

## **RULES OF ORDER GOVERNING THE COUNCIL OF THE CITY OF YOUNGSTOWN, OHIO**

### **I. MEETINGS, PLACE, TIME OF CONVENING, QUORUM, ORDER OF BUSINESS**

**Rule 1. Meetings** – PLACE, All meetings of the Council shall be held in the Council Chambers in the City Hall, unless otherwise ordered by Council.

**Rule 2. Meetings** – PUBLIC, Except as provided in O.R.C. 121.22 (G) all meetings of the Council or Committees thereof shall be public, and upon request of any Citizen desiring to be heard on any matter, then under consideration by the Council, the Council may, on motion, resolve itself into a Committee of the Whole and hear such Citizen as such period as Council may determine. Persons desiring to be heard by any committee of Council on any matter then under consideration, may by consent of such committee be given an opportunity to be heard thereon. All minutes and records of the Council shall be promptly recorded by the Clerk of Council and shall be open for inspection by the public at all reasonable times.

**Rule 3. Regular Meetings** – After the Council has met pursuant to Section 7 of the Charter, regular meetings of the Council shall be held in the Council Chambers on the **\*\*first and third** Wednesday's of each month at \*5:30 o'clock p.m. Working sessions and the various committees of Council shall meet on the second and fourth Wednesdays of each month at 5:30 o'clock p.m. Council will announce, as required by the rules, any meeting to be held on a fifth Wednesday. No regular meeting shall be held from the fourth Wednesday in June to the second Wednesday in September, both inclusive. No regular meeting shall be held on a Wednesday following Election Day. When any regular meeting falls on a legal holiday, such meeting shall be held on the following day following, but the Council may adjourn any regular or special meeting to meet at any time within ten days after.  
(\*amendment 3-1-00) (\*\*amendment 4-6-00)

Notice shall be given of said time and place of said regular meetings of this Council by publication in the local publication on at least one occasion annually on or before the date preceding the first regular meeting of this Council.

**RULE 4. Special Meeting** – A “special meeting” is any meeting other than a regular meeting. Special meetings may be called at any time by the Mayor, the President of Council, or any three members of Council upon at least twelve hours written notice to each member of Council, served personally on each member via email, fax and/or phone call. Such notice shall be informative as to the time, place and purpose of said meeting. Such notice shall state the subject to be considered at the meeting and no other subject(s) shall then be considered.

Twenty-four (24) hours advance notice of said special meeting shall be given to all news media or designated members thereof who file a written request for such notice with the Clerk of Council annually on or before the first regular meeting of Council. All such written requests shall be on a form provided by the Clerk of Council and shall specify the name, address and all telephone numbers at which any such news media or its designated representative may be contacted at any time and shall contain like information for any designated alternate representative.

However, in view of Section 7 of the Youngstown City Charter which provides in part that when a special meeting of Council is called, each member of Council shall have no less than twelve (12) hours advance notice of such meeting. (Amended 6/6/2018)

The Clerk of Council shall prepare and maintain a Journal in which to record the written requests for notice from the news media, and shall prepare and maintain a Journal of log in which the time and manner of communication of any such notice to the news media is given. The news media who have requested such notice shall be responsible updating and amending any information necessary for the Clerk of Council to keep said news media informed of such Special Meetings.

**Rule 5. Quorum** – A majority of all the members elected to Council shall be a quorum to do business, but a less number may adjourn from day to day and compel the attendance of absent members in the manner and under such penalties as may be prescribed by Ordinance.

