

AGENDA NOTE

OLD Business Item # 1

MEETING DATE: March 12, 2018

PERSON PLACING ITEM ON AGENDA: Postponed from 2/26/18

AGENDA TOPIC: Council Meeting Conduct

EXPLANATION OF TOPIC: At the January 22, 2018 meeting, Council considered rules relating to Council meeting conduct including public comment. Council separated consideration of public comment rules by postponing that matter to February 12, 2018, and postponing consideration of rules pertaining to Council conduct to June 25, 2018. The following is a brief summary of concepts for consideration in deciding on any rules for public comment during Council meetings. Numerous samples of meeting rules and procedures have been provided.

Number of Public Comment Periods. With respect to rules on audience comment during public meetings, there is no uniformity among communities on this issue. Some communities provide one public comment period at the beginning of the meeting while others provide two periods – one at the beginning and one near the end. Some communities make clear that the call to the public periods are for non-agenda items, and some allow audience participation on agenda items while the governing body is considering the agenda items, or alternatively, stating that audience participation is only during the public comment periods. The public does not have a right to address the Council during its consideration of and deliberation on a particular matter. But, the City of South Lyon has, as past practice, allowed audience participation during Council consideration of specific agenda items as well as non-agenda comments during public comment. Council may want to clarify the purposes and permitted topics for the public comment periods, and as appropriate, clarify whether audience participation during agenda items is permitted and under what circumstances.

Number of Times an Individual May Speak. This concept varies from community to community, but several specify that an individual may not speak more than once on a topic until everyone wishing to speak has had an opportunity to do so.

Time Limits. As to time limits on public comment, some communities do not expressly limit the time an individual may speak during public comment, but many do and those limits typically range from 2-5 minutes, and some allow for a longer time (e.g. 10 minutes) for a group presentation. The use of audio or video by an individual during public comment may be a factor in a time limitation, but depending whether the request is made in advance, it may be a presentation rather than a public comment. In some instances, the rules make clear that the chair or governing body can suspend the time limit on public comment. Council may want to decide whether to set time limits (recommended) and, if so, specify who determines whether the time limits will be extended, or suspended, and, if so, by what procedure and under what circumstances. For example, a group may be permitted more time than an individual with the understanding that having a representative

of a group may avoid duplicative comments, and others use a more subjective discretionary standard of "for good cause" which is essentially a discretionary standard.

Individual Must Be Recognized Before Addressing Council. Many communities specify that an individual must be recognized by the Chair before addressing the governing body, but there are some that do not address the concept. Related to this procedure is a requirement that audience members direct their comments to the Chair rather than to specific Council Members or staff.

Individuals Must Identify Themselves and Provide Address or Residency Information. Many rules and procedures relating to public or audience comment require that the person provide his or her name and address either verbally or in writing. It appears that this requirement may be to assist in identifying the speaker and whether he or she is a resident of the community. One community allowed an individual wishing not to verbally state their address to place it on a sign-in sheet, while another requires only the person's name and a statement whether she is or is not a resident. Note, the City cannot require an individual to provide her name and/or address as a condition of attending the meeting, but the City is allowed to ask for or require it when addressing the Council. If this latter is made a requirement, it would be a best practice to have this rule or requirement in writing and made public so anyone attending a meeting is or can be aware of it. Some communities include the rules regarding audience comment on the agenda.

Advance Sign-up. Some communities require advance sign-up for public comment. This may be a procedure used in communities that have a lot of audience participation in an attempt to control the duration of a meeting. This is not recommended for South Lyon.

Interaction Between Audience and Council. Some communities' rules are more formal and restrict immediate interaction between an audience member and the Council and staff while others provide for limited interaction and response, and others do not address the concept. South Lyon has, by past practice, utilized the public comment to receive comments and questions and have not allowed Council Members or staff to respond until later in the meeting. Council may wish to consider how it wants to address this concept.

Decorum, Behavior and Conduct. Many of the rules and procedures for communities require that audience members addressing the Council through the Chair be respectful and courteous, and some delve into restrictions on speaking beyond the time limits, speaking out of order, personal attacks, vulgarities, slanderous statements, and consequences for such conduct or for being disorderly or disrupting the meeting which can range from being ruled out of order, being restricted from speaking further, or being removed in the event the person breaches the peace.

Public Comment Distinguished from Comment during Public Hearing. It should be noted that the public comment or call to the public inviting audience members to make comments or ask questions is distinguished from comments made during a public hearing. A public hearing is held in a different portion of the meeting and may use a different format depending on the matter. Also, the topic of a public hearing will be known and comments would pertain to that matter, while general public comment may touch on any topic or question relevant to the City or of public interest.

MATERIALS ATTACHED AS SUPPORTING DOCUMENTS:

- Agenda Note 1/22/18 – Council Meeting Conduct
- Council Resolution Setting Procedures for Council Deliberations (1/23/06)

POSSIBLE COURSES OF ACTION:

RECOMMENDATION: Address the various concepts for rules on audience or public comment and direct staff / attorney / subcommittee to prepare proposed Council rules and procedures consistent with the discussion and for subsequent Council review and approval

SUGGESTED MOTION: Motion to direct _____ to prepare proposed Council rules and procedures for audience and public comment based on Council discussion for presentation at the Council meeting on _____, 2018

AGENDA

BOARD OF THE CHARTER TOWNSHIP OF WEST BLOOMFIELD BUDGET MEETING

Monday, December 4, 2017, 6:00 P.M.



4550 Walnut Lake Road
West Bloomfield, MI 48323
Telephone: (248) 451-4848

Website: www.wbtownship.org

Debbie Binder
Township Clerk

BOARDROOM

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. APPROVAL OF AGENDA
5. PUBLIC COMMENT (*non-agenda related items - 2 minutes per speaker*)
6. APPROVAL of Proclamation, in Memoriam, Honoring the Life of Morris Margulies, West Bloomfield Real Estate Developer
7. BUDGET PRESENTATION 48th District Court
8. BUDGET ITEMS
 - A. Presentation and Review of Pension
 - B. Review of Retiree Health Care
 - C. Review of Grant Funds
9. PUBLIC HEARING regarding Proposed 2018 Budget
 - A. 2018 Budget
 - B. General Appropriations Act
 - C. Special Appropriations Act
10. APPROVAL of 2017 Projected Budget as the 2017 Amended Budget

11. CONSENT AGENDA

- A. Approval of Minutes – Regular Meeting – Monday, November 20, 2017
- B. Approval of **Introduction** of Ordinance No. C-754-B, Marihuana Enterprises, Businesses, and Facilities, an Ordinance to Amend the Code of Ordinances, Chapter 2, Administration, Article VII, Moratoriums, Division 1, Marihuana Enterprises Businesses, and Facilities, Section 2-303, to Extend the Moratorium on Medical Marihuana Enterprises, Businesses, and Facilities

