Safety and Service
 - c) Director of Finance
 - d) Director of Law
 - e) Director of Public Works
 - f) Zoning/Code Enforcement Officer
 - g) Any other elected or appointed City Official who may wish to report
 - h) Recognition of persons appearing before Council
 9. Public Comment (see Council Rule VIII)
 10. Unfinished Business
 11. Second Reading of Ordinances
 12. New Ordinances and Resolutions
 13. New Business
 14. Adjournment Amended November 22, 2005; February 11, 2014; Jan 2, 2024

- B. When ordinances and resolutions are to be prepared, the Mayor or a member of Council should request their preparation by the Director of Law. Sponsors shall be identified on proposed legislation.
- C. **LEGISLATION REFERRAL TO COMMITTEE:** Legislation shall, generally, be provided to council a committee of the whole meetings (work sessions). Following discussion on the legislation, it shall be placed upon the agenda of the next regular session of council unless council determines that additional information or discussion is needed. Legislation first introduced at a regular or special meeting of Council may be referred to the committee concerned with the subject matter of the ordinance or resolution. The committee will then study said ordinance or resolution and report it out at the next Council meeting, with recommendations. If the committee requires more information it may request the same in writing of the proper public official, whether elected or appointed. Said ordinance or resolution will not be reported out until requested information is given by said officials in writing, unless the committee by a majority vote decides otherwise. Council can at any time on any matter, by a majority vote, take any ordinance or resolution from the committee and place it on the agenda for the next Council meeting.
- D. **NEW BUSINESS:** Any new business brought before Council may be referred to the proper committee or committees by motion and a majority vote of all members elected to Council or by general consent pursuant to Robert's Rules of Order.
Amended January 21, 2003;
- E. **ORDER OF BUSINESS FOR ORGANIZATIONAL MEETING; THE FOLLOWING SHALL BE THE ORDER OF BUSINESS FOR THE CONDUCTING OF THE ORGANIZATIONAL MEETING OF COUNCIL:**
1. PLEDGE OF ALLEGIANCE TO THE FLAG
 2. SWEARING IN OF NEWLY ELECTED COUNCIL MEMBERS
 3. ELECTION OF PRESIDENT OF COUNCIL
 4. ELECTION OF PRESIDENT PRO TEMPORE OF COUNCIL
 5. ELECTION OF ALTERNATE PRESIDENT PRO TEMPORE OF COUNCIL Jan 2, 2024

SECTION VII: RULES FOR CONDUCTING DISCUSSIONS

- A. No member shall be allowed to speak more than once upon any subject until every member choosing to speak shall have had an opportunity to be heard.
- B. Only members of the elected Council and the Mayor, pursuant to Section 2.03(b) of the Charter, shall take part in discussion of the business before Council and any other officials, either elected or appointed, who are present may take part in the discussion only to the extent of answering questions which are asked of them.

SECTION VIII: RULES GOVERNING PUBLIC COMMENT AND DISCUSSION FROM THE FLOOR

- A. **PUBLIC COMMENT:** Under Section VI A, order of business VI, Item 9, time shall be allocated for public comment as follows:
1. Public comment shall be for the purpose of stating opinions, asking questions, or explaining various propositions or other business pertaining to the city of Norwalk, other than items appearing elsewhere on the agenda.
 2. Scandalous defamatory, libelous, obscene, inflammatory comments, comments which promote illegal discrimination, and personal attacks are not permitted. The President of Council may terminate any public comment in violation of this rule.
 3. Remarks from the floor shall be limited to three (3) minutes. All persons desiring to speak shall state their name and address for the record. No person shall be permitted to speak more than once until all persons wishing to speak have had the opportunity to do so.

4. Generally, only one subject by each person shall be discussed, but this rule may be suspended by the president of Council depending on the number of people wishing to speak.
5. All public comments shall be directed to Council. Questions shall be directed to the President of Council who shall then direct them to the appropriate public official for answering.
6. Presentations to Council by members of the public shall be allowed at the discretion of the President of Council. Persons desiring to present to Council shall schedule such presentation through the Clerk of Council, subject to approval by the President of Council.

B. Discussion from the floor on legislation: Discussion and questions from the floor pertaining to pending legislation may be permitted, at the discretion of the President of Council, at each reading of legislation when discussion of such legislation is appropriate under the rules of order. This time shall be limited to three (3) minutes per person.

1. Remarks from the floor shall be limited to three (3) minutes.

2. Generally, only one subject by each person shall be discussed, but this rule may be suspended depending on the number of people wishing to speak at this time.

3. All questions shall be directed to the President of Council who shall then direct them to the appropriate public official for answering.

