

**VILLAGE OF GLENDALE**  
**DESCRIPTIONS OF GOVERNMENT POSITIONS**

**(Excerpted from Rules of Council)**

**(Citations to Ohio Revised Code)**

**Mayor**

The Mayor of the Village shall be elected for term of four years, commencing on the first day of January next after his or her election. The Mayor shall be an elector of the Village and shall have resided in the Village for at least one year immediately preceding his or her election. The Mayor shall be the chief conservator of the peace therein and shall have the powers and duties provided by laws. The Mayor shall be the president of the legislative authority. The Mayor shall preside at all regular and special council meetings thereof, but shall have no vote except in cases of a tie vote. (RC 733.24) The Mayor shall be sworn into office on or prior to the beginning of his or her term.

**Village Council**

The legislative power of the Village shall be vested in, and exercised by, the legislative authority (Village Council), composed of six members, who shall be elected by the electors of the Village at large, for terms of four years. (RC 731.09) Each member of the legislative authority of the Village shall have resided in the Village one year immediately preceding the member's election, and shall be an elector of the Village. No member of the legislative authority shall hold any other public office, be interested in any contract with the Village, or hold employment with the Village, except that such member may be a notary public, a member of the state militia, or a volunteer fireman of the Village, provided that such member shall not receive any compensation for his services as a volunteer fireman of the Village. Any member who ceases to possess any of such qualifications or who removes from the Village shall forfeit the member's office. (RC 731.12) Members of the legislative authority shall not receive any compensation.

At the first regular meeting in January of each year, the Council shall immediately proceed to elect a president pro tempore from its own number, who shall serve until the first meeting in January next after his or her election. When the Mayor is absent from the Village or is unable, for any cause, to perform his duties, the president pro tempore shall be the acting Mayor, and shall have the same powers and perform the same duties as the Mayor. (RC 731.10) The president pro tempore is usually referred to as the Vice Mayor or Mayor Pro Tem.

Standing and Special Committees There shall be eight standing committees appointed of three members each. All standing and special committee chairmen and members shall be appointed by the Mayor or Presiding Officer. Whenever possible the Mayor shall ensure that the previous committee chairman remains on the committee for at least one year after being replaced as chairman. The standing committees are as follows:

- ❖ Finance

- ❖ Fire
- ❖ Historic Preservation and Public Buildings
- ❖ Laws and Claims
- ❖ Police
- ❖ Public Utilities
- ❖ Recreation and Playgrounds
- ❖ Streets, Public Improvement, and Lights
- ❖ Utilities (Water & Sewer)

Special committees shall be formed whenever deemed appropriate by the Mayor or Council. Rule 9 – Committee Responsibilities A committee shall:

- ❖ Follow Council direction in matters referred to it
- ❖ Normally be expected to investigate or study a given problem or need, taking no decisive action itself but to submit a report and recommendations to Council
- ❖ Within its area of responsibility assume both short and long range study plans and needs, work to establish desirable economic, budgetary, and work standards
- ❖ Act in an advisory capacity, reporting to Council for action. The committee shall assume no direction nor issue any orders in conflict with the executive officers of the Village, or the law.
- ❖ The members of a committee shall meet on the call of the chairman, who shall be the first named person on the committee assignment listing appointed by the Mayor. In the case of the absence of the chairman, the person named second on the committee listing shall be recognized as chairman. A majority shall constitute a quorum to do business.
- ❖ The chair of the committee shall designate someone to keep a record of the proceedings, and of all motions and other matters passed or adopted. Absent extenuating circumstances, a draft of such record, also referred to as the minutes, shall be sent to the Village Administrator within seven calendar days of the meeting and shall indicate the preparer of such draft minutes. Upon receipt of the draft minutes, the Village Administrator shall promptly arrange for them to be made available for public inspection.
- ❖ The reports of all committees shall be in writing, shall be agreed to in committee assembled, and shall not be presented unless signed by a majority of the committee, and the papers referred shall be returned with the report. Nothing in this section shall be construed to prevent the introduction of minority reports.
- ❖ A Special Committee shall be given direction by Council when appointed, and will be discharged on receipt of its report or completion of its assigned task.

Council Meetings Council meetings may be held at such time and place as is prescribed by ordinance and shall, at all times, be open to the public. (RC 731.46) Regular meetings of the Council shall be held in the Council Chambers of the Town Hall at 7:00 p.m. official time, on the first Monday of each month. When any regular meeting of the Council falls on a legal holiday, or on an election day, the Council shall meet in regular session on a predetermined date, place and time. The Mayor shall provide a schedule of regular meetings for the year at the first Council meeting of each year. Special meetings may be called by the Mayor or any three members of Council providing at least twelve hours' notice is given to each member, served personally or left at their usual place of residence. (RC 731.46) At the first Regular Council meeting in January of each year, and at such other times as the Mayor deems expedient, the Mayor shall report to Council concerning the affairs of the Village and recommend such measures as seem proper to him. (RC 733.41) Council shall adjourn its meetings no later than 11:00 p.m. official time, and in the event that business has not been completed, Council shall adjourn on a day to day basis until the same is completed. Smoking is prohibited during all council and committee meetings.