12. PUBLIC COMMENT (non-agenda related items - 2 minutes per speaker)

13. ADJOURNMENT

MEETING GUIDELINES AND RULES

1. Adhere to the most recently published Robert's Rules of Order. Be recognized by the Chair before speaking.
2. Rudeness shall not be tolerated. Speak to agenda issues only – except during Public Comment. Motions should be made before discussion of the topic. THIS DOES NOT apply to appeals. The clerk will ask individuals to speak into the microphone if needed.
3. Public Comment on non-related agenda items will be heard at the beginning and the end of the meeting with a 2-minute time limit per person. A member of the public (only person) may speak during one of the Public Comment periods only. Both Public Comment agenda items are reserved for the public.
4. Individuals speaking at any publicly held meeting, including township board meetings and board and commission meetings, shall be required to state their name and indicate whether they are a resident or non-resident. Speakers are not required to provide their address. (Adopted by Township Board on 10/4/2012)
5. Do not interrupt the public or another Board member when they are speaking.
6. When a Public Hearing is in process, it is only for the public. Board members shall not speak until after the hearing is closed. Once the hearing is closed, comments from the public shall no longer be accepted. The procedure for a Public Hearing will be:
 - a. The Department Head will state the purpose and necessity for the Public Hearing.
 - b. The Chair will open the Public Hearing.
 - c. The Public will state their question, comments and/or concerns. The Department Head involved in the Public Hearing will record their questions, comments and/or concerns and provide responses to the questions after all members of the Public are permitted to speak.
 - d. The Chair will close the Public Hearing.
 - e. Township Board Members will be permitted to speak once regarding the Public Hearing, if needed, after the close of the Public Hearing.
7. The consent agenda is intended to expedite routine Township Board business items. Elected Officials may remove an item from the Consent Agenda for the purpose of obtaining clarification, discussion, and/or opposition. Consent Agenda items are not to be removed for accolades, personal comments or other personal reasons.
8. Hold all comments to 2 minutes (including Board members). Audience members may speak once per issue. Board members may speak no more than twice per issue.
9. Large groups shall appoint two or three representatives to present their approval or opposition to the Board during their agenda item. (This does not apply to EAPS).
10. Chairperson or his/her designee shall use all time to keep meeting flowing.
11. Lengthy presentations should be held to a total of 30 minutes and scheduled through the Clerk.
12. Appeals from Commissions and Boards to the Township Board shall be limited to 15-minute explanations.
13. Cellular phones and pagers must be turned off during meetings.
14. Closed Sessions from visiting attorneys shall be held after the regular meeting.
15. After final vote on a motion, no further comments will be taken from anyone.
16. No new agenda item will commence after 10:00 p.m.
17. Any changes will be at the discretion of the Chair.
18. Board Members will not consume food at the Board table.
19. The Chair will maintain order according to the rules at all times. The Chair will call to order any member of the board who does not wait to be recognized or who otherwise does not follow the rules. The chair may call a recess to regain order.
20. The Township of West Bloomfield will provide necessary, reasonable auxiliary aids and services upon proper notification to the Township Clerk or the Development Services Director at 4560 Walnut Lake Road, West Bloomfield, MI 48325-0120, (248) 451-4800 or TDD (248) 451-4899. Such services provided include:
 - Hearing impaired sound system & receivers. (notify one (1) day prior to meeting of interest)
 - Sight sign on the meeting impaired – provide two (2) weeks advance notice

- Government

- Agendas & Minutes
- Boards & Commissions
- City Council
- City Council Agenda Item Request
- City Council Feedback Form
- City Council Meeting Inquiry/Input Form
- City Council Meeting Rules of Procedure
- City Council Meeting Video
- Code of Ordinances
- Zoning Ordinance
- City Charter
- City, Village, and Township Revenue Sharing Program
- Links of Interest
- Meeting Dates

City Council Meeting Rules of Procedure

Brighton City Council Meeting Rules of Procedure
Officially adopted by the Brighton City Council on August 7, 2008

INTRODUCTION:

It is the purpose of these City Council Meeting and Call to the Public Rules of Procedure to encourage public participation in an orderly manner which gives everyone a reasonable opportunity to present his or her point of view for consideration by the City Council. The public is invited to speak on issues before the City Council during scheduled public hearings and during the call to the public. Items on the agenda or other topics can be addressed during call to the public. The call to the public is not for the purpose of conducting a debate between the City Council and citizens. Citizen's questions will be answered immediately in the call to the public in which the question is asked if they can be answered immediately. If a question cannot be answered immediately/quickly, then the City Council will defer answering the question until later in the City Council Meeting after the call to the public or to a future City Council meeting.

Individuals may request that an item be placed on the City Council agenda by submitting the request in writing or on a City Council Agenda Item Request Form. The request will be submitted to the City Council for consideration. Individuals may also request that an item be placed on the agenda by contacting a member of the City Council or by speaking to the item during the call to the public at a regularly scheduled City Council meeting.

If your presentation concerns a specific complaint or suggestion, you may find it more convenient and may receive faster service if you call the appropriate City Department during regular business hours. If you have contacted the Department and for some reason results were not satisfactory, please call the Department Director or the City Manager's office. A time limit is established to be sure that everyone has an opportunity to speak and that presentations do not become repetitious. While the City Council wishes to give everyone an opportunity to express his or her point of view, it is neither necessary nor advisable for every member of a group to address the City Council. In those cases where a group is in attendance, it is suggested that one or two spokespersons be selected. The City Council attempts to make informed decisions based on all the information available rather than simply based upon the number of people who offer the same information or arguments.

RULES OF PROCEDURE

1. The Council will conduct two (2) calls to the public, one at the beginning of the meeting and one at the end of the meeting. On both occasions, the public will be able to speak on items that are or are not on the agenda.
2. An Individual shall not address the City Council without first having been recognized by the Mayor.
3. Upon being recognized, the individual should proceed to the front of the room to use the microphone and state his or her full name (providing an accurate spelling), residential address, and the topic to be discussed.
4. Speakers shall be limited to a presentation of five minutes unless such period of time is extended by a vote of the City Council.
5. An individual will not be given an opportunity to speak a second time on the same issue until all others wishing to make a presentation on the subject have had an opportunity to do so.
6. Sign in sheets will be used at the discretion of the Mayor. If a sign in sheet is being utilized, members of the public wishing to speak must complete their name, address and the topic or agenda item, which they intend to speak on. Sign in sheets will be available near the agenda box. Sign in sheets must be given to the Clerk prior to the first call to the public.
7. When a person(s) becomes unruly as determined by the Mayor in the role as the Chairperson of the City Council Meeting, the Mayor may declare said person(s) in the audience to be out of order and if necessary, may rule that the individual(s) has forfeited the opportunity to speak further. A person(s) may be excluded from the meeting for breach of the peace committed at the meeting. Clapping and cheering are inappropriate.
8. These Rules of Procedure are intended to supplement Robert's Rules of Order which have been adopted by the City Council. Where inconsistencies or conflict may exist between these Rules of Procedure and Robert's Rules of Order, these Rules of Procedure shall prevail.

