

Ordinance No. **#2017-20**

Passed **December 14**, 20**2017**

**AN ORDINANCE TO SET GUIDELINES FOR CONDUCTING THE MEETINGS OF THE VILLAGE COUNCIL**

**WHEREAS, the Council of the Village of Sabina meets on the second and fourth Thursday of each month at 7:00 PM EST;**

**WHEREAS, it is in the interest of the members of the Village Council to have the benefit of hearing from interested parties coming before the Council;**

**WHEREAS, the business of the Village Council is best addressed by the observation of defined guidelines;**

**BE IT ORDAINED, by the Council of the Village of Sabina, Clinton County, Ohio, with a majority of the members concurring thereto, that**

**SECTION 1: The following agenda shall, without diversion, be followed.**

- 01) Pledge & Prayer**
- 02) Roll Call**
- 03) Approval and discussion of minutes**
- 04) Introduction of Persons Invited by Mayor**
- 05) Departmental Reports**
- 06) Reports of Committees**
- 07) Ordinances/Resolutions**
- 08) Persons appearing before Council**
- 09) Public Comments**
- 10) Council Comments**
- 11) Adjournment**

**SECTION 2: In order to maintain cost effectiveness and proper order during meetings,**

- a). Unless unable to physically do so, all persons invited by the Mayor, appearing before Council, or wishing to make a public comment shall do so at the microphone provided for that purpose.**
- b). Persons invited to speak by the Mayor will be limited to ten (10) minutes for the presentation and no more than additional ten (10) minutes for questions by Council.**
- c). All persons appearing before Council must sign into the provided ledger prior to the beginning of the Council meeting.**
- d). All comments of persons appearing before Council shall, unless otherwise approved no less than 24 hours in advance by the Mayor, be limited to five (5) minutes.**
- e). Comments by Public will only be permitted at the provided times and shall be limited to five (5) minutes per individual and shall not include any language found offensive or disruptive including but not limited to foul language, yelling, derisiveness, personal slurs, and confrontational comments.**

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f). Comments by Council will only be permitted at the provided times or when open discussion or a vote is called for by the Mayor or Fiscal Officer and shall be limited to five (5) minutes per individual and shall not include any language found offensive or disruptive including but not limited to foul language, yelling, derisiveness, personal slurs, and confrontational comments.  
g). No person, whether member of the public or Council, may interrupt, at any time, while another individual is speaking unless the speaker violates any of the above items in this section. At that time, the Mayor will either warn, or halt the comment. Any public individual refusing to comply with the above items under this section may be subject to removal from the meeting if recurrence becomes a disruptive issue to business at hand.

SECTION 3: The Village Fiscal Officer or Administrative Assistant shall include the name of any person invited by the Mayor on the agenda for the scheduled meeting, and notify the person bringing business before the Council of the date and time set for their presentation.

SECTION 4: Department Reports, Reports of Committees, and any Ordinances or Resolutions to be presented to Council shall be listed on the meeting agenda.

SECTION 5: This ordinance resends and replaces ordinance 470 and ordinance 525 and any other ordinance or part of an ordinance with which it may conflict.


1<sup>st</sup> Reading 11/09/17, 2<sup>nd</sup> Reading 11/20/17, 3<sup>rd</sup> Reading 12/14/17

Passed this 14<sup>th</sup> day of DECEMBER 2017.

Attest:

Approved:

  
Fiscal Officer, Nancy L. Cornell

  
President, Peggy Sloan

Approved:

  
Mayor, Dean Hawk