

Policies/Evaluations - Council Rules
Bay City

Chapter 2

ADMINISTRATION*

*Cross references- Municipal airport, 10-11 et seq.; building department, 12-1 et seq.; civil emergency preparedness, Ch. 14; elections, Ch. 16; committee on human services, 25-11 et seq.; special assessments for public improvements, Ch. 37; streets, sidewalks and other public property, Ch. 38; parking appeal board, 40-115; board of zoning appeals, 44-144 et seq.

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ARTICLE I. IN GENERAL

Sec. 2-1. Rules of city commission.

Rule 1. The regular meeting of the commission shall be held on the first and third Monday of each month at 7:30 p.m.**

**Charter reference-Weekly meetings required, Art. IV, 7.

Rule 2. The commission shall elect a president each year who shall preside over the meetings in the absence of the mayor.

Rule 3. On or before the first meeting of the city commission after the adoption of these rules, the mayor shall appoint a committee, consisting of three (3) members of the city commission, to audit all bills and accounts against the city presented for payment and make recommendations thereon. Such committee shall be appointed as follows: One member for a one-month period, one member for a two-months' period, and one member for a three months' period; and thereafter the mayor shall appoint one member of the committee on or before the first meeting of the city commission each and every month thereafter to serve for the next three (3) months; and the member so appointed for the first one-month period shall be chairman of the committee and thereafter the member whose term next expires shall be chairman of the committee during the last month of his appointment. Such committee shall meet weekly for the purpose of making an audit and shall make written reports weekly to the city commission. Each member of the committee so appointed shall act until his successor is appointed.

Rule 4. Working committees on the city commission may be appointed from time to time, when necessary for purposes of study and recommendation concerning particular subjects. Members of such committees are to be appointed by the mayor and commission president, with the approval of the city commission. The necessity for and the structure of such committees shall be decided by the city commission.

Rule 5. All motions and resolutions, and reports of committees, shall be reduced to writing and presented by the city clerk.

Rule 6. Reports of committee and city officers made to the commission shall be in writing, signed by the person or persons making the same. When a report of committee is made, the report shall be equivalent to a motion, and unless some other motion is interposed, the question shall be taken on the adoption of the report.

Rule 7. All items to be presented on the formal agenda must be received by the city clerk before 12:00 noon on Thursday, except if referred to the formal agenda by action of the commission at an informal meeting.

Rule 8. The order of business at every legislative meeting of the commission shall be as follows:

- (1) Calling of roll.
- (2) Consent agenda.
- (3) Presentation of proclamations, awards and recognition.
- (4) Recess for informal meeting.
- (5) Public hearing.
- (6) Special orders or unfinished business.
- (7) Presentation of petitions.
- (8) Presentation of accounts and claims.
- (9) Reports of officers.
- (10) Reports of committees.
- (11) Communications.
- (12) Motions and resolutions.
- (13) Items coming from informal meeting.
- (14) Adjournment.

Rule 9. A motion to reconsider may be made at the same or next succeeding meeting and its procedure shall be governed by Robert's Rules of Order.

Rule 10. All actions of the commission shall be taken by roll call, except the motion to adjourn or to refer, unless objected to.

Rule 11. These rules may be suspended or amended by a vote of six (6) of the commissioners.

Rule 12. Upon a receipt of a veto from the mayor, the question before the commission shall immediately be: Shall the ordinance, resolution, motion or order of the commission vetoed by the mayor, be passed notwithstanding such veto?

Rule 13.

- (a) For the purpose of public participation during public hearings or input, every speaker, prior to the beginning of the meeting, is requested to provide the clerk with his or her

name, address and subject to be discussed in writing on a form provided by the clerk. Each speaker will be allowed to speak for no more than five (5) minutes at each meeting, except that a speaker's time may be extended by a majority vote of the commission.

- (b) The sergeant at arms, or an acting sergeant at arms designated by a majority vote of the commission, shall act as official timekeeper for the commission for purposes of this rule and for other purposes.

Rule 14. No resolution, motion or order of the commission shall take effect or become operative until three (3) days after the passage of same, unless the mayor shall, within said three (3) days, have signified his approval in writing, filed with the city clerk. No ordinance shall take effect or become operative until the provisions of Article IV, Section 10 of the Charter of Bay City have been complied with.

Rule 15. Additional meetings may be called at the request of five (5) members by giving, through the clerk's office, adequate prior notice in writing, verbally or by telephone or additional meetings may be called of the commission during the regular Monday meetings by a vote of the majority of the commissioners present if they deem it necessary.

Rule 16. Executive sessions of the commission shall be governed by the applicable laws of the State of Michigan.

Rule 17. Use of consent agenda. Those items on the city commission agenda which are considered routine by the city manager and city clerk, e.g., grant deeds, grants of easements, reports as to cash and accounting, standard agreements, reports of administrative actions and proposals, leases and agreements previously approved in principle, etc., shall be marked with an asterisk (*); and, unless the mayor or city commission or public specifically requests that such item on the agenda so marked be considered separately and removed therefrom and city commission action be taken separately on said item in the order appearing on the agenda, those items so marked shall be approved, adopted, accepted, referred, etc., by motion of the city commission and roll call vote. Those items so approved under the heading Consent Agenda will appear in the city commission minutes in their proper form, i.e., resolution accepting grant deed or easement, approval of reports of officers, etc.

Rule 18. Subject to the foregoing rules, the proceedings of the city commission shall be governed by the parliamentary rules contained in the current edition of Robert's Rules of Order Newly Revised.

(Ord. of 7-31-39; Rev. of 12-19-64; Ord. No. 1977-25, 8-8-77; Ord. No. 1978-8, 3-6-78; Ord. No. 1981-32, 11-30-81; Ord. No. 1982-2, 1-25-82; Ord. No. 1982-21, 9-20-82; Ord. No. 1983-10, 6-6-83; Ord. No. 1987-6, 6-15-87; Ord. No. 1987-1, 5-4-87; Ord. No. 1989-18, 12-18-89; Ord. No. 1992-4, 8-24-92)

Charter reference—Commission to establish rules for its government, Art. IV, 5.