

City of Plainwell



Plainwell City Council Rules of Procedure

141 N. Main St.
Plainwell, MI 49080
(616) 685-6821

COUNCIL MEETINGS

- 1. Regular Council Meetings:** The City Council shall meet in regular session on the second and fourth Mondays of each month beginning at 7:00PM. When Monday is a holiday the regular meeting shall be held on the following Tuesday at the same hour unless otherwise provided by motion. Regular meetings may be otherwise rescheduled with the approval of a majority of the Council. The place of the meetings shall be the Council Chambers at City Hall unless otherwise provided by motion. All meetings are held in accordance with the Michigan Open Meetings Act.
- 2. Quorum:** Three Councilmembers shall constitute a quorum to conduct municipal business. A majority of the quorum may take action on behalf of the City; except as provided by Charter.
- 3. Council Meeting Agenda:** The City Administrator shall prepare agenda for City Council meetings which shall be submitted to the City Council on the Friday preceding the Council Meeting. If the Friday is a holiday, the agenda shall be transmitted to the City Council on the last regular work day of the week preceding the Council meeting. All items which members of the public or the Council desire to have on an agenda must be received by the City Administrator not later than Noon on the Thursday preceding the Council meeting.

Late items submitted for Council consideration shall be added to the agenda only on an affirmative vote of a majority of the Council present at the meeting. The Council shall not act on items submitted late or items raised at the Council meeting without first amending the agenda to add the item for consideration.
- 4. Special Meetings:** In accordance with the City Charter, special meetings may be called by the City Administrator, the Mayor or any two councilmembers on reasonable notice. Special meeting notice shall be given to each member of the Council at least 18 hours in advance of the meeting and such notice shall be served personally or left at the members usual place of residence. The notice must contain the time, place and purpose of the meeting. Such meeting to be held in accordance with the Michigan Open Meetings Act.

5. **Ending of Meetings:** All meetings of the City Council shall end at 9:30PM. At the appointed hour Council shall complete that item of business and immediately adjourn unless Council, by majority vote, extends the meeting.

AGENDA

1. **Order of Business:** The general order of business at a regular meeting of the City Council shall be as described below. The specific order of business at any regular meeting depends on the matters brought before the City Council:

- Roll Call
- Public Hearing(s)-Zoning Board of Appeals.
- Consent Agenda
- Approval of Minutes
- Mayor's Report
- Financial Report/Payables
- Old Business
- New Business
- Notices, Communications, Announcements.
- Comments-citizens, officials and staff, Councilmembers.
- Adjourn

DUTIES AND PRIVILEGES OF MEMBERS:

Seating Arrangements: Members shall occupy the respective seats in the Council Chamber assigned to them by the Mayor.

Personal Privilege: The right of a member to address the Council on a question of personal privilege shall be limited to cases in which the member's integrity, character or motives are assailed, questioned or impugned.

Dissents and Protests: Any member shall have the right to express dissent from or protest against any ordinance, resolution or motion of the Council and have the reason therefore entered upon the minutes. Such dissent or protest may be filed in writing and be presented to the Council not later than the next regular meeting following the action giving rise to the objection.

Code of Ethics: Councilmembers, public officers, members of boards and commissions and employees occupy positions of public trust. All municipal business must be subject to the scrutiny of public opinion both as to the legality and to the propriety of such business.

In addition to matters of financial interest, Councilmembers, public officers, advisory board members and employees shall refrain from making use of special knowledge or information before it is available to the general public and shall refrain from using the public office as a method of directly or indirectly favoring self, friends, customers, clients, family members, business associates or any other special interests. Councilmembers, officers, advisory board members and employees shall at all times be mindful of their responsibility to the entire electorate and shall refrain from actions benefiting special interest groups at the expense of the City as a whole, and shall do everything in their power to ensure equal and impartial law enforcement and opportunity with unlawful discrimination.

CONDUCT OF MEETING

Presiding Officer: The Mayor will preside at all meetings of the Council. In the absence of the Mayor, the Mayor Pro-Tem will preside. In the absence of both the Mayor and Mayor Pro-Tem, the councilmember who has served the longest will preside.

Members of the public will speak only when recognized by the chair. Members of the public will be allowed to speak when Public Comments are asked for by the presiding officer on the Agenda Item being discussed; and during the General Public portion of the Agenda. During the individual Agenda Items time, each speaker will be limited to two (2) minutes and to the topic being discussed; during the General Public time, each speaker will be limited to two (2) minutes and to those topics not listed on the agenda or acted upon at the meeting. Prior to addressing the Council, members of the public must identify themselves with their name and address.

The presiding officer shall maintain decorum and decide all questions of order, subject to appeal by the City Council.

During Council meetings Councilmembers shall preserve order and decorum and shall neither by conversation or otherwise, delay or interrupt the proceedings nor refuse to obey the orders of the presiding officer or the rules of the Council. Every Councilmember desiring to speak shall address the Chair and upon recognition, shall confine themselves to the question under debate and shall voice all personalities and inflammatory language.