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City of Southgate

COUNCIL RULES AND PROCEDURES

1. Meetings shall open with Pledge of Allegiance.
2. The order of roll call shall be rotated.
3. Matters referred to an ad hoc (impromptu or informal) committee shall appear on the next meeting's agenda unless otherwise specified.
4. Officials shall be referred to by their respective titles.
5. Only persons recognized by the Chair shall be noted in the minutes.
6. Individuals and organizations acknowledged by the Chair under Persons In The Audience – Scheduled and Unscheduled, may address the City Council one time only at the same meeting and will be afforded a two (2) minute time limit. The time limit may be extended at the discretion of the Chair.
7. Persons addressing the Council will maintain a proper decorum in the Council Chambers. The use of vulgar, obscene, threatening or otherwise inappropriate language or gestures shall result in a verbal warning and/or ejection from the Council Chambers at the discretion of the Chair.
8. The deadline for matters (including communications) to appear on the agenda shall be Thursday at 4:00 P.M. prior to the Council meeting. This shall also apply to Council members. Those people desiring to be placed on the agenda shall state in writing their reasons and the subject matter to be presented.
9. All communications requiring Council action shall be listed and read under "Communications A"; all others shall be listed under "Communications B" and read only if required.
10. All Council members shall receive copies of all communications with the tentative agenda. The agenda shall be available to the members on the Friday prior to the regular meeting.
11. Meetings are to be conducted according to rules of Parliamentary Procedure, as outlined in "Parliamentary Procedure at a Glance" by O. Garfield Jones.
12. All Council members are to be notified of any commission/committee meetings.
13. The City Attorney shall act as Parliamentarian and Sergeant-At-Arms to the Council.
14. To reconsider a motion, the following procedure applies:
 - a) Only a Council member who voted with the prevailing side may bring a motion to reconsider, but the motion to reconsider may be seconded by any Council member.
 - b) A motion to reconsider must either be made at the same meeting as the motion sought to be reconsidered, or, if the City Clerk is notified within seventy-two (72) hours after said meeting, the motion to reconsider shall be placed on the agenda for the next scheduled Council meeting.
 - c) If a majority of the Council votes in favor of the motion to reconsider, the motion sought to be reconsidered shall then be independently voted upon by the Council.

d) Motions shall not be reconsidered twice.

15. Changing a vote:

a) Any individual Council member may change his or her vote up to the time the vote is

announced. After that he or she can make the change only with the permission of the Council. If no Council member objects, the change may be made. If an objection is raised, a motion may be made to allow the change, which motion is undebatable. A majority vote is necessary to adopt the motion and allow the change.

b) A motion to allow a Council member to change his or her vote must be made either at the

same meeting as the vote sought to be changed, or, if the City Clerk is notified within

seventy- two (72) hours of said meeting. The motion to allow a vote to be changed shall be

placed on the agenda of the next scheduled Council meeting.

16. Emergency Expenditures:

a) Whenever an emergency expenditure is required, the matter shall first be referred to the Finance Director for pertinent information and written recommendation as to where the money

b) When other matters requiring emergency polling of the Council result, an attempt will be made to contact all members within a six-hour time frame. After the six-hour time frame, the results will be finalized. The results will be provided to Council members as soon as possible afterwards.

17. Ordinances:

a) All ordinances which amend classifications of land (rezoning) and are recommended for approval by the Plan Commission after a public hearing, shall be forwarded to the next appropriate regular meeting of the Council for the first reading. A workshop session will be scheduled prior to the regular meeting in order to address specific Council questions.

b) All other proposed ordinances, including zoning ordinance amendments, shall be placed on a workshop agenda for consideration by Council, prior to the first reading at a regular Council meeting.

c) In the event the City Administrator deems a proposed ordinance requires immediate attention, the proposed ordinance may be placed on the next Council agenda for consideration by the Council.

d) Ordinances shall be introduced at one meeting and adopted at the following meeting. In the event the Council deems it necessary to immediately adopt an ordinance, the ordinance may be introduced and adopted at the same meeting.

e) If practical, ordinances shall be read once in their entirety. Otherwise, ordinances may be read by title only.

18. At any time during the effective period of these "Rules of Procedure", the Council may amend such rules and regulations by a majority vote.

Revised: December 3, 2003



CITY COUNCIL MEETING AGENDA
City Council Chambers, Lower Level – 7:00 P.M.
611 E. Grand River, Howell, MI 48843

Visit the City of Howell website at www.cityofhowell.org

Monday, January 8, 2018

**COUNCIL -
MANAGER
GOVERNMENT**

Council members and
other officials normally
in attendance:

1. Dennis L. Perkins
City Attorney
2. Jan Lobur
Council Member
3. Andrew Yost,
Council Member
4. Michael Mulvahill
Council Member
5. Shea Charles
City Manager
6. Nick Proctor,
Mayor
7. Jane Cartwright
City Clerk
8. Scott Niblock
Council Member
9. Bob Ellis,
Council Member
8. Steven L. Manor
Mayor Pro Tem

SEATING:
Above list arranged
according to seating
order; left to right.

1. Regular Meeting Called to Order
2. Pledge of Allegiance (all stand)
3. Approve Minutes – Regular Meeting held December 18, 2017
4. Citizens' Comments (items not on agenda)
5. Reports by Council Members Serving on Commissions
6. Council Correspondence:
7. Discussion/Approval – 2018 Agreement for Collection of Summer School Property Taxes
8. Award Bids/Purchases:
 - A. GPS/GIS Data Collector Unit, Leica Geosystems, \$12,878.20
 - B. DPS Complex, Envision Construction Services, \$282,900
9. Approve payment of bills ending 01/08/2018 in the amount of \$641,464.04 and payroll to cover the period ending 01/20/2018
10. City Manager's Report:
 - A. Schedule Annual Goals/Objectives Retreat
11. Old Business
12. New Business
13. Adjournment

*Visitors are cordially invited to attend all meetings of the Council.
If you wish to address the Council, you will be recognized by the Mayor.
Please refer to the printed guidelines on the back of the agenda.*

January 8, 2018

Public Comment Guidelines

Members of the public are permitted to address a meeting of Council upon recognition by the Mayor. Each person shall begin by stating their name and address and shall be permitted to speak once on each agenda item for three (3) minutes. Agenda item 4 allows for Citizens' Comments on any non-agenda item. Where the Agenda provides Public Hearing comment, each person addressing the Council shall be limited to five (5) minutes regarding the specific agenda Public Hearing item. The Mayor may allow additional time at his/her discretion.

