



RULES OF THE COUNTY COUNCIL

VIGO COUNTY, INDIANA

2019

RULE 1

The members of the County Council shall conduct the first regular meeting on the first Tuesday in January, in which business is conducted, at 5:00 p.m. or at the call of the Auditor. At the first regular meeting the members of the Council shall 1) elect, by a majority of the Council, from its members a President and a President Pro-Tem to serve until the first regular meeting of the ensuing year, 2) in the event of death or other occurrence that causes a vacancy of the office of President or President Pro-Tem, the Council shall elect, by a majority of the Council, from its members, a person to complete the term of said President or President Pro-Tem, 3) shall set the dates and times of its regular meetings for the present year, and 4) may adopt rules to super-cede these rules or may amend these rules by a majority vote of the members of the council. The Auditor of Vigo County shall serve ex-officio as Secretary to the Council. The Secretary shall attend all meetings in person or, with consent of the President, by designee, shall provide such notices of meetings as the law or these rules may require, and shall maintain the minutes of such meetings and records of the Council.

RULE 2

The Council shall meet on the dates and at such times set at the first meeting and at such other times as the business of the Council may require. Special meetings may be called at the

not unreasonably voluminous, may be distributed to members of the Council to supplement remarks.

RULE 5

(A) There shall be three (3) standing committees of the Council, consisting of three (3) members each. Three members of standing committees, including the chair, shall be appointed, and may be removed, by the President of the Council. Two of the three members shall constitute a quorum.

(B) The Chair of the committee or President may, upon the absence of a voting member from a meeting, appoint another member of the Council as a member of the committee Pro-Tem, for the duration of the meeting. This appointment may be made in the absence of a quorum, and it may be made for the purpose of achieving a quorum.

(C) The three (3) standing committees are:

Committee on the Annual Budget

Committee on Budget Adjustments, Transfers, and Appropriations

Committee on Personnel

(D) It is the duty of the Committee on the Annual Budget to hear, investigate, and report ordinances relating to annual tax levies and annual appropriations.

(E) It is the responsibility of the Committee on Budget Adjustments, Transfers and Appropriations to, from time to time, consider and report an ordinance as might be referred to it which amends existent annual appropriation ordinances. Requests by county departments and

RULE 6

(A) All appointments of persons which, by law or ordinance, are required to be made by the Council to any board, commission, committee, or public agency shall be made by the President. All such appointments shall be effective only upon announcement at a regular or special meeting of the Council. Any such announcement shall be made of record in the minutes of the meeting at which it is made and shall include reference to the authority in law or ordinance providing for such appointment.

(B) The President shall appoint, upon sufficient appropriation approved by the Council, an attorney licensed to practice law in Indiana to provide such legal counsel to the Council as may be appropriate. The President may appoint, upon sufficient appropriation approved by the Council, a Council Administrator to serve to assist the Council and its committees in the performance of their duties.

RULE 7

For any resolution or ordinance to be adopted, it must receive the votes of the majority of all members constituting the County Council. Any member may introduce a resolution or an ordinance relating to revenues, appropriations and compensation or matters which may lawfully come before the council. It is introduced when signed by the member and filed with the Secretary. Departmental requests shall be filed with the Secretary no later than 12 pm eight (8) days prior to the regular meeting to be read for the first time by summary reference at the regular meeting. Any departmental requests filed after the deadline require the approval of the President to be included at the regular meeting. Introduced resolutions may be referred to, or withdrawn

required to pass an ordinance or resolution on the same day or at the same meeting at which it is introduced. Any ordinance or resolution receiving a majority of votes in opposition shall be considered defeated and is precluded from further consideration for 12 months from which the request was filed with the Secretary. Furthermore, any appropriation requested as a part of the county's annual budget which was:

- 1) considered by the Committee on the Annual Budget;
- 2) deleted or removed from the annual budget by amendment as reported and submitted to the Council by the Committee on the Annual Budget; and
- 3) not included in the annual budget as adopted by the Council at its annual meeting in accordance with I.C. 36-2-3-7(b)(2);

is precluded from further consideration for 12 months from which the request was filed with the Secretary.

RULE 11

(A) Every Council member, including the President, shall be required to vote when a question is put, unless for good cause shown by announcing for the record the intent to abstain and the rationale supporting the abstention.

(B) Any roll call vote shall be made in the order designated by the presiding officer.

RULE 12

The following is the order of business of the County Council at its meetings:

1. Pledge of Allegiance
2. Calling of the roll

(B) No member shall speak more than once on the same question until every member, choosing to speak, shall have spoken. A member shall speak no more than twice on the same subject without leave of the presiding officer.

(C) No member shall question the motive of another.

(D) No member shall be subject to the question of another without the member's consent to yield to such question and the leave of the presiding officer to pose the question.

RULE 14

Within sixty days after their first adoption, these rules may be amended upon a motion to amend adopted by a majority of the council. Such motion is in order at any time. Thereafter these rules may be amended upon a motion to amend adopted by a two-thirds (2/3) vote of the Council. The operation of these rules may, at the request of the presiding officer, may be suspended with respect to any matter pending before the Council with the consent of all members present.

RULE 15

No matter once passed or adopted by the Council shall be questioned or be considered invalid based upon a failure to comply with these rules.

RULE 16

Robert's Rules of Order, Revised, shall be followed on all questions of parliamentary procedure not specifically covered by these rules.