

EAST TAWAS CITY COUNCIL  
RULES OF PROCEDURE

Adopted 12/5/05

Amended 10/2/06

Amended 6/6/11

**1. Meetings**

All meetings of the City Council will be held in compliance with state statutes including the Open Meetings Act.

**A. Regular meetings**

Regular meetings of the City Council will be held on the 1<sup>st</sup> and 3<sup>rd</sup> Monday of each month beginning at 7:00 p.m. at City Hall unless otherwise rescheduled by action of the Council.

**B. Special meetings**

A special meeting will be called by the Clerk upon written request of the Mayor or any two (2) members of the Council on at least 24 hours' notice to each member of the Council.

Special meeting notices will state the purpose of the meeting. No official action will be transacted at any special meeting of the Council unless the item has been stated in the notice of such meeting.

**C. Posting requirements**

All postings for regular, special, rescheduled, or adjourned meetings will be in compliance with the Opening Meetings Act.

**D. Minutes of regular and special meetings**

The Clerk will record all proceedings and resolutions of the Council in compliance with the Open Meetings Act. In the absence of the Clerk, the Deputy Clerk will perform the Clerk's duties. In the absence of the Clerk and Deputy Clerk, the Council may appoint one of its own members or another person to temporarily perform the Clerk's duties.

Within eight (8) days of a Council meeting, the Clerk will prepare draft minutes of the Council proceedings. Approved minutes will be available no later than five (5) days after the meeting where the minutes were approved.

A copy of the minutes will be available for public inspection at the office of the Clerk during regular business hours.

**E. Work Session**

Upon the call of the Mayor or two (2) members of Council and with appropriate notice to the Council members and the public, the Council may convene a work session devoted exclusively to the exchange of information relating to municipal affairs.

No votes will be taken on any matters under discussion.

**2. Conduct of meetings**

**A. Meeting to be public**

All regular and special meeting of the Council will be open to the public and citizens will 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 for specific purposes in accordance with the Open Meetings Act.

All official meetings of the Council and its committees will be open to the media, 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.

**B. Agenda preparation (order amended 10/2/06)**

An agenda for each Council meeting will be prepared by the Clerk and the Manager with the following order of business:

- I. Call to order, roll call, and Pledge of Allegiance
- II. Public hearings on ordinances under consideration
- III. Public comments on agenda items
- IV. Public comments on non-agenda items
- V. Approval of agenda
- VI. Approval of Council minutes
- VII. Correspondence to the Council
- VIII. Reports from Council Committees
- IX. Reports from Staff
- X. Reports of Boards, Commissions, and Authorities
- XI. Unfinished business
- XII. New Business
- XIII. Announcements
- XIV. Adjournment

Council members will have the right to make changes to the agenda before it is approved.

**D. Agenda distribution**

The agenda with supporting background material will be delivered electronically or in person to each Council member on the Friday preceding a regular Council meeting.

**E. Quorum**

A majority of the entire elected or appointed and sworn members of the Council will 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.

**F. Attendance at Council meetings**

The Council may excuse absences for cause.

If a Council member is absent from four (4) consecutive regular meetings of the Council that have not been excused prior to the absences and duly noted in the minutes of the meeting from which the member is absent, the office is deemed to be vacant and the vacancy will be filled as stated in Section 3.15 of the City Charter.

**G. Presiding officer**

The Mayor is ordinarily the presiding officer. The Council will elect one of its members as Mayor Pro Tem who will preside in the absence of the Mayor.

In the absence of both the Mayor and the Mayor Pro Tem, the members present will elect a chairman pro tem to preside at the meeting.

The presiding officer will be responsible for enforcing these rules of procedure and for enforcing orderly conduct at meetings.

**H. Disruption of meeting**

The presiding officer may call to order any person who is being disruptive by speaking out of order, speaking longer than the allotted time, or otherwise disrupting the proceedings.

**I. Closed meeting**

A closed meeting may be held only for the reasons authorized in the Open Meetings Act.

The Council may go into closed session with a two-thirds roll call vote at any properly called regular or special meeting. The purpose for going into closed session will be stated in the motion to enter closed session.

The Clerk will prepare a separate set of minutes of the closed session. These minutes will be retained by the Clerk, will not be available to the public, and will only be disclosed if required by a civil action filed under Section 10, 11, or 13 of the 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.

### **3. Discussion and voting**

#### **A. Parliamentary authority**

The rules contained in the current edition of Robert's Rules of Order Newly Revised will guide the Council in all cases in which they are applicable, provided they do not conflict with these rules, City Ordinances, or applicable state statutes.

#### **B. Parliamentarian**

The Mayor will appoint a parliamentarian as advisor to the presiding officer and Council.

#### **C. Debate**

During the Council discussion, no member will speak until recognized for that purpose by the presiding officer. After such recognition, the member will not be interrupted except by a point of order or privilege raised by another member.

Speakers will address their comments to the presiding officer, maintain a courteous tone, and avoid interjecting personal notes into the debate.

#### **D. Vote**

The vote on all ordinances, resolutions, and expenditure of money will be taken by roll call vote.

Except when a greater number is required by statute, law or the City Charter, a majority vote of the Council will be required to pass any item of business.

In all roll call votes, the names of the members will be rotated with each vote and the Mayor will always be called upon last.

#### **E. Abstentions**

Council members present at a Council meeting will vote on every matter before the body, unless excused therefrom by the affirmative vote of all remaining members able to vote on the question, or prohibited from voting by law. Conflict

of interest, as defined by law, will be the sole reason for a member to abstain for voting.

**F. Reconsideration**

It will be in order for any Council member voting on the prevailing side to move for reconsideration of the vote on any question at that meeting or at the next succeeding meeting of the Council unless action on the vote has been taken and is impossible to undo.

**4. Committees**

**A. Standing Committees**

The City Charter prohibits standing committees.

**B. Special Committees**

Special committees may be established by the Mayor or by a resolution of the Council which specifies the task of the special committee.

**C. Citizen Task Forces**

Citizen task forces may be established by a resolution of the Council that specifies the tasks to be accomplished. Members of such committees must be residents of the City. They will be appointed by the Mayor, subject to approval by a majority vote of the Council.

**5. Public participation**

**A. General**

Each Council meeting agenda will provide for reserved times for audience participation.

**B. Addressing the Council**

When citizens address the Council, they will state their name and home address. Remarks will be addressed to the presiding officer. No person will 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 an opportunity to speak.

**C. Length of presentation**

The speech of any person who addresses the Council during a Council meeting or public hearing will be limited to five (5) minutes in length per individual presentation.

The Clerk will maintain the official time and notify the speaker when time has expired