

Vermilion Township Board of Trustees Meeting Rules

1. Regular Business and Work Session 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 or inability to meet a quorum, the Board reserves the right to change the meeting date; provided proper public notification is given in accordance with the Ohio Open Meetings Act. (*See, ORC 121.22*)

2. Meeting Agenda Items by Request of Members

Any new item of business to be introduced by a Trustee, the Fiscal Officer, or any Department Head for consideration must be submitted to the Fiscal Officer to be added to the agenda by the meeting Chair. Pertinent information to be used as supporting documentation may be submitted to the Fiscal Officer, electronically, no later than noon on the Friday preceding the meeting date. No formal action, except under emergency situations, shall be taken on any items being orally presented at the meeting as New Business.

3. Correspondence and Digital Communications

All letters to be entered into record by the public shall be submitted to the Fiscal Officer no later than noon on the Friday preceding the meeting date. Letters may be submitted as paper copy or electronically. All letters (including emails) must include the person's name and address, to be made part of the official record of proceedings. The Chair reserves the right to edit or summarize any correspondence received, including correspondence that is defamatory in nature or is deemed not directly relevant to the business of the township Trustees. All correspondence properly received will be kept separately as a public record, and as prescribed by the Public Records Schedule.

4. Order of Business

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

- Pledge of Allegiance and the Call to Order (*of the Meeting Title, Date and Time*)
- Quorum Call, Approval by the presiding Chair upon the Fiscal Officer's Roll Call
- Approval of Previous Meeting Minutes by Chair's Motion of Consent Decree
- Approval of Warrants & Treasury Report, Approval by Chair's Roll Call
- Approval of the Agenda by Chair's Motion of Consent Decree
- Fiscal Officer's Report
- Township Administrator Report
- Department Reports: (1) Fire Chief, (2) Road Supervisor, (3) Zoning Inspector
- Written Correspondence and Digital Communications Received
- Old Business & New Business
- Incidental Trustee Concerns, Announcements, and Next Meeting Date & Time
- Chairman's Response to Prior Audience Commentary (*when applicable*)
- Open to the Audience followed by Official Invited Speakers (*if any*)
- Adjournment by Chair's Motion of Consent Decree

5. **Speaking**

When recognized by the Chair, any Trustee, Fiscal Officer, or Department Head shall be permitted five (5) minutes on any single topic. No member shall speak more than once on the same matter until each member desiring to speak on the matter has had an opportunity to do so and be heard. Within these rules, the term ‘member’ refers only to the Trustees, the Fiscal Officer, and Department Heads on topics within their respective departments.

6. **Right of Floor for Members**

When a member desires to address the Board, they shall request recognition from the Chair. Upon receipt of recognition, members shall confine their remarks to a single issue or topic, avoid personalities, and refrain from impugning or attacking upon the motive of any other member’s argument, viewpoint, or vote.

7. **Open to the Audience: Guest Participation**

The public, as invited guests, may be provided with an opportunity to address the Board of Trustees during the Open to the Audience portion of the business meeting. Open to the Audience is the only portion of the business meeting recognized as a limited public forum.

- Each individual wishing to address the Board as a recognized guest speaker shall be required to sign-in prior to the meeting and shall sign their full name and address on the form provided; and shall do so prior to the start of the meeting.
- Each participant shall be allocated up to five (5) minutes to address the Board Chair from the podium provided. Special or handicapped consideration will be made to speak while seated at the judgement of the Chair; or as required by law.
- Each guest must limit their comments to issues relevant to the meeting agenda or other business that directly relates to the duties and responsibilities of the Board of Trustees. Each guest speaker is asked, but not required, to provide a copy of their written comments to the Chair, if and after they are used while speaking.
- All handouts and documents any guest wishes to distribute must be given directly to the Chair prior to speaking. The Chair will determine the appropriate distribution to the other members or the audience guests during the meeting.
- Participants are required to direct all their comments to the Chair only.
- Comments of an accusatory, false or insulting nature; and willful gross profanity will not be tolerated.
- All personal communication devices must be rendered silent during the meeting.

