



Proposed Council Meeting Guidelines

For consideration – January 19, 2010

I. Meeting Agendas

The meeting agenda will be arranged by the Chair in consultation with the Council membership and the Council coordinator. A Council member wishing to place an item on the meeting agenda should consult with the Chair or with the Council coordinator a minimum of one week prior to the meeting in which the member desires to discuss the item to allow maximum time for notifying other Council members. An item can also be brought to the Council under new business, and addressed in full at a subsequent meeting.

II. Quorum

A quorum of the Council will consist of a simple majority of the Council's voting membership. Only members who are physically present may count towards a quorum. A quorum will be required for all votes, including procedural and substantive matters. When a quorum is not present at a regularly scheduled meeting, discussions may proceed but no votes may be taken.

Council members who cannot physically attend the meeting may request in advance the ability to listen in via telephone call to the meeting's proceedings. However, such a scenario does not permit the Council member to count for the purposes of a quorum, or to contribute or participate in the discussion of the Council.

III. Regular and Special Meetings

Regular meetings of the Council will take place in accordance with a schedule developed by the Chair, in consultation with the Council membership and the Council coordinator. The schedule will be published in a manner consistent with Ohio's open meetings laws. Special meetings of the Council will be on an as-needed basis, in compliance with Ohio's open meetings laws.

IV. Order of Business

The order of business at all regular and special meetings of the Council shall conform to the following, inasmuch as the purpose of the meeting and meeting agenda allow:

1. Call to Order
2. Approval of minutes of last meeting
3. Old business
4. New business
5. Review of upcoming agenda
6. Adjournment

V. Minutes

All minutes of meetings of the Council are public records. Meeting minutes will be issued to Council members in advance of the meeting at which they must be approved.

VI. Discussions

It is expected that all Council members will actively engage in discussion and deliberations of the Council. Given this expectation, the Chair may limit the number of times an individual contributes to the conversation until all participants have had an opportunity to be heard. It is the intent of the Chair to encourage full participation and not have a single or only a few members to dominate the proceedings.

VI. Parliamentary Procedure

Except as otherwise noted, all matters of procedure will be subject to the rules of parliamentary procedure set forth in the most recent edition of *Robert's Rules of Order*.

VII. Voting

Procedural votes. Routine items of a procedural nature will be addressed by the Council by general assent. In the event a Council member wishes to vote on a particular procedural matter, he or she may make that desire known to the Chair, who will then take a roll call vote. A simple majority will be sufficient to pass a vote of this type.

Minutes. Approval of the minutes and amendments to the minutes will be made by general assent. In the event a Council member wishes to amend the minutes, he or she may make that desire known to the Chair.

Substantive votes. Votes on the Council's ultimate recommendations, including (but not limited to) accepting or amending the recommendations of any subcommittees established by the Council, will take place in the manner determined by assent of the Council.

Roll call votes. Unless otherwise noted, members of the Council may call for a roll call vote on any motion. Such votes will be required in the following instances:

- When required by Ohio law (e.g., a motion to go into executive session pursuant to Ohio's Sunshine Law, ORC Sec. 121.22);
- When Ohio law or Council policy requires a specific majority vote;
- When the Chair decides to conduct a roll call vote on a given matter;
- When the Chair determines that a general assent process led to an uncertain result; and
- When a member of the Council requests such a vote.

Record keeping. The Council coordinator, or the Council coordinator's designee, shall record the "ayes" and "nays" during each roll call vote and enter them into the official minutes of the meeting. A member may change a vote at any time before the Chair announces the outcome of the vote. A Council member abstaining from a vote will not be entitled to move for reconsideration of the matter once the vote has been announced.

VIII. Referral to Subcommittee

Consideration of a new item of business may be immediately referred to a subcommittee at the discretion of the Chair, or by a motion and majority approval by the Council.

IX. Definitions

Chair – the chair of the Council is the Superintendent of Public Instruction or the Superintendent's designee [ORC Sec. 3306.29(B)].

Council – shall refer to the Ohio School Funding Advisory Council [ORC Sec. 3306.29]

Council coordinator – shall refer to the staff person at the Ohio Department of Education designated by the Superintendent of Public Instruction as responsible for coordinating the Department’s staffing assistance of the Council as required under ORC Sec. 3306.29 (B).

Council member – shall refer to any member of the Council appointed under ORC Sec. 3306 (A). The members of the Council shall collectively be known as the Council membership.