

**VILLAGE OF NEW MIAMI, OHIO  
COUNCIL RESOLUTION 2026-01**

**A RESOLUTION ADOPTING RULES OF COUNCIL**

**WHEREAS**, it is necessary for the orderly operation of the Village of New Miami, Butler County, Ohio to enact rules for the government of the Council of the Village of New Miami. Said rules shall be known as rules of order of the Council of the Village of New Miami.

**NOW THEREFORE BE IT RESOLVED BY THE COUNCIL OF THE VILLAGE OF NEW MIAMI** that:

**SECTION I:** The following are hereby adopted and enacted as the rule of order of the Council of New Miami Village:

**Rule 1–Meetings**

The first meeting of the Council of said village each year shall be held on the first Thursday of January.

**Rule 2– Holiday meetings**

When any regular meeting of the Council falls due on a legal holiday or on Election Day, the Council shall meet in regular session on the day before, and at the place and hour fixed by the rule governing the same.

**Rule 3– Open proceeding**

The president of Council (the Mayor) shall take the chair at the time appointed for the Council to meet, and shall immediately call the members to order; he/she shall then; pray, recite the pledge of allegiance, take roll call, cause the journal of the preceding session to be read and disposed of, unless otherwise ordered by the Council. In the absence of the president of Council, the president pro tem (vice-mayor) of the Council shall perform such duties as are imposed upon the president. In the absence of both the president and the president pro tem of the Council, the Council may appoint a temporary chairman or president of Council.

**Rule 4 – Presiding officers**

The president of the Council shall preserve order and decorum, and confine members in debate to the question. He/She may in common with any other member call any member to order who shall violate any of the rules, and shall, when in the chair, decide all questions of order subject to any appeal to the Council on demand of two members. On such appeal there shall be no debate, but the member making the appeal may briefly state his reasons for the same, and the presiding officer shall have the same right to a similar statement.

#### Rule 5– Standing committees

At no later than the first regular meeting of the Council after its organization, the president of Council (or, Council by a majority vote) shall appoint standing committees each consisting of three members (the first named to be chairman), of the following named subjects:

1. Finance
2. Public service
3. Public safety
4. Rules
5. Police and Fire Safety
6. Code Enforcement
7. Water and Street
8. Office Management and Business
9. Funding Management
10. Environmental
11. Parks and Recreation and Landscaping
12. Ordinance Committee

The president of the Council (or, Council by a majority vote) may at any time remove any member or members of any committee appointed by him and appoint a new member or members of such committee to serve in place of such member or members so removed.

The business of the regular meetings of the Council shall be transacted in the following order:

1. Opening prayer.
2. Recite the pledge of allegiance.
3. Roll Call.
4. Reading and disposal of the journal.
5. Reports and communications from the Mayor, directors of departments and other city officers.
6. Communications, petitions, and claims.
7. Reports of committees
8. Approval of bonds, contracts, plats and etc.
9. Ordinances and resolutions (First, Second and Third Readings).
10. Appointments and confirmations.
11. Miscellaneous business.
12. Adjournment.

The presiding officer of the Council may at any time permit a member to introduce an ordinance, motion or resolution out of the regular order for the same, unless the same be objected to by a majority of the members present.

#### Rule 7– Voting

Every member present shall vote on any question on the call of the yeas and nays, unless excused by the unanimous consent of the Council, and any member not being excused, who refuses to vote on any question when the yeas and nays are being taken, shall be deemed guilty of contempt of the Council, and may for such contempt be censured by a majority vote of the Council.

#### Rule 8–Reports of committee

The report of any committee of the Council, or municipal officer, upon matters referred to by the Council, shall be made in writing and shall be  
Village of New Miami, Ohio Resolution 2026-01

accompanied by the original papers upon which such report is based, unless otherwise ordered by the council.

If any matters referred by the Council to any committee, or officer, be not reported upon within two weeks from the time of such reference, such matter shall be brought by the village Clerk to the attention of the Council, which shall take such further action in the premises as it may deem best.

Rule 9– Motions; when debatable; withdrawal

When a motion is made and seconded, it shall be stated by the presiding officer before any debate shall be in order. Any such motion and any amendment thereto, may be withdrawn by the movers thereof at any time before decisions, if a majority of the members then present shall agree thereto.

Rule 10–Division of question

Any member may call for a division of the question, or the presiding officer may direct the same, and in either case, the same shall be divided if it comprehends questions so distinct that one being taken away, the other will stand as an entire question for decision.

Rule 11– To refer; precedence

When there is a question of referring a given subject to a standing committee, or to a select committee, the question of reference to a standing committee shall be put first.

Rule 12 – To adjourn

The motion to adjourn shall always be in order, unless the Council is engaged in voting, and the motion to adjourn or to lay on the table, or for the previous question, shall be decided without debate.

Rule 13– Acceptable motions; order of precedence

When a question or proposition is before the Council, or under debate, no motion shall be received except for the following:

1. To adjourn
2. To lay on the table
3. For the previous question

4. To postpone to a certain day
5. To commit
6. To amend
7. To postpone indefinitely

The several motions shall have precedence in the order in which they are herein arranged.

#### Rule 14– Introductions

Ordinances and resolutions shall be introduced only by members of the Council present, with their names endorsed thereon, except such ordinances and resolutions as may be presented to the Council upon written recommendation of some committee of the Council or as provided by charter.