8. **Rules of Decorum for Trustees, Fiscal Officer, Department Heads and all guests.**

All members and public guests shall act in a professional and respectful manner towards each other, at all times, when the board meeting is in session. The following rules of decorum shall be observed by all present at the meeting;

- No one shall make impertinent, unduly repetitive, slanderous, or profane remarks; threaten any other person; use abusive language or engage in any other unlawful or disorderly conduct that disrupts, disturbs, or otherwise impedes the orderly conduct of the official government meeting. ***Disturbing a public meeting is a criminal offense.***
- The Chair shall be responsible for maintaining order and decorum at all meetings. The Chair, or by a majority vote of the trustees, may order the removal from the meeting of

any person who fails to observe the rules of decorum and lawful behavior in accordance with ORC 505.09 and ORC 2917.12 respectively.

9. Procedural Rules for Recess and for Executive Sessions

9.1 At the liberty and discretion of the Chair; or by motion, a second, and voice vote of the Board of Trustees, the meeting may recess for a prescribed period of time provided the duration of the recess is declared either by the Chair or within the motion; and that a Quorum Roll Call is required to resume the meeting; with a quorum present.

9.2 The Board of Trustees are required to declare by motion; a second, and a roll call vote for the need for an executive session. The board may hold an executive session only after a majority of a quorum of the public body present determines, by a roll call vote, to hold an executive session for the sole purpose of the consideration of any one of the following matters; and that the single purpose of the executive session must be declared within the motion in accordance with the provisions of ORC 121.22 (G) as outlined below;

1. *To consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official, or the investigation of charges or complaints against a public employee, official, licensee, or regulated individual.*
 2. *To consider the purchase of property for public purposes, the sale of property at competitive bidding, or the sale or other disposition of unneeded, obsolete, or unfit-for-use property in accordance with section 505.10 of the Ohio Revised Code.*
 3. *Conferences with an attorney for the public body concerning disputes involving the public body that are the subject of pending or imminent court action.*
 4. *Preparing for, conducting, or reviewing negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their individual or group employment.*
 5. *Matters required to be kept confidential by federal law or regulations or state statutes.*
 6. *Details relative to the security arrangements and emergency response protocols for a public body or a public office.*
 7. *Does not apply to townships or Township Trustees (See ORC 121.22 {G7})*
 8. *To consider confidential information related to the marketing plans, specific business strategy, production techniques, trade secrets, or personal financial statements of an applicant for economic development assistance, or to negotiations with other political subdivisions respecting requests for economic development assistance.*
- **9.2(A)** Multiple executive sessions may be held concurrently provided each session is voted upon separately and passed by a majority vote for each exemption covered by ORC 121.22 (G 1-8) and recorded separately in the meeting minutes.
- **9.2 (B)** Except as otherwise provided by law, no public body shall hold an executive session for the discipline of an elected official for conduct related to the performance of the elected official's official duties or for the elected official's removal from office. (ORC 121.22)

- **9.2 (C)** If a public body holds an executive session pursuant to division (G)(1) of this section, the motion and vote to hold that executive session shall state which one or more of the approved purposes listed in division (G)(1) of this section are the purposes for which the executive session is to be held, but need not include the name of any person to be considered at the meeting. (ORC 121.22 {G1})

10. Procedural Rules for the Passage of a Formal Resolution; and by Emergency

Resolutions are formal legislative acts generally limited to one subject. At no time shall oral motions be considered as resolutions under this rule unless they are adopted by roll call vote and then formalized as a written resolution. All resolutions require a roll call vote to be called by the presiding Chairman or their designee.

