

Vermilion Township Board of Trustees

2025 Meeting Rules

1. Regular Business Meetings

The Vermilion Township Board of Trustee Business Meetings shall be held on the first Wednesday of each month at 6:30 P.M. in the Vermilion Township Offices, 1907 State Rd., Vermilion, OH 44089. In the event of a conflict, the Board reserves the right to change the meeting date, so long as proper public notification is made in accordance with State laws and the Ohio Open Meetings Act.

2. Meeting Agenda Items

Any items to be introduced by a Trustee or Department Head for consideration at the next meeting must be submitted to the Fiscal Officer to be placed on the agenda. All pertinent information shall be submitted to the Fiscal Officer who shall forward the information to the Trustees for their review no later than noon on the Monday preceding the meeting date. No formal action, except in emergency situations, shall be taken on any items being presented at the meeting.

3. Correspondence

All letters to be entered into record shall be submitted to the Fiscal Officer no later than noon on the Monday preceding the meeting date. Letters may be submitted in hard copy or electronically. All letters (including emails) must include the person's name and address, otherwise it will not be made part of the official record of proceedings. The Chairperson reserves the right to edit or omit correspondence that is derogatory in nature or irrelevant to the Township or the duties of the Board.

4. Order of Business

The business at all regular Vermilion Township Board of Trustee meetings shall be transacted in the following order:

- Call to Order
- Pledge of Allegiance
- Roll Call
- Approval of Previous Meeting Minutes
- Acceptance of the Treasury Report
- Approval of Warrants
- Correspondence
- Speakers
- Fire Department Report
- Road Department Report
- Administrator and/or Zoning Dept. Report
- Northern Ohio Rural Water Report (when requested by the Board)
- Fiscal Officer's Report
- Old Business
- New Business
- Response (when applicable)/Open to the Audience
- Adjournment

5. Speaking

When called by the Chair, no Trustee, Fiscal Officer, or Department Head shall be permitted to speak for a period longer than five (5) minutes at any one time unless additional time is granted by the Chair. No member shall speak more than once on the same matter until each member desiring to speak on the matter has had an opportunity. 'Member' refers to the Trustees, Fiscal Officer, and Department Heads.

6. Right of Floor

When a Trustee, Fiscal Officer, or Department Head desires to address the Board, they shall request permission from the Chair. Upon receipt of permission, members shall confine their remarks to the question under debate, avoid personalities, and refrain from impugning or attacking upon the motive of any other member's argument or vote. 'Member' refers to the Trustees, Fiscal Officer, and Department Heads.

7. Open to the Audience

The public shall be provided with an opportunity to address the Board during the Open to the Audience portion of the meeting only.

- Each individual wishing to address the Board shall be required to sign-in with their legal, full name and address prior to the start of the meeting.
- Each participant shall be allowed up to five (5) minutes in which to address the Board.
- Each participant shall clearly state their full name and address.
- Each participant shall limit their comments to issues relevant to the meeting agenda or other business that directly relates to the duties and responsibilities of the Board.
- Participants are required to direct their comments to the Chair only.
- Negative comments of an accusatory or insulting nature or profanity will not be tolerated.

8. Rules of Decorum for Trustees, Fiscal Officer, Department Heads

All members shall act in a professional and respectful manner towards each other and the public at all times. The following rules of decorum shall be observed by the Trustees, Fiscal Officer, and Department Heads:

- Members shall not make personal, impertinent, unduly repetitive, slanderous, or profane remarks, nor utter out loud, threaten, use abusive language, nor engage in any other disorderly conduct that disrupts, disturbs, or otherwise impedes the orderly conduct of the meeting.
- No member shall engage in disorderly or boisterous conduct or behavior, including uttering out loud, threatening, using abusive language, whistling, stomping feet, or any other act which disturbs, disrupts, or otherwise impedes the orderly conduct of the meeting.
- Disrespectful behavior towards another member will not be tolerated.

The Chair shall be responsible for maintaining order and decorum at meetings. Any member found to be in contempt of these rules may face censure or other remedy as provided by law.

9. Rules of Decorum for the Public

While any meeting of the Vermilion Township Board of Trustees is in session, the following rules of decorum for the public shall be observed:

- When permitted, all comments shall be made directly to the Chair.
- Persons addressing the Board shall not make personal, impertinent, repetitive, slanderous, or profane remarks, nor utter out loud, threaten, use abusive language, nor engage in any other disorderly conduct that disrupts, disturbs, or otherwise impedes the orderly conduct of any Trustee meeting.
- No person in the audience shall engage in disorderly or boisterous conduct or behavior, including uttering out loud, threatening, using abusive language, whistling, stomping feet, or any other act which disturbs, disrupts, or otherwise impedes the orderly conduct of the meeting.
- Except to the extent that exhibits are employed during a presentation of a recognized speaker, signs, placards, banners, or similar items tending to interrupt the due and orderly course of the meeting shall not be permitted at any time.
- All persons in the audience shall remain seated. No person shall stand or sit in an aisle or block a doorway.

The Chair shall be responsible for maintaining order and decorum at meetings. The Chair may order the removal from the meeting any person who fails to observe these rules of decorum in accordance with ORC 505.09.