

VILLAGE OF WELLINGTON CHARTER COMMISSION
RULES OF PROCEDURE

I. MEETINGS AND QUORUM

- a. **Regular Meetings.** Unless otherwise specified, regular meetings will be held on the 1st & 3rd Wednesdays of each month at 5:00 p.m.
- b. **Meeting Location.** Unless otherwise specified, meetings shall be held by video conference. Instructions to participate by video conference will be posted on the Village of Wellington's website (www.villageofwellington.com) and the Village of Wellington Facebook page.
- c. **Special Meetings.** Special meetings may be called by the Chairperson or by a majority of the Commission.
The time, date and place of such special meeting shall be announced prior to adjournment of a regular meeting. If the Commission is unable to announce a special meeting prior to the adjournment of a regular meeting, all members must be given at least 48 hours' notice by e-mail and/or telephone.
- d. **Public Hearings.** The Commission shall conduct at least six public hearings. The Commission shall give public notice to inform the public of the time, place of the public hearings.
- e. **Committee Meetings.** Reserved
- f. **Quorum.** The majority of the members to which the Commission is entitled shall constitute a quorum for the transaction of business. In the absence of quorum, a meeting may not be convened except for the purpose of either recessing the meeting to another date, time and specific location or publicly adjourning the meeting due to lack of quorum.

OFFICERS AND THEIR DUTIES

- a. **Officers.** The officers of the Commission shall consist of a Chairperson, a Vice Chairperson and a Secretary.
- b. **Duties and Powers of the Chairperson.** The Chairperson of the Commission shall be the presiding officer of the Commission and have the right to vote, debate and make motions as other members. It shall be the duty of the Chairperson to:
 - i Maintain order and decorum and reasonably administer the receipt of oral and written testimony in accordance with these rules.
 - ii Set the meeting agenda. Items requested in writing by Commission Members to be placed on an agenda within two regularly scheduled meetings.
 - iii Announce the business before the Commission in the order prescribed by these rules and announce the results of any Commission vote.
 - iv When necessary or required, to sign and certify all official acts of the Commission and all vouchers, purchase orders, etc., for payment of expenditures of the Commission.

- v. Serve as the chief spokesperson and representative for the Commission before the public and the County government. All official information shall be released through the Chairperson.
- c. **Duties and Powers of the Vice-Chairperson.** It shall be the duty of the Vice-Chairperson to:
 - i. Exercise all duties and powers of the Chairperson in the Chairperson's absence;
 - ii. Assist the Chairperson as needed; and
 - iii. To perform other such duties as are prescribed by law or assigned by the Commission.
- d. **Secretary.** The duties of the secretary are as follows:
 - i. Take and transcribe all notes and minutes of the Commission and Committee meetings;
 - ii. Prepare and post the meeting agenda;
 - iii. Securing and preparing the meeting location
 - iv. Receive and distribute public testimony; and
 - v. Other duties as assigned

II. NOTICE

- a. The Commission shall comply with all notice provisions of ORC
- b. Agenda Items Submitted by Commission Members. Commission Members may request, in writing to the Chair, that a particular issue be placed on an upcoming agenda. All requests must be made at least 10 days in advance of the meeting date. Unless otherwise requested and appropriate, agenda items submitted under this section shall be placed under the agenda heading "Communications"

III. COMMITTEES

- a. Reserved

IV. VOTING

- a. **Method of Voting.** There shall be four (4) methods of voting:
 - i. By voice
 - ii. By raising of hands
 - iii. By unanimous consent
 - iv. By roll call
- b. **Voting Procedure.** The method of voting shall be determined by the Chairperson of the Commission provided that if a vote is not unanimous, the Chairperson shall announce the names of those members voting in the minority and those who are absent.

- c. **Abstentions.** No member shall refrain from voting unless excused by the Chairperson or is otherwise excused by law. Unless a member is excused from voting, silence shall be recorded as an affirmative vote.
- d. **Rule of the Majority.** Procedural matters, requests for information, and internal Commission matters shall require the approval of a majority vote of those present at any meeting. Voting on the initial review of proposed charter amendments for further consideration shall be considered a procedural matter under this Rule. Matter of substance, including all votes other than the initial vote on any proposed charter language shall require the approval of a majority of those lawfully serving on the Commission.

V. **ORDER OF BUSINESS**

- a. The order of business shall be as follows:
 - i. Roll call
 - ii. Introduction of Guests
 - iii. Statements from the Public
 - iv. Approval of Minutes
 - v. Communications
 - vi. Order of the Day
 - vii. Unfinished Business
 - viii. Reports
 - ix. Adjournment
- b. **Alterations to Order of Business.** The order of business may be altered by the Chairperson or by majority vote of the Commission.

