

**CITY OF SUNBURY**  
**RULES OF CITY COUNCIL 2026**

**Adopted: January xx, 2026**

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## I. MEETINGS

### A. Regular Meetings

- 1) Regular Meetings of Council shall be held in the Council Chambers at 7:30 PM on the first, third and, when applicable, fifth Wednesday of the month unless the fifth Wednesday meeting is dispensed with as unnecessary. Council may, by majority vote, change the day and hour of holding of any regular meeting, or adjourn the same to a day and hour determined by a like vote of the members present if constituting a quorum.
- 2) A notice shall be given of the time and place of all regular Council meetings and Committee meetings by a) posting a schedule of the meetings on a bulletin board at the Municipal Building and b) posting on the municipal website. No other form of public notification will be required.
- 3) Meeting agendas (may be in “draft” form) and available documentation shall be posted on the Municipal website the Friday before the Council meeting by 6:00 pm, however, failure to make such posting shall not affect Council actions otherwise validly taken.

### B. Committee Meetings

- 1) Regular meetings of all Council Committees shall be held in Council Chambers or other designated locations on the appropriate day and time as set forth by each Committee.
- 2) Each Committee shall set a suitable time, day and place for their regularly scheduled Committee meetings. Notice shall be given of the time and place of all regular Council meetings and Committee meetings by a) posting a schedule of the meetings on a bulletin board at the Municipal Building and b) posting on the municipal website.
- 3) The Council President shall select standing Committee members and Chair Committees of the whole. The remainder of the Committees shall select their own Chairs. Any Council member may request an Ad Hoc Committee as deemed necessary by a majority of Council. The Council President shall appoint such Ad Hoc Committee. In the event the Council President fails to appoint such Ad Hoc Committee a majority of Council may appoint such Ad Hoc Committee. Standing Committees, which have regularly scheduled meetings in January prior to the first Council meeting of each calendar year or reappointment by the Council President shall meet with the prior calendar year’s membership unless there is the absence of a quorum.
- 4) All meetings of the City Council and all Committee meetings of the Council shall be public meetings provided in O.R.C. 121.22. The Council, upon consent of a majority vote, may meet in executive session at a regular or special meeting for the sole purpose of considering any of the matters listed in O.R.C. 121.22(g).

**C. Special Meetings and Related Notices**

- 1) Special meetings of the Council may be called, for any purpose, by the Mayor or any three members of the Council upon at least twenty-four hours' notice to the Mayor and each member of Council, which notice may be served personally, left at the usual place of residence, or provided by electronic notification. In the event the Mayor or any three members of the Council determine an emergency exists, the requirement to provide twenty-four hours' notice shall not apply.
- 2) Any such vote request for the calling of a special meeting shall state the subject to be considered thereat, and no other subject or subjects shall be considered except upon the approval of five (5) or more members of Council in attendance at such special meeting.
- 3) Members of the Council and the Mayor who attend special meetings of the Council or who are present at another regular or special meeting where a special meeting is announced by the presiding officer need not receive notice of the special meeting. Members of the Council and the Mayor may waive receipt of notice of a special meeting either prior or subsequent to the meeting. Attendance at a special meeting constitutes a waiver of receipt of notice of such special meeting. Special meetings may be cancelled beforehand by whoever initially called for such special meeting.

Any regular or special meeting of the Council may be adjourned or recessed to another time, date, or place without giving the notice required in subsection (B) of this Section.

- 4) Any party may request notice of any meeting of the City Council at which any specific type of business is an agenda item. All such requests shall be subject to the following:
  - A. Each request shall be made in writing.
  - B. Upon such request, reasonable efforts shall be made to provide notice that the requested subject is an agenda item by electronic notification.
  - C. Any failure to notify shall not invalidate any Council action otherwise validly taken.
  - D. Such request shall not prohibit the discussion by Council of that specific type of business as a non-agenda item.

**II. THE CHAIR - POWERS AND DUTIES**

The Mayor, or in the Mayor's absence, Council President, shall take the Chair at the hour appointed for Council to meet, and immediately shall call the Council to order. The roll shall then be called by the Clerk or the Alternate City Clerk in the absence of the Clerk, who shall journal the names of members present thereat. In the absence of a quorum at the time appointed for a meeting, the members present may, by a majority vote, take a recess

or recesses and cause Clerk or the Alternate City Clerk to procure the attendance of absent members.

### **III. TEMPORARY CHAIR**

In the event of the absence of both the Mayor and the Council President, the Clerk or the Alternate City Clerk shall call the Council meeting to order and shall call the roll. If a quorum is found to be present, the Council shall proceed to elect by a majority vote a Temporary Chair of the meeting until the appearance of the Mayor or Council President.

### **IV. APPEALS FROM DECISION OF THE CHAIR**

The Chair shall preserve decorum and decide all questions of order, subject to appeal to Council. If any member transgresses the Rules of Council, the Chair shall, or any member may, call him or her to order and in the later instance the Chair shall render a decision as to the point of order. In case of an appeal from a ruling of the Chair, the question shall be, "shall *the* decision of the Chair stand as the decision of the Council?"

The Chair shall be sustained unless overruled by a majority vote of the members of Council present.

