



CITY OF BELDING **RULES AND PROCEDURES** **OF THE CITY COUNCIL**

	<u>PAGE</u>
A. Regular & Special Meetings	2
B. Meeting Procedures	3
C. Closed Meetings	4
D. Voting & Discussion	5
E. Public Participation	5
F. Agendas	7
G. Amendments to the Rules	7

CITY OF BELDING
RULES OF THE CITY COUNCIL

A. REGULAR & SPECIAL MEETINGS:

1. REGULAR MEETINGS

Regular meetings of the City Council will be held on the first and third Tuesday of each month beginning at 7:00 p.m. at the Pere Marquette Depot, 100 Depot St., Belding. Regular meetings may be rescheduled to other times by a vote of the Council.

2. SPECIAL MEETINGS

A Special meeting shall be called by the City Clerk at the request of the Mayor, City Manager or any of two (2) or more members of Council and upon at least 12 hours written notice to each member of the Council, designating the time, place and purpose of such meeting, and served personally or left at his usual place of residence by the Clerk or someone designated by him.

3. BUSINESS AT SPECIAL MEETINGS

No business shall be transacted at any special meeting of the Council unless the same has been stated in the required notice of such meeting.

4. REGULAR & SPECIAL MEETING NOTICE (POSTING) REQUIREMENTS.

For a special meeting or a rescheduled regular meeting of the Council, a public notice stating the date, time, place, and reason of the meeting shall be posted in City Hall at least 18 hours before the meeting.

5. MAILING OF REGULAR MEETING PACKETS

A copy of the meeting packet shall be mailed to the Daily News, Sentinel Standard and Grand Rapids Press staff members.

6. MINUTES OF REGULAR & SPECIAL MEETINGS

- a. Minutes of the proceedings of each regular and special meeting will be kept in the English language by the Clerk and shall be signed by the Presiding Officer and City Clerk present at the meeting, upon subsequent approval of the Council.

- b. Unapproved minutes of regular or special meetings will be available for public inspection not more than eight business days after such meeting.

B. MEETING PROCEDURES:

1. MEETINGS TO BE 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 under such rules and regulations as the Council may prescribe.

2. ORDER OF BUSINESS

The City Manager or City Clerk in accordance with the following order of business shall prepare an agenda for each Regular Council meeting:

- a. Call to Order/Welcome
- b. Prayer and Pledge of Allegiance
- c. Roll Call
- d. Approval of Meeting Agenda
- e. City Manager's Report
- f. Guests
- g. Public Hearings
- h. Approval of Consent Agenda Items
- i. Approval of Business Agenda Items, with Citizen Comments on Items
- j. Citizen Comments
- k. Council Comments
- l. Work Session
- m. Closed Session
- n. Adjournment

3. QUORUM

Three (3) members of the Council in office at the time shall be a quorum for the transaction of business.

4. PRESIDING OFFICER

The presiding officer, hereinafter "Chair", shall be responsible for enforcing the Rules of the City Council as contained herein. The Mayor shall be the presiding officer of the Council. In the absence of or disability of the Mayor, the Mayor Pro-Tem shall be

the presiding officer of the Council. In the absence or disability of both, the senior member of council from the standpoint of continuous service shall preside.

C. CLOSED MEETINGS:

1. PURPOSE

The Council may meet in closed session only for the purposes defined in the Michigan Open Meetings Act (1976 PA 267, as amended), summarized as follows:

- a. Considering the dismissal, suspension or disciplining of, or to hear complaints or charges brought against a public officer, employee, staff member or individual when the person requests a closed hearing.
- b. Strategy and negotiation sessions necessary in reaching a collective bargaining agreement when either 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. This does not include the sale, lease or other conveyance of City property to others.
- 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 litigating or settlement position of the City.
- e. To review the specific contents of an application for employment or appointment to a public office when the candidate requests that the application remain confidential. All interviews by a public body for employment or appointment to a public office shall be held in an open meeting pursuant to the Act.
- f. To consider material exempt from discussion or disclosure by state or federal statute.
- g. Any other legally permissible purpose.

2. CALLING CLOSED SESSIONS

A quorum roll call vote of the Council members elected and serving shall be required. The roll call vote shall be taken at an open meeting and the purpose for calling the

closed session shall be entered into the minutes of the meeting at which the vote is taken.

3. MINUTES OF CLOSED MEETING

A separate set of minutes shall be taken by the Clerk or the designated Secretary at the closed session. These minutes will be retained by the Clerk of the Council, shall not be available to the public, and shall only be disclosed by order of a court.