**Rule 6. Order of Business** - The business of all regular meetings of the Council shall be transacted in the following order unless the Council, by a majority vote, shall amend the rules and change the order:

- (1) Roll Call of Members
- (2) Allegiance
- (3) Disposal of the journal of the preceding meeting
- (4) Petitions, Communications, Notices, Certifications, etc.
- (5) Reports of standing and special committees
- (6) Reports of various boards, etc.
- (7) Introduction of regular 30 day Resolutions for 1<sup>st</sup> reading, 2<sup>nd</sup> reading and 3<sup>rd</sup> reading
- (8) Introduction of emergency Resolutions for 1<sup>st</sup> reading, 2<sup>nd</sup> reading and 3<sup>rd</sup> reading
- (9) Introduction of regular 30 day Ordinances for 1<sup>st</sup> reading, 2<sup>nd</sup> reading and 3<sup>rd</sup> reading
- (10) Introduction of emergency Ordinances for 1<sup>st</sup> reading, 2<sup>nd</sup> reading and 3<sup>rd</sup> reading
- (11) Miscellaneous Business
- (12) Adjournment

The presiding officer may, at any time, by majority vote of all members elected to Council permit a member to introduce an ordinance, resolution, or motion out of the regular order.

**Rule 6a.** - During Miscellaneous Business the President of Council shall first call upon the Mayor and the members of his/her cabinet for remarks; immediately thereafter upon each Councilman for remarks.

## **II. OFFICERS AND EMPLOYEES OF COUNCIL**

**Rule 7. Presiding Officer** – The President of Council in his/her absence the Pro Tempore, shall preside over the meetings of Council. The Council Pro Tempore shall discharge all the duties and be clothed with all the powers of the President of Council as such presiding officer in his/her absence. The presiding officer shall call all meetings to order at the time appointed and shall proceed with the order of business. If a quorum be present he/she shall give the members an opportunity for correcting the journal of the previous meeting, a copy of which shall be placed on the desk of each member of Council. In the absence of any objection or corrections, the minutes shall stand approved. The Presiding officer shall preserve the order and decorum, prevent personalities or the impugning of members' motives, shall confine members in debate to the question under discussion, and shall decide all points of order subject to an appeal to the Council. When in the absence of the President of

Council, the Pro Tempore presides over Council, and shall retain his/her vote as an elected representative of his/her ward. He/She shall vote only once and if because of any member of Council's absence and a tie vote results, the question shall not be resolved until the next Council meeting.

**Rule 8. - The Vote Necessary for Election of Clerk and Other Employees of Council.** No candidate for Clerk of Council shall be declared appointed unless he/she shall have received a majority vote of all members of Council and no person shall be employed by this council except pursuant to majority vote of all the members elected to Council. No vacancy, which Council is authorized to fill shall be filled except pursuant to majority vote of all members elected to Council.

**Rule 9. The City Clerk** – The Council shall choose a clerk and such other officers and employees as may be deemed necessary and fix their compensation. The Clerk shall keep the record of Council. He/She shall keep a proper file of all papers and documents which is a part of the transaction of the Council, meetings of committees, and all orders of Council, and shall make such records available for public inspection upon request. Copies of all ordinances, resolutions, minutes and communications shall be made available upon request to any interested party, in accordance with the Ohio Sunshine laws. The cost of such copies shall be ten (.10) cents per page. Said monies shall be payable to the Director of Finance, City of Youngstown, and shall be used to defray the cost incurred. The City Clerk shall be secretary to all committees, but may assign an assistant as secretary to any committee. The Clerk shall facilitate the management of all staff employed by the Clerk's office and shall be responsible for the daily administrative tasks relative to the legislative process. The Clerk shall develop policies and procedures designed to facilitate the efficient management and operation of the office. In addition, the clerk shall report to Council the reasons advanced by any member for absence from Council meetings, and he/she may perform such other duties as required by charter, statute, or ordinance. (Amended 06/06/2018)

**Rule 10. Sergeant-At-Arms – (Deleted 3-1-00)**

### **III. COMMITTEES OF COUNCIL**

**Rule 11. Standing Committees** – The standing committees of the Council shall be Finance, Legislative, Infrastructure & General Improvements, Public Safety, Public Buildings and Grounds, Parks and Playgrounds, Public

Utilities, Parking, Public Health and Housing, Community Planning and Economic Development (CPED), CDA (~~\*amended 9/17/97~~), (merged 06/06/2018) Zoning (added 06/06/2018), Education\* (\*amended 4/22/98 by RES-98-31) and Chevrolet Centre Oversight\*\* (\*\*Deleted ORD-06-278 ~ 11/15/06)

There shall be a committee on standing committees composed for four (4) members of Council. Said committee shall be elected by a majority vote of the entire membership of Council. Said committee is empowered to appoint the chairman, vice-chairman and members of all standing committees.

