

Rules of the City of Flint Charter Revision Commission
Organized January 15, 1974

These rules are adopted to guide and assist the Charter Revision Commission in its consideration of matters pertinent to the development of a new charter for the city of Flint. The Charter Revision Commission shall deal with only those proposals which are most appropriately dealt with by a city's charter.

I. Organization and General Procedures

A. Presiding Officers.

1. The Chairman shall preside at all commission meetings, including those held as Committee of the Whole. In the Chairman's absence, the Vice-Chairman shall preside. In the absence of both, the commission may choose one of its members as temporary presiding officer.
2. The presiding officer shall decide all questions arising under these rules, and general parliamentary practice, subject to appeal and determination by the commission.

B. Committees: Establishment, Organization, Procedures

3. Committees may be established by the commission. The Chairman, after consultation with the Vice-Chairman, shall nominate for commission approval the officers and members of any committee. The Chairman, after consultation with the Vice-Chairman, may add to the membership of any committee as in his discretion appears appropriate.
4. A committee shall meet at the call of its Chairman, or upon written request of a majority of its members.
5. A record of members in attendance at committee meetings shall be maintained. Attendance at committee meetings shall be compensated in the same manner as at commission meetings, subject to qualifications as outlined in these rules.
6. Each committee shall submit a written report of its proceedings to the commission. Such report may reflect any division of opinion concerning the recommendations or conclusions of the committee. Insofar as possible, a complete transcript of committee meetings shall be maintained.

7. The Chairman and Vice-Chairman of the commission shall be non-voting ex-officio members of all committees. They shall be compensated for actual attendance at committee meetings and may participate in discussion. They may be appointed to committees as members.
8. Other members of the commission may assist a committee as non-voting ex-officio members on request of the committee Chairman. They may participate in discussion and shall be compensated for actual attendance.
9. A committee, by majority vote of its number, may provide for the appointment by the committee Chairman of subcommittees composed of commissioners named to the committee. The committee Chairman may be a member of a subcommittee, or may serve as an ex-officio member without vote. Subcommittee members shall not be compensated for attendance at subcommittee meetings. Insofar as possible, subcommittees shall be established with specific purposes and deadlines. Written reports of subcommittees shall be considered by the entire committee before recommending any action thereon by the commission.

C. Expenses

10. No expenses shall be paid by this commission without prior authorization of the commission.

D. Staff

11. The Chairman and Vice-Chairman shall nominate for approval by the commission any individuals or firms to be employed by the commission in positions it deems necessary for the conduct of its business.
12. In all cases, the establishment of such positions by the commission shall precede appointment by at least one (1) week.
13. Applications for such positions, including such information as requested by the commission or its Chairman and Vice-Chairman, are to be submitted to the City Clerk, and are to be available for review by any member prior to voting on any nomination.
14. The City clerk shall be clerk of the Commission.

E. Other

15. The commission shall be the sole judge of the qualifications, election and returns of its members.
16. The commission shall choose its own officers, except clerk.
17. The commission may fill any vacancy in its membership. Any vacancy shall be filled by the appointment of a qualified elector who is a resident of the ward from which the vacancy occurs.
18. The commission shall keep a journal of its proceedings. Insofar as possible, a verbatim record of the proceedings of the commission shall be maintained. The journal shall be kept in the City Clerk's office and shall be open for public inspection during regular business hours.
19. A roll call vote on any question shall be entered in the journal of the commission, a committee or subcommittee at the request of one fifth (1/5) of the members or less if so determined.
20. In no instance shall "secret ballots" be utilized, nor proxy votes permitted.
21. The commission shall fix the time of submission of the charter to the electors.
22. No member shall receive compensation for more than ninety (90) days, and only for actual attendance as provided and limited in these rules and the statutes of the State of Michigan.
23. A majority of all members of the commission, its committees and subcommittees, shall constitute a quorum for the transaction of business. In the case of committees and subcommittees, ex-officio members shall be counted in determining the presence of a quorum. Where a quorum is present, a simple majority vote of those present shall be sufficient to adopt any motion or resolution or to take any other action, except in those cases where these rules or the State statutes make mandatory some other majority.
24. All meetings of the commission, its committees and subcommittees, shall be open to the public. Public notice of the schedule of regular meetings of the commission shall be given at least once each calendar year and shall show the dates, times and place at which meetings are held. In the event that a regular meeting is to be held at a location other than the most usual place for holding meetings, notice of this fact, including the location of the meeting in question shall be posted at City Hall. Such notice shall be posted at least three days in advance of the meeting in question. Public notice of the

schedule of regular meetings shall likewise be posted at City Hall at least three days prior to the first such meeting held following the adoption of this rule. Notice of special, rescheduled regular and all committee and subcommittee meetings shall be posted at least twelve (12) hours in advance at City Hall. Copies of all such meeting notices shall be made available upon request to any newspaper of general circulation in the city of Flint, or to any radio or television station which regularly broadcasts into the city of Flint.