All remarks shall be addressed to the Council as a body, and not to any member. No person, other than members of the Council and the person having the floor, shall be permitted to enter into any discussion, either directly or through the members of the Council. No questions shall be asked the Council Members, except through the Mayor. Any person making personal, impertinent or slanderous remarks, or who shall become boisterous, while addressing the Council, may be requested to leave the lectern.

Interested parties, or their authorized representatives, may address the Council by written communication in regard to any matter concerning the City's business or over which the Council has control at anytime by direct mail or by addressing the City Clerk, and copies will be distributed to Council Members.

22. ABSENCES AT COUNCIL MEETINGS

- A. Council members who are unable to attend a Council meeting and desire an excused absence shall notify the Mayor, City Manager, City Attorney or City Clerk of their absence in writing prior to the meeting and indicate the reason for the absence. The reason shall be entered in the proceedings of the Council at the time of each absence.
- B. In the event of an absence of a Council member at a meeting, the City Manager is directed to supply such absent Council member with information about any special meetings that may have been scheduled.

23. SUSPEND RULES

The Rules of Procedure may be waived by a simple majority.

24. COUNCIL DISCUSSION

~~No member of Council shall speak a second time on any item under discussion until all other members desiring to speak on that item have been heard. No member of Council shall be allowed to speak for more than five (5) minutes at a time.~~

25. AGENDA ITEMS SUBMITTED BY COUNCIL MEMBERS

Mayor and Council Members submitting an agenda item that calls for a vote shall send the item to the City Manager in a timely manner in writing. Staff professional opinion may be written to accompany the item. Rule 17 would govern, limiting any presentations to 15 minutes.

26. VIDEO AND AUDIO PRESENTATIONS

Video and Audio Presentations may not be submitted for presentation at a Council meeting unless submitted to the Troy City Clerk by noon on the day of the meeting. Inappropriate material will be prohibited.

27. CONTINUED AGENDA ITEMS NOT CONSIDERED BEFORE 12:00 AM

Any item on the Council agenda that has not been discussed by 12:00 AM of the morning following the beginning of the meeting shall be continued to the next regular meeting as a Carryover item, unless City Council takes action to the contrary.

28. VIOLATIONS

The City Clerk shall be responsible for reporting violations of time limitations or speaking sequence to the Chair.

29. WIRE COMMUNICATIONS BY AND TO COUNCIL MEMBERS DURING ANY MEETING OF COUNCIL

All communications are subject to the Michigan Open Meetings Act therefore members of the City Council shall not engage in any form of wire communication, as defined by U.S. Code Title 18, Part I, Chapter 119, Section 2510, during any meeting of the Council.

Members of Audience Addressing Council

Upon the request of a member of the Council, a member of the audience shall be permitted to address the Council at a time other than during public commentary, unless a majority of members of Council object.

Disorderly Conduct at Meetings

The Chair may call to order any person who engages in personal attacks (which are unrelated to Council Business) who uses obscene or grossly indecent language, who speaks longer than the allotted time, who disrupts the proceedings or who otherwise violates the rules of this Council. Failure to come to order may result in the microphone being shut off, the forfeiture of any remaining speaking time, or, at the request of the Chair, expulsion from the meeting.

Furthermore, if a speaker or a member of the public does not follow applicable rules during a Council meeting, disturbs the peace at a Council meeting or endangers the safety of the Council or the public at a council meeting, that individual may also have further restrictions placed upon them as necessary, including forfeiture of their right to speak at or right to attend future Council meetings. Such actions are to be determined by Council and shall be consistent with the Michigan Open Meetings Act.

RULE 8 - Voting

In all cases where a vote is taken, the Chair shall decide that result. A roll call vote shall be called upon the request of any member of the Council. The roll call voting order shall rotate around the council table with the Mayor voting in the rotation.

RULE 9 - Nominations or Appointments to Boards, Commissions or Committees

Nominations or appointments to boards, commissions, or committees, which require the confirmation or approval of Council, shall not be confirmed or approved before the next regular meeting of the Council except with the consent of 8 of the members of the Council. When required by ordinance or otherwise deemed in the best interest of the City, the Charter residency requirement for nomination or appointment of an individual to a board, commission or committee is waived by a resolution concurred in by not less than seven members of Council.

Disorderly Conduct or Discussion at Meetings

[1] No member shall speak until recognized for that purpose by the Chair.

[2] The member shall confine comments to the question at hand and avoid personal attacks.

[3] A member shall not speak more than two times in a given period of three minutes, neither time three minutes the second time except within the concluding vote of 3/4 of the members present. A motion to call the previous question (call for closure) is in order after thirty (30) minutes of discussion on the question. Upon a motion to call the previous question, all discussion is ended, provided that each member who has not yet held the floor will have an opportunity to do so. A motion to call the previous question shall require a concurring vote of 3/4 of the members present.

[4] Electronic communication during Council meetings shall pertain only to City matters.

[14] During Council meetings, members shall not send private electronic communication to persons other than City Staff; provided however, that members may send draft motions, resolutions, and amendments to the City Clerk who will forward them to members of Council. Members shall not respond to member-distributed draft language via electronic communication. All draft language sent by electronic communication during Council meetings shall be read into the record prior to discussion by Council. Members will not send publicly-accessible electronic communications (e.g. Twitter and Facebook posts) during meetings.

[15] Electronic communication sent and received by a member during a Council meeting shall be included in the minutes of such meeting, provided that the minutes shall not include electronic communication received by a member that clearly does not relate to the subject matter of the meeting.

[16] A member shall not use their personal mobile devices to answer phone calls or send electronic communications, including text messages, while seated at the Council table. Members who have a need to attend to personal business shall step away from the Council table to do so.

RULE 11 - Resolutions and Motions to Be Made In Writing

Every resolution and ordinance shall be in writing. Resolution titles shall, unless impractical or required by law, be twenty (20) words or less and describe in plain language the subject matter thereof. When any motion has been made and seconded, it shall be stated by the Chair and shall not be withdrawn thereafter except by consent of the majority of the members of the Council present.

RULE 12 - Motion to Lay on the Table

A motion to table shall only be in order "when something else of immediate urgency has arisen or when something else needs to be addressed before consideration of the pending question is resumed" (RROR Newly Revised in Brief, p. 118) and the name of the person making the motion and the rationale for tabling should appear in the minutes.