In the absence of the chairman, the vice-chairman shall preside until the chairman appears and shall discharge all the duties and be clothed with all the powers of the chairman during such absence. The subject matter, which shall be referred to the standing committee, shall be as follows:

- A. Committee on Finance**, to which shall be referred all ordinances, resolutions and other matters relating to finance, indebtedness, appropriations, the payment of monies not provided for by previous legislation, taxation, and all matters pertaining to the Department of Finances, the standardization of salaries and wages, civil service, pensioning of employees and the sale or purchase of real estate.
- B. Committee on Legislation**, to which shall be referred all ordinances, resolutions and other matters pertaining to county, state and federal legislation affecting the City annexations, re-districting, charter amendment, and initiative, referendum and recall petitions. (Amended 06/06/2018).
- C. Committee on Public Safety**, to which shall be referred all ordinances, resolutions pertaining to public safety, police and fire, traffic regulations, smoke abatement, nuisance ordinances and food concessions upon public streets. (Amended 06/06/2018)
- D. Committee on Infrastructure & General Improvements**, to which shall be referred all ordinances, resolutions and other matters pertaining to street and sewer improvements, pipe lines, elimination of grade crossing, street cleaning, waste collection and disposal matters pertaining to streets, taxes and assessments relating to sidewalk and street improvements and bridges. (Amended 06/06/2018)
- E. Committee on Public Buildings and Grounds**, to which shall be referred all ordinances, resolutions, and other matters relating to all

- public buildings and grounds owned, leased, or operated by the City of Youngstown.
- F. Committee on Parks and Playgrounds**, to which shall be referred all ordinances, resolutions and other matters pertaining to public parks, public spaces, public recreation, and playgrounds (Amended 06/06/2018)
  - G. Committee on Public Utilities**, to which shall be referred all ordinances, resolutions, and other matters relating to the City’s water supply, waste water disposal and sanitation services, and all ordinances, resolutions and other matters relating to existing or proposed franchises. (Amended 06/06/2018)
  - H. Committee on Parking**, to which shall be referred all ordinances, resolutions and other matters relating to parking in the City of Youngstown. (Amended 06/06/2018)
  - I. Committee on Public Health**, to which shall be referred all ordinances, resolutions and other matters relating to the Public Health of the City of Youngstown.
  - J. Committee on Community Planning and Economic Development (CPED)**, to which shall be referred all ordinances, resolutions and other matters relating to, Community Planning activities and Economic Development. Including, all matters pertaining to Community Development Agency (formerly CDA Committee \*merged 06/06/2018)
  - K. Committee on Education**, to which shall be referred all ordinances, resolutions and other matters relating to the city’s education. (RES-98-31, 4/22/98)
  - L. Committee on Zoning** -to which shall be referred all ordinances and resolutions of all matters relating to the inspection of buildings, enforcement of building codes, slum clearance and all other zoning concerns. (Added 06/06/2018)
  - M. \*\*Committee on Chevrolet Centre Oversight, ~~deleted~~** (\*\*~ORD-06-276 ~ 11/15/06)

**Rule 12. Committee of the Whole** – When the Council shall decide to go into Committee of the Whole, without objection the regular officers shall continue to serve, otherwise, the Council shall appoint a chairperson to preside, and the presiding officer of the Council shall leave the chair. The rules of Council, insofar as practicable, shall be observed in the Committee of the Whole, except that no limit shall be placed on the frequency of speaking, that the yeas and nays shall not be taken and that a motion to rise and report progress shall always be in order and shall be decided without debate.