B. Persons shall be recognized from the floor for each ordinance or resolution, at each reading. This time shall be limited to three (3) minutes per person. Amended January 21, 2003; Jan 2, 2024

SECTION IX: APPOINTMENT OF MEMBERS OF THE PUBLIC TO BOARDS, COMMISSIONS AND COMMITTEES BY COUNCIL

A. Pursuant to the charter and codified ordinances, appointments to certain boards and commissions are made by Council.

B. At least thirty days prior to the expiration of the term of a Council-appointed member of a such board or commission, the upcoming vacancy shall be announced at a regular or special session of Council with a request for applicants to submit letters of qualification and interest with the Clerk of Council. The Clerk of Council shall cause a notice of said vacancy to be published in accordance with the notice provisions of these rules at least twenty days prior to the expiration of the term with a request for applicants to submit letters of qualification and interest with the Clerk of Council. The announcement of vacancy shall indicate that letters of qualification and interest must be submitted to the Clerk of Council and received at least ten days before the meeting at which the appointment is to be made, unless otherwise specified by Council.

C. Council will consider all letters received in open or Executive Session. Council may, at its sole discretion, request personal appearance of applicants it deems qualified. Failure to strictly abide by the requirements of these rules shall not render an appointment invalid.

D. The selection of the appointee shall be by majority vote in open session of Council.

E. In the event of death or resignation of a Council-appointed board or commission member or the creation of an additional board or commission requiring Council appointment, Council will request letters of qualification and interest at its first earliest convenience and may modify the time for submission and selection to prevent undue disruption of the business of such board or commission. Amended January 21, 2003; Jan 2, 2024

SECTION X: QUORUM

A quorum shall be established pursuant to Robert's Rules of Order. Adopted January 21, 2003

SECTION XI: NOTICE OF MEETINGS

- A. Notice of all public meetings of Council shall be made upon the City’s website and by such other means as Council, from time to time, may direct.
- B. Notice of vacancies on boards and commissions shall be made upon the city’s website and by such other means as Council, from time to time, may direct. Amended Jan 2, 2024

SECTION XII: VACANCY, CREATION OF

Once elected and sworn in, a member of Council shall vacate his/her office upon a violation of the Charter of the City of Norwalk, Article III, Section 3.03. Adopted January 21, 2003

SECTION XIII: ADOPTION OF RULES

These Rules are adopted pursuant to the Charter of the City of Norwalk, Article III, Section 3.05. Norwalk City Council shall adopt Rules and Regulations Governing Council Procedure at the first regular session of each and every new term. Adopted January 21, 2003

SECTION XIV: AMENDMENT OF COUNCIL RULES

These Rules and Regulations Governing Council Procedure in the City of Norwalk, Ohio, may be amended, altered, changed, or new rules adopted by motion, by a majority vote, the President voting only in the case of a tie.

SECTION XV: SUSPENSION OF THE RULES

When Norwalk City Council wishes to take an action during a meeting that it cannot do without violating one or more of these rules, Council may suspend the rules pursuant to Robert’s Rules of Order provided that such suspension does not conflict with the Charter nor the Codified Ordinances.

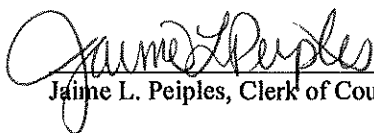
Adopted January 21, 2003

SECTION XVI: OTHER MATTERS

Any matter not specifically covered in these rules and regulations as to Rules and Procedure shall be according to the Ohio General Code Revised Edition, the Charter of the City of Norwalk, or Robert's Rules of Order, and if any part of these rules and regulations are not in accord with the laws of the State of Ohio, then the laws of the State of Ohio shall be the law and that particular part of these rules and regulations shall be null and void.

<i>Adopted:</i>	<i>December 02, 1985</i>	<i>Reviewed and adopted</i>	<i>January 3, 2012</i>
<i>Amended:</i>	<i>September 19, 1989</i>	<i>Reviewed and adopted</i>	<i>January 7, 2014</i>
<i>Amended:</i>	<i>May 18, 1993</i>	<i>Amended</i>	<i>February 11, 2014</i>
<i>Amended:</i>	<i>June 17, 1997</i>	<i>Reviewed and adopted</i>	<i>January 4, 2016</i>
<i>Amended:</i>	<i>December 17, 2003</i>	<i>Reviewed and adopted</i>	<i>January 2, 2018</i>
<i>Amended and Adopted:</i>	<i>January 21, 2003</i>	<i>Reviewed and adopted</i>	<i>January 3, 2019</i>
<i>Amended</i>	<i>October 7, 2003</i>	<i>Amended</i>	<i>December 3, 2019</i>
<i>Reviewed and adopted</i>	<i>January 2, 2004</i>	<i>Reviewed and adopted</i>	<i>January 2, 2020</i>
<i>Reviewed and adopted</i>	<i>May 9, 2006</i>	<i>Reviewed and adopted</i>	<i>January 4, 2021</i>
<i>Reviewed and adopted</i>	<i>June 5, 2007</i>	<i>Adopted</i>	<i>January 3, 2022</i>
<i>Reviewed and adopted</i>	<i>January 4, 2010</i>	<i>Amended and adopted</i>	<i>January 2, 2024</i>
<i>Amended:</i>	<i>May 15, 2007</i>		

I hereby attest that the foregoing “Rules and Regulations Governing Council Procedure for the Council of the City of Norwalk, Ohio” was adopted on January 2, 2024.


 Jaime L. Peipples, Clerk of Council