

RECORD OF PROCEEDINGS

Minutes of the Council Rules Committee Meeting

Held on August 18th, 2025



Village of West Jefferson Council Council Rules Committee

MINUTES

August 18th, 2025

CALL TO ORDER

Chairperson Samantha Cahill called the Council Rules Committee meeting to Order at 6:00 P.M.

ROLL CALL:

Samantha Cahill, Jeff Patterson, Linda Hall. 3 present, 0 absent. Quorum Declared.

Other Council members and Village Staff in attendance: Mayor, Ray Martin, Council President, Jen Warner, and Clerk of Council, Tisha Edwards.

APPROVAL OF AGENDA AND MINUTES:

Motion to Adopt the Agenda moved by Linda Hall and seconded by Jeff Patterson. All in favor.

NEW BUSINESS:

1. Discuss the changes (corrections, additions or deletions) that Committee members suggest.
2. The next step is for the Chairperson or Clerk will reach out to the Law Director to discuss the legalities of the rules and see if any changes need to be made.
3. The Chairperson and Clerk will bring the information back to the Committee from the Law Director and finalize the rules and decide if they wish to recommend to Council.

Chairperson Samantha Cahill started the meeting by asking if any of the Committee members or Mayor Martin had changes that they see which need to be made to the draft rules. Mayor Martin reviewed a few items with the Committee that needed to be fixed or reworded.

A few of the items of discussion between the Committee members were:

- How many days the newly elected Council members had to attend New Council training after taking office and it was suggested to change it from 60 to 90 just to make sure that OML had their trainings available by that date (after review OML has their New Council trainings throughout March so the date could be changed to within 6 months of taking office, but we will discuss this at the next meeting).
- Changing the verbiage in the rules to match the charter in regard to a few items. i.e. Section 2.2 item 3, Section 10.1.

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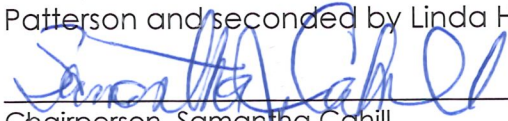
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- Changing the Order of Business at the Council meetings to have the Committee Reports before the legislation is read in order for the Chairpersons to make their recommendations before the legislation is voted on.
- Changing that a Council member does not have to leave the room if they have a conflict of interest.
- Looking into whether a Council member has to state their reason for the conflict of interest if they choose not to vote for personal reasons.
- Council members requesting information from Village Directors or staff and how that process needs to flow.
- Council members not approaching Village or outside attorneys whether in person, via phone or by email without first contacting the Council President or Clerk in order to obtain the answer first.
- Many of the item's state "by majority vote of Council" but do we need to change this to match charter to state 4 positive votes are needed to approve. The Committee realizes that some of these rules may need to be adjusted once the Charter is reviewed and if any changes are made.

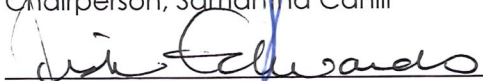
Chairperson Samantha Cahill stated that there would be another meeting to discuss the changes that were decided upon at this meeting and then the rules would be taken to legal counsel for review before recommending to Council.

ADJOURN

Chairperson Samantha Cahill asked for a Motion to Adjourn at 6:44 p.m. Motion by Jeff Patterson and seconded by Linda Hall. All in favor.


Chairperson, Samantha Cahill

Date


Clerk of Council, Tisha Edwards

9-3-25
Date