#### **IV. DUTIES, PRIVILEGES, AND DECORUM OF MEMBERS**

**Rule 13. Duty to Vote** – Every member present shall vote on all questions upon the call of yeas and nays except that no member shall discuss nor vote on any question in which in any way involves personal or private rights. Any member present, who refuses to vote upon any question relating to the City government, upon which he/she may vote, when the yeas and nays are being taken, shall be guilty of contempt of the Council, and may for such contempt, be censured by a vote of two-thirds of all the members of Council.

**Rule 14. Abstain from Voting-** No member should vote on a question in which he has direct personal or pecuniary interest not common to other members of the assembly. The rule of abstaining from voting on a question of direct personal interest does not mean that a member should not vote for him/herself for an office or other position to which members generally are eligible, or should not vote when others members are included with him in a motion. (Added: 6/6/2018)

**Rule 15. Yeas and Nays** – On the passage of every ordinance or resolution and on the appointment of every officer the vote shall be taken by yeas and nays and entered in full upon the records. On any other question the yeas and nays shall be entered upon the records on the request of any member seconded by any other member. Upon the call of the yeas and nays the Clerk shall call the names alphabetically and record the vote.

**Rule 16. Change of Vote** –A member has the right to change their vote up to the time the result is announced; after that, he can make the change only by the unanimous consent of the assembly requested and granted, without debate, immediately following the chairs announcement of the result of the vote. (Amended 6/6/2018)

**Rule. 17. Right of Floor** – When any member is about to address the Council, he/she shall raise his/her right hand and wait to be recognized by the presiding officer, and when recognized by the chair, said member may remain seated to deliver his address and shall confine himself/herself to the question under debate, avoid personalities and refrain from impugning the motives of any other member’s argument or votes.

**Rule 18. Time limitations of Speaking** –No member shall be allowed to speak for a longer time than \*five (5) minutes at any one time without permission of Council. No member shall speak more than once on the same motion until every other member desiring to speak on that motion shall have had an opportunity to do so. Nor shall neither the Mayor nor any director speak longer than fifteen minutes upon the same motion, ordinance or question without the consent of Council.

**Rule 19. Members Called to Order** – If any member in speaking or otherwise, transgresses to rules of Council, the President of Council shall call the offending member to order. The member so called to order shall immediately take his/her seat unless permitted by the President to explain. Any member may, by raising to the point of order call the attention of the President to such transgression. The President without debate shall decide the point of order. Every such decision of the President shall be subject to appeal to the Council by any two members.

**Rule 20. Right of Appeal** – Any member may appeal to the Council from a ruling of the presiding officer, and if the appeal is seconded the member making the appeal may briefly state his/her reason for the same, and the presiding officer may briefly explain his/her ruling, but there shall be no debate on the appeal and no other member shall participate in the discussion. The presiding officer shall then put the question, “Shall the decision of the chair be sustained?” If a majority of the members vote yeas, the ruling of the chair is sustained; otherwise, it is over-ruled.

**Rule 21. Members may read from books, etc.** – Any member while discussing a question, may read from books, papers or documents, any matter pertinent to the subject under consideration without asking leave.

**Rule 22. Division of Questions** – If the question contains two or more divisible propositions, the presiding officer may and upon request of a member shall divide the same; but a motion to strike out a provision and insert a substitute is not divisible.

**Rule 23. Personal Privilege** – Any member may rise to explain a matter personal to himself, and on stating that it is a matter of personal privilege, he/she shall be recognized by the President, but shall not discuss a question or issue in such explanation. Such explanation shall not consume more than five

minutes of time unless extended by the consent of Council. Matters of personal privilege shall yield only to a motion to recess or adjourn.