Councilmembers may address questions to administrative staff in attendance at Council meetings; however, staff members may chose to defer response to any such questions to the City Administrator.

A Councilmember once recognized shall not be interrupted while speaking unless called to order by the presiding officer, unless a point of order is raised by another member or unless the speaker chooses to yield to questions from another member. If the presiding officer fails to maintain order and decorum, any member may move to require enforcement of the guidelines and an affirmative vote by the majority of the Council shall require the presiding officer to act.

Members of the Administrative Staff and employees of the City shall observe the same rules of procedure and decorum applicable to members of the Council. While the presiding officer has authority to preserve decorum in meetings so far as staff members and city employees are concerned, the City Administrator shall be responsible for the orderly conduct and decorum of all employees under his direction and control. The City Administrator shall take such action as may be necessary to ensure that such decorum is preserved at all times by City employees in Council meetings.

Public members attending Council meetings shall observe the same rules of propriety, decorum and good conduct applicable to members of the Council. Any person making personal, impertinent and slanderous remarks or who becomes boisterous while addressing the Council or while attending a Council meeting causing a "breach of peace" and may be removed from the meeting if so directed by the presiding officer. In case the presiding officer shall fail to act, any member of the Council may move to require the presiding officer to act.

Any public member desiring to address the Council shall be recognized by the Chair and shall limit remarks to the question under discussion. Comments by members of the audience shall not exceed two minutes in length; however, in the event that a group of citizens desires to address the Council regarding the same subject, the group may designate one or more representatives who may speak on behalf of the group, with approval of the presiding officer, for a time not to exceed fifteen minutes.

All Remarks and questions addressed to the administration of the city shall be addressed to the City Administrator and not to any individual city employee. No person other than members of the Council and the person having the floor shall enter into any discussion either directly or indirectly without the permission of the presiding officer.

PARLIAMENTARY PROCEDURES

In matters of parliamentary procedure not otherwise in these Council guidelines, Roberts Rules of Order, the most current edition shall prevail.

Presence of Motions: When a main motion is before the Council, other motions may not be entertained except to: (1) adjourn; (2) to recess; (3) to table; (4) call the previous question (this limits debate); (5) to refer to a committee; (6) to amend. These motions have precedence in the order indicated. Once made and seconded, each motion shall be put to a vote - without debate - except that a motion to amend is debatable.

When a motion is made and seconded, it shall be restated by the presiding officer before debate. A motion may be withdrawn at the request of the mover with the consent of the second in which event the motion shall not be recorded in the minutes and shall not be subject to further action.

After a decision on any ordinance, resolution or motion any member who voted with the majority may move for a reconsideration of the action on the same or the next succeeding meeting provided, however, that a motion of reconsideration is out of order if the action earlier authorized has been implemented or partially implemented. A motion for reconsideration does not require a second. If approved, the effect is to place the original action before the Council for further consideration, not to overrule the original decision.

COMPLAINTS

All complaints involving municipal policies shall be referred to the City Council for appropriate action and, except in the most unusual cases, such action shall be preceded by a report and recommendation of the City Administrator who shall have had ample opportunity and time in which to investigate and render a report.

All complaints involving charges of unfair, improper or inadequate hearings before advisory boards and commissions or Council committees shall be referred immediately to the particular board or commission concerned for appropriate action provided however that such referral shall be accompanied by a written statement from the person complaining of such improper hearing such statement shall delineate the specified charges in order that the board or commission concerned may be able to take appropriate action.

All complaints with respect to the management of the City shall be referred to the City Administrator for necessary or appropriate action. A copy of written complaints will be forwarded to the City Council for information. In the case of those complaints against the management of the City wherein the Council desires further information, the City Administrator when so requested by a majority of the Council shall be given adequate time in which to make the necessary investigation and report to the City Council.

Questions, comments or concerns regarding municipal services shall be conveyed to the City Administrator or appropriate departments during regular business hours.


ADMINISTRATION

In accordance with the City Charter, the City Administrator is responsible for the administrative affairs of the City including the appointment, discipline and removal of employees except as otherwise noted in the Charter. The Administrator shall supervise and control the administrative affairs of the City and all departments thereof. Members of the Council shall not individually provide direction to City employees or departments nor make inquiry thereof except through the office of the City Administrator. This section in no way limits the Council from fully and freely discussing its views with the City Administrator pertaining to the appointment, discipline or removal of employees.

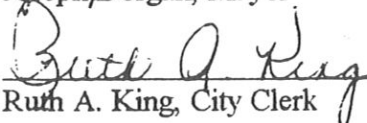
This section shall not limit individual Councilmembers ability to make request for services from departments nor convey a request for services to a department by a constituent as would be available to a citizen at large.

DATED: 1-27-97

YES: Snyder, Dorgan
NO: Schoenfeld
ABSENT: Brooks, Pickett



Joseph Dorgan, Mayor



Ruth A. King, City Clerk