

10. A motion to speak, appropriately seconded, and majority affirmative vote is needed to be allowed to speak for 3 minutes. Granting of an additional 3 minutes would require an additional motion, second and majority of Council to vote in favor.
11. The Presiding Officer's call to order will be followed along with the Rules of Decorum listed on the Requests to Speak before Council.
12. Speaking before Council is limited to two presentations per meeting, both may be for a Communication, Resolution or Ordinance, but only one may be for a non-legislative item. Any additional concerns or comments on other legislation beyond this limit, can be communicated to, and shared by, one of the citizen's Council Representatives.
13. The above rules also apply to Citizens who want to speak to promote a city event or special cause.

(h) No repetition of remarks or speaking on the same subject matter will be allowed at more than three meetings, unless there has been a substantive change to the legislation or situation.

(i) To accommodate special needs or circumstances that are in the best interest of the City, Council may temporarily suspend any of these rules, by motion, second and majority vote.

111.14 REPORTS AND RECORDS.

All minutes, legislation, reports and records of committees shall be preserved among the records of Council. No original record book, paper or official document shall be removed from Council Office without the written consent and justification by the President of Council. The Clerk of Council shall obtain official identification and a receipt whenever any of the above items are taken from the office.

111.15 PRESENTATION OF BUSINESS.

All business presented at Council session, requiring an ordinance or resolution, shall be presented in legal form, to the Clerk of Council. No legislation shall be presented in the same form more than one time in a six month period.

111.16 DEADLINE FOR AGENDA.

All legislation and business requiring final action by Council must be presented to the Clerk of Council by 12:00 noon Wednesday preceding the regularly scheduled Council meeting. The Clerk of Council shall prepare an agenda subject to the approval of the President of Council, for the regular Council meeting to be held the following Monday night. The Clerk shall then forward a copy of the agenda to each Council member, the Mayor, local news media. In the event that business of an emergency nature should be brought to the attention of the President of Council, he may place it on the agenda, by notifying each Council member of the subject and reason for the emergency action. Such notification

should be at least one-half hour before the meeting in question; or the President of Council may present it during the Council meeting and ask for a motion to add an item to the agenda.

111.17 MAKING AND POSTPONING A MOTION.

Prior to making a motion, the Council member must first be recognized by the President to speak. Motions must be clear and be duly seconded, before it is open to discussion and vote. Whenever a motion to postpone is presented to Council, and the motion does not specify a definite date to reconsider, it is the rule of Council that it must be brought up for reconsideration at the next meeting. The only exception to this rule shall apply to postponing a motion to send to Committee for study, and the matter will be reconsidered at the meeting following completion of Committee study.

111.18 DUTIES OF CLERK.

The Clerk of Council shall serve at the pleasure of Council, and the duties of this office shall include the regular duties prescribed by the State Code, duties prescribed by this chapter, duties prescribed by Council during regular session of Council, duties prescribed by Ordinance 81-107, as amended from time to time, and any other duties requested by the President of Council. The Council office shall be open the following hours: Monday through Friday, except Legal Holidays, 8:00 a.m. to 5:00 p.m., with one hour off for lunch.

111.19 CORRESPONDENCE.

The Clerk of Council shall notify the President of Council of all correspondence received by the Clerk as soon as possible. Should the Clerk of Council desire clarification or modification of any of the above duties, she shall submit a written request to the President of Council.

111.20 SUPERVISOR OF CLERK.

The immediate supervisor of the Clerk of Council shall be the President of Council or President pro tempore if designated by the President.

111.21 USE OF CODIFIED ORDINANCES.

Each Council member, upon assuming office, shall receive an up-to-date copy of the Codified Ordinances of the City for use during his/her term of office and sign a receipt for the Clerk of Council or sign a declination if not wanting a copy . This book shall be returned to the Clerk of Council in February of each year for further updating. The Council member shall, in November preceding the end of his/her term, return the book to the Clerk for use by new incoming members of Council. Failure to do so shall result in a one hundred fifty dollar (\$150.00) charge which will be deducted from the Council member's City paycheck.

111.22 COPIES OF LEGISLATION; FEE; POSTING.

(a) The Clerk of the legislative authority shall supply a copy of the complete text of each ordinance or resolution to any person, upon request, for a charge as provided in Section 193.01.

(b) The Clerk shall post a copy of the text of each ordinance or resolution at her office as well as email a copy to John McIntire Library, 220 North Fifth Street, Zanesville, Ohio.

Section 2. This Ordinance shall take effect and be in force from and after the earliest period allowed by law.

PASSED: _____, 2015

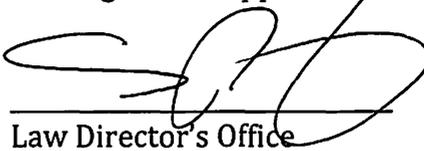
ATTEST: _____
SUSAN CULBERTSON
CLERK OF COUNCIL

DANIEL M. VINCENT
PRESIDENT OF COUNCIL

APPROVED: _____, 2015

JEFF TILTON
MAYOR

This legislation approved as to form:



Law Director's Office