## V. MOTIONS

**RULE 24. Purpose and Form.** – Motion shall be used only to expedite the orderly transaction of the business of Council. The form of all motion shall be “I move that” followed by the substance of the motion. Upon demand of any member shall be reduced to writing. The maker with the consent of the second may withdraw any such motion before it has been amended or voted upon. When a motion is made and seconded the presiding officer shall state it before any debate shall be in order. All motions which have been entertained by the President of Council shall be entered upon the minutes.

**RULE 25. Precedence of Motions.** – When a question is before the Council no motion shall be entertained except the following:

1. To fix the hour of adjournment
2. Adjourn
3. Recess
4. For the previous question
5. Call for the orders of the Day
6. To lay on the table
7. Previous Question
8. Limit or Extend the limit of Debate
9. To postpone to a day certain
10. Commit or Refer
11. Amend
12. To postpone indefinitely

*Per Roberts Rules of Order Newly Revised 11<sup>th</sup> Edition, \*these motions shall have precedence in the order indicated.*

**Rule 26. The Previous Question** – The motion for the previous question shall require a majority vote of all members elected to Council shall be considered only once; may be renewed after intervening business; shall take precedence over all debatable questions and shall be in order to prevent amendment of undebatable questions. When the previous questions is moved and seconded by one other member it shall be put as follows” “Shall the main question be now put?” There shall be no further amendment or debate, but pending

amendments shall be put in their order before the main question. If the questions, “Shall the main question be put now?” be decided in the negative the main question remains before Council.

**Rule 27. Motion to Lay On the Table -**

The motion to Lay on the Table enables the assembly to lay pending question aside temporarily when something else of immediate urgency has arisen or when something else needs to be addressed before consideration of the pending question is resumed. Motion to lay on the table shall require a majority vote of all members elected to Council. (Amended 06/06/2018)

**Rule 28. Motion to Postpone to a Day Certain.** – A motion to postpone to a day certain shall require a majority vote of the members present; shall be subject to reconsideration; may be renewed after intervening business; shall be debatable as to the propriety of the postponement but not upon the merits of the legislation; and may be amended by changing the date. Upon the arrival of the date to which postponed the legislation shall be considered in the regular order of business of that day.

**Rule 29. Motion to Postpone Indefinitely** –A motion that the assembly declines to take a position on the main question. Its adoption kills the main motion and avoids a direct vote on the question. Can be applied only to the main question and can therefore be made only while a main question is immediately pending. Must be seconded, is debatable, not amendable, requires a second, and requires a majority. (Amended 06/06/2018)

**Rule 30. Reconsideration** – ~~(Amended 1/13/65)~~ this motion enables an assembly, within a limited time and without notice, to bring back for further consideration a motion which has already been voted upon. The purpose for reconsidering a vote is to permit correction of hasty, ill-advised, or erroneous action, or to take into account added information or a changed situation that has developed since taking the vote. Motion can only be made by member who voted with the prevailing side. Reconsider can be made only on the same day the vote to be reconsidered was taken. Must be seconded at the time it is made and requires a majority vote. (Amended 06/06/2018)

## **VI. ORDINANCES AND RESOLUTIONS**

**Rule 31. Form of Ordinances.** – The enacting clause of all ordinances shall be “Be it ordained by the Council of the City of Youngstown” except those submitted by initiative petition, which shall “Be it ordained by the people of the City of Youngstown”. All ordinances before introduction shall be in typewritten form. No ordinance or resolution or section thereof shall be revised or amended unless the new ordinance or resolution contains the entire ordinance or resolution, or section revised or amended, and the original ordinance, resolution, section or sections so amended shall be repealed.

**Rule 32. Emergency Ordinances** – If any emergency ordinance or resolution fails to receive a three-fourths affirmative vote of all members elected to council, it shall take effect and be in force from and after the earliest period allowed by law.