RULE 13 - Consideration of Questions

When a question has been taken, it shall be in order for any member voting with the prevailing side to move a reconsideration thereof at the same or the next regular meeting; but, no question shall a second time be reconsidered.

Agenda Items - Introduction, Referral, and Approval

Sample Rules of Procedure

A. Regular and special meetings

All meetings of the city/village council will be held in compliance with state statutes, including the Open Meetings Act, 1976 PA 267 as amended, and with these rules.

1. Regular meetings

Regular meetings of the city/village council will be held on _____ of each month beginning at _____ p.m. at the city/village office unless otherwise rescheduled by resolution of the council. Council meetings shall conclude no later than _____ p.m., subject to extension by the council.

2. Special meetings

A special meeting shall be called by the clerk upon the written request of the mayor/president or any three members of the council on at least 24 hours' written notice to each member of the council served personally or left at the councilmember's usual place of residence. Special meeting notices shall state the purpose of the meeting. No official action shall be transacted at any special meeting of the council unless the item has been stated in the notice of such meeting.

3. Posting requirements for regular and special meetings

- a. Within 10 days after the first meeting of the council following the election, a public notice stating the dates, times and places of the regular monthly council meetings will be posted at the city/village offices.
[Villages without a principal office must post in the county clerk's office.]

- b. For a rescheduled regular or a special meeting of the council, a public notice stating the date, time, and place of the meeting shall be posted at least 18 hours before the meeting at the city/village office.
[Villages without a principal office must post in the county clerk's office.]

- c. The notice described above is not required for a meeting of the council in emergency session in the event of a severe and imminent threat to the health, safety or welfare of the public when two-thirds of the members of the council determine that delay would be detrimental to the village's efforts in responding to the threat.

[The Michigan Open Meetings Act requires that copies of the notice of public meetings be provided by first-class mail upon request and payment of a reasonable yearly fee for the costs of printing and postage. Section d. could be added here to indicate the fee determined by the council for these costs.]

4. Minutes of regular and special meetings

The clerk shall attend the council meetings and record all the proceedings and resolutions of the council in accordance with [Section 64.5 of the General Law Village Act of 1895 as amended and] the Open Meetings Act. In the absence of the clerk, the council may appoint one of its own members or another person to temporarily perform the clerk's duties.

Within 15 days of a council meeting a synopsis showing the substance of each separate decision of the council or the entirety of the council proceedings shall be prepared by the clerk and shall indicate the vote of the councilmembers. After the mayor/president approves this document, it shall be published in a newspaper of general circulation in the city/village or posted in three public places in the city/village.

A copy of the minutes of each regular or special council meeting shall be available for public inspection at the village offices during regular business hours.

5. Study sessions

Upon the call of the mayor/president or the council and with appropriate notice to the councilmembers and to the public, the council may convene a work session devoted exclusively to the exchange of information relating to municipal affairs. No votes shall be taken on any matters under discussion nor shall any councilmember enter into a formal commitment with another member regarding a vote to be taken subsequently.

B. Conduct of meetings

1. Meetings to be public

All regular and special meetings of the council shall be open to the public, and citizens shall have a reasonable opportunity to be heard in accordance with such rules and regulations as the council may determine, except that the meetings may be closed to the public and the media in accordance with the Open Meetings Act.

All official meetings of the council and its committees shall be open to the media, freely subject to recording by radio, television and photographic services at any time, provided that such arrangements do not interfere with the orderly conduct of the meetings.

2. Agenda preparation

An agenda for each regular council meeting shall be prepared by the mayor/president with the following order of business:

a. Call to order and roll call of council

b. Public hearings on ordinances under consideration

c. Brief public comment on agenda items

d. Approval of consent agenda

e. Approval of regular agenda

f. Approval of council minutes

g. Submission of bills

h. Communications to the council

i. Reports from council committees

j. Reports from officers as scheduled, e.g. manager, attorney, etc.

k. Unfinished business

l. New business

m. Announcements

n. Adjournment

Any councilmember shall have the right to add items to the regular agenda before it is approved.

3. Consent agenda

A consent agenda may be used to allow the council to act on numerous administrative or noncontroversial items at one time. Included on this agenda can be noncontroversial matters such as approval of minutes, payment of bills, approval of recognition resolutions, etc. Upon request by any member of the council, an item shall be removed from the consent agenda and placed on the regular agenda for discussion.

4. Agenda distribution

[This section should explain when and how councilmembers will receive their agendas.]

5. Quorum

A majority of the entire elected or appointed and sworn members of the council shall constitute a quorum for the transaction of business at all council meetings. In the absence of a quorum, a lesser number may adjourn any meeting to a later time or date with appropriate public notice.

6. Attendance at council meetings

Election to the city/village council is a privilege freely sought by the nominee. It carries with it the responsibility to participate in council activities and represent the residents of the city/village. Attendance at council meetings is critical to fulfilling this responsibility. A general law village council is empowered by Section 65.5 of the General Law Village Act as amended to adjourn a meeting if a quorum is not present and compel attendance in a manner prescribed by its ordinance.

The council may excuse absences for cause. If a councilmember has more than three unexcused successive absences for regular or special council meetings, the council may enact a resolution of reprimand. In the event that the member's absences continue for more than three additional successive regular or special meetings of the council, the council may enact a resolution of censure or request the councilmember's resignation or both.

7. Presiding officer

The presiding officer shall be responsible for enforcing these rules of procedure and for enforcing orderly conduct at meetings. The mayor/president is ordinarily the presiding officer. The council shall appoint one of its members mayor/president pro tempore, who shall preside in the absence of the president. In the absence of both the mayor/president and the mayor/president pro tempore, the member present who has the longest consecutive service on the council shall preside.

8. Disorderly conduct

The mayor/president may call to order any person who is being disorderly by speaking out of order or otherwise disrupting the proceedings, failing to be germane, speaking longer than the allotted time or speaking vulgarities. Such person shall be seated until the chair determines whether the person is in order.

If the person so engaged in presentation is called out of order, he or she shall not be permitted to continue to speak at the same meeting except by special leave of the council. If the person shall continue to be disorderly and disrupt the meeting, the chair may order the sergeant at arms to remove the person from the meeting. No person shall be removed from a public meeting except for an actual breach of the peace committed at the meeting.

[It is suggested that there be an ordinance governing disruption of public meetings, prepared with advice of the municipal attorney and the municipal liability insurance carrier on the risks, limits and force allowed to eject members. This ordinance should stipulate the procedure to be followed and the resource to be used for the sergeant-at-arms function, e.g. local police, county sheriff, etc. By planning in advance how to handle attempted disruptions, you can keep the meeting in order.]

