INTRODUCTION

The City of Westerville has eight (8) active City Boards and Commissions. A description of the duties, purpose, and meeting schedules of each Board and Commission are provided in this "Handbook". A few of the Boards and Commissions have statutory powers, while others serve in an advisory capacity to the City Council. However, each member is selected by the City Council on qualifications and willingness to serve our community and local government on a voluntary basis. Board and Commission members are a valuable part of American local government that adds citizen input into the policy and decision making process.

In the City of Westerville, "Service is our Business." To make us truly a service community, we need your help and expertise. City Boards and Commission Members can be a strong, positive force in planning the development of our City.

As a member of one of our boards or commissions, you may be the only contact a citizen has with local government. That first contact -- that first impression -- is vital. Many people quickly make up their minds about the City of Westerville based on their initial contact with just one person. Public relations is not publicity, it is our collective ability to handle the concerns and requests of our citizens.

On behalf of the City Council, City Manager and Staff, we WELCOME you to our City organization. Please feel free to call the Clerk of Council's Office (901-6410) for assistance.

MARY JOHNSTON
Clerk of Council
City of Westerville, Ohio

January 2020
WELCOME TO PUBLIC SERVICE

Congratulations on your appointment to one of the City of Westerville's Boards or Commissions. We are pleased that you have accepted this important citizen advisory role. This handbook is provided to introduce you to City Government and to guide you as a member of a public body.

The handbook for Boards and Commissions covers aspects of working as a team and conducting effective meetings, and is specific to the charge of the Board or Commission to which you have been appointed.

As an appointee, your role is to assist City Council in carrying out its obligations to the residents of the City of Westerville and to help shape the City's future. You and your fellow appointees are a vital link between City Council and the City's residents. On behalf of City Council, thank you for taking this important responsibility.

Michael Heyeck  
Chairman  

Kathy Cocuzzi  
Mayor  

Craig Treneff  
Vice-Chairman  

Valerie Cumming  
Vice-Mayor  

Alex Heckman  

Diane Conley  

Kenneth Wright
QUALIFICATIONS FOR SERVING ON MUNICIPAL BOARDS AND COMMISSIONS

Any person who serves on any municipal board or commission of the City, established or created by the City Charter, City Code or the general laws of the State, shall be a resident of the City for six (6) months, shall be a registered elector, and shall not hold any public office or serve on any other board or commission of the City or any other position in the City, except where provided herein or by the general laws of the State.
FAILURE TO ATTEND MEETINGS

(Westerville Charter, Article XI, Section 10)

(a) Any person appointed by the City Council to serve on a board or commission shall face forfeiture of his/her membership if he/she fails to attend all meetings held during any period of ninety consecutive days or who has absented himself/herself from a total of one-fourth of the regular meetings during a calendar year.

(b) The Chairperson of any board or commission whose members are appointed by the City Council shall provide written notification to the City Council when a person has absented himself/herself in accordance with subsection (a) above.
The City of Westerville was incorporated in 1858. The Charter of the City became effective in 1964. Westerville is a Home-Rule Charter City. A history of the City is available from the Clerk of Council.

**SOME CITY FACTS**

<table>
<thead>
<tr>
<th>Statistic</th>
<th>2010 Census</th>
</tr>
</thead>
<tbody>
<tr>
<td>Square Miles</td>
<td>12.572</td>
</tr>
<tr>
<td>Population</td>
<td>36,120</td>
</tr>
<tr>
<td>Housing Units</td>
<td>14,467</td>
</tr>
<tr>
<td>Owner Occupancy</td>
<td>13,859 (95.8%)</td>
</tr>
<tr>
<td>Median Property Value</td>
<td>$214,600</td>
</tr>
<tr>
<td>Median Resident Age</td>
<td>41.2</td>
</tr>
<tr>
<td>Median Household Size</td>
<td>2.48</td>
</tr>
<tr>
<td>Median Family Income</td>
<td>$100,000</td>
</tr>
<tr>
<td>City Income Tax</td>
<td>2.00%</td>
</tr>
<tr>
<td>Total Annual City Budget</td>
<td>$204,001,179 (2020)</td>
</tr>
</tbody>
</table>

**CITY GOVERNMENT**

In 1916, the citizens adopted a City Council-City Manager form of government. Under the Council-Manager form of government City Council is the legislative and executive body. It reviews proposals, evaluates what the community needs and provides policy guidance to the City's administrative staff. The City Manager, rather than an elected official, oversees administration of government policies. The City Manager serves as the administrative head and chief executive officer and oversees daily operations. Government functions are carried out by nine departments. The following is a brief description of City Council and the City's Department/Division structure.
<table>
<thead>
<tr>
<th>Position</th>
<th>Office Address</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>City Manager</td>
<td>21 S. State Street</td>
<td>901-6400</td>
</tr>
<tr>
<td>David A. Collinson</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assistant City Manager</td>
<td>21 S. State Street</td>
<td>901-6400</td>
</tr>
<tr>
<td>Julie A. Colley</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Finance Director</td>
<td>21 S. State Street</td>
<td>901-6446</td>
</tr>
<tr>
<td>Lee Ann Shortland</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assistant Finance Director</td>
<td>21 S. State Street</td>
<td>901-6442</td>
</tr>
<tr>
<td>Gina Love</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Director of Law</td>
<td>33 E. Schrock Road</td>
<td>882-2327</td>
</tr>
<tr>
<td>Bruce E. Bailey</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clerk of Council</td>
<td>21 S. State Street</td>
<td>901-6410</td>
</tr>
<tr>
<td>Mary J. Johnston</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electric Utility Manager</td>
<td>139 E. Broadway</td>
<td>901-6703</td>
</tr>
<tr>
<td>Chris Monacelli</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Director of Parks &amp; Recreation</td>
<td>350 N. Cleveland</td>
<td>901-6504</td>
</tr>
<tr>
<td>Randy Auler</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Planning &amp; Development Director</td>
<td>64 E. Walnut Street</td>
<td>901-6650</td>
</tr>
<tr>
<td>Karl Craven</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Information Systems Manager</td>
<td>64 E. Walnut Street</td>
<td>901-6693</td>
</tr>
<tr>
<td>Todd Jackson</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fire Chief</td>
<td>400 W. Main Street</td>
<td>901-6606</td>
</tr>
<tr>
<td>Brian Miller</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chief of Police</td>
<td>29 S. State Street</td>
<td>901-6469</td>
</tr>
<tr>
<td>Charles Chandler</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Director of Public Service</td>
<td>350 Parkmeadow Road</td>
<td>901-6745</td>
</tr>
<tr>
<td>Kevin Weaver</td>
<td></td>
<td></td>
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<tr>
<td>Water Utility Manager</td>
<td>312 W. Main Street</td>
<td>901-6772</td>
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<tr>
<td>Dick Lorenz</td>
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<td></td>
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<tr>
<td>Administrative Services</td>
<td>21 S. State Street</td>
<td>901-6407</td>
</tr>
<tr>
<td>Adam Maxwell</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Economic Development Director</td>
<td>21 S. State Street</td>
<td>901-6403</td>
</tr>
<tr>
<td>Jason Bechtold</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Community Affairs Director</td>
<td>21 S. State Street</td>
<td>901-6411</td>
</tr>
<tr>
<td>Christa Dickey</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
CITY COUNCIL

Composition of City Council:
City Council consists of seven members elected at large. Nominations for Council seats are presented on a non-partisan ballot every two years. Council members must be residents of Westerville. Members are elected to a four year term. Every two years Council members elect a Chairman and Vice Chairman. The mayor is selected by the majority of Council and is the official head of government for ceremonial purposes and also serves as Judge of Mayor's Court.

Council By-Laws:
City Council operating procedures are contained in the Council By-Laws, which includes a complete description of public notice of meetings and rules of actions by ordinance, resolution or motion. These rules ensure compliance with Ohio's "Sunshine Laws" which mandate open meetings for public bodies.

Council Meetings and Committees:
City Council meets in regular session on the first and third Tuesday of each month, and in work session on the second and fourth Tuesday of each month. All meetings, unless otherwise advertised, are held in Council Chamber in the Municipal Building at 7:00 p.m. and are open to the public. The Chairperson may create certain committees to deal with issues.

Council Appointed Staff:
City Council appoints the City Manager, the Director of Law and the Clerk of Council (City Clerk).

CLERK OF COUNCIL

Duties of the Clerk of Council:
The Clerk of Council is appointed by City Council. The Clerk of Council provides support and record keeping for City Council and serves as Records Manager for the City. The Clerk's office records and indexes the deliberations and decision of City Council.

The Clerk of Council is responsible for the preparation of City Council agendas and ensures that notification of regular and special meetings of Council meets the specifications of the Council By-Laws. In accordance with these rules, the Clerk of Council also prepares resolutions and proclamations as directed by Council. The Clerk of Council's office monitors the Codified Ordinances, maintains City records and coordinates the microfilming of the City's permanent records.
THE CITY MANAGER'S OFFICE

Duties of the City Manager:
The City Manager provides executive leadership and administrative guidance to all City operations and programs. The City Manager oversees the implementation of Council enacted policies and the effective delivery of City services to residents. He serves as the chief spokesperson for the City on a day-to-day basis.

