

CITY OF WILLIAMSTON  
RULES OF THE CITY COUNCIL

A. REGULAR AND SPECIAL MEETINGS

1. Regular Meetings

Regular business meetings of the City Council will be held on the second and fourth Monday of each month beginning at 7:00 p.m.

2. Special Meetings

A special meeting of the Council shall be called by the City Clerk upon the written request of the Mayor or any 2 members of the Council.

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 notice of such meeting.

4. Regular and Special Meeting Notice (posting) Requirements

All meetings will be held in Accordance with the Open Meetings Act (PA 267 of 1976) and all applicable State and Federal Laws.

- A. For regular meetings of the Council, the Clerk shall post at City Hall and on the City's website, within 10 days after the first meeting of the Council in each calendar year, a public notice stating the dates, times, and places of its regular meetings. If there is a change in the schedule of regular meetings of the City Council, the Clerk shall post, within 3 days after the meeting at which the change is made, a notice at City Hall and on the City's website stating the new dates, times and places of the regular meetings.
- 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 City Hall and on the City's website at least 18 hours before the meeting.
- C. A meeting of the City Council recessed for more than 36 hours shall be reconvened only after notice equivalent to that required under Paragraph B has been posted.
- D. The City council may meet without notice in an 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 Council members

determine that delays in the posting of notice would be detrimental to efforts to lessen or respond to the threat.

5. Mailing of Notices

Upon written request (registration) of an individual, organization, firm or corporation, and upon the requesting party's payments of an annual fee of not more than the reasonable estimated cost for printing and postage of such notices, the Clerk shall send to the requesting party by first class mail a copy of any notice required to be posted pursuant to Section 3 above. Upon written request, the Clerk shall provide a copy of such notices of meetings to any newspaper published in the State of Michigan and to any radio and television station located in the state at a rate of \$60 annually.

7. Minutes of Regular and Special Meetings

- A. A journal of the proceedings of each regular and special meeting shall be kept and signed by the Clerk of the meeting. The journal shall show the date, time, place, members present, members absent, any decisions made at the meeting, and the purpose or purposes for which a closed session of the meeting is held and shall include all roll call votes taken at the meeting.
- B. Proposed minutes of regular and special meetings shall be available for public inspection and posted on the City's website not more than 8 business days after the meeting to which the minutes refer.
- C. Approved minutes will be available for public inspection and posted on the City's website not later than 5 business days after the meeting at which the minutes are approved.
- D. Council members will be provided proposed minutes with their agenda packets for the next scheduled meeting following the meeting for which the proposed minutes are recorded.

B. CONDUCT OF MEETINGS

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

An agenda for each regular Council meeting shall be prepared by the City Clerk or his/her designee in accordance with the following order of business:

- a. Pledge of Allegiance
- b. Roll Call of Council
- c. Approval of Agenda
- d. Audience Participation – Non-Reserved
- e. Approval of Previous Meeting Minutes
- f. Proclamations and/or Presentations
- g. Accounts Payable
- h. Action Items
- i. Discussion Items
- j. Correspondence Received/Information Only
- k. Staff Reports
- l. Committee/Sub-Committee Reports
- m. Audience Participation – Non-Reserved
- n. Council Member Comments
- o. Adjournment

Footnotes:

1. For each reserve time participant, list citizen's name and address and purpose for speaking.

3. Quorum

Four (4) members of the Council in office at the time shall be 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, and in the absence of all members, the Clerk may adjourn any meetings for not longer than eight (8) days.

4. Presiding Officer

The presiding officer shall be responsible for enforcing the Rules of the City Council, contained herein, as well as the Code of Conduct. The Mayor shall be the presiding officer of the Council. In the absence 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 Council may designate another of its members to serve as Acting Mayor.

C. CLOSED MEETINGS

1. Purpose

The City Council may meet in closed session only for the purposed allowed under Section 8 of the Open Meeting Act, Act 267, PA 1976, as amended.

2. Calling Closed Session

A closed session may be called during a regular or special meeting of the City Council. A two-thirds roll call vote of members elected or appointed and serving shall be required to call a closed session, except for closed sessions permitted under Sections 8(a), (b), (c), and (g) of the Open Meetings Act. No action may be taken at closed session.

3. Minutes of Closed Meetings

Minutes of closed meetings shall be recorded by the Clerk and kept confidential in the custody of the Clerk. Minutes shall not be available to the public and shall only be disclosed if required by a civil action.

D. VOTING AND DISCUSSION

1. Ordinances and Resolutions

A vote upon all ordinances and resolutions shall be taken by a roll call vote and entered upon the records except where the vote is unanimous, it shall only be necessary to so state.

2. Roll Call

For the attendance roll call at the beginning of the meeting the names of the members of the Council shall be called in descending alphabetical order. Each roll call vote thereafter will be in random order.

3. Results of Voting

A vote of at least 4 Council members shall be required for official action by the Council unless a larger majority is required by law. In all cases where the vote is taken, the Chair shall declare the result.

4. Abstention

No member of the Council may vote on any question upon which the member has a substantial direct or indirect financial interest, otherwise, each member of the Council shall vote on each question before the Council for determination, unless excused by the affirmative vote of all remaining members able to vote on the question. If a question is raised under this section at any Council meeting, the question shall be decided before the question to which it applies and the Council member affected may not vote on the determination.

