

**AMENDED RULES OF THE COUNTY COUNCIL
VIGO COUNTY, INDIANA**

2026

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 and its non-voting meetings (also known as the "Sunshine Meeting") for the present year, and (4) may adopt rules to supersede these rules or may amend these rules by a majority vote of all 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 the 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. When available, the video record of all proceedings shall take precedence over the approved written journal of all meetings. If the video record is not clear, missing, or contains unresolved ambiguity, then the approved written journal shall take precedence. Special meetings may be called at the written request of the President of the Council, the Auditor, or a majority of the members of the Council.

- A. The County Council may conduct a review of the status, proposed updates and revisions of long-term development plans that may be proposed by the Board of Commissioners.
- B. The County Council may request the Board of Commissioners to provide a report at any regular or special call meeting that may include, but not limited to, improvements and maintenance in the transportation system and other facilities in the County. The Council President shall provide the Board of Commissioners no less than 30 days notice in writing of this request.
- C. The Council may request the Auditor to provide a revenue forecast for an eighteen-month period ending December 31 of the following year at any regular or special call meeting. The Council President shall provide the Auditor no less than 30 days notice in writing of this request.

RULE 3

The Council may conduct its business upon the presence of a quorum. A quorum shall consist of the majority of all members elected to the County Council.

RULE 4

Permission to address the County Council is at the sole discretion and upon recognition by the presiding officer during the normal designated order of business. All testimony, comments, reports, and communications of individuals or a designated group representative offered to the County Council shall be limited to three (3) minutes or less, except in such cases in which the presiding officer may extend additional time. Written materials submitted by such persons, not unreasonably voluminous, may be distributed to members of the Council to supplement remarks.

RULE 5

Except in the case of the first regular meeting on the first Tuesday in January, a meeting (also known as the "Sunshine Meeting") will be conducted at least one (1) week preceding the Council's regular business meeting, to discuss, but not vote on, any ordinances or resolutions to be acted upon at its next regular meeting. No other matters may be brought up or discussed at this meeting except for ordinances or resolutions to be considered at the next regular meeting as specified on the Sunshine Meeting agenda, unless approved by the County Council President or approved by the majority of all members elected to the County Council.

- A. There shall be one (1) standing committee of the Council, consisting of three (3) members. The President of the Council may appoint any other committee as necessary for business of the Council. Three members of the committee, including a designation of 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 standing committee is: Committee on the Annual Budget.
- D. It is the duty of the Committee on the Annual Budget to hear, investigate, and report ordinances or resolutions relating to or affecting the County annual tax levies and/or annual appropriations.

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 sunshine, 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.
- C. The President may appoint an attorney licensed to practice law in Indiana to conduct and oversee an audit of the county's financials and the county shall cover the expenses of the legal counsel and cost of the audit.
- D. The Council President may appoint any elected member of the Council to serve as a lead to oversee any special project or issue and report back to the whole Council as directed. Elected members of the Council must consent to this appointment.

RULE 7

For any resolution or ordinance to be adopted, it must receive the votes of the majority of all elected members constituting the County Council. Unless prohibited by law, any council member may introduce at any public meeting a resolution or an ordinance relating to revenues, appropriations and compensation or matters which may lawfully come before the Council. All appropriations must be advertised according to Indiana law prior to consideration. Any Council member action listed above is considered introduced when signed by the Council member and submitted to the Secretary.

Departmental requests shall be filed with the Secretary and copied to the Council Administrator no later than 12:00 p.m. fifteen (15) days prior to the Sunshine Meeting to be read for the first time by summary reference at the Sunshine Meeting. Departmental requests must be submitted in writing along with supporting documentation. A representative of the department making the request, preferably the department head, must be present at the appropriate Committee meeting, Sunshine Meeting, and at the Council meeting during which a request is voted upon, in order to review the information provided in the Request to the Council and to answer any questions posed by Council members. Any departmental requests filed after the deadline require the approval of the President to be included at the regular meeting. Introduced

departmental ordinances and resolutions may be referred to, or withdrawn from, a committee at any time by the President.