The City Manager reports to City Council on the business of the City and its programs and activities and provides them with such information as they may need to act effectively, make decisions, and pursue appropriate policies. The City Manager coordinates and directs the budgeting process and oversees the development and maintenance of long-range planning. To ensure a comprehensive and coordinated approach to public policy and actions, the City's department heads meet together regularly.

Duties of the Assistant City Manager:
The Assistant City Manager provides administrative support to the City Manager and provides direction and oversight to all department heads. Work is performed under the executive direction of the City Manager and guidelines established by City Council. Work involves development and administration of the City budget, policy development, risk management, labor contract interpretation and negotiations, and management of all personnel, recruitment, selection activities for the City.

Community Affairs Director:
The Community Affairs Administrator manages and coordinates all public relations activities including contact with the media and distribution of information to residents and acts as liaison between the City government and other public agencies.

Economic Development Director:
The Economic Development Director is tasked with promoting the retention and expansion of existing businesses, the attraction of new businesses, and entrepreneurship. The Economic Development Director manages the City's economic development programs.

THE LAW DIRECTOR'S OFFICE

Duties of the Director of Law:
The Director of Law is appointed by City Council. This office provides legal advice and assistance to City Council, the City Manager, staff and residents. It reviews all pending legislation and contracts, researches legal questions, represents the City in personnel issues and labor negotiations, and reviews zoning issues, special assessments, real estate matters and tax questions. The Director of Law's office serves as Prosecutor for the City for cases heard in the City's Mayor's Court, Franklin County Municipal Court and Delaware County Municipal Court (criminal division) and Franklin County Environmental Court. The Director of Law serves as parliamentarian for City Council and the City's boards and commissions.
MAYOR'S COURT AND

CLERK OF COURT

Duties of Mayor's Court:
Mayor's Court is the judicial branch of the City. The Mayor, who presides over the court, hears charges and rules on misdemeanor cases that are alleged to be in violation of the City's codified ordinances. Misdemeanor violations include first time minor traffic violations, petty theft, passing bad checks and first time offenders of Ohio Motor Vehicle regulations. Arraignment court and trials are held the first and third Wednesday. Administrative License Suspension hearings are held the second and fourth Wednesday.

Duties of the Clerk of Court:
The Clerk of Court coordinates Mayor's Court hearings and collects and processes payments assigned by the Court as well as payments for violations which do not require a Court appearance.

The Clerk of Court prepares the Mayor's Court docket, collects fines, disburses funds to the State and City, maintains Court files and financial records and helps coordinate adult probation and Juvenile Diversion cases.

ADMINISTRATIVE SERVICES

The Department of Administrative Services provides assistance to residents and works closely with every city department to maximize efficiencies on a city-wide scale. Department functions include human resources, labor relations and negotiations, benefits administration, property and casualty insurance and risk management, wage and salary administration, employee safety, procurement, building and ground maintenance, community relations and public information records management in conjunction with the Clerk of Council.
PLANNING AND DEVELOPMENT DEPARTMENT

Duties of the Planning Division:
The Planning Division develops and maintains the City’s land use plan and administers the local zoning ordinance. It is often the initial point of contact for developers, builders, architects, engineers, Realtors, remodelers, and citizens pursuing construction projects. All construction plans are reviewed by the Planning Division for compliance with the building code before they are submitted for permit approval. When plans are not in compliance, a variance approval or other legislative action is required. Such cases are heard by the Board of Zoning Appeals and the Planning Commission.

Building Division:
Residential and commercial construction is regulated by the Westerville building code and the Ohio Basic Building Code. The Building Division works to ensure that structures meet minimum standards of construction and meet State and City Building Codes. The Building Division examines plans, issues building permits, inspects building activity, and issues final occupancy permits. In addition, it licenses heating, plumbing, electrical, driveway, sidewalk and sewer builders. The Building Division issues permits for sewer taps; swimming pools; satellite dishes; heating, ventilation and electrical installations; signs; driveways; and fences and plumbing.

THE ELECTRIC DIVISION

The City of Westerville owns and maintains the electric distribution system, almost entirely within the corporation limits. The Electric Division has been delivering energy to the community for more than 100 years, and has the responsibility for installation and maintenance of all electric meters, lines, and street lighting.

THE FINANCE DEPARTMENT

All activities surrounding the implementation of the City fiscal policies are performed by the Finance Department. These activities include revenue collection, income tax administration, utility billing, accounting, data processing, payroll and related reports, accounts payable, grant reporting, investments, debt service and other supporting tasks. Audited annual financial statements of the City are on file at the Westerville Public Library.
THE FIRE DIVISION

The Fire Division is staffed by full-time firefighters/paramedics and part-time fire technicians. The Division services all of the City of Westerville and Blendon Township from three stations. The Fire Division also provides civic presentations, public fire safety awareness/education programs, cardiopulmonary resuscitation classes (CPR), preschool and grade school fire safety education programs and maintains a computerized medical identification program for residents having special needs.

PARKS & RECREATION DEPARTMENT

The Westerville Parks and Recreation Department’s mission is to enhance the lives of our citizens and our community by providing quality and diverse leisure facilities, programs and services and by preserving and/or developing our natural areas.

The department offers a variety of leisure services and programs to residents and visitors of all ages and abilities. Each year more than 500,000 registrants participate in department programs which range from preschool, parent/child, youth, teen, adult and senior adult programs in a variety of interest areas such as athletics, arts, crafts, fitness, wellness and general interest.

The department maintains an extensive park system of 504 acres with 39 parks and facilities. From getting fit at the 96,600 square foot Community Center, to bird watching along the banks of the Alum Creek River, to swimming outdoors with neighborhood pals at Highlands Pool, to walking or biking on Westerville’s 18-miles of leisure paths and bike trails, the department’s vast park system offers recreational opportunities for everyone.

Westerville is proud to be the Ohio community designated “Sportstown Ohio” by Sports Illustrated magazine. The Westerville Parks and Recreation Department has also won the prestigious National Gold Medal Award for excellence in park and recreation administration, presented by the National Recreation and Park Association and the National Sporting Goods Association.

To find out more about Westerville’s quality programs, facilities, services and events, visit www.westerville.org or call the Community Center Hotline at (614) 901-6500.
THE POLICE DIVISION

The Police Division’s mission is to maintain a safe environment for all who live, work or play in Westerville. The Police Division consists of 66 officers, 11 civilian employees and 25 reserve officers. The Police Division offers a wide variety of services and programs of a non-emergency nature: What If, Self Defense for Women, Safety City, Cops and Kids Day, Bicycle Safety Rodeo, Block Watch, Citizens Police Academy, Operation Kind Call, home and business security surveys, crime prevention, and many other programs are available upon request.

THE PUBLIC SERVICE DEPARTMENT

The Public Service Department is responsible for the operation of City vehicles, cemeteries, maintenance of public streets and sewers, and the collection of leaves. The Public Service Department keeps files on sanitary sewers and storm sewers for inspection, street repaving and other routine maintenance and repair. The Public Service Department is also responsible for highway pavement markings and reviews all engineering and designing of utilities and subdivision layouts.

THE WATER TREATMENT PLANT

The Water Treatment Plant provides and maintains a 6 million gallon a day water treatment complex which includes a filter building, lab and office, chemical feed building, and high pressure booster pump station. The elevated storage includes one 1.5 million gallon tank, one 1 million gallon tank and one 300,000 gallon tank. A new lab and an additional 4 million gallon water storage clear well was built in 1991 to accommodate future growth and its 11 certified operators provide a potable water that meets all EPA standards for the needs of the residents of the City. The plant provides an average daily demand of 3.6 million gallons of water per day. The Water Treatment Plant is classified by the Ohio Environmental Protection Agency (EPA) as a Class IV, lime-soda softening, surface water treatment facility. In 1998, it was honored with the State’s Outstanding Public Water System Award.
WESTERVILLE CHARTER

EDITOR'S NOTE: The Westerville Charter was adopted by the voters on May 5, 1964. Dates appearing in parentheses indicate that the section was amended on the date given.

TABLE OF CONTENTS

PREAMBLE

ARTICLE I. THE MUNICIPALITY
Section 1. Name.

ARTICLE II. POWERS OF THE MUNICIPALITY
Section 1. Powers
Section 2. Manner of Exercise.
Section 3. Form of Government (11-2-10)

ARTICLE III. COUNCIL
Section 1. Number and Term. (11-6-73)
Section 2. Qualifications.
Section 3. Organization. (11-6-73)
Section 4. Chair and Vice-Chairman of the Council; Duties. (11-2-10)
Section 5. Mayor and Vice-Mayor; Judicial Powers. (11-2-10)
Section 6. Removal. (11-2-10)
Section 7. Vacancies. (11-2-10)
Section 8. Council Meetings. (11-6-90)
Section 9. Special Meetings of Council. (11-2-10)
Section 10. Clerk of Council.
Section 11. Salaries, Compensation and Bonds. (11-2-10)
Section 12. General Ordinances.
Section 13. Legislative Procedure. (11-2-10)
Section 14. Effective Date of Ordinances and Resolutions.
Section 15. Emergency Ordinances and Resolutions.
Section 16. Relation of Council to City Manager.

