

CITY OF WAYLAND, MICHIGAN

Resolution No. ____

A Resolution to Establish Rules of Order for City Council Meetings.

WHEREAS, section 5.5 of the City Charter of the City of Wayland provides that the City Council may adopt rules of order for the conduct of City Council meetings which shall provide that citizens shall have a reasonable opportunity to be heard, and

WHEREAS, section 3(5) of the Michigan Open Meetings Act provides that a person shall be permitted to address the City Council under rules established and recorded by the City Council, and

WHEREAS, the City Council desires to adopt Rules