

**VILLAGE OF MECHANICSBURG COUNCIL RULES**  
**2025**

**SECTION 1 – COUNCIL MEETINGS**

- A. The regular meetings of Council shall be held the first and third Monday of each month, at 6:30 pm. In the event the meetings fall on a legal holiday, the meetings may be held Wednesday, of the same week, at the same time. The dates of meetings covered under this exception will be established at the first regular meeting of the year and shall be designated as regular meetings. The yearly schedule of regular council meetings shall become a part of these rules. (See Appendix I)
- B. Council may at any meeting, adjourn over the next regular meeting by a majority vote, or designate a different day on which to meet. Such order shall apply only to the date named.
- C. Special meetings, including emergency meetings, must be requested by at least three members of Council, or at the request of the Mayor.
- D. Emergency meetings may be called if a situation requires immediate official action.

**SECTION II – MEMBERS AND PRESIDING OFFICER'S DUTIES**

- A. The Mayor shall preside at each council meeting. Each session shall begin with a call to order and roll call to show the presence of members. Four members shall constitute a quorum. In the absence of a quorum, attending members shall adjourn until the next regular meeting. In the Mayor's absence, the President Pro Tempore shall preside and follow the same process. Council, by majority vote shall select the President Pro Tempore at each year's first regular meeting.
- B. The presiding officer (Mayor, President Pro Tempore, or Administrator) shall always maintain order. If participants, either citizens or council members are found to be disruptive or unruly, the presiding officer shall 1) call for order, 2) warn the violator(s) that his/her behavior is unacceptable, and 3) inform the person(s) that a second occurrence will result in being asked to leave the meeting. If a council member is removed, or leaves any regular, special, emergency, or committee meeting, without permission from the presiding officer, he/she shall forfeit one meeting council pay.
- C. By a majority vote, any member may be reprimanded by Council for conduct unbecoming his/her position. Members shall abide by the codes of the Ohio Ethics Commission and the Ohio Revised Code. Reprimands may include, but are not limited to, expulsion from session, removal from Council, or forfeiture of pay.
- D. Any member of Council, or the Mayor, may raise a point of order regarding these rules. The presiding officer must rule upon the objection according to the rules adopted by Council. Any two members may appeal the presiding officer's ruling. On such appeal, there shall be no debate. Vote of Council shall prevail.

- E. When about to speak to a question or make a motion, members shall address the Chair as "Mr. Mayor", "Mr. President", or "Mr. Chairman." The Chair shall respond by pronouncing the name of the member entitled to the floor. Members addressing Council shall confine themselves to the question under debate and avoid personality conflicts. No member shall be allowed to speak more than once on any one subject until every member choosing to speak has spoken. No member shall speak more than two times on the same subject, or longer than five (5) minutes without leave of Council, as expressed by a majority of votes from the members present.

### SECTION III - AGENDA

- A. Meetings will be conducted in accordance with the following agenda:

1. Call to order and roll call,
2. Pledge of Allegiance
3. Approval of Council minutes,
4. Approval of invoices (from monthly reports) as signed by a majority of Council,
5. Public Participation
6. Approval of Monthly Fiscal Report,
7. Zoning Inspector's monthly report (including number of permits requested, issued, items referred to the Zoning Board of Appeals and a financial report),
8. Fiscal Officer's Report (including monthly income tax report),
9. Administrator's Report,
10. Standing Committee reports,
11. Communications,
13. Unfinished Business,
14. Executive Session, and
15. Other

- B. Those who wish to be heard under agenda item # 5 (Public Participation) shall be limited to three (3) minutes. Appropriate responses from Council may include an immediate answer, a specified period of time in which a council member will contact the participant with a response, or referral to the appropriate department with a specified time frame for the department head to respond to the participant. Participants should be assured their concerns will be addressed in a timely manner. Public participants are required to follow rules for participation as set forth by Council
- C. All issues raised during the course of the meeting must be disposed of in some manner before moving on to the next item of business.
- D. Action of Council will be taken by a motion made and seconded by a member of Council. Roll call vote shall be taken to determine the fate of the motion. The person making the motion or the person seconding the motion may withdraw. If no other member seconds a motion, it shall die for lack of a second.
- E. Communication with the Village Solicitor on village legal matters may be made by individual Council members and Village officers.

## SECTION IV – COMMITTEES

- A. Council shall be organized into standing committees at the first meeting of the year. The presiding officer shall appoint the standing committees. The committees shall consist of two members and the Village Administrator who shall be named the Chair with majority approval from Council.
- B. The presiding officer, with a majority vote of Council, shall have the right to revise the committees for cause.
- C. Meetings will be at the call of the Chair, Mayor, or two committee members.
- D. Committees shall have the right to investigate any item of business or complaint made and shall give report to Council at its next regular session. All issues raised at a council meeting or complaint raised by a citizen to Council, shall be assigned by the presiding officer to the appropriate committee jurisdiction. Any question to jurisdiction shall be resolved by a majority vote of Council.
- E. Minutes of committee meetings shall be kept in writing and turned over to the Village Administrator to be included in the agenda of the next council meeting. The minutes become part of the public record.
- F. Committee meetings shall be scheduled at such time that all committee members may have the opportunity to attend, and ALL council member shall be notified of the meetings.
- G. Matters that a committee or officer have not reported within two (2) weeks from the time of reference shall be brought by the Village Administrator to the attention of Council. Council may take further action on the matter as it deems best.
- H. Standing committees are: (See Appendix II for members)
  - 1. Finance - works on the appropriation of money for expenditures for all departments; members shall have a working knowledge of the budget, and make reports and recommendations to Council
  - 2. Building - makes periodic inspection of all Village owned/leased buildings in order to assess maintenance and repair issues; makes recommendations to Council and if possible, include cost estimates.
  - 3. Safety – responsible for the overall safety issues for the village that include, but are not limited to, the fire, EMS, and police departments.
  - 4. Street/Public Utility – responsibilities include providing direction and oversight of the public utilities, periodic inspections of streets, alleys, sidewalks, curbs, gutters, and driveway approaches; personnel from the street and utility departments may routinely work together to complete assigned tasks.