4. CONFIDENTIALITY OF CLOSED MEETING INFORMATION

City Councilmembers or City staff shall not divulge to an unauthorized person confidential information discussed in a closed session in advance of the time prescribed for its authorized release to the public. Councilmembers and staff shall honor the confidentiality of the debate and discussion in closed session, and be aware of the potential financial liability and/or harm to the reputation of the City by premature disclosure.

D. VOTING AND DISCUSSION

1. ROLL CALL

In all roll call votes, the City Clerk shall call the names of the members of the Council, and the roll call vote entered upon the records.

2. DUTY TO VOTE

Whenever a question is put before the Council by the Chair, every member shall vote, provided however, that no member shall be required to vote if:

That member shall have a conflict of interest and shall state his/her conflict of interest.

If a member is precluded from voting pursuant to a conflict of interest, that member shall refrain from participating in the discussion on the issue.

3. RULES OF PARLIAMENTARY PROCEDURE

The rules of parliamentary practice as contained in Robert's Rules of Order, most recent edition, shall govern the Council in all cases to which they are applicable,

provided they are not in conflict with these Rules or with the Ordinances and Charter of the City of Belding.

4. GENERAL CONSENSUS

General consent or consensus may be used to give direction and the minutes should indicate that a majority consented.

E. PUBLIC PARTICIPATION:

1. GENERAL

Each Council meeting agenda shall provide time for public audience participation, as requested and limited herein.

2. PERSONS ADDRESSING THE COUNCIL

Members of the public at the meeting shall not speak unless recognized by the Chair. Prior to addressing the Council, members of the public shall state their name and address and, if appropriate, group affiliation. They should then direct their comments to the Chair.

3. CONDUCT OF PUBLIC HEARINGS

Unless otherwise required by State or local law, public hearings shall be opened by declaration of the Chair at the time stated in the public notice of the hearing. If no members of the public desire to speak, or no members of the public are present, then the Chair may declare the hearing closed and take up consideration of the next agenda item. Members of the public shall be limited to speaking for a maximum of three (3) minutes during any public hearing. A person representing a group of citizens and speaking on behalf of them shall be allowed up to ten (10) minutes to address Council during a hearing. The Chair shall notify the speaker when time is up.

4. REQUEST TO SPEAK DURING CITIZEN COMMENTS

Members of the public shall have an opportunity, under Citizen Comments, to address the Council for no more than three (3) minutes on any item that is not on the approved agenda. All rules of conduct still apply.

5. REQUESTS TO SPEAK DURING REGULAR AGENDA ITEMS

Any person wishing to speak to an item included on the printed meeting agenda may do so if recognized by the Chair at the time the item is taken up by the Council. Upon recognition, they will be required to state their name and address and will be allowed up to three (3) minutes to address the Council. A speaker representing a group or association present at the meeting may be allowed up to ten (10) minutes to address the Council. The Council may suspend the time limitation when warranted. The Council may also, in its discretion, limit public comments to new information or matters not fully addressed at any previous meeting regarding the agenda item at issue. When all persons who wish to address that agenda item have been heard, the Chair shall announce that public comment on the agenda item is concluded. Councilmembers shall then discuss the agenda item, and no further public comment shall be entertained.

6. DEVIATION FROM PUBLIC PARTICIPATION RULES

Under unique or desirable circumstances, the Chair may recognize a member of the audience who shall be permitted to address the Council at a time other than audience participation. However, all other rules as provided herein shall apply.

7. DISORDERLY CONDUCT AT MEETINGS

Persons addressing the Council shall make responsible comments and shall refrain from making personal, impertinent, slanderous or profane remarks. The Chair may call to order any person who is being disorderly by speaking when not recognized by the Chair or otherwise disrupting the proceeding by failing to be germane, by speaking longer than the allotted time, or by speaking vulgarities. If a person so engaged in presentation shall be called out of order, he or she shall not be permitted to speak at the same meeting, except upon special leave by the Council. If the person shall continue to be disorderly and disrupt the meeting, the Chair may order the Police Department to remove the person from the meeting.

F. AGENDAS

1. PREPARATION

The City Manager and City Clerk shall prepare an agenda for each regular or special meeting of the City Council. The deadline for submitting items to the City Manager or City Clerk for inclusion on the Council agenda is 12 noon on the Thursday preceding the Tuesday of the Council meetings.

2. DISTRIBUTION

Agenda packets (agendas, resolutions, ordinances, and all background material) shall usually be delivered to City Councilmembers at their residence the Friday before the scheduled regular meeting or at least 12 hours before a scheduled special meeting.

G. AMENDMENTS TO RULES

The rules of the City Council may be altered or amended by a majority vote of the entire Council.

Approved: February 16, 2010