VI. **PUBLIC STATEMENTS AND TESTIMONY**

- a. **Written Statements.**

Written Statements shall be received for the record on any agenda item. If possible, fourteen (14) written copies of the testimony should be submitted for presentation to the Commission by 12 noon the previous business day of the meeting. Testimony received after 12 noon shall still be received for the record and will be presented to the Commission members as soon as practicable. All written statements shall be submitted to the Charter Commission Secretary at COBrien@villageofwellington.com.
- b. **Oral Statements**

Members of the public who wish to provide oral statements shall abide by the following:

 - i. Persons wishing to present oral statements on any agenda item shall register with the secretary prior to the closing of statements from the public at the call of the Chairperson, indicating the item on which they

- wish to speak and their position, if any,. Persons may provide their name, address, and organization they represent, if any.
- ii. The Chairperson shall call the name of the person wishing to speak and all persons shall be informed that their statements will be recorded.
 - iii. Each person may speak for three (3) minutes for each agenda item that they wish to speak on. At the discretion of the Chairperson, any statements not relevant to an agenda item shall not be heard or considered. If testimony concerns the Charter, whenever requested or appropriate, the speaker shall specify the charter provision referred to so that members may be familiar with its provisions.
 - iv. No person will be allowed to speak more than once on the same agenda item.
 - v. Any person wishing to speak on more than one agenda item shall register separately for each agenda item.
 - vi. All statements are to be made to the Commission in general, and not to any specific member.
 - vii. With the exception of public hearings, Commission members shall refrain from making comments or asking questions of testifiers during statements from the public.
 - viii. Written proposals regarding any amendment or additions to the Charter may be submitted at the time of the hearing, or thereafter.
 - ix. Written statements on issues before the Commission may be deferred until such time as the subject matter referred to in the statement appears on the Commission's agenda. If deferred, the writer shall be informed when the issue will be on the agenda to allow the writer the opportunity to address the Commission and elaborate and/or provide clarity, should the writer so desire.
 - x. All members of the public shall extend proper courtesy and respect to one another and to all Commission members and staff. All persons shall be addressed by their surnames and no profanity or abusive remarks will be allowed at any time. Any person who is disrespectful to the Commission, staff or other members of the public through disorderly or contemptuous behavior, or who disrupts the exercise of any Commissioner's duty, may be removed from the meeting at the discretion of the Chairperson.
 - xi. Any person who does not abide by these rules may be ruled out of order by the Chairperson.

VII. LANGUAGE PROPOSALS FOR THE CHARTER

- a. **Form.** All charter language proposals shall be prepared and submitted in writing.
- b. **Deadline to Propose Language.** In order to ensure ample time to consider all proposed charter language amendments are expected to be submitted to the Commission by no later than May 31 – with a target date of April 30th.

VIII. ORDER AND DECORUM

- a. A Commissioner must be recognized by the Chairperson before speaking. The member shall address the Chairperson when recognized and shall confine discussion to the question under debate and avoid personalities.
- b. Any Commissioner who arrives late at a hearing or meeting shall refrain from taking the Commission's time with questions and inquiries on matters already discussed.
- c. All Commissioners shall extend proper courtesy and respect to one another and to all persons speaking before the Commission. No profanity or abusive remarks shall be allowed at any time in any meeting.

IX. PARLIAMENTARY AUTHORITY

- a. **Robert's Rules of Order** The rules of parliamentary authority, where not inconsistent with these rules, shall be Robert's Rules of Order Newly Revised, 10th Edition.

X. EXPENSES

- a. **Authorization.** No member of the Commission shall incur any expense in which the member intends to seek reimbursement from the Commission except with the consent of a voting majority of the Commission.

XI. PUBLIC ACCESS

- a. **Documents and Information.** Any person may obtain information or submit requests for records by contacting the secretary to the Commission subject to applicable laws. The Charter Commission Secretary may be reached at (440)647-3836 or COBrien@villageofwellington.com Copies of all official minutes, documents, agenda, procedures, statements or decisions shall be available from the secretary at such costs as may be authorized by law.

XII. MINUTES

- a. **Generally.** The Commission shall keep written minutes of all meetings. Neither a full transcript nor a recording of the meeting is required, but the written minutes shall give a true reflection of the matters discussed and the views of the participants. The minutes shall include, but need not be limited to:
 - i. The date, time and place of the meeting;
 - ii. The members of the Commission recorded as either present or absent.
 - iii. The substance of all matters proposed, discussed or decided; and a record by individual member of any votes taken; and
 - iv. Any other information that any member of the Commission requests be included or reflected in the minutes.

Availability. The minutes shall be public record and shall be available to the public. I would avoid specific dates because there may be an occasion when you cannot meet the deadline.

XIII. AMENDMENTS AND REVISIONS TO THE RULES OF PROCEDURE

- a. **Amendments.** These rules may be amended at a regular meeting of the Commission by an affirmative majority vote of the entire membership of the Commission, provided that at least six (6) days advance notice of such amendment (s) and meeting are first given to each member.
- b. **Revisions.** Whenever changes to the rules are so extensive and general that they are scattered throughout the rules such that an entirely new set of rules, called a revision, is necessary, then such revision shall require the adoption by a two thirds affirmative vote of the entire membership of the Commission. The notice requirement shall be the same as those for amendments.

XIV. SEVERABILITY

- a. In the event any rule contained herein is in conflict with the provision of the U.S. Constitution, State Constitution or ORC. Such rules shall be deemed invalid. Such invalidity shall not affect other rules contained herein that can otherwise be given effect without the invalid rule, and to this end these rules are severable.