ARTICLE IV. CITY MANAGER AND ASSISTANT CITY MANAGER.
Section 1. Appointment, Removal and Qualifications. (11-2-10)
Section 2. Powers and Duties. (11-2-10)
Section 3. Assistant City Manager. (11-6-90), (11-2-10)
Section 4. Vacancy, Absence or Incapacity. (11-6-90), (11-2-10)

ARTICLE V. ADMINISTRATIVE DEPARTMENTS.
Section 1. General Provisions. (11-2-10)
Section 2. Director of Law. (11-2-10)
ARTICLE VI. MERIT SYSTEM.
Section 1. Merit System. (11-2-10)
Section 2. Personnel Review Board. (11-2-10)
Section 3. Organization of Personnel Review Board. (11-2-10)
Section 4. Powers.

ARTICLE VII. PLANNING COMMISSION.
Section 1. Membership and Organization. (11-4-80), (11-2-10)
Section 2. Powers and Duties. (11-2-10)

ARTICLE VIII. FISCAL MATTERS, TAXATION, AND DEBT. (11-2-10)
Section 1. General
Section 2. Fiscal Matters. (11-2-10)
Section 3. Limitation on Tax Rate For Current Expenses.
Section 4. Limitation of Debt.

ARTICLE IX. ELECTIONS.
Section 1. Time of Elections. (11-2-10)
Section 2. Nomination for Council. (11-6-73)

ARTICLE X. INITIATIVE, REFERENDUM AND RECALL.
Section 1. Initiative and Referendum.
Section 2. Recall. (11-2-10)

ARTICLE XI. GENERAL.
Section 1. Organization Boards and Commissions.(11-6-90)
Section 2. Franchises.
Section 3. Conflict of Interest and Ethics. (11-2-90)
Section 4. Effect of Partial Invalidity.
Section 5. Amendments to Charter.
Section 6. Vacancy in Board or Commission.
Section 7. Removal; Board or Commission. (11-2-10)
Section 8. Charter Review.
CITY OF WESTERVILLE
WELCOME
To A Meeting Of The
WESTERVILLE CITY COUNCIL

A CITY COUNCIL MEETING IS . . .
the process of making and amending laws, developing policy and making decisions for governing your City by citizens who have been elected by you. The City Council meets on the first and third Tuesdays of each month at 7:00 p.m. You are welcome to attend any meeting of the City Council.

THE COUNCIL . . .
There are seven Council members. Each must live in the City but is elected by the City at-large. Each represents the interest of the City as a whole.

At their re-organizational meeting in the year of a City Council election, the Council members elect one of their members to be Chairman, who is the presiding officer of the Council.

The Council
1. Adopts and amends City laws.
2. Determines City policies and standards.
3. Determines how much money shall be spent and for what purpose.
4. Approves contracts and agreements.
5. Represents the City.

THE AGENDA . . .
The Council follows a regular order of business in the conduct of its meeting. The agenda is prepared in advance and subjects on it usually have been investigated by the City Manager or a department, so that the Council can have all available facts. Copies of the agenda are available in the Clerk of Council's Office and the Council Chambers.

COUNCIL ACTION . . .
Business presented to the Council is disposed of by one of the following actions:

ORDINANCES . . .
An ordinance or amendment to an ordinance is a "legislative act" and requires three readings at separate Council meetings after which it is published. Thirty days later it becomes law. An ordinance is the most binding and permanent type of Council action and may be repealed or changed only by a subsequent ordinance.

RESOLUTIONS . . .
A resolution may be passed expressing the policy of the Council or directing certain types of administrative action. It requires only one reading and may easily be changed by a subsequent resolution.

MOTIONS . . .
A motion is ordinarily used to indicate majority approval of a procedural action such as to approve a report or recommendation. It may also be used to authorize administrative officials to take certain actions. A motion usually authorizes the disposition of items of business on the agenda.

REFERRAL . . .
When the Council is not prepared to make definite action or when future study is needed, the Chairman may refer the matter to the City Manager or the City Law Director or to an administrative official for investigation study and later report.
Four members of Council constitute a quorum and may conduct City business. Ordinances and Resolutions require four affirmative votes to pass. In order to suspend the rules and adopt an Ordinance, five affirmative votes are required.
City of Westerville
Organizational Chart

Boards & Commissions:
- Planning Commission,
- Board of Zoning Appeals,
- Personnel Review Board,
- Income Tax Revenue Board,
- Recreation Advisory Board,
- Uptown Review Board,
- Visitors & Convention Bureau
  - WICC

City Council

City Manager

Assistant City Manager

Administrative Services

Police

Finance

Information Systems

Assistant City Manager

Planning & Development

Public Service

Electric Division

Water Division

Parks & Rec.

Economic Development

Mayor's Court
A BIT ABOUT THE CITY'S COUNCIL APPOINTED BOARDS AND COMMISSIONS

City Council appoints residents to a number of boards and commissions. These boards and commissions are an effective means of ensuring citizen involvement in government. Several boards and commissions are provided for in the Codified Ordinances. These include the:

* Board of Zoning Appeals
* Planning Commission
* Uptown Review Board
* Parks and Recreation Advisory Board
* Personnel Review Board
* Income Tax Board of Review
* Visitors and Convention Bureau

In addition, City Council may authorize committees or task forces whose charge is limited to a specific issue for a fixed period of time. All appointed boards and commissions are considered to be public bodies and, as such, operate under open meeting regulations. The City's standing board and commissions are described on the following pages.
JOB DESCRIPTION FOR
BOARD AND COMMISSION MEMBERS

1. Be aware of the goals of the City. Know its service objects that relate to your duties.

2. Know the policies, guidelines and rules which guide your board or commission.

3. Be regular and punctual at meetings. If unable to attend, give early notice to chairperson or appropriate staff members.

4. Be involved at meetings, ask questions, discuss and participate in the decision making. When you are not clear on facts, ideas or suggestions, ask for clarification. Be careful not to take too much of the meeting time for items that could be accomplished before or after the session.

5. Be informed about the background of issues in order to discuss them responsibly. Do your homework. Be prepared to act.

6. Speak out constructively on ideas you do not favor - silence is often interpreted as consent.

7. Know and understand the roles and responsibilities of the board and staff.

8. Know and maintain the lines of communication between board or commission and staff and among your fellow members.

9. Understand the technical/analytical statements presented. As a member, you are responsible for the effective performance of the board or commission's duties.

10. Maintain the confidentiality of city business.

11. Participate in recruiting new board and commission members.

12. Support and participate in public information efforts.
CITY OF WESTERVILLE
SUGGESTED RULES AND REGULATIONS
COMMITTEES, BOARDS AND COMMISSIONS

Pursuant to Article XI, Section 4 of the Westerville City Charter, the members of (Boards, Commission or Committee) adopt these rules, regulations and by-laws and agree to subscribe to them at all regular and special meetings of this (Boards, Commission or Committee).

All persons seeking to participate in these meetings will be bound by these rules and regulations and are herewith advised to familiarize themselves with the rules.

1. APPLICATION OF RULES
   Except as otherwise provided by law or Charter, proceedings of the (Commission) shall be governed by the following rules:

2. DEFINITION
   The following definitions are relevant:

   Quorum - a majority of the members selected to the (Commission) shall constitute a quorum.

   Majority - as otherwise provided by ordinance or law, the majority shall constitute four (4) members of the (Commission).

3. COMMISSION MEETINGS
   3.1 Regular Meetings of the (Commission) shall be held on _______ and______ of each month. Such meetings shall be called to order at _____ P.M. in Council Chambers/Conference Room of the City of Westerville or in any other place within the confines of the City of Westerville, provided that public notice shall be given 24 hours prior to the meeting time if the site is other than Council Chambers/Conference Room. A quorum is required. All regular meetings of the (Commission) shall be open to the public and each journal and other records of the (Commission) shall be available for public inspection at all reasonable times. When a regular meeting of the (Commission) coincides with a legal holiday, the (Commission) may meet in a regular session on a date to be set by the (Commission), the meeting preceding the holiday.

   3.2 Special Meetings may be called by a majority vote of the (Commission) taken at a regular or special meeting thereof or may be called by the Chairman of the (Commission) or by any three members of the (Commission). The secretary of the (Commission) shall cause notice in writing setting forth the date, time, place and agenda of each special meeting to be served personally or at the usual place of residence upon each member of the (Commission). A copy of such notice shall be posted at least 12 hours prior to such
special meeting at City Hall but failure to so post shall not effect the validity of any meeting or any action taken by a majority of the (Commission) at such meeting. No such subjects except those stated for the special meeting shall be considered at a special meeting. All special meetings shall be open to the public and any citizen shall have access to the minutes and records thereof at all reasonable times.

4. **(COMMISSION) ORGANIZATION**

4.1 **Procedure**

At the first regular meeting in the month of January, the duly appointed members of the (Commission) shall meet in the Council Chambers, shall be arranged to be sworn in by the Mayor or Chairman of Council.

The organizational meeting of the (Commission) shall be open to the general public. Nomination of (Commission) office may be made by any duly appointed (Commission) member. The (Commission) shall select amongst their own in the following order: Chairman, Vice-Chairman and Secretary.

The Secretary may be a member of the City Manager's staff. If so, the Secretary has no vote.

Election to any (Commission) office shall be by majority vote. Election shall be by secret ballot with the Secretary acting as the teller. The vote shall be recorded in the official minutes of that (Commission).

4.2 **Seating**

The Chairman of the (Commission) shall occupy the center seat with the Vice-Chairman sitting at his right hand.

