

CITY COUNCIL POLICY MANUAL

City of Wyoming, Michigan

Section 1 - RULES OF PROCEDURE

1.01 Meetings of the City Council shall be conducted according to Roberts Rules of Order Newly Revised, most recent edition, subject to provisions of the Charter and these rules.

1.02 These Rules of Procedure may be amended by a majority of the City Council and may be suspended at a regular meeting by a majority attending such meeting.

1.03 Order of Business

The order of business for regular council meetings shall be as follows:

- (1) Call to Order
- (2) Invocation
- (3) Pledge of Allegiance
- (4) Roll Call
- (5) Student Recognition
- (6) Approval of Minutes
- (7) Approval of Agenda
- (8) Public Hearings
- (9) Public Comment on Agenda Items (3 minute limit per person)
- (10) Presentations and Proclamations
- (11) Petitions and Communications
- (12) Reports from City Officers
- (13) Budget Amendments
- (14) Resolutions
- (15) Award of Bids, Contracts, Purchases, and Renewal of Bids and Contracts
- (16) Ordinances
- (17) Informational Material
- (18) Acknowledgement of Visitors
- (19) Executive Session (as necessary)
- (20) Adjournment

1.04 Agenda. The City Manager shall prepare the agenda for each Regular Council meeting and Work Session. The Agenda shall include petitions and communications and items approved for consideration at the Work Session. The agenda and supporting material shall be available for the City Council by 2:00 p.m. Friday prior to the meeting.

1.05 Public Discussion at Meetings. All persons may address the City Council at any meeting which is open to the public during Public Comment or Acknowledgement of Visitors. The person may be asked to give their name and address at the beginning of their comments. The Chairman may limit the comments of any person to items on the agenda or to such matters as may be relevant to the City.

At the discretion of the Chairman, persons may be allowed to speak only once on the same matter. The Chairman may limit to 3 minutes the time that any person is allowed to speak.

1.06 Regular Meeting Date and Time. Meeting dates for regular City Council Meetings are hereby established as the first and third Mondays of each month. There shall be an additional meeting on the first Monday following the City Election, except when the first Monday falls on a City holiday. In that case, that meeting shall be on the first Tuesday following the City Election. All regular meetings shall begin at 7:00 p.m.

The City Council work session meetings shall be on the second Monday of each month, and at any time as determined by the City Manager.

1.07 Audio Recording of Meetings. The City Clerk shall electronically record all proceedings of the City Council at regular meetings and work sessions. These recordings are to be used by the City Clerk's office for the preparation of minutes of the various meetings. Tape recordings of regular meetings and work sessions shall be disposed of, destroyed or reused at the discretion of the City Clerk. No tape recordings of closed sessions shall be made. The City Clerk shall prepare the required minutes of any closed session, and they shall be approved by the Council before the closed session ends. The minutes of the closed session shall be retained as required in PA 1976, No. 267, as amended, MCL 15.261(2).

1.08 Committees. There shall be no standing committees of Council. Special committees and their members may be appointed by the Mayor, subject to the approval of the City Council, or by City Council itself.

Whenever the final report of any special committee of the City Council has been submitted and approved by the City Council, such committee shall be considered as dissolved.

1.09 Closed Session Minutes. The City Clerk shall prepare the required minutes of any closed session, and they shall be approved by the Council before the closed session ends. The minutes of the closed session shall be retained as required in PA 1976, No. 267, as amended, MCL 15.261(2).