#### Rule 15 – Reference to committee on rules and ordinances

All ordinances of a general or permanent nature, except the ordinances for appropriation, before their final passage, may be referred to the committee on rules and ordinances. It shall be the duty of said committee as to any ordinance so referred to it, to carefully compare the same with all existing ordinances, upon the subject matter, and it shall report thereon any discrepancy or conflict which may exist therewith. It shall also examine and report upon the form of such discrepancy or conflict or to correct error in form. If any amendment shall be made to any ordinance, they shall recommend the change necessary to remedy such discrepancy or conflict or to correct error in form. If any amendment shall be made to any ordinance after the committee has reported thereon, it shall be recommitted to said committee for further report thereon.

#### Rule 16 – References to committees

Any report, resolution, ordinance or matter before the Council for consideration (except appropriation ordinances), before their final passage may be referred either to the standing committee to which the subject matter is most closely related or to a committee specially appointed by the president of the Council. Any such committee shall consider the matter thus referred to it and report thereon to the Council without unnecessary delay.

Any matter referred to a committee may by a two-thirds vote of Council at any time prior to report of such committee, be taken from the hands of such committee for consideration.

#### Rule 17 – Limitation on debate or discussion

No member of the Council while Council is in session shall engage in debate or discussion with anyone save another member of the Council or the president of the Council or some person who has either been granted by the Council the privilege to address the Council or is present at a Council meeting on invitation of the Council. All such debate or discussion shall be governed by Robert's Rules of Order.

#### Rule 18 – Hearings before council

If any elector or electors or taxpayers of the village or any other person or persons desire a hearing on any matter pending before the council, application may be made therefore to the Council and Council may by a two-thirds vote grant such public hearing by arranging for a special time and place therefore, which may be during or not during a regular or special meeting of the Council.

#### Rule 19 – Resignation

The resignation of a member of the Council shall not take effect until the same has been accepted by a vote of the majority of the members exclusive of the person tendering the resignation.

#### Rule 20 – Robert's Rule of Order

In the absence of any rule upon the matter of business, the Council shall be governed by "Robert's Rule of Order".

#### Rule 21 – Amendments

These rules may be amended or altered or new rules adopted by a vote of the majority of all the members elected at any meeting of the Council, on the report of a committee to which the subject has been referred at a previous meeting.

#### Rule 22 – Agenda

All business to be considered at a regularly scheduled meeting shall be placed on the agenda by the Fiscal Officer. All proposed ordinances, resolution, reports, and/or presentations to be placed on the agenda must be received by the Fiscal Officer by noon of the Tuesday preceding the regularly scheduled meeting.

### Rule 23 – Suspension of rules

These rules or any of them may be temporarily suspended at any meeting of the Council, by a concurrent vote of the majority of all members elected, except when a greater number is required by law or by these rules. The vote on such suspension shall be taken by the yeas and nays and entered on the journal. In case any rule herein shall not have been adhered to by the Council, the same shall be regarded as having been suspended.

### Rule 24– Members’ Duties and Privileges

Members addressing council shall confine themselves to the question under debate and avoid personalities. No member shall be privileged to disturb or interrupt another member having the floor, except by a call to order. Furthermore, during the meeting, members shall refrain from using their cell phones, tablets, or any electronic device unless it is being used for village purposes.

### Rule 25– Members’ Attendance

Any member not present at the time that a meeting is called to order shall be deemed absent and the minutes shall reflect that it is an unexcused absence. An absence will only be deemed excused if it excused by the Mayor in writing or on the record at the meeting and only upon oral or written request of the absent member. Any member who comes late to a meeting and is deemed absent, cannot participate in any debate or vote on any question on the call of the yeas and nays.

### Rule 26—Audience Participation.

A member of the audience may speak once called upon by the Mayor or the Vice Mayor in the Mayor’s absence. The audience member will have a three-minute time limit as allowed to be set by the Ohio Revised Code §731.45.

**SECTION 2:** This Resolution shall be effective immediately upon its passage.

**SECTION 3:** That is found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of the Council and any of its committees that resulted in such formal actions, were in meetings open to the public, in compliance with all legal requirements, including section 121.22 of the Ohio Revised Code.

Council member **Lora Mooney** made a motion that the requirement that the Resolution be read on three different dates as required by R.C.§731.17 be suspended pursuant to R.C.§731.17 (A)(2). Council member **Barb Schick** seconded the motion, and a call of the roll on the question was held. The following vote resulted:

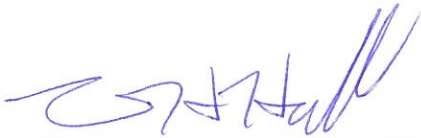
Ayes   4  

Nays   0

Council member **Barb Schick** made a motion that the Resolution be adopted. Council member **Lora Mooney** seconded the motion, and a call of the roll on the question of its adoption, the following votes resulted:

Ayes   4   Nays   0  

COUNCIL MEMBER	
Vacant	Vacant
Kelsey Coffey	Yes
Lora Mooney	Yes
Vacant	Vacant
Barbara Schick	Yes
Matt Stephens	Yes



Victoria Hall, Mayor

ADOPTED: January 15, 2026

I, Belinda Ricketts, Fiscal Officer for the Village of New Miami, Butler County Ohio, do hereby certify that Resolution No. 2025-01 will be posted in accordance with New Miami Resolution 2025-32 by the 31<sup>st</sup> day of January, 2026.



Belinda Ricketts, Fiscal Office