5. **DUTIES OF THE (COMMISSION)**

The Commission members are appointed by City Council and serve at their pleasure. Powers of the (Commission) are enumerated in the Charter and various ordinances passed by City Council. Council may remove any (Commission) member pursuant to Article XI, Section 10 of the City Charter.

The duties of (Commission) members and responsibilities are spelled out in ordinances of the City and (Commission) members or the (Commission) itself cannot usurp the delineated responsibilities at any time.
6. DUTIES OF (COMMISSION) OFFICERS

6.1 Chairman/Vice-Chairman
The Chairman or Vice-Chairman in his absence, shall have all the powers, duties, functions, obligations and rights of any other member of the (Commission) including the right to vote, shall preside at all meetings of the (Commission), may appoint various sub-committees of the (Commission) with approval by Council and shall coordinate the work of the various sub-committees appointed by him.

The Chairman shall take the Chair at the time voted into office by other members of the (Commission) and shall immediately call the members to order. If a quorum is present, the Chairperson shall conduct the meeting according to the agenda. The Chairman is responsible for granting the floor to (Commission) members and others desiring to speak. The Chairman shall direct the Secretary to state all motions prior to taking the vote. The Chairman shall announce the results of all votes. The Chairman shall decide all points of order without debate subject to appeal of the remaining (Commission) 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 Chairman shall have the right to a similar statement.

The Chairman shall preserve order and decorum during the meeting of the (Commission) and shall have the right to call any member to the Chair for any part of a session.

6.2 Secretary
The Secretary shall keep an accurate and complete journal of the proceedings of the (Commission) and shall perform such other duties as the (Commission) may require. The Secretary shall make available for public inspection each of the minutes and other records of the (Commission) at all reasonable times. The Secretary shall prepare an agenda for each regular and special meeting of the (Commission) and cause notice of all special meetings to be served as specified. The agenda is to be prepared at least five days in advance of the regular meeting. The Secretary shall assign numbers in their proper sequence to all major approvals of items and by appropriate notation record all pertinent facts dealing with an item on the agenda.

7. DUTIES OF MEMBERS

7.1 Attendance of Members
It shall be the duty of all members of (Commissions) to be present and remain during all regular and special meetings of (Commissions) except in case of sickness or death in their respective families, when extraordinary business interests demand immediate attention or when absent from the (Commission) or on special leave granted by the (Commission). Any member of (Commission) who shall be absent from all (Commission) meetings held during a period of ninety consecutive days or who is absent for a total of one-fourth of the regular meetings during a calendar year shall be deemed to have forfeited his position as a member of the (Commission) and shall forward a resignation to vacate his seat.

7.2 Member's Rights
A member of a (Commission) may introduce additional items to the agenda by submitting
to the Secretary a draft or description of the proposed item. The proposal shall be placed on the agenda for the next regular or special meeting for which the agenda has not been distributed. A member of the (Commission) may speak on any item, demand the vote tally on any question, call for the question, ask for a statement of the question which the Chairman shall give, call for a division of the question and the decision of the Chairman as to its divisibility shall be subject to an appeal as in question of order. Any two members may demand the previous question.

7.3 Vote
Every member present when the question is put shall vote unless the (Commission) for special reasons excuses him. Any member requesting to be excused from voting may make a brief statement of the reason for making such a request and the question shall then be taken without further debate. An abstention vote is satisfactory.

7.4 Request to Speak
While each member has a right to speak, he must request this right by addressing the Chairman. Upon recognition, he may proceed.

7.5 Limitation of Speakers
No member shall speak for ten minutes on any question except by leave of the (Commission) and Chairman. All speakers must comply with the directions of the (Commission).

8. CITIZENS IN THE AUDIENCE
Any citizen or resident desiring to address the (Commission) shall be recognized by the Chairman, shall state his name and address in an audible tone for the record, and shall limit his remarks to the question under discussion.

9. DATES FOR MEETINGS
All dates for meetings shall be recorded with the Clerk of Council at least six months in advance for regular meetings and 48 hours in advance for special meetings.

10. ORDER OF BUSINESS
The Chairman shall conduct the (Commission) meeting in the order outlined by the agenda. The order of the agenda shall include the following: (1) call to order, (2) roll call, (3) Pledge of Allegiance, (4) action taken on minutes of previous meeting, (5) new business, (6) old business, (7) comments from the (Commission) members, (8) comments from the audience, (9) Secretary's report, (10) adjournment.

11. LEGISLATIVE PROCEDURE
Preparation, introduction, revision and passage of all items shall be in accordance with the ordinances, laws, rules and regulations of the City of Westerville.

12. REPORTS TO COUNCIL
12.1 Minutes
A copy of the minutes of each meeting must be prepared at least two weeks after the meeting and be available at the Clerk of Council's office for distribution to the public and City Council.

12.2 City Council must be informed well in advance of any decision of the (Commission) which requires Councilmanic approval.

12.3 News Media Releases
No (Commission) shall release information or other news which require Councilmanic decisions to avoid placing City Council in an uncompromising situation.

13. ROBERT'S RULES OF ORDER
13.1 The (Commission) shall be governed by Robert's Rules of Order or any other similar parliamentary manual.

13.2 The City Law Director should be consulted on points of law for which there is no clear understanding.
The Board of Zoning Appeals is composed of seven (7) members, 4 year terms each.

Their POWERS and DUTIES are:

1) Determine appeals from decisions of the Zoning Officer disapproving applications for zoning certificates.

2) Issue opinions when requested pursuant to Section 1107.02(e). An advisory opinion finding the existence or nonexistence of a violation of the Zoning Ordinance shall be binding unless reversed on appeal.

3) Grant or deny applications for variances from the development standards of the Zoning Ordinance. The Board of Zoning Appeals may attach such binding conditions and reservations to the variance as it deems necessary to satisfy the objectives of the Zoning Ordinance.

4) Upon appeal to Council from determinations under subsections 1), 2) or 3) hereof, issue written findings of fact.

5) Grant temporary use permits as defined in Section 1105.80 of the Westerville Codified Ordinances.

Meetings are held the second Thursday of each month, 6:30 P.M., in Council Chambers at 21 S. State Street.
PLANNING COMMISSION

Planning Commission is composed of seven (7) members, six (6) members to be electors of the City appointed for 4 year terms each, and one member shall be a member of Council selected by it at the organization meeting of Council to serve a term of 2 years.

Their POWERS and DUTIES are:

1) Review proposed amendments to the Zoning Ordinance or the Zoning District Map and make recommendations to Council.

2) Grant or deny applications for conditional use permits.

3) Review, approve or disapprove subdivision plats and development plans for Planned District applications, with reference to the provisions of this Zoning Ordinance and the subdivision regulations of the City. Actions of the Planning Commission shall not be the subject of appeal to Council. Council may, however, upon its own initiative, review such actions pursuant to Section 1107.06(d) of the Westerville Codified Ordinances.

4) Revoke previously issued conditional use permits upon finding a violation of the terms of such permits.

Meetings are held the 4th Wednesday of each month, 6:30 P.M., in the Council Chambers at 21 S. State Street.
The Uptown Review Board is composed of seven (7) members, 3 year terms each, who must either be an elector of the City or the owner of a business in the Architectural Review District.

Their POWERS and DUTIES are:

1) Review, approve or disapprove the appropriateness of all proposed signage, landscaping, new construction, exterior remodeling or reconstruction proposed for all structures and premises within the Architectural Review District.

2) Review, approve or disapprove the appropriateness of all requests for demolition of buildings, structures, site features or improvements within the Architectural Review District.

3) Review, approve or disapprove all applications for signage within the Uptown District.

4) Grant or deny applications for variances within the Uptown District from the provisions of the sign code as contained in Chapter 1181 of the Westerville Codified Ordinances.

5) Adopt by resolution criteria, rules and regulations consistent with the guidelines and purpose of Chapter 1149 of the Westerville Codified Ordinances for the purpose of evaluating applications for certificates of appropriateness, and establishing guidelines pertaining to the use of materials, colors, signage, landscaping, renovation techniques and other design considerations which would be helpful to the public in preparing plans for review. Such restoration guidelines shall be kept and made available to the public by the secretary of the Board.

6) Upon request by the owner of historic property located within the City limits, review such property for local certification of historic significance under the current guidelines of the U.S. Department of Interior for Historic Preservation, and/or review the appropriateness of plans for rehabilitating such property, and issue written findings of fact in support of any such request for the listing of such property in the National Registry of Historic Places.

7) Upon appeal to Council from determinations of these Powers and Duties, issue written findings of fact.

Meetings are held the first Thursday of each month, 6:30 P.M., in Council Chambers at 21 S. State Street.
PARKS AND RECREATION ADVISORY BOARD

The Recreation Advisory Board is composed of eleven (11) members, 3 year terms each. One member is to be nominated by the Board of Education of the City School District and appointed by Council; one member nominated by the Westerville Senior Center Advisory Board and appointed by Council; six residents appointed by Council; and one more member of Council selected by Council at the organizational meeting of Council. The City Manager and Superintendent are ex-officio members of the Board. The Parks and Recreation Director or his/her designee will serve as Secretary.

Their DUTIES include studying recreational programs, needs and facilities and making recommendations to the City Manager for Council's review and action.

The Board is authorized to appoint special study committees of qualified persons from its members for recommendation to Council to review particular phases of the recreation programs of the City.