C. Closed meetings

1. Purpose

Closed meetings may be held only for the reasons authorized in the Open Meetings Act, which are the following:

- a. To consider the dismissal, suspension, or disciplining of, or to hear complaints or charges brought against a public officer, employee, staff member or individual agent when the named person requests a closed meeting.
- b. For strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement when either negotiating party requests a closed hearing.
- c. To consider the purchase or lease of real

property up to the time an option to purchase or lease that real property is obtained.

- d. To consult with the municipal attorney or another attorney regarding trial or settlement strategy in connection with specific pending litigation, but only when an open meeting would have a detrimental financial effect on the litigating or settlement position of the council.
- e. To review the specific contents of an application for employment or appointment to a public office when a candidate requests that the application remain confidential. However, all interviews by a public body for employment or appointment to a public office shall be held in an open meeting.
- f. To consider material exempt from discussion or disclosure by state or federal statute.

2. Calling closed meetings

At a regular or special meeting, the councilmembers, elected or appointed and serving, by a two-thirds roll call vote may call a closed session under the conditions outlined in Section C.1 of the Open Meetings Act. The roll call vote and purpose(s) for calling the closed meeting shall be entered into the minutes of the public part of the meeting at which the vote is taken.

3. Minutes of closed meetings

A separate set of minutes shall be taken by the clerk or the designated secretary of the council at the closed session. These minutes will be retained by the clerk, shall not be available to the public, and shall only be disclosed if required by a civil action, as authorized by the Michigan Open Meetings Act. These minutes may be destroyed one year and one day after approval of the minutes of the regular meeting at which the closed session was approved.

D. Discussion and voting

1. Rules of parliamentary procedure

The rules of parliamentary practice as contained in the latest edition of [Robert's Rules of Order or an alternative source of procedural rules] shall govern the council in all cases to which they are applicable, provided that they are not in conflict with these rules, city/village ordinances or applicable state statutes. The mayor/president may appoint a parliamentarian.

The chair shall preserve order and decorum and may speak to points of order in preference to other councilmembers. The chair shall decide all questions arising under this parliamentary authority, subject to appeal and reversal by a majority of the councilmembers present.

Any member may appeal to the council a ruling of the presiding officer. If the appeal is seconded, the member making the appeal may briefly state the reason for the appeal and the presiding officer may briefly state the ruling. There shall be no debate on the appeal and no other member shall participate in the discussion. The question shall be, "Shall the decision of the chair be sustained?" If the majority of the members present vote "aye," the ruling of the chair is sustained; otherwise it is overruled.

2. Conduct of discussion

During the council discussion and debate, no member shall speak until recognized for that purpose by the chair. After such recognition, the member shall confine discussion to the question at hand and to its merits and shall not be interrupted except by a point of order or privilege raised by another member. Speakers should address their remarks to the chair, maintain a courteous tone and avoid interjecting a personal note into debate.

No member shall speak more than once on the same question unless every member desiring to speak to that question shall have had the opportunity to do so.

The chair, at his or her discretion and subject to the appeal process mentioned in Section D.1., may permit any person to address the council during its deliberations.

3. Ordinances and resolutions

No ordinance, except an appropriation ordinance, an ordinance adopting or embodying an administrative or governmental code or an ordinance adopting a code of ordinances, shall relate to more than one subject, and that subject shall be clearly stated in its title.

A vote on all ordinances and resolutions shall be taken by a roll call vote and entered in the minutes unless it is a unanimous vote. If the vote is unanimous, it shall be necessary only to so state in the minutes, unless a roll call vote is required by law or by council rules.

4. Roll call

In all roll call votes, the names of the members of the council shall be called in alphabetical order. [Names may be called with all names in alphabetical order or alphabetical order with the president voting last or the council may select another system.]

5. Duty to vote

Election to a deliberative body carries with it the obligation to vote. Councilmembers present at a council meeting shall vote on every matter before the body, unless otherwise excused or prohibited from voting by law. A councilmember who is present and abstains or does not respond to a roll call vote shall be counted as voting with the prevailing side and shall be so recorded, unless otherwise excused or prohibited by law from voting.

Conflict of interest, as defined by law, shall be the sole reason for a member to abstain from voting. The opinion of the city/village attorney shall be binding on the council with respect to the existence of a conflict of interest. A vote may be tabled, if necessary, to obtain the opinion of the city/village attorney.

The right to vote is limited to the members of council present at the time the vote is taken. Voting by proxy or by telephone is not permitted.

All votes must be held and determined in public; no secret ballots are permitted.

6. Results of voting

In all cases where a vote is taken, the chair shall declare the result.

It shall be in order for any councilmember voting in the majority to move for a reconsideration of the vote on any question at that meeting or at the next succeeding meeting of the council. When a motion to reconsider fails, it cannot be renewed.

E. Citizen participation

1. General

Each regular council meeting agenda shall provide for reserved time for audience participation.

If requested by a member of the council, the presiding officer shall have discretion to allow a member of the audience to speak at times other than reserved time for audience participation.

2. Length of presentation

Any person who addresses the council during a council meeting or public hearing shall be limited to _____ minutes in length per individual presentation. The clerk will maintain the official time and notify the speakers when their time is up.

3. Addressing the council

When a person addresses the council, he or she shall state his or her name and home address. Remarks should be confined to the question at hand and addressed to the chair in a courteous tone. No person shall have the right to speak more than once on any particular subject until all other persons wishing to be heard on that subject have had the opportunity to speak.

F. Miscellaneous

1. Adoption and amendment of rules of procedure

These rules of procedure of the council will be placed on the agenda of the first meeting of the council following the seating of the newly elected councilmembers for review and adoption. A copy of the rules adopted shall be distributed to each councilmember.

The council may alter or amend its rules at any time by a vote of a majority of its members after notice has been given of the proposed alteration or amendment.

2. Suspension of rules

The rules of the council may be suspended for a specified portion of a meeting by an affirmative vote of two-thirds of the members present except that council actions shall conform to state statutes and to the Michigan and the United States Constitutions.

3. Bid awards

Bids will be awarded by the council during regular or special meetings. A bid award may be made at a special meeting of council if that action is announced in the notice of the special meeting.

4. Committees

a. Standing and special committees of council

The city/village shall have the following standing committees:

[Committees should be listed by name and with a definition of their purposes and scopes.]

Committee members will be appointed by the mayor/president. They shall be members of the council. The mayor/president shall fill any committee vacancies. The committee member shall serve for a term of one year and may be re-appointed.

Special committees may be established for a specific period of time by the mayor/president or by a resolution of the council which specifies the task of the special committee and the date of its dissolution.

b. Citizen task forces

Citizen task forces may be established by a resolution of the council which specifies the task to be accomplished and the date of its dissolution. Members of such committees will be appointed by the mayor/president, subject to approval by a majority vote of the council and must be residents of the city/village. Vacancies will be filled by majority vote of the council in the same way appointments are made.