### **V. CHANGING COUNCIL RULES**

Council Rules may be changed at any Regular or Special meeting by a majority of the whole of Council.

### **VI. VOTES**

A. ***Roll Call Votes:*** The Chair shall declare the vote after the Clerk or Alternate City Clerk has announced the number of votes on each side.

B. ***Viva Voce Votes:*** The Chair shall declare the vote without reference to the Clerk or Alternate City Clerk. If in doubt about a viva voce vote, the Chair may direct, or any member may call for a division of Council, which shall be taken by a roll call vote.

### **VII. CHAIR'S POWERS TO VOTE**

The Mayor, the Council President, or any member of Council who is serving as Chair shall have the same power to vote as other members but shall be entitled to only one vote on any single issue.

### **VIII. VOTING**

Every member present when a question is put shall vote on same, unless Council shall, for special reason, excuse them from voting. Said excuse shall be granted only if the member states reason for the request before voting begins and the Council by majority vote of the members present excepts them. There shall be no debate upon this question.

## **IX. DIVISION OF A QUESTION**

On demand of any Member, a question under consideration, which covers two or more points, shall be divided where the question admits of such division.

## **X. DEMAND FOR ROLL CALL**

Any Member may demand a roll call vote upon any question before Council at any time before the decision is announced by the Chair.

## **XI. ADVANCE NOTIFICATION OF ABSENCE OF COUNCIL MEMBER**

Email or phone notice shall be provided to the Clerk, the City Manager, the Mayor, or the Council President at least 48 hours in advance of a meeting or as soon as possible should it be of an emergency situation. This will enable appropriate meeting cancellation notifications to be issued should a quorum not be present.

## **XII. ORDER OF BUSINESS**

- A. Roll Call, to determine presence of quorum.
- B. Approval of the preceding meeting's minutes by majority of Council.
  - 1) Minutes from previous Council meeting available to Council on Monday, preceding the next Council meeting.
  - 2) Minutes/Reports from Committee meetings.
  - 3) The Clerk shall prepare and make available to the general public full and complete minutes of all meetings of this Council except as provided in O.R.C. Section 121.22.
- C. Visitors either by filled out speakers slip or by just asking for the floor during Visitors time on the Agenda, or as recognized by the Chair during non-visitor sections of the meetings, may address Council. Visitor time will be limited to reasonable time as defined by the Chair. If multiple individuals wish to present on the same topic, the Chair may request that a speaker for the majority be selected to present for the group as a whole.
- D. Committee Reports

- 1) General Committee reports will be made available at the next regular Council meeting following the Committee meeting.
- 2) Special Committee reports at any meeting.

E. City Manager's Report

F. Reading of resolutions and ordinances first, second or third time

G. New/Unfinished Business

H. Adjournment

Order of business may be altered by the Chairperson, absent objection or upon a majority vote of Council.

Committees

- 1) Appointment of Committees: Assignment and reassignment of Council members to Committee shall be made by the Council President.
- 2) Committee Assignments:
  - a. The following standing Committees and Ad Hoc Committees are created with one or more Council members on each Committee.
    - Finance
    - Services
    - Parks, Safety, Cemetery, Technology
    - Events and Commemorations
    - City Records (Ad Hoc)

For the above Committees, Council may annually solicit the public to determine interest in Committee service. Committee members may recommend to Council members of the public for appointment to said Committee. Appointment of a non-Council person to a Committee shall require an affirmative vote of a majority of the members of Sunbury City Council (four of seven votes).

- b. The following standing Committees and Ad Hoc Committees are created with one or more Council members on each Committee.
  - School Board Liaison
  - Fire Board

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- Joint Venture Committee (GRE Park)

It is not contemplated that members of the public will serve on 2(b) Committees.

- 3) Committees shall meet on the call of the Chair, or on the request of two members, communicated to the City Clerk with notification as follows: a). posted on the bulletin board at the Municipal Building and b) posting on the municipal website. A quorum shall constitute the majority of the members of the Committee.
- 4) Ad Hoc Committees: Ad Hoc Committees may be created by Council as necessary. Assignment of Council persons to Ad Hoc Committees shall be made by the Council President.

### **XIII. ROBERTS RULES OF PARLIAMENTARY PROCEDURE**

Roberts Rules of Parliamentary Procedure will generally govern all meetings, procedures, such as motions, decorum, emergencies, etc.

### **XIV. READINGS AND SUSPENSION OF RULES**

#### **A. Reading Ordinances and Resolutions**

Each ordinance and resolution shall be read on three separate days, unless this requirement is dispensed with by an affirmative vote of at least five Council members. Readings shall be by title only, unless the Council requires a reading to be in full by an affirmative vote of at least four Council members. Copies of each ordinance and resolution shall be available for public inspection at the meetings of the Council at which the ordinance or resolution is considered.

#### **B. Vote Required for Passage**

Unless otherwise provided in the municipal Charter of Sunbury, all action taken by the Council shall be by an affirmative vote of at least four Council members; provided, however, that if there are one or more vacancies on the Council, all references in Article III to a “majority vote” of the members of the Council shall mean a majority of the remaining members of the Council.

### **XV. TABLING OF ORDINANCES AND RESOLUTIONS**

If a measure is tabled for four months, it must be redrafted and reintroduced for consideration unless extended by Council.