All ordinances, resolutions or departmental request of the Council after introduction or filing with the Secretary must be read for the first time by summary reference at a Sunshine Meeting or Special Call meeting no less than 7 days prior to being voted on, except a resolution for final action in regard to abatement of real property or personal property tax may be 5 read for the first time at a regular meeting at which a hearing is conducted in regard to the approval of said resolution for final action.

RULE 8

- A. Honorary Resolutions may be considered and adopted by the Council at any meeting where a quorum of the elected members are present.
- B. Resolutions calling for declarations of policy by the Council on public controversies unrelated or not germane to the powers of the Council shall not be in order.

RULE 9

Committee meetings shall be conducted in compliance with I.C. 5-14-1.5 and may be conducted with such formality and upon such process as the committee chair shall determine is appropriate to the subject matter and the circumstances. All matters referred to a committee may be amended by the committee. All reports of committees shall be made in writing and shall express the approval or disapproval by number of ayes and nays of the voting members of the committee, by individual member if a roll call vote is taken. The ordinance or resolution reported unfavorably by a committee may be withheld by the President from further consideration on the Council agenda.

RULE 10

All ordinances and resolutions shall be open to amendment by the Council upon the second reading before the Council. A resolution for final action in regard to abatement of real property or personal property tax shall be open to amendment by the Council at a meeting at which a hearing is conducted in regard to approval of said resolution for final action. Upon substantial amendment, a matter may on motion be made a special order of business at a subsequent meeting of the Council. Except in the case of a resolution for final action in regard to abatement of real property or personal property tax, a two-thirds ($\frac{2}{3}$) vote of all elected members, after unanimous consent of the members present to consider the ordinance or resolution, is 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 6 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 twelve (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

- A. The following is the order of business of the County Council at its Sunshine Meetings:
 1. Pledge of Allegiance
 2. Calling of the roll
 3. Communications from elected officials, other officials, or agencies of the County
 4. Reports from committee(s) and/or designated project leads
 5. Resolutions and Ordinances other than appropriations-first reading
 6. Resolutions and Ordinances relating to appropriations-first reading
 7. Public comment
 8. Appointments of the President
 9. Honorary resolutions
 10. Adjournment
- B. The following is the order of business of the County Council at its regular meeting or any special call meeting:
 1. Pledge of Allegiance
 2. Calling of the roll
 3. Correcting the journal of the preceding meeting if needed

4. Communications from elected officials, other officials, or agencies of the County
5. Reports from committee(s) and/or designated project leads
6. Public Comment
7. Resolutions and Ordinances other than appropriations
8. Resolutions and Ordinances relating to appropriations
9. Honorary resolutions
10. Resolutions relating to fiscal policies of the Council
11. Appointments of the President
12. Adjournment

Notwithstanding the order of business set forth in these rules, all members of the Council, upon request, may be extended by the presiding officer the personal privilege of addressing other members of the Council on such matters and concerns such member considers appropriate.

RULE 13

- A. When any member is about to speak or deliver any matter to Council, or ask a question of any member of the Council or person making a presentation to the Council, he or she shall request leave of the presiding officer, and, upon being recognized, may proceed to address the Council or ask the question.
- 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.
 1. A council member shall speak no longer than three **(3)** minutes when **addressing** any presenter **or member of the public**.
- C. No member shall question the motive of another or threaten another member.
- 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 (60) days after their first adoption, these rules may be amended upon a motion to amend adopted by a majority of the elected members 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 elected members of the Council.

The operation of these rules may, at the request of the presiding officer, be suspended with respect to any matter pending before the Council with the unanimous consent of all elected members of the County Council.

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. To take a vote to reverse or rescind a previously adopted resolution or ordinance of the County Council, a motion shall first have the unanimous consent of all elected council members to be considered and then shall require the unanimous consent of all elected council members of the Council to take an action to reverse or rescind.

RULE 16

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

Adopted as amended this 3rd day of February, 2026.



President



Secretary

Everything is same
except Rule # 13-B-1