5. Authorization for contacting the city/village attorney

The following officials (by title) are authorized to contact the city/village attorney regarding municipal matters:

RULES OF THE CITY COUNCIL

Review February 4, 2015

A. REGULAR AND SPECIAL MEETINGS

All meetings of the City Council will be held in compliance with state statutes, including the Open Meetings Act, Public Act 267 of 1976 as amended, and with these rules.

1. Regular Meetings

Regular meetings of the City Council will be held on the 1st and 3rd Monday of each month beginning at 7:00 PM at the Council Chamber at 311 S. Main, Chelsea, Michigan, or such other location as may be noticed in accordance with Section 3, hereafter.

2. Special Meetings

A special meeting shall be called by the City Clerk upon the written request of the Mayor or any three members of the Council on at least 24 hours written notice to each member of the Council served personally or left at the council member's usual place of residence. No business shall be transacted at any special meeting of the Council unless the same has been stated in the notice of such meeting.

3. Posting Requirements for Regular and Special Meetings

- A. After the first meeting of the Council following the November election a public notice stating the dates, times, and places of the regular council meetings will be posted at the City Offices.
- B. For a rescheduled regular or a special meeting of the council, a public notice stating the date, time and place of the meeting shall be posted at least 18 hours before the meeting at the City Offices.
- C. However, such notice, as described above, is not required for a meeting of the Council in emergency session in the event of a widespread natural disaster or a severe and imminent threat to health, safety or welfare of the public where two-thirds of the members of the Council determine that delay would be detrimental to the City's efforts in responding to the threat.

4. Minutes of Regular and Special Meetings

- A. In accordance with Section 6.7 of the Charter of the City of Chelsea, a journal in the English language, of the proceedings of

each meeting shall be kept by the clerk, and shall be signed by the presiding officer and clerk of the meeting.

B. A copy of the minutes of each regular or special Council meeting shall be available for public inspection at the City Offices during regular business hours after the minutes are signed by the Clerk.

6. Study Sessions

A study session may be called under the same requirements as a Special Meeting. A study session shall be a meeting held pursuant to the Michigan Open Meetings Act. An agenda will be provided on all items to be discussed and shall serve as the official minutes of the study session. The purpose of the study session is to allow detailed consideration and discussion of agenda items. No further business shall be conducted nor shall motions be made at a study session. Discussion on agenda items may proceed in absence of a quorum.

B. CONDUCT OF MEETINGS

1. Meetings to the Public

All regular and special meetings of the City Council shall be open to the public, and citizens shall have a reasonable opportunity to be heard in accordance with such rules and regulations as the Council may determine.

2. Agenda Participation

An agenda for each regular council meeting shall be prepared by the City Manager with the assistance of the City Clerk with the following order of business:

- a. Call to Order
- b. Pledge of Allegiance
- c. Approval of Consent Agenda Items
- d. Approval of Regular Agenda
- e. Citizen Agenda Items
- f. Public Comments
- g. Awards, Presentations & Proclamations
- h. Public Hearings
- i. Council Business
- j. Council Reports
- k. Closed Session
- l. Adjournment

Council members shall have the right to add items to the regular agenda before it is approved. However, Council members are encouraged to contact the City Manager before the meeting with items they would like added to the agenda. The addition of any item by council or staff, that includes an expenditure of funds that is not in the approved fiscal year or that may put the City in an adverse financial situation, may be presented for discussion, but approval may be delayed until the next regular council meeting.

3. Consent Agenda

Council may use a consent agenda to allow the Council to act on numerous administrative or non-controversial items at one time. Items that could be included on this agenda include non-controversial matters such as approval of minutes, payment of bills, approval of recognition resolutions, etc. Any member of Council may request that an item be removed from the consent agenda and placed on the regular agenda for discussion.

4. Agenda Distribution

The Clerk or his/her designee shall distribute Council Agendas to the following:

Mayor and Council Members
Department Heads
Washtenaw Now

5. Quorum

Four members of the Council shall constitute a quorum for the transaction of business at all Council Meetings. In the absence of a quorum, a lesser number may adjourn any meeting to a later time or date with appropriate public notice.

6. Presiding Officer

The presiding officer shall be responsible for enforcing these rules of procedure and for enforcing orderly conduct at meetings (and may appoint a sergeant at arms). The Mayor is ordinarily the presiding officer. The City Council shall appoint one of its members Mayor pro tempore, who shall preside in the absence of the Mayor. In the absence of both the Mayor and Mayor pro tem, the Council shall appoint one of its members to preside.

7. Sergeant at Arms

The City Police are appointed the sergeant at arms for all City Council meetings.

C. CLOSED MEETINGS

1. Purpose

Closed meetings shall be held only for the reasons provided in the Open Meetings Act, which are the following:

- A. To consider the dismissal, suspension, or disciplining of, or to hear complaints or charges brought against a public officer, employee, staff member, or individual agent when the named person requests a closed meeting.
- B. For strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement when either negotiating party requests a closed hearing.
- C. To consider the purchase or lease of real property up to the time an option to purchase or lease that real property is obtained.
- D. To consult with its attorney regarding trial or settlement strategy in connection with specific pending litigation, but only when an open meeting would have a detrimental financial effect on the litigation or settlement position of the Council.
- E. To review the specific contents of an application for employment or appointment to a public office when a candidate requests that the application remain confidential. However, all interviews by a public body for employment or appointment to office shall be held in an open meeting.
- F. To consider material exempt from discussion or disclosure by state or federal statute.

1. Calling Closed Meetings

A two-thirds roll call vote of the Council members elected or appointed and serving shall be required, except under Sections A and B above. The roll call vote and purpose or purposes for calling the closed meeting shall be entered into the minutes of the meeting at which the vote is taken.

2. Minutes of Closed Meetings

A separate set of minutes shall be taken by the Clerk or the designated Secretary of the Council at the Closed Session. These minutes will be retained by the Clerk, shall not be available to the public, and shall only be disclosed if required by a civil action. These minutes may be destroyed

one year and one day after approval of the minutes of the regular meeting at which the closed session was approved.

D. DISCUSSION AND VOTING

1. Rules of Parliamentary Procedure

The rules of parliamentary practice as contained in the latest edition of **Roberts Rules of Order** shall govern the Council in all cases to which they are applicable, provided that they are not in conflict with these rules, the ordinances of the City of Chelsea or State Statutes applicable to the City of Chelsea. **Roberts Rules of Order** are not applicable to motions to reconsider the votes or to actions on administrative proceedings where the City council acts as a quasi-judicial body, such as, a Board of Appeals or variance appeals.