Attendance at Council Meetings In addition to Council members and the Mayor, attendance at regular Council meetings shall ordinarily include the Clerk, Treasurer, Village Administrator, Solicitor, Police Chief, and Fire Chief. It is encouraged that any people not able to attend a Council meeting notify the Mayor at least 5 days prior to the meeting.

The business of regular council meetings shall be transacted in the following order unless agreed to by a majority of Council members:

- ❖ Establishment that a quorum is present
- ❖ Presentation of preliminary agenda and approval of any changes
- ❖ Approval of the minutes of prior meetings of the Council ❖ Public presentations and hearings
- ❖ Old business – legislative items carried over from the prior meeting (readings, tabled items, second or third read of ordinances, etc.)
- ❖ New business – new ordinances and resolutions
- ❖ Reports from the Mayor, Standing Committees, and Special Committees
- ❖ Miscellaneous Business – Discussion of matters of general interest
- ❖ Approval of expenditures since the last Council meeting.
- ❖ Adjournment.

The Presiding Officer may at any time permit a member to introduce an ordinance, motion or resolution out of the regular order for the same unless it is objected to by a majority of the Council members present.

## **Village Treasurer**

The Treasurer shall be elected for a term of four years, commencing on the first day of January next after being elected. The Treasurer shall be an elector of the Village. (RC 733.42) In the event of a vacancy in the office of Village Treasurer, the Mayor shall appoint a person to serve as the Treasurer for the remainder of the unexpired term. The Mayor may also appoint an acting Treasurer until such time as a permanent officer is appointed to fill the vacancy. (RC 733.31(A)) The Treasurer shall be sworn into office on or prior to the beginning of the new term.

The Treasurer shall perform duties as may be required by law, the Glendale Code of Ordinances, and these Rules of Council. The Treasurer shall receive and safely keep moneys belonging to the Village and shall disburse the moneys in a manner and upon vouchers the Council shall from time to time ordain or direct. The Treasurer shall settle and account with the Council monthly and also whenever the Council may by resolution or ordinance require.

The Treasurer shall report annually to the Council, not later than the first regular meeting thereof in April, the condition of the finances of the Village, the amounts received, the sources of such receipts, the disbursements made and on what account during the calendar year preceding. Such account shall exhibit the balance remaining in each fund at the end of the year.

The Treasurer shall keep a treasury investment account documenting the investment of Village funds. The Treasurer shall ensure the deposit of Village funds according to the Uniform Depository Act, Ohio Revised Code Chapter 135.

The Treasurer shall represent the Village as a member of the Village records commission to approve the disposal of obsolete records in compliance with the Village records retention policy. (R.C. 731.58; 733.43; 733.44; 733.45; 733.46; 149.39; Glendale Code of Ordinances Sec. 31.03 (B)) The Treasurer shall report periodically on Village investment portfolios to the Finance Committee of Council.

The Treasurer shall attend all meetings of Council. In the case of the absence of the Treasurer during a Council meeting, the Treasurer shall provide the financial reports to Council Members prior to the meeting.

## **Village Clerk**

The Clerk shall provide public documents for inspection by interested members of the public. The Clerk or Village Administrator shall be notified by committee chairmen of matters to be presented, including ordinances and resolutions, in order that they may be listed on the meeting agendas, and placed in Council packets prior to the Council meeting. It is the intent of Council that it will consider only those items included in the agenda on the Friday prior to the Regular Council meetings. Items received later than the Friday prior to the Regular Council meetings may be added to the agenda by verbal resolution of Council. The Clerk or Village Administrator shall prepare an agenda for every meeting, attend to all correspondence resulting from Council meetings, and perform such other duties as may be assigned by a majority vote of Council present or as required by law.

The Clerk shall keep a record of the proceedings, and of all motions, rules, by-laws, ordinances and resolutions passed or adopted. Absent extenuating circumstances, a draft of such record, also referred to as the minutes, shall be sent to the Village Administrator within seven calendar days of the meeting

and shall indicate the preparer of such draft minutes. Upon receipt of the draft minutes, the Village Administrator shall promptly arrange for them to be made available for public inspection.

For additional information, consult Rules of Council at the link:

[2020-10-05 Rules of Council.pdf \(revize.com\)](#)