**Rule 33. Reference To Committee** – All Ordinances and Resolutions shall be read by title on the day when introduced unless it be declared to be an emergency measure and unless otherwise ordered by Council shall be referred by the presiding officer to the appropriate committee, which reference shall be announced forthwith, by the Clerk, the Committee, or committees to which so referred shall, after due consideration report the same back with or without proposed amendments and with recommendations for approval or disapproval. When so reported such ordinance or resolution shall, unless otherwise, ordered, be read a second time by title only and laid over until the next meeting of Council when the same shall be read a third time in full and vote taken thereon.

**Rule 34. Three Readings** – No ordinance or resolution shall be passed until it has been read on three separate days, unless the reading on three separate days has been dispensed with by a three-fourths vote of all members elected to Council. The final reading shall be in full unless a printed copy of the measure shall have been furnished to each member of the Council prior to such reading.

**Rule 35. Appropriation Ordinances** – Ordinances making appropriations shall be confined to the subject of appropriation. No money shall be appropriated except by ordinance. All ordinances for fixing a tax rate, the appropriation of money, the issuance of bonds, the transfer of money to any fund, or the payment of claims; and all resolutions and ordinances, whereby

the City shall become liable for the payment of any money, shall be referred without debate to the finance committee for consideration and report; unless the requirement shall be suspended by majority of all the members elected. The vote of each suspension shall be taken by yeas and nays and entered on the record.

**Rule 36. Amendments** – It shall be in order to amend an ordinance at any time when not in the hands of a committee; but if amended after its second reading it shall again be read as the second reading thereof, and laid over for further and final action. A majority vote of all members elected to Council shall be necessary for adoption of an amendment to any legislation pending before the Council.

**Rule 37. Adoption** – All ordinances and resolutions shall require for passage or adoption, at least, a majority vote of all the members elected. The vote of their adoption shall be taken by yeas and nays and entered on the records of the meeting except as otherwise provided in these rules.

**Rule 38. Signing Ordinances and Resolutions** – All ordinances passed and resolutions adopted by Council shall be signed by the President, attested by the Clerk, and presented forthwith to the Mayor by the Clerk.

**Rule 39. Action on Mayor's Veto** – When the Mayor refuses to sign an ordinance or resolution or part thereof and returns such ordinance or resolution to the Council with his/her objections, the Council shall at the next meeting following the meeting at which such vetoed ordinance or resolution is returned, if such meeting shall occur not less than one (1) week after receipt of such ordinance or resolutions, proceed to reconsider the same. After the adoption of the motion so to reconsider, the question shall be stated as follows: "Shall Ordinance No. \_\_\_ (Resolution No. \_\_\_) be passed or adopted notwithstanding the veto of the Mayor?" Those voting yea vote to over-ride the Mayor's veto. Those voting nay vote to sustain the Mayor's veto. If two-thirds of all members elected to Council vote yea such ordinance or resolution vetoed by the Mayor shall take effect without his/her signature.

## **VII. ADMINISTRATIVE OFFICERS**

**Rule 40. Attendance Required** – The Mayor and the directors of all departments shall be required to attend the regular and special meetings of

Council and shall be provided with seats on the floor of the Council. They shall be required at any such meeting, to answer such questions relating to the affairs of the City under their respective supervision and control as may be put to them by any member of Council. The Mayor shall be entitled to take part in the discussion on all questions before the Council. The directors shall be entitled to take part in the discussion on all questions relating only to their respective departments.

**Rule 41. Reports of City Officers** – All ordinances, resolutions, and communications pertaining to matter that come under the supervision and control of the Mayor and Directors of Departments, shall in addition to being referred to the proper committees, be also referred to such respective administrative officers for recommendations and report. Every such officer to whom any such matter is referred shall report it to the Council as the case may be, with recommendations reported by the next regularly scheduled Council meeting. All reports from city officers suggesting or recommending action by the Council, shall unless otherwise ordered by Council be referred to the appropriate committee for consideration and report, which shall be made without necessary delay.