The Chair shall decide all questions arising under this parliamentary authority and shall be subject to appeal, which shall be determined by a majority of the council members present. The Chair shall preserve order and decorum and may speak to points of order in preference to other council members.

During the Council discussion and debate, no member shall speak until recognized for that purpose by the Chair. After such recognition, the member shall confine discussion to the question at hand and to its merits and shall not be interrupted except by a point of order raised by another member. Speakers should address their remarks to the chair, maintain a courteous tone, and avoid interjecting a personal note into the debate.

No member shall speak more than once on the same question unless every member desiring to speak to that question shall have had the opportunity to do so. The Chair, at his or her discretion and subject to the appeal process mentioned in the preceding section, may permit any person to address the council during its deliberations. Persons invited by a council member to be present and to address the Council during its deliberations are not required to obtain the permission of the Chair. All other persons desiring to address the Council during its deliberations on a specific item, must request of the chair the privilege to address the Council on that item before or during the audience participation section of the agenda.

2. Conduct of Discussion - Rules of Engagement

Rules of Engagement are the protocol for the City Council interactions and communications with the prescribed individuals and categories of people with whom they direct interact with and serve.

These rules are not intended to discourage free discussion and communication with the City Council or individual members thereof. Rather, they establish a code of decorum intended to facilitate and enhance the effectiveness of those communications and to ensure that the policies and directives of the City Council are carried out timely, accurately and efficiently.

Guiding Principles of Communication

The City Council shall adhere to high levels of professionalism and ethical standards, both individually and as a Council, in all its communications and interactions, both formal and informal within their official capacities. These communications will be guided by the following general principles:

The City Council commits to treat all individuals who appear before them or do business with or on behalf of the City with respect, courtesy, honesty and integrity.

The City Council shall strictly adhere to and abide by the requirements of the Michigan Open Meetings Laws and strive for complete transparency and accountability in its decision making and conduct of day-to-day City business.

Direction and decision making by the City Council shall occur as a council. Individual members of the Council shall not attempt to exercise independent authority over the City Manager, City Attorney, director, official or employee thereof.

Communication By and Between Council Members

The City Council holds itself to the highest standards of honesty and integrity and commits to abide by both the spirit and the letter of the Chelsea City Code of Ethics (Employee Handbook Section 2). The City Council recognizes that the actions of one City Council member can affect the reputation and integrity of the City Council as a whole. If a City Council member suspects a violation of City Council policy or applicable law by another City Council member, s/he shall bring the matter to the

attention of the City Council member and the City Council and work to resolve the matter expeditiously.

If an interpersonal conflict or problem develops amongst individual members of the City Council, initially, such members shall work with only the people involved and strive to settle the conflict or problem in a constructive manner.

Full disclosure and communication amongst City Council members is necessary to enable the City Council to work together to advance the interest of Chelsea City citizens, taxpayers, and government. To insure that all City Council members are informed, the City Council commits to promptly communicate with one another concerning issues affecting the integrity, interests, and/or operation of Chelsea City government.

Citizen trust in government is critically important and the City Council recognizes that a key to building and maintaining that trust is to place a high value on respecting other City Council members and those with whom the City Council works and serves. To that end, the City Council agrees to communicate openly with one another, to take others' concerns seriously, to work together as a team, and to make an effort not just to listen but to try to understand the points of views of others.

Members of the City Council must represent unflinched loyalty and accountability to the interests of all citizens of Chelsea City. City Council members will respect and support the legitimacy and authority of all City Council decisions, regardless of any City Council member's personal position on a matter.

Compliance by Council Members: Disciplinary Measures

This policy is intended to encourage and promote the highest standards of ethical conduct and behavior by members of the Chelsea City Council and the Council has the right to enforce its rules and expect ethical and honorable conduct from its members.

The Chelsea City Council has the right to enforce its rules. The action can include, but not limited to, removing a member from the Council Chambers, censure, and holding a trial.

3. Ordinances and Resolutions

A vote on all ordinances and resolutions shall be taken by a roll call vote and entered into the minutes unless it is a unanimous vote. If the vote is unanimous, it shall be necessary only to so state in the minutes.

4. Roll Call and Abstention

In all roll call votes, the names of the members of the Council shall be called.

No member of the Council shall vote on any question in which he or she has a direct or indirect financial interest other than the common public interest or on any question concerning his own conduct. On all other questions, each member who is present shall vote when his or her name is called unless excused by the unanimous consent of the remaining members present.

5. Results of Voting

In all cases where a vote is taken, the Chair shall declare the results.

It shall be in order for any council member voting in the majority to move for a reconsideration of the vote on any question at that meeting or at the next succeeding meeting of the council, except in the case of tie votes, when any member may move for reconsideration. When a motion to reconsider fails, it cannot be renewed.

E. CITIZEN PARTICIPATION

1. General

Each Council meeting agenda shall provide for reserved time for audience participation, if requested, in addition to an opportunity for general audience participation.

2. Reserved Time Participation

Any person or group wishing to make an oral communication to the Council and notifying the City Clerk or Manager not later than 3:00 p.m. on the day of a council meeting will be granted up to five minutes reserved time. A group may reserve time without indicating any specific speaker.

The presiding officer shall have discretion to allow a member of the audience to speak if requested by a member of the Council.

3. Length of Presentation

All presentations before the City Council shall be limited to five minutes in length per individual presentation. The Clerk will maintain the official time and notify the speakers when their time is up.

4. Addressing the Council

Persons addressing the City Council should state their name and home address. They should confine discussion to the question at hand and to its merits. Speakers should address their remarks to the chair, maintain a courteous tone, and avoid interjecting a personal note into the debate. No person shall have the right to speak more than once on any particular subject until all other persons wishing to be heard on that subject have had the opportunity to speak.

5. Non-reserved Audience Participation

Any person who wishes to speak and who did not reserve time may speak at this point on the agenda. All rules of conduct still apply.

6. Public Hearing

The provisions in paragraph 2 above shall not apply to declared public hearings, during which members of the audience may address the Council upon the subject of the public hearing.

F. MISCELLANEOUS

1. Adoption and Amendment of Rules and Procedure

The rules of procedure of the City Council will be reviewed and adopted at the first meeting of the Council following the seating of the Council members elected in November. A copy of the rules adopted shall be distributed to each council member.

2. Suspension of Rules

The rules of the City Council may be suspended for a specific portion of a meeting by a majority of the members present except that council actions shall conform to state statutes and to the Michigan and the United States Constitution.

3. Bid Award and Bid Openings

Bid openings will take place as advertised in the request for bids. A recommendation will be made to the City Council from the City Manager, City Department Head and/or the City Consultant following the reviewing of the bids.

Bids will be awarded by the City Council during regular meetings. A bid award may be made at a special meeting of council if that action is announced in the notice of the special meeting.