[Note: Some provision of this Rule 24 have been supplemented by or superseded by the State Open Meetings Act, Act 267 of 1976, as amended (MCL 15.261 et seq.).]

25. The Commission hereby subscribes to and adopts for itself the Canons of Ethics of the City of Flint, Section 1 through 4, as adopted by the City Council on October 29, 1973. Further, this commission subjects itself to the jurisdiction of the Board of Ethics of the city of Flint.
26. All matters not specifically covered in these rules or state statutes shall be governed by Robert's Rules of Order, Newly Revised.

II. Transaction of Business

27. The order of business for all meetings shall be:
 1. Call to order
 2. Roll call
 3. Approval of minutes -- entry into Journal
 4. Communications
 5. Comments from the public
 6. Reports of committees
 7. Introduction of proposals
 8. Reconsiderations
 9. First reading of proposals
 10. Second reading of proposals - here considered tentative drafts
 11. Other motions, resolutions, rescissions
 12. Unfinished business
 13. Announcements
 14. Adjournment

28. These procedures shall be followed when the commission is considering the adoption of sections and provisions which may become part of the proposed charter:
- a. A proposal may be introduced by any commission member. At that time, it may be read a first time or referred to such body as the commission may determine. When a proposal is introduced by a committee, it shall be read the first time, if not otherwise referred.
 - b. If approved by five (5) commission members when read the first time, a proposal shall be placed on the order of second reading of proposals. Such proposal shall be taken up as a tentative charter proposal on second reading at the next commission meeting. Approval by five (5) members shall allow a proposal to pass second reading and become an element of the tentative proposed charter.
 - c. The completed tentative proposed charter shall again be submitted to the commission for a third and final reading. Prior to official submission to the governor, such proposed charter must obtain the affirmative vote of at least five (5) of the commissioners present and voting.
 - d. When the commission has once adopted a charter section or provision, it shall be in order for any commissioner voting on the prevailing side to move the reconsideration thereof. Such motion must be made at the meeting at which the vote was taken. Such motion shall have the effect of holding in abeyance the implementation of the action voted favorably upon. The vote on reconsideration shall occur under part eight (8) of the order of business at the next meeting. No vote shall be reconsidered more than once.
 - e. At any time prior to the adoption of the final proposed charter, the commission may rescind any section or provision adopted pursuant to the above procedure (28a,b,c). Such rescission shall not become final until at least five (5) members have voted approval of rescission at two (2) separate meetings.
29. Anyone who desires to address the commission, its committees or subcommittees, other than invited speakers or participants, shall submit in writing the topic of their remarks to the presiding officer prior to the appropriate order (#5) of the meeting. This requirement may be waived by affirmative vote of a majority of the members present. The presiding officer may limit the time allotted

- to any person and determine the suitability of discussion of a particular topic at that meeting. The presiding officer shall inform the members of such limits and determinations and these may be altered by vote of a majority of the members present.
30. All who address the commission, a committee or subcommittee shall identify themselves by name and note their address for the record. The commission encourages all persons who speak on behalf of organization or other persons to identify themselves as representatives of such organization or other persons.
 31. The presiding officer may determine the order of questioning of a speaker by members of this body, the length of time allotted to each member for questions, and may provide for a rotation of the order of questioning on the part of the membership of the body. The presiding officer shall inform the body of his determination of such matters and his determination may be altered by a vote of a majority of the members present.
 32. These rules may be suspended by the commission for a stated period of time by vote of two-thirds (2/3) of the members present.
 33. After having been given notice of intent by a member at least one (1) week in advance, these rules may be amended or revised by the commission by vote of two-thirds (2/3) of the members present.
 34. These rules are only procedural in nature and in the event a proposed charter is approved by the electorate, the charter or any section thereof shall not be attacked, challenged or nullified because of failure to abide by these rules.