

Madisonville Community  
Council

Standing  
Rules

Updated February 18, 2018

- 1) Regular Meetings:
  - a. Regular meetings of the general body shall begin at 7:00pm unless otherwise ordered by the officers and approved by the assembly.
  - b. The Board of Directors shall meet monthly prior to the regular Madisonville Community Council meeting, and at other times - three days notice having been given - on the call of the President, or three members of the Board of Directors.
- 2) The regular order of business shall be:
  - a. Call to Order
  - b. Reading and Approval of minutes
  - c. Public Administration Announcements - Police, Fire, JPP, any other schools
  - d. Reports of Officers, Boards, and Standing Committees
  - e. Reports of Special Committees
  - f. Agency Announcements - Artsville, Madisonville Business Chamber, MCURC, MEAC, etc
  - g. Special Orders
  - h. Unfinished business and General Orders
  - i. New Business
  - j. Announcements
  - k. Adjournment
- 3) Responsibilities of member shall be:
  - a. To attend Meetings regularly;
  - b. To promote growth in membership by inviting persons living in the neighborhood to become active members.
- 4) When necessary, a board member can request a copy of the minutes from the Recording Secretary prior to their approval by the council. A statement that these are unofficial minutes must accompany the copy of the minutes.
- 5) Duties of Elected Officers:
  - a. The President shall:
    1. preside at all general and board meetings;
    2. not participate in debate while chairing a meeting with the exemption he/she may step from the chair to enter debate and then resume the chair at the conclusion of the debate;
    3. may make or break a tie when voting by show of hands, or rising;
    4. co-sign all checks, along with the treasurer;
    5. with approval of the Board of Directors shall appoint chairpersons to Standing and Special Committees (except the Nominating Committee);
    6. Serve as ex officio member of all committees except the Nominating Committee.

b. The Vice President shall:

1. perform the duties of President when the President is absent;
2. coordinate the activities of the Standing Committees.

c. The Treasurer shall:

1. be custodian of all finances;
2. co-sign all checks (Money to be spent over 100.00 must be approved by the general membership);
3. deposit in a bank approved by the Board of Directors all income of the council, including any funds raised by a committee;
4. serve as a member of the Finance Committee; participates in the finalization of the yearly budget;
5. provide a current treasurer's report for every general meeting;
6. have Council's accounts audited each year, including a current balance sheet;
7. prepare the annual financial report;
8. prepare reports as required from time to time by city, county, state, or federal government.

d. The Recording Secretary shall:

1. record and keep minutes of all board and council meetings;
2. be responsible for filing a copy of minutes of each meeting in the council offices;
3. have copies of the previous council meeting minutes available at all regular meetings of the council.

e. The Corresponding Secretary shall:

1. be responsible for all written communications from MCC as directed by the membership or the Board of Directors;
2. assume the duties of the Recording Secretary in the absence of the Recording Secretary;
3. send a card in case of an illness of a member;
4. send a sympathy card in case of the death of the spouse or member of the immediate family of a council member;
5. send other appropriate greetings when necessary.

6) Responsibilities of Standing Committees

a. The Business and Economic Development Committee shall:

1. serve as the officially recognized business organization in Madisonville in dealing with local, regional, state, and Federal agencies;
2. provide an opportunity for business owners and managers to address common concerns;
3. work to encourage new business to locate in Madisonville;
4. develop sources of funding for economic development projects.

b. The Bylaws and Standing Rules Committee shall:

1. keep council's bylaws and standing rules up to date in accord with action taken by the council;
2. report at the first meeting following the end of the calendar year.

c. The Cleanup and Beautification Committee shall:

1. be responsible for the general appearance of the community which includes,

- but is not limited to, an ongoing cleanup program around Madisonville and the annual planting of flowers and bulbs;
  2. work with the coordinator of the youth cleanup crews (NSP funded) in planning cleanup activities;
  2. coordinate neighborhood wide cleanup programs;
  3. work with "Keep Cincinnati Beautiful" and the Parle Board.
- d. The Crime Prevention and Safety Committee shall:
1. coordinate crime prevention activities among residents, businesses, churches, schools, District 2 Police, COP, Block Watch Groups, and other neighborhood institutions in order to make Madisonville a safer community.
- e. The Education Committee shall:
1. recommend persons to serve on the Local School Decision Making Committees (LSDMC) of the public schools in the Madisonville area; .
  2. keep in contact with these community representatives and solicit information about the activities in the schools they represent;
  3. keep the board and council informed of these activities and how the community can participate.
- f. The History Committee shall:
1. present programs and exhibits and develop projects related to the history Madisonville;
  2. assure that the history of Madisonville, past and present. will be preserved for the coming generations;
  3. produce units of content on Madisonville History and work with schools to include this content in their curriculum;
  4. work with the Housing Committee in planning and implementing Historic Home Tours;
  5. add to and maintain the History Archives.
- g. The Housing Committee shall:
1. monitor the activities of developers and builders coming into our community to assure that their activities in home building conform to the style and character of our existing housing stock;
  2. work with housing organizations and financial institutions in attempts to maintain and improve property values;
  3. maintain a photo record inventory of houses and businesses located in Madisonville;
  4. develop a data base of all new homes purchased in Madisonville and provide this information to the Membership Committee;
  5. work with the History Committee in planning and implementing Historic Home Tours.
- h. The Membership Committee shall:
1. assure that current members of the council are contacted to renew their membership each year;
  2. maintain accurate membership records and related files;
  3. notify members whose dues have lapsed;
  4. develop strategies to recruit new members;
  5. supply the President and the Secretary with copies of the membership list;
  6. provide a "welcome packet" of essential materials for new residents of Madisonville;

7. provide to all new council members a current copy of the Bylaws and Standing Rules of Madisonville Community Council.

i. The Communication Committee shall:

1. be responsible for the preparation and publication of the newsletter, *Madisonville Review*, at least four times yearly;
2. update in a timely manner the *Historic Madisonville* website;
3. increase the capacity of the website to include links to pertinent local and national websites.

j. The Parks and Recreation Committee shall:

1. serve as liaison to the Cincinnati Parks Department and Cincinnati Recreation Department;
2. monitor the parks for problems and report the same to the appropriate Department;
3. provide residents with information on programs occurring in the city and county park system.

These Standing Rules may be suspended or amended at any regular meeting by a majority vote.

Approved by the Madisonville Community Council at its regular meeting on February 15, 2019.