Meetings are held the third Thursday of each month at 6:30 P.M., at the Westerville Community Center, 350 N. Cleveland Ave, Westerville, Ohio 43082.
The Personnel Review Board is composed of three (3) members, 3 year term each.

The DUTIES of the Personnel Review Board are:

1) To hear appeals on disciplinary matters of Westerville City Municipal and School employees.

2) The Board shall hear all appeals within 30 days from and after such notice of appeal has been filed with the Board. Appeals to the Board should be filed with the Clerk of City Council. When an appeal is heard, the Board may affirm, disaffirm, or modify personnel decisions made by the City or Schools.

Meetings are held on an "as needed" basis.
The Income Tax Board of Review is composed of three (3) members, 3 year terms each, and one (1) alternate member.

The DUTIES of the Income Tax Board of Review are:

1) To hear appeals on decisions made by the Income Tax Administrator.

2) An appeal may be filed with the Board within 30 days from a ruling or decision by the Tax Administrator. The Board shall hear all appeals within 45 days from and after such notice of appeal has been filed with the Board; the Board’s ruling must be made within 90 days from the date of the hearing and shall be in writing and filed with the Tax Administrator. Appeals to the Board should be filed with the Clerk of City Council. When an appeal is heard, the Board may affirm, disaffirm, or modify decisions made by the Income Tax Administrator.

Meetings are held on an "as needed" basis.
I’VE ACCEPTED THE APPOINTMENT - BUT WHAT AM I SUPPOSED TO DO?

Appointment to a City Board or Commission provides direct citizen involvement in the development of the policies and programs of City Government. As an appointee you provide a vital link between the City's residents and Council's actions. Membership on a Council-Appointed Board or Commission provides an opportunity for genuine public service. By selecting you to serve, City Council has expressed confidence in your willingness to study all sides of the issues that come before you and to make recommendations based on your insight and experience as a concerned member of the community.

APPOINTEE RESPONSIBILITIES

Understand The Charge of the Board of Commission to Which you Have Been Appointed.
You must understand the charge of the Board or Commission to which you have been appointed. This information is found in the Codified Ordinances and is contained as a part of this Handbook. Staff responsible for the programs within the scope of interest to your Board or Commission are also available to answer your questions.

Attend Meetings.
Most Boards and Commissions have regularly scheduled meetings. You are expected to make every effort to every scheduled meeting. Remember that the business of the Boards and Commissions requires that a quorum of the members be present to conduct business. If you are unable to attend a meeting, you should notify your chairperson or the City Clerk's office. If you are unable to continue service due to health, business requirements, or personal reasons, you should submit a formal letter of resignation to the Chairman of City Council.

Represent Views Fairly.
When you express views that have not been approved by a majority of the Board or Commission on which you serve, you should indicate that you are speaking as an individual and that your views are not those of the entire group. When making statements to the press, you should indicate if you are expressing an "official" view of your own.

Be Representative of the Whole Town.
One of the primary functions of appointed Boards and Commissions is to determine the attitudes of citizens as a whole, to help reconcile contradictory viewpoints and to build consensus around common goals and objectives. As an appointee you are in a unique position to serve as a liaison between the general public and City Council.
Do Your Homework.
As an appointee, you may spend many hours preparing for meetings. You should be familiar with staff reports, studies, ordinances and other regulations related to the Department and program(s) under the scope of interest of your Board or Commission. You should not vote on an issue until you feel you have all the information you need. Further, if you are scheduled to make a specific presentation at a meeting, you should take time to adequately prepare for it.

Understand Staff Relationships.
The City Manager and other staff work closely with appointed Boards and Commissions, but do not work for them. Staff will provide information and be available to answer questions. The staff is required to fairly present recommendations of Boards and Commissions and to explain them, but it is not their role to defend them. At times, staff may be required to provide the City Manager or City Council with individual professional recommendations which may or may not agree with those of the Boards or Commissions on which you serve.

Be a Good Team Member.
The following tips will help ensure that you are a good team member. The good team member: Arrives for meetings on time and well prepared. Asks questions. Contributes to the discussion. Contributes to the orderly conduct of the meeting. Listens to the ideas of others. Considers issues objectively Stays involved. Carries out actions he/she has agreed to.
BAD MEETINGS DO HAPPEN
TO GOOD PEOPLE!

When the Chairman declares the meeting adjourned, the discussion has already gone on for an hour beyond schedule. One member has expressed opposition to the project at hand because he is in the habit of expressing opposition. A second has discussed extraneous issues in detail until finally ruled out of order. A third has asked the chairman to explain the project more fully. A fourth has repeated what the chairman just said. Two members have fallen into an acrimonious dispute, using the project under discussion for display of personal rivalry. In the course of the meeting, one member dozed off; two others lost themselves in doodling; another began writing a memo on a different topic; and the chairman - uncertain of the merits of the project - finds himself addled and exhausted at the end of it.

Does this sound like the meetings you too often attend? Many people cringe at the thought of having to attend another meeting. Meetings can be time-consuming, boring, tedious and - worst of all - inconclusive. Too often, they mirror the description above. An effective meeting is none of these things, it is one that has clearly stated objectives and achieves them within the scheduled time frame. It is one in which people speak when they have something relevant to say. It is one in which the participants respect and support each other - and it is one in which participants have an effective process for reaching consensus. Achieving these things takes pre-meeting planning, careful execution, and post meeting debriefing. Because effective meetings are every participant's responsibility, we have provided a chart which describes the specific responsibilities of members of a Board or Commission at the end of this section. When meetings consistently get off track, members must take time to analyze what is happening and take corrective action.

KEYS TO SUCCESSFUL MEETINGS

Key #1: Leadership
The single most important ingredient in assuring a meeting's success is clear and decisive leadership. Care should be taken when selecting a Chairperson. The Chairperson sets the scene for success, and plays a very important role in controlling meetings.
Key #2: Ground Rules
Ground rules outline expectations members have for each other. For Boards or Commissions, they may also cover the rules for receiving public comment. Some Boards and Commissions have certain ground rules specified in the City ordinance that established that body. In other cases ground rules may be set by members of the Boards and Commissions. Ground rules are derived by examining what the behaviors detract or contribute to group effectiveness.

A few of the more important ground rules to consider are:

- **Attendance**: what are legitimate reasons for missing a meeting? Who is to be advised if you cannot attend?
- **Promptness**: what does "on time" mean for your group?
- **Participation**: emphasize the importance of speaking freely and listening attentively.
- **Decision-Making**: will decisions be made by consensus or majority vote? Will Robert's Rules be used?

All ground rules must be in conformance with open meeting rules and other City code regulations. If you have any concerns about any ground rules you wish to adopt you may wish to submit them to the Law Director for review.

Key #3: Agendas
It is very important to have a written agenda for every meeting. This allows members to prepare for the meeting and permits the public to understand what business will be discussed. The agenda need not be an elaborate document. At minimum it should include:

- A call to order
- Introductions
- Approval of the last minutes
- Reports
- Old Business (items left over from the last meeting)
- New Business
- Meeting adjournment time

If there are several items of old or new business on your agenda, they should be itemized and prioritized to ensure that the most important ones are discussed in the time available. At the beginning of each meeting it is a good idea to ask if there are any additional items that need to be added. Items should only be added by consensus of the members present and in a manner consistent with any adopted Rules.

Boards and Commissions receive assistance from specific Departmental Staff. Staff provides posting of the agendas.

Key #4: Courteous Participation
Being a good member means more than just attending meetings. You have been appointed to a Board or Commission because you have something to contribute. You must, however, remember that you are
part of a group. You have a responsibility to listen as well as speak. You also have a responsibility to see that meetings stay on track and that they are productive. During meetings you should follow these simple rules:

Practice attentive listening;

Speak when - and only when you have something worthwhile to contribute;

Keep your comments related to the item at hand and help discourage irrelevant discussion by asking how an example or line of thought contributes to the stated goal of the discussion;

Ask for clarification if you are unclear about a point that is being made but don't put another person in the position of defending his/her position;

Don't speak when another is speaking and discourage side conversations;

Keep all communications positive and issue-oriented;

Don't sit back and let others do all the work;

Don't keep quiet during the meeting and express negative feeling after it.

Key #5: Time Control
The Chairperson is charged with beginning and ending the meeting on time and for controlling the discussion in between. Members, however, have a responsibility to arrive for meetings on time or to notify the Chairperson if they know they are coming late. By focusing on the topic at hand and not digressing, members can do much to help move the proceedings along so that meetings end on time. It is up to everyone to help determine when there is nothing more to be gained from further discussion and to help move the discussion on the decision making stage.

Key #6: Minutes
A record of resolutions, transactions, findings and other determinations must be kept. The minutes should contain the following:

A list of members, staff who were present
The time the meeting convened and adjourned
A description of items discussed
All motions made and all votes taken

This task will be covered by a staff person. Members should have an opportunity to review and approve all minutes.
Key #7: The Meeting Room
When facilities are proper, they go unnoticed. When they are inadequate they detract from the meeting.
The arrangement of the meeting room is guided by the communications needs and the type of meeting you are holding. Usually your meeting will be set up with the members seated around a table so that you can see each other (or on the Council dais). However, consideration must be given to the fact that you are a public body and residents may wish to, or need to, attend your meeting.