**Rule 42. Status of Pending Measures** – The City Clerk shall keep the member of Council informed regarding the status of pending ordinances and resolutions by preparing a bi-weekly committee report on the status of pending measures giving the following information: Date of Introduction. Ordinance number, legislation sponsor, and brief title of the ordinances and resolutions pending before each of the several committees.

**Rule 43. Legislative Packets-** All ordinances and resolutions to be acted upon at the regular meetings of the Council on the first and third Wednesdays, shall be filed with the City Clerk not later than 12 o'clock noon of the preceding Friday. All ordinances and resolutions filed later than 12 o'clock noon on the preceding Friday **shall be held until the next meeting of Council.** Petitions, communications, notices, certifications, reports, etc. shall be filed not later than 12:00 noon Tuesday prior to the Council meeting. (Amended 06/06/2018)

## VIII. COUNCIL CHAMBERS

**Rule 44. Use of Council Chamber** – The Council Chamber shall be used for only meeting of the Council or Committees thereof, except where the Council by vote authorizes its use by persons other than city officials. The Clerk, may permit other public officials to use the Council Chambers on public business when not in use by the Council or committees. (Amended 06/06/2018)

**Rule 45. Privileges of the Floor** – No persons except members of the Council, officer’s names in rules, reporters for the newspapers, TV and radio and persons invited by the President of Council or members of Council shall be admitted within the bar of the Council Chambers.

**Rule 46. Request to Speak before Council-** Anyone wishing to appear or to speak before Council must submit their written request no later than noon the Tuesday prior to the Council meeting to their appearance stating their subject matter and shall be limited to not more than \* three (3) minutes. (Amended 06/06/2018)

**Rule 46a. Public Hearings before Council** – (Deleted 06/06/2018)

**Rule 47.** (Deleted 06/06/2018)

**Rule 48. Suspension of Rules** – Any provision of these rules may be suspended at any meeting of Council, by a majority vote of all the members elected, except when a greater number is required by law or by the rules. The vote on any such suspension shall be taken by yea and nays and entered upon the records.

**Rule 49. Amending Rules** – These rules may be amended, or new rules adopted by a majority vote of all the members elected to the Council.

**Rule 50. Other Rules** – Except as herein, provided, the proceedings of the Council shall be governed by the City Charter and Roberts Rules of Order, Wherever the Rules of Council are silent, this assembly will refer to Roberts Rules of Order to address order within their meetings and it shall be the duty of the presiding officer to adhere to and enforce such rules, together with the rules herein set forth.

**Rule 51. Trips of Councilmen** – That whenever a Member of City Council deems it necessary to leave the City on official business, he/she shall be required to notify the Clerk of Council in advance of his/her departure, stating the purpose of said trip, where said meeting(s) shall be held, the date of said meetings or, if possible, its itinerary. The clerk will then in turn inform other Councilmen of said trip.

**Rule 52. Public Notice** – Specific Type of Business –

- (1) Any member of the general public may request notice of any meeting of this Council or its committees at which any specific type of business is to be discussed. Provided, however, any and all such requests shall comply with the following:
- (2) All requests shall be made in writing and on a form obtained from the Clerk of Council. Any such member of the general public who has requested such notice shall be responsible for updating and amending any information necessary for the Clerk of Council to keep said person informed as per said person's request.

**Rule 53. CONSENT AGENDA** – A consent agenda is a grouping of routine resolutions and/or ordinances that are usually received and approved by Council without discussion. All resolutions and/or ordinances listed in “consent” can be received and adopted with a single motion. Any member may remove an item by request from the consent agenda for full discussion. No second is required. Resolutions or ordinances removed for separate discussion will be considered after the motion to approve the consent agenda. Only the *legislation sponsor* may remove an item off the agenda up and until the beginning of the Council meeting.

**Note: All members of Youngstown City Council will adhere to adopted City policies as set forth by the City of Youngstown, such as the Travel policy, Technology and equipment policy, purchasing/acquisition and use of cellular phones policy.**