- (A) Resolutions are only required where they are specifically cited as “being required” within the Ohio Revised Code (ORC). Resolutions may be passed in lieu of an oral motion even if the ORC does not specifically address a required need, however, any “non-Emergency” resolution passed, by simple majority roll call vote, in lieu of an oral motion shall not become effective until after thirty (30) days have passed.
- (B) As provided for within the Ohio Revised Code, no resolution shall become effective until after the passage of thirty (30) days; unless the resolution includes language declaring an emergency and contains a statement of necessity for the emergency (i.e. public peace, health, safety or welfare), and shall then become effective immediately upon the date of passage, certification, and signature by the Fiscal Officer. Any resolution “*Passed by Emergency*” will also require the affirmative unanimous vote of all voting members present and forming a quorum to be valid as an Emergency Resolution.
- (C) Motions are introduced and voted on in oral form. They are generally used for procedural and administrative matters. They are passed by a simple majority voice vote and become effective immediately. *Resolutions cannot be passed by oral motions.*

11. Digital Media, Recording, Handout Communications, and Garment Rules

All meetings and public hearings are free and open for observation by the public.

- (A) Recording of meetings and public hearings may be recorded by any person provided such actions do not disturb the meeting. Visual photography is permitted, the use of any form of artificial camera lighting is not permitted. In the interest of public safety, power outlets within the meeting room may not be used without the permission of the Board Chair.
- (B) The use of cellular telephones or similar devices to make and receive audible calls during meetings is prohibited, all audible signals for such devices must be muted. Use of other cellular applications such as texting, recording, and photography is permitted if it does not obstruct another person's ability to observe the meeting. Any person needing to make or receive a telephone call shall leave the meeting room prior to making or receiving any audible telephone call. (*If your telephone rings please immediately leave the room.*)
- (C) The distribution and open public display of any printed or recorded materials during the meeting is not permitted without prior approval of the Board Chair. Political campaign materials are not permitted to be distributed, displayed or employed during any public meeting or public hearing. (*See ORC 9.03 {C1}*)

- (D) Clothing and jewelry items personally worn by an individual to express any personal or political viewpoint are exempt from this rule provided they do not disrupt the meeting or violate the law. In the interest of public health, shirts and shoes are required to be worn at all times. Hats shall not be worn during the Pledge of Allegiance and all attendees are requested to stand if physically able to do so.
- (E) A separate media table and two chairs are provided for reporters on a first-come basis. No one may stand or walk around the meeting room while filming, recording or taking photographs while the meeting is in session.
- (F) Law enforcement and emergency services personnel on duty or on-call are permitted their respective duty related radio equipment and firearms within a public meeting place. All other firearms and weapons possessions are prohibited within the township offices and all public meeting areas; at all times before, during and after public meetings.

12. Limited Agenda Provisions for Public Hearing, Special, and Emergency Meetings

Meetings conducted as public hearings, special meetings, or emergency meetings shall be limited in scope to the publicly declared topics and the following agenda topics.

- Pledge of Allegiance and the Call to Order (*of the Meeting Title, Date and Time*)
- Quorum Call by the Fiscal Officer's Roll Call
- Declared Public Hearings where proper legal notice has been given.
- Publicly Declared Items of Old Business and related Trustee updates or action.
- Publicly Declared Items of New Business and related Trustee concerns or action.
- Declaration of the Next Public Meetings or Public Hearings; Time and Dates.
- Adjournment by Chair's Consent Decree

- (A) The Board of Trustees, by majority consent, may allow for any public input within the limits of the publicly declared topic(s) of any special or emergency meeting, any Public Hearing, and as needed by the members to make better and informed decisions.
- (B) Items or issues not previously and publicly declared must be tabled and referred to the next regularly scheduled public meeting for discussion and formal action.

Meeting rules adopted by motion of the Vermilion Township Board of Trustees
on July 1st, 2026.

Kenneth M. Baughman
Board Trustee Chairman

Stephanie M. Johnson
Fiscal Officer

260102/kmb