If you anticipate that anyone will be making a presentation to your group, the room should be arranged so that the presenter can face the entire membership. If visuals or audiovisuals are to be used, the room should be set up so that all members and any attending public can see them.

Most of the time, the City Clerk or an assigned staff member will be securing and setting up the meeting room. You should notify the City Clerk's office or the staff person assigned to your Board or Commission of any special needs (e.g. a slide or overhead projector and screen or an easel with paper).

Key #8: Supportive Feedback
All members should feel that their participation is important. Recognition and appreciation for member contributions should be given regularly. It is each member's responsibility to ensure that feedback is given and received in an atmosphere of trust, honesty and sincerity and that problem-solving and conflict-resolution is done in a supportive atmosphere.
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<th>WHEN:</th>
<th>WHO: Chairperson</th>
<th>WHO: Members</th>
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<td><strong>Before the Meeting:</strong></td>
<td></td>
<td>* Review items for the agenda.</td>
<td>* Block time out on your schedule.</td>
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<td>* Work with presenters to determine any special needs and notify staff of these.</td>
<td>* Confirm attendance.</td>
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<td>* Work with City staff to develop the agenda.</td>
<td>* Review any necessary materials.</td>
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<td>* Notify staff of any special notification needs.</td>
<td>* Prepare any presentation you will be making.</td>
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<td>* Gather any additional materials or information you may need.</td>
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<td>* Let the chairperson know if you will be late.</td>
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<td><strong>During the Meeting:</strong></td>
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<td>* Start the meeting on time.</td>
<td>* Listen and participate.</td>
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<td>* Ask if there are any additions/deletions to the agenda.</td>
<td>* Be open-minded and receptive.</td>
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<td>* Follow the agenda.</td>
<td>* Stay on the subject.</td>
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<td>* Manage the use of time.</td>
<td>* Limit or avoid side conversations and distractions.</td>
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<td>* Limit/control the discussion.</td>
<td>* Ask questions to assure you understand points being made.</td>
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<td>* Elicit participation.</td>
<td>* Take notes on action items.</td>
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<td>* Help resolve differences.</td>
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<td></td>
<td>* Clarify actions to be taken and decisions that have been made.</td>
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<td>* Summarize results.</td>
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<tr>
<td><strong>After The Meeting:</strong></td>
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<td>* Review minutes so they can be mailed to members.</td>
<td>* Read the minutes promptly and inform the chairperson of any discrepancies.</td>
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<td>* Check with others to ensure they know what you are expecting from them before the next meeting.</td>
<td>* Take any actions you agreed to.</td>
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<td>* Evaluate your effectiveness as a leader.</td>
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THE LAYMAN'S GUIDE TO ROBERT'S RULES OF ORDER

For the purposes of most Boards and Commissions, Robert's Rules of Order can be distilled into a few fairly simple guidelines. Robert's Rules are based on common sense and courtesy and, as such, are a guide for protecting the basic rights of participants. Robert's Rules outline an orderly process for placing items before a group for their guiding discussion and clarifying voting. The basic steps of making a motion, amending it and voting are listed below and should cover most situations. When a major controversy is to be put before your Board or Commission, if there is a fairly complicated or divisive matter on your agenda, or if you suspect that someone present is likely to call you on a point of order, you may wish to request that the City provide a parliamentarian for that meeting.

ROBERT'S RULES OF ORDER

The Motion:
When Robert's Rules of Order are being used, a motion is required to bring an item before the group for consideration. Motions usually come about as a result of a general discussion about an issue. As the group's thoughts coalesce and a direction becomes clear, one member will say; “I move that .......”

Restatement:
The Chairperson should restate the motion to be sure that everyone has a common understanding of what action is being proposed. He/she says, “We have a motion before us to [state motion], do we have a second?”

The Second:
To be certain that the motion is of interest to more than one person, a second is necessary in order to begin debate on the motion. If there is no second, the motion dies. Since it is not "on the table", no further discussion about it should occur. It is not a good idea to second a motion just to be nice to a fellow member. The rule of requiring a second is intended to ensure that time is not spent on items that are not of interest to the group or are simply poor ideas.

Discussion, Clarification, Debate:
Only one main motion may be under consideration at any one time. Once the motion has been seconded, the chairperson will say, “The floor is open for discussion”. Members then discuss the merit of the proposal and state their positions.

Amendment To The Original Motion:
During the course of the discussion and debate, someone may suggest that the original wording needs to be changed to more accurately express what the majority wants it to say or to reflect a point
made during the discussion. The Chairperson should ask this person to offer specific wording for the amended motion. Amendments must relate to and/or clarify the subject of the motion under discussion. They should not introduce a different issue or topic.

If there is no objection to the amendment:
The Chair may ask the persons who made and seconded the original motion if they accept the proposed amendment. If they do, and if no one else objects, the Chair may suspend a formal vote on the amendment. He/she would restate the motion as amended and proceed to a discussion of the now amended motion.

If someone objects to the amendment:
If anyone objects to the amendment, the Chairperson would restate the amendment and call for a second to the amendment. Discussion, clarification, debate and ultimately a vote are then taken on the amendment. An amendment cannot be separated from the motion it amends and may not - by itself - be referred to a committee or postponed to another time.

Motion to Amend An Amendment:
A motion to amend an amendment can be made but there can only be one such motion on the table at any given time. This is to avoid people getting hopelessly confused about what they are - or are not - voting on. There would be debate and a vote first on the motion to amend the amendment. After that discussion and vote on the amendment (in its original form or as amended).

Debate on the Original Motion:
Once a vote on any amendment has been taken, debate returns to consideration of the original motion or on the original motion as amended.

Motion to Limit Debate:
This motion permits the group to set limits on the time allowable for discussion before voting. The motion to limit debate is not debatable. That is, if there is a second to the motion, the Chair must call for a vote. Since the motion to limit debate may infringe on the basic principle of freedom of discussion, a vote of two-thirds of those present is required. If the motion to limit debate is passed, the Chairperson must keep tract of time, announce when the limit has been exhausted, and call for a vote on the motion under discussion. If discussion is not complete when the time limit has been exhausted, any member may move to table the motion which has been under discussion.
DEFINITION OF MOTIONS

MAIN MOTION - only one before the board or commission at a time; cannot be introduced when any other motion is before the group.

MOTION TO AMEND - changes a motion before it comes up for final vote; takes precedence over motion to which it applies. Limit - two amendments.

SUBSTITUTE MOTION - amends by substituting another form, changed or additional wording.

MOTION TO REFER - refers question to a committee or person for further study/report back.

MOTION TO TABLE - temporarily puts aside motion being considered. Must be removed from table at that or next meeting. (Not amendable or debatable)

MOTION TO POSTPONE INDEFINITELY - same as tabling.

MOTION TO RECONSIDER - action taken at same meeting to bring a question up again after it has been adopted or rejected. (Debatable but not amendable)

MOTION TO RESCIND - action taken at a later meeting to repeal previous action. (Amendable and debatable)

MOTION TO ADJOURN - ends all discussion at this meeting. (Not amendable or debatable)
THE BASICS OF PARLIAMENTARY PROCEDURE

Parliamentary procedure is simple in principle. It is based largely on common sense and courtesy. It just seems technical due to the special vocabulary used. If the vocabulary is understood, the rules are easy.

The Basic Principles of Parliamentary Procedure:

1. Only one subject may claim the attention of the assembly at one time.
2. Each proposition presented for consideration is entitled to full and free debate.
3. Every member has rights that are equal to every other member.
4. The will of the majority must be carried out, and the rights of the minority must be preserved.
5. The personality and desires of each member should be merged into the organizational unit.

MOTIONS

The proper way for an individual to propose that the group take a certain action is by making a motion.

Main Motions have for their object the bringing of questions, or propositions before the assembly for consideration. Only one main motion can be considered at a given time by the assembly.

Subsidiary Motions have for their object the modification or disposition of the main motion being considered. It is in order to propose them while a main motion is still before the assembly, and to vote upon them before voting upon the main motion.

Privileged Motions have not connection whatsoever with the main motion before the assembly, but are motions of such importance that they are entitled to immediate consideration. The main business before the house may be temporarily set aside to address a privileged motion.

Incidental Motions arise "incidentally" out of the business of the assembly, and have very common characteristics.

PROCESS FOR HANDLING A MOTION

1. A member rises and addresses the presiding officer. The officer should be addressed as Mr. President or Mr. or Madame Chairman.

2. The member is recognized by the presiding officer. When a member has been recognized, the member is the only member entitled to present or discuss a motion.

3. The member proposes a motion. The motion should begin "I move that" followed by a statement of proposal. It is not permissible to discuss the merits of the motion either prior to or immediately following the formal proposal of the motion.

4. Another member seconds the motion. The member simply states "I second the motion" If nobody seconds the motion, the presiding officer may ask "Is there a second to the motion?" If there is none, he may declare "The motion is lost for want of a second"

5. The Presiding officer states the motion to the assembly. When a motion has been properly proposed and seconded, the chairperson repeats the motion to the assembly. In may then be spoken of as a "question", a "proposition", or a "measure."
6. The assembly discusses or debates the motion. To speak, a member must obtain the floor in the same manner as when presenting a motion.
   a. The presiding officer should show preference to the proposer of the motion.
   b. A member who has not spoken has prior claim over one who has already spoken.
   c. The presiding officer should alternate between proponents and opponents of the motion.
   d. The presiding officer should recognize a member who seldom speaks in preference to one who frequently speaks.