5. Conduct of Discussion

During Council discussion and debate, no member shall speak until recognized for the purpose by the Chair. After such recognition, the member shall confine discussion to the question at hand.

6. 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 Williamston.

E. CITIZEN PARTICIPATION

1. General

Each Council meeting agenda shall provide for reserve time audience participation, as 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 may, by notifying the City Manager or Clerk not later than 4:00 p.m. on the day of the scheduled Council meeting, be granted reserved time, up to five minutes for such presentation. A group may reserve time without indicating any specific speaker.

3. Length of Presentation

All presentations before the City Council shall be limited in length to five minutes per individual presentation. The Clerk or his/her designee will maintain the official time.

4. Persons Addressing the Council

Persons addressing the City Council shall be requested to stand, state their name, home address, and the subject of their presentation.

5. Deviation

Upon the request of a member of the Council, the Mayor 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.

6. Public Hearings

The provisions of paragraphs 2 and 3 are not applicable to declared public hearings during which members of the audience may address the Council upon the subject of the public hearing. Except the Chair shall designate the time limits for each individual speaker and the total time limit for all speakers. Each speaker at a public hearing shall be limited to a one-time presentation not to exceed 10 minutes unless additional time is granted by Council.

7. Audience Participation – Non-reserved

A maximum of 5 minutes will be allowed to any person who wished to speak on a subject not on the agenda and who did not reserve time for a specific subject. All rules of conduct still apply.

F. AGENDA

1. Preparation

The City Clerk or his/her designee shall prepare an agenda of the business to be considered at each regular or special Council meeting. No business shall be considered by the Council unless placed upon the agenda for the meeting not later than 12:00 p.m. on the Thursday preceding the meeting, except upon the approval of 5 or more members of the Council.

2. Distribution

Agenda, ordinances and all related background material will be delivered by a police officer or other designated courier to the City Council members at their residence on Thursday evening before the scheduled regular meeting, or at least 9 hours before a scheduled special meeting.

3. Agenda – Order of Action

Under each agenda category for action, old and/or unfinished business of Council shall be placed on the agenda first for consideration by Council; then other new business shall be considered.

G. CONSENT AGENDA

1. A consent agenda may be used to allow council to act on numerous administrative items at one time.

2. A consent agenda may be developed by the City Manager. Items that could be included on this agenda including noncontroversial items such as approval of minutes, payment of bills, approval of recognition resolutions, pay raises, etc. Any member of Council may request that an item may be removed from the consent agenda and placed on the regular agenda for discussion. A majority of council present must support such requests.

## H. RECORDING OF COUNCIL MEETINGS

1. Meetings Shall be Recorded

All regular or special meetings of the City Council shall be recorded through the use of a tape recorder or other electronic device. Such recordings will be under the control and supervision of the City Clerk.

2. Retention of Records

Retention of records shall be in accordance with General Record Retention and Disposal Schedule #8 as revised and pursuant to State Law and the Charter of the City of Williamston.

## I. MISCELLANEOUS

1. Amendments to Rules

The rules of the City Council may be altered or amended by a vote of five or more members of the Council.

2. Suspension of Rules

The rules of the City Council may be suspended for a specified portion of a meeting by a majority of the members present.

3. Bid Awards & Bid Openings

All bids shall be opened in conformance with the Williamston City Charter and Article V. Finance of the Williamston City Code.

4. Controlling Authority

These rules shall prevail, unless preempted by City Charter, State laws or the courts.

5. Meeting Definition

Multiple meetings that are contiguous shall be counted as one meeting.

J. COMMITTEES/BOARDS AND COMMISSIONS

1. The City Manager may request the presence of a council representative at any meeting he/she deems necessary. A Council representative should be requested to attend meetings where other elected governmental representatives are to be present.



## CITY OF WILLIAMSTON

### CODE OF CONDUCT

#### A. PUBLIC RELATIONS

1. Members of Council should not get into a debate with a member of the public or staff at Council meetings since these debates seldom resolve concerns and may at times inflame feelings at a public meeting. Any concerns by a member of Council over the behavior or work of a city employee during a Council meeting should be directed to the City Manager, privately, to ensure the concern is resolved.

#### B. CITY COUNCIL RELATIONS WITH CITY STAFF

1. City Staff and council should not debate each other during a Council meeting.
2. There shall be mutual respect from both Staff and Council members of their respective roles and responsibilities when and if expressing criticism in public session.
3. City Staff shall acknowledge the Council as policy makers and the City Council shall acknowledge Staff as administering the council's policies.
4. All requests for information or questions by the City Council shall be directed to the City Manager. All complaints should be submitted to the City Manager.
5. All written informational material requested by individual council members shall be submitted to the City Manager who will transmit them to all Council members with the notation indicating which Council member requested the information.
6. Mail that is addressed to the City Council shall be reviewed by the City Manager and referred to the City Council as may be necessary.
7. A Council member shall not direct Staff to initiate any action or prepare any report that is significant in nature or initiate any project or study except through the Office of the City Manager and upon approval of the majority of the City Council.

#### CITY COUNCIL RELATIONSHIP WITH CITY COMMISSIONS AND COUNCIL MEMBER REPRESENTATION TO OTHER AGENCIES AND GROUPS

1. If a member of the City Council represents the City before another governmental agency or organization, the council member should first indicate the majority position as an opinion of the Council. Personal opinions

and comments may be expressed only if the Council member clarifies that these statements do not represent the position of the City Council.