5. Ordinance and Resolution – oversees the formulation of ordinances and resolutions required or advised by the mayor or Council; presents the document for approval and passage.
6. Recreation – oversees recreational activities for village citizens.

## SECTION V – VOTING

- A. Voting shall be by majority unless otherwise specified.
- B. Procedural items to be voted on may include approval of minutes, bills, reports, and adjournment. The adjournment vote may be done by voice vote as determined by the presiding officer.
- C. When a question or proposal comes before Council, or is under debate, no motion shall be received except the following: to adjourn, to lay on the table, for previous question (a request that the discussion end and that any motion being considered be voted on), to postpone to a certain day, to comment, to amend, or postpone indefinitely. Motions to adjourn, to lay on the table, or for previous question shall be decided without debate.
- D. A motion shall be made and seconded on any issue, and then the issue may be debated. A vote will be called after sufficient discussion has been allowed by the presiding officer. Any council member may request additional discussion at any time, and it may be granted by a majority roll call vote from Council. Any member may call for a division of the question, or the presiding officer may direct the same if the question divided is so distinct, that one being taken from the other will stand alone as an entire question for decision.
- E. A vote to adopt an ordinance or resolution shall take place after three readings by title and number. A motion to suspend the three-reading rule for an ordinance or resolution can be made and seconded and must receive the yeas of at least three-fourths of ALL council members. After that motion passes, the ordinance or resolution shall be read by title and number, unless a majority of Council requests a full text reading via voice vote. Passages of ordinances or resolutions that include an emergency clause require a two-thirds vote in favor of the adoption. Three-fourths vote of Council is required to table an ordinance or resolution indefinitely.

## SECTION VI – RESOLUTIONS

- A. Resolutions are statements of opinion of Council to carry out an action. Resolutions shall be read at an open meeting by title and number unless the entire text is requested by a majority of Council. The ordinance and resolution committee must review all resolutions before presentation to Council. In the case of emergency, the resolution must be reviewed by at least one member of the ordinance and resolution committee before presentation to Council.

## SECTION VII – ORDINANCES

- A. Ordinances are laws of the Village of Mechanicsburg. Ordinances shall be read at an open meeting by title and number unless the entire text is requested by a majority of Council. The ordinance and resolution committee must review all ordinances before presentation to Council. In the case of emergency, the ordinance must be reviewed by at least one member of the ordinance and resolution committee before presentation to Council.

## SECTION VIII – VACANCY

- A. The resignation of a member of a council member, when presented during an open session, shall take place immediately. The resignation may be either verbal or written.
- B. Nominations for a vacant council seat can be made by any council member. There may be several nominations for a seat, and seated members may nominate more than one person to fill any vacancy. Vote shall be taken by roll call with each member announcing the nominee for whom they are voting.

## SECTION IX – HEARINGS

- A. If any elector, taxpayer of the Village, or any other person or persons desires a hearing on any matter pending before Council, application may be made to Council. Council, by majority vote, may grant a public hearing, arrange a special time, and place. The hearing may be granted during a regular or special meeting of Council.

## SECTION X – ROBERTS RULES AND PARLIAMENTARY PROCEDURES

In all cases not provided for by these rules, Council shall utilize the practices and procedures cited in Robert's Rules and Orders.

## SECTION XI – ANNUAL REVIEW OF COUNCIL RULES

The council shall review these rules at the first regular meeting of each year or as needed. Amendment of the rules shall be made by a majority vote.

## APPENDIX I

### Council Meeting Dates – 2025

January 6th

January 20th Martin Luther King Day

February 3rd

February 17th Presidents Day

March 3rd

March 17th

April 7th

April 21st

May 5th

May 19th

June 2nd

June 16th

July 7nd

July 21st

August 4th

August 18th

September 1st Labor Day

September 15th

October 6th

October 20th

November 3rd

November 17th

December 1st

December 15th

APPENDIX II

Standing Committee Members – 2025

**Committee**

**Members**

Building

Wilson -Foss

Finance

Hickey- Wibright

Ordinance/Resolution

Tibbals-Hickey

Safety

Cobbs– Wilson

Street & Utilities

Foss- Wibright

**President Pro Temp**


Charles Hickey

SECTION XII – EFFECTIVE DATE

These rules shall take effect upon passage by a majority vote of the Council and become a part of the minutes of the meeting in which they were passed.


Passed this 6th day of January 2025.

MAYOR: 

ATTEST:   
(Clerk)

Motion by: Chip Wibrigh


Second by: Chuck Foss

  
Council Member

  
Council Member

  
Council Member

  
Council Member

  
Council Member

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Council Member