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# The Policies of Council

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*As adopted at the Organizational Meeting of Council January 8, 2024.*

- Policy 1.** Roll Call of Council will be rotating alphabetically each Council Meeting. **(1/2/80)**
- Policy 2.** All Council meetings shall be recorded by audio recording device and will be held in perpetuity and shall be part of the official records and minutes. Written minutes of Council shall be shortened whenever possible. **(Revised 1/1/02); (Revised 1/3/08); (Revised 1/8/18); (Revised 1/23/20); (Revised 1/3/22)**
- Policy 3.** Council shall **not expend** City funds for any charitable or philanthropic purpose. **(4/11/96); (Revised 1/3/08)**
- Policy 4.** A “reasonable opportunity to hear the public” set forth in Chapter 107.08(a) shall be a one-time period of three (3) minutes per person, per Public Portion. **(1/1/02); (Revised 1/6/20); (Revised 1/3/22)**
- Policy 5.** If any member of Council in attendance at a Council Meeting or Committee Meeting fails to obey and/or abide by the Chair’s ruling when one is ruled out of order more than twice at any given meeting, that disruptive behavior shall be grounds for expulsion from the meeting for the remainder of the meeting. The Chair shall advise the member of the violation of this rule and the potential consequences after the second violation. A vote of Council without debate for the expulsion shall be in order after the third violation is declared by the Chair. **(3/3/97, Deleted 1/1/00, Reinstated 1/1/02); (Revised 1/4/10)**
- Policy 6.** To adopt the Council Seating Arrangement identified “**CITY OF WILLOUGHBY HILLS COUNCIL SEATING ARRANGEMENT, revised: January 3, 2022**” to serve as the seating arrangement for Regular and Special Meetings of Council and Working Committee of Council. **(1/1/02); (Revised 1/4/10); (Revised 1/8/18); (Revised 1/6/20); (Revised 1/3/22)**
- Policy 7.** The Law Director shall serve as Council’s advisor as to the procedural rules for the conducting of Council Meetings and any other necessary procedures. **(1/1/02)**
- Policy 8.** Texting and all other forms of electronic communication by or between Council members and/or Administration during meetings is banned. **(1/23/20); (Revised 1/3/22)**