DISCUSSION MUST BE CONFINED TO THE QUESTION THAT IS "BEFORE THE ASSEMBLY".

7. The presiding officer takes the vote on the motion. Before taking the vote, the chairman asks, "Is there further discussion?" or "Are you ready for the question?" The chairman proceeds to take the vote by announcing "All in favor of the motion (STATE THE MOTION) say 'aye'. The chairman then says "Those opposed say 'No'."

8. The presiding officer announces the results of the vote. The chairman announces the vote by saying "The motion is carried; therefore (STATE THE INTENT OF THE MOTION)." or if the vote is in the negative, the chairman states "The motion is lost."

9. Another motion is then in order.

AMENDING A MOTION

The purpose of the motion-to-amend is to modify a motion that has already been presented in such a manner that it will be more satisfactory to the members. The following are common methods of amending:

1. By addition or insertion to add something to the motion which it did not contain.
2. By eliminating or striking out to subtract or eliminate something from the original motion.
3. By substitution to eliminate something from the original motion and substitute something else in its place.

AN AMENDMENT MAY BE HOSTILE, BUT IT MUST BE GERMANE.
A hostile amendment is opposed to the spirit of the motion to which it is applied. To be germane, an amendment must have direct bearing on the subject of the motion to which it is applied. An amendment may nullify the original motion, but if it relates to the same subject matter, it is germane.

TYPES OF AMENDMENTS:
1. Amendment of the First Rank - An amendment to the motion.
2. Amendment of the Second Rank - An amendment to an amendment, that modifies and relates directly to the amendment, and NOT to the original motion.

NO AMENDMENT BEYOND THE SECOND RANK IS POSSIBLE.
If it is desired to amend two separate and unrelated parts of a motion, then it must be done with two amendments of the first rank. Until an amendment of the second rank is voted on no other amendment of the second rank is in order. Until the amendment of the first rank is voted upon, no other amendment of the first rank can be proposed.

ORDER OF VOTING ON AMENDMENTS:

Amendments are voted upon in inverse order of proposal.

1. Discussion is held and the vote is taken upon the amendment to the amendment.
2. Discussion is called for and the vote is taken upon the amendment to the motion.
3. When the vote on the amendment has been taken, discussion on the motion as amended is opened and when completed, a vote is taken upon the motion as amended.

Page 2 of 5
<table>
<thead>
<tr>
<th>Purpose of Motion</th>
<th>Interrupt Speaker?</th>
<th>Second Required?</th>
<th>Debatable?</th>
<th>Vote Required?</th>
<th>Motions That Apply</th>
</tr>
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<tbody>
<tr>
<td><strong>Privileged Motions</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>to fix time to adjourn</td>
<td>no</td>
<td>yes</td>
<td>limited</td>
<td>maj.</td>
<td>amend, reconsider</td>
</tr>
<tr>
<td>to adjourn (unqualified)</td>
<td>no</td>
<td>yes</td>
<td>no</td>
<td>maj.</td>
<td>none</td>
</tr>
<tr>
<td>to take a recess</td>
<td>no</td>
<td>yes</td>
<td>limited</td>
<td>maj.</td>
<td>amend</td>
</tr>
<tr>
<td>to rise to a question of privilege</td>
<td>yes</td>
<td>no</td>
<td>no</td>
<td>rules</td>
<td>all</td>
</tr>
<tr>
<td>to call for the orders of the day</td>
<td>yes</td>
<td>no</td>
<td>no</td>
<td>none</td>
<td>none</td>
</tr>
<tr>
<td><strong>Subsidiary Motions</strong></td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>to lay on the table</td>
<td>no</td>
<td>yes</td>
<td>no</td>
<td>maj.</td>
<td>none</td>
</tr>
<tr>
<td>to call for the previous question</td>
<td>no</td>
<td>yes</td>
<td>no</td>
<td>2/3</td>
<td>reconsider</td>
</tr>
<tr>
<td>to limit, or extend limits of debate</td>
<td>no</td>
<td>yes</td>
<td>limited</td>
<td>2/3</td>
<td>amend, reconsider</td>
</tr>
<tr>
<td>to postpone definitely</td>
<td>no</td>
<td>yes</td>
<td>limited</td>
<td>maj.</td>
<td>amend, reconsider, previous question</td>
</tr>
<tr>
<td>to refer to a committee</td>
<td>no</td>
<td>yes</td>
<td>limited</td>
<td>maj.</td>
<td>amend, reconsider, previous question</td>
</tr>
<tr>
<td>to amend</td>
<td>no</td>
<td>yes</td>
<td>yes</td>
<td>maj.</td>
<td>amend, reconsider, previous question</td>
</tr>
<tr>
<td>to postpone indefinitely</td>
<td>no</td>
<td>yes</td>
<td>yes</td>
<td>maj.</td>
<td>limit debate, reconsider, previous question</td>
</tr>
<tr>
<td><strong>Main Motions</strong></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>general main motions</td>
<td>no</td>
<td>yes</td>
<td>yes</td>
<td>maj.</td>
<td>all</td>
</tr>
<tr>
<td>to take from the table</td>
<td>no</td>
<td>yes</td>
<td>yes</td>
<td>maj.</td>
<td>none</td>
</tr>
<tr>
<td>to reconsider</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>maj.</td>
<td>limit debate, table, previous question, postpone definitely</td>
</tr>
<tr>
<td>to reconsider and enter in minutes</td>
<td>yes</td>
<td>yes</td>
<td>no</td>
<td>none</td>
<td>none</td>
</tr>
<tr>
<td>to rescind</td>
<td>no</td>
<td>yes</td>
<td>yes</td>
<td>2/3</td>
<td>all</td>
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<tr>
<td>to expunge</td>
<td>no</td>
<td>yes</td>
<td>yes</td>
<td>2/3</td>
<td>all</td>
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<td>to adopt a resolution</td>
<td>no</td>
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<td>yes</td>
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<td>to adjourn (qualified)</td>
<td>no</td>
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<td>limited</td>
<td>maj.</td>
<td>all</td>
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<tr>
<td>to create orders of the day (special)</td>
<td>no</td>
<td>yes</td>
<td>yes</td>
<td>2/3</td>
<td>all</td>
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<tr>
<td>to amend constitution etc.</td>
<td>no</td>
<td>yes</td>
<td>yes</td>
<td>2/3</td>
<td>all</td>
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<tr>
<td><strong>Incidental Motions</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>to suspend rules</td>
<td>no</td>
<td>yes</td>
<td>no</td>
<td>2/3</td>
<td>none</td>
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<tr>
<td>to withdraw a motion</td>
<td>no</td>
<td>no</td>
<td>no</td>
<td>maj.</td>
<td>reconsider</td>
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<tr>
<td>to read papers</td>
<td>no</td>
<td>yes</td>
<td>no</td>
<td>maj.</td>
<td>reconsider</td>
</tr>
<tr>
<td>to object to consideration</td>
<td>yes</td>
<td>no</td>
<td>no</td>
<td>2/3</td>
<td>reconsider</td>
</tr>
<tr>
<td>to rise to a point of order</td>
<td>yes</td>
<td>no</td>
<td>no</td>
<td>rules</td>
<td>none</td>
</tr>
<tr>
<td>to rise to parliamentary inquiry</td>
<td>yes</td>
<td>no</td>
<td>no</td>
<td>none</td>
<td>none</td>
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<tr>
<td>to appeal from the decision of chair</td>
<td>yes</td>
<td>yes</td>
<td>limited</td>
<td>maj.</td>
<td>all except amend</td>
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<tr>
<td>to call for a division of the house</td>
<td>yes</td>
<td>no</td>
<td>no</td>
<td>maj.</td>
<td>none</td>
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<tr>
<td>to call for a division of a question</td>
<td>no</td>
<td>yes</td>
<td>no</td>
<td>maj.</td>
<td>amend</td>
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<tr>
<td><strong>Kind of Motion</strong></td>
<td><strong>Objective</strong></td>
<td><strong>Effect</strong></td>
<td></td>
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<td>---------------------------------------------------</td>
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<tr>
<td>to lay on the table</td>
<td>clears the floor for more urgent business</td>
<td>delays action</td>
<td></td>
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<tr>
<td>to call for the previous question</td>
<td>secures immediate vote on pending question</td>
<td>ends debate</td>
<td></td>
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<td>to limit or extend time for debate</td>
<td>provides more or less time for discussion</td>
<td>shortens discussion</td>
<td></td>
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<tr>
<td>to postpone definitely</td>
<td>gives more time for information discussion</td>
<td>delays action</td>
<td></td>
<td></td>
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<tr>
<td>to commit or refer</td>
<td>to enable more careful consideration</td>
<td>delays action</td>
<td></td>
<td></td>
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<tr>
<td>to amend</td>
<td>to improve the motion</td>
<td>changes the motion</td>
<td></td>
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<tr>
<td>to postpone indefinitely</td>
<td>to prevent a vote on the question</td>
<td>suppresses the question</td>
<td></td>
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<tr>
<td>to raise a point of order</td>
<td>to call attention to violation of the rules</td>
<td>keeps group using parliamentary procedure</td>
<td></td>
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<tr>
<td>to appeal from decision of chair</td>
<td>to determine the attitude of the group</td>
<td>secures group ruling</td>
<td></td>
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<tr>
<td>to suspend the rules</td>
<td>to permit action not possible under the rules</td>
<td>secures action prevented by the rules</td>
<td></td>
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<tr>
<td>to object to the consideration of a question</td>
<td>to prevent wasting time</td>
<td>suppresses the motion</td>
<td></td>
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<tr>
<td>to divide the question</td>
<td>to secure more careful consideration</td>
<td>secures action</td>
<td></td>
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<tr>
<td>to call for a division</td>
<td>to determine the accuracy of a voice vote</td>
<td>secures an accurate check of the vote</td>
<td></td>
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<tr>
<td>to nominate</td>
<td>to suggest names for office</td>
<td>places names for consideration</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>to make a request growing out of pending business</td>
<td>to secure information or ask to be excused from duty</td>
<td>provides information</td>
<td></td>
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<tr>
<td>to fix the time to adjourn</td>
<td>to have legal continuation of the meeting</td>
<td>sets continuation time</td>
<td></td>
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<tr>
<td>to adjourn</td>
<td>to end the meeting</td>
<td>adjourns the meeting</td>
<td></td>
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<tr>
<td>to take a recess</td>
<td>to secure an intermission of the meeting</td>
<td>delays action</td>
<td></td>
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<td>to raise a question of privilege</td>
<td>to correct undesirable conditions</td>
<td>corrects undesirable conditions</td>
<td></td>
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<tr>
<td>to call for the order of the day</td>
<td>to secure adherence to order of business</td>
<td>same as the objective</td>
<td></td>
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<tr>
<td>to take from the table</td>
<td>to continue the consideration of question</td>
<td>continues consideration</td>
<td></td>
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<tr>
<td>to reconsider</td>
<td>to reconsider the question</td>
<td>secures further consideration and another vote</td>
<td></td>
<td></td>
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<tr>
<td>to reconsider and have entered in the minutes</td>
<td>to reconsider the question at the next meeting</td>
<td>secures further consideration and another vote</td>
<td></td>
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<tr>
<td>to rescind</td>
<td>to repeal action previously taken</td>
<td>same as objective</td>
<td></td>
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<tr>
<td>to ratify</td>
<td>to approve previous action taken</td>
<td>same as objective</td>
<td></td>
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</tbody>
</table>
GLOSSARY OF STANDARD TERMS OF PARLIAMENTARY PROCEDURE

Agenda (or Order of Business) - The regular program of procedure of an organization.

Amend - To alter a motion by addition, deletion, or in any other way.

Chair - The Chairman or presiding officer. "Addressing the Chair" means speaking to the presiding officer. Being "Recognized by the Chair" means being given permission to speak further.

Power of Chair - The Chairman has the following authority:
  a. to decide in what order speakers shall be recognized
  b. to refuse to recognize members offering dilatory, absurd, or frivolous motions
  c. to restrain speakers within the limits of the rules
  d. to enforce good decorum
  e. to appoint committees
  f. to decide points of order
  g. to vote in cases where the vote would make or break a tie
  h. The chair should avoid influencing a vote by his own comment on a motion.

  Actions of the chair are subject to appeal.

Commit - To refer to a committee

Committee of the Whole - The meeting, on a motion duly made, may "resolve itself into a committee of the whole." This means that the meeting is officially discontinued while everyone remains and becomes a member of a large special committee, which includes everyone present. A special chairman is appointed to preside over the committee.

Division - When all those voting stand in separate "for" and "against" groups.

Division of Question - To separate a motion into different parts that are considered individually.

Floor - The privilege of speaking before the assembly.

Indefinite Postponement - The object is not merely to "postpone" but in effect to reject the motion.

Informal Consideration - When a member moves for "informal consideration," and the motion is adopted, the meeting lays aside formal rules, and allows each committee member to speak on the subject under consideration.

Motion - A formal proposal to a meeting that it take certain action.

Order - An expression of the will of the assembly, in the form of a command.

Order of the Day - A motion to drop the present discussion, and that the chairman announce the next matter to be taken up in accordance with the organization's customary business routine.

Parliamentary Inquiry - An investigation to determine the proper course of procedure.

Privilege - The privileges and rights of the meeting in connection with matters of physical comfort or ineligibility or misconduct of a member in the meeting.

Question - The question is a proposition or motion that has been placed before the meeting for action by the chairman. To "move the question" is to demand that the chairman take a vote on the current motion.

Resolution - An act of the assembly that declares facts, expresses opinion, but does not command.

Suspension of Rules - To allow something to be done that would otherwise violate the meeting rules, but is not in conflict with the constitution or by-laws, or with the fundamental principles of parliamentary law.

Table - To delay action on a motion.
ORDER OF BUSINESS

(1) Call to Order

The __________________ (Board or Commission) meeting of the City of Westerville of February 1, 2020 (Date) will come to order.

(2) Roll Call

The Chairman will ask the Secretary to read the roll.

(3) Pledge of Allegiance to the Flag

Ask the members and the audience to stand and repeat the pledge.

(4) Approval of Minutes of ____________ (date)

Ask whether there are any corrections to the minutes. If not, ask for a motion to approve the minutes.

(5) New Business

All proposed items should be presented under this section of the Agenda.

(6) Old Business

All items that are pending or tabled from previous meetings should be listed under this section of the Agenda.

(7) Comments from Board or Commission Members

(8) Comments from the Audience

(9) Secretary’s Report

(10) Adjournment
YOU HAVE AN AUDIENCE!

Unlike other meetings you may have participated in, meetings of the City's Boards and Commissions are public meetings. That is, any member of the public or the media may attend and ask to participate or commend on the proceedings. The public's presence may at first be unnerving, but public participation is necessary if the public is to trust and have confidence in the decisions of appointed Boards and Commissions. Because the business of the City's Boards and Commissions is public business, there must be adequate public notice of meetings. Laws requiring public notice of elected or appointed government bodies are commonly called "Sunshine Laws." These laws also require that meeting locations be open and accessible to all people.

Proper notification of the public is usually overseen by the Secretary of the Board or Commission. Any person may, in fact, submit a written request to be notified of all or a specified subset of Boards and Commission meetings with the City Clerk. In addition, any person may visit or phone the City Clerk's Office during regular business hours to receive information about scheduled meetings of any Board or Commission. Notice of public meetings is posted on the Bulletin Board in the Lobby of the Municipal Building.

It is important that the City Clerk's office be notified of meeting dates and locations and any changes made to a meeting schedule. To ensure that this happens, each Board or Commission is required to designate a member or agent to be responsible for notifying the City Clerk's office in a timely manner of meeting dates and, to the degree it is known, the subject matter to be discussed. The most common forms of public information are listed below.

PUBLIC NOTIFICATION

Oral Notification:
Oral notification can be delivered either in person or by telephone. It may be delivered directly to the person or by leaving a message for a person. Oral notification is a very personal way to let people know of your meetings and is one of the best ways to encourage participation of people you specifically want to hear from.

Written Notification:
Written notification may be mailed, telegraphed, faxed or hand delivered. If notification is required and is mailed, it should be mailed first-class no later than two days preceding the day of the meeting.

Posted Notification:
Posted notice of many meetings is made in areas accessible to the public during normal business hours at the Municipal Building. It is a requirement that such notice be at least twenty-four hours before the time of the meeting.
Published Notification:
Published notice of meetings refers to notice in a newspaper of general circulation within the City of Westerville. This usually means the Westerville News and Public Opinion and/or The Columbus Dispatch.

The City requires any news media that desires to be given advanced notice of meetings of Boards or Commissions to file a specific request with the Board or Commission secretary.

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**CAN WE GO INTO EXECUTIVE SESSION?**

The conditions under which a Board or Commission may meet in Executive Session are restricted. It is rare that an appointed Board or Commission has the need to adjourn to executive session. The following is provided as general information. If you anticipate the need for an Executive Session, you should check with the Director of Law for further guidance. Executive Sessions can be held only after a majority of the Board or Commission has determined by a roll call vote to hold such a session. Executive Sessions can be held only for purposes of considering personnel matters; real estate matters if premature disclosure of information would give an unfair competitive advantage to a person whose private interest is adverse to the general public’s interest; legal matters, including conferences with an attorney for the public body concerning disputes involving that public body that are subject of pending or imminent court action; labor negotiations with public employees; or security matters where disclosure of information might reveal information that could be used for the purpose of committing or avoiding prosecution.

---

**SHOULD I VOTE ON THIS?**

Public law generally prohibits public officers from engaging in activities in which their private interests conflict with their public duty. Those serving on an appointed Board or Commission are not required to sign a conflict of interest statement but are encouraged to act in the best interest of the general public and to exercise the powers conferred on him/her with disinterested skill and diligence.

A conflict of interest occurs when loyalties must be confronted. That is, when a member could personally benefit, or when someone with whom he has personal or business ties stands to benefit, from a decision of the Board or Commission on which he/she serves. The result of ignoring actual or potential conflicts of interest can range from public distrust to prosecution. To avoid charges of conflict of interest, you should make any potential conflicts known to your fellow members and absent yourself from any actions which could influence decision-making. This means that you would definitely not vote on any issues in which there is an actual, perceived or potential conflict of interest. To be on the safe side, you should also remove yourself from any related discussions and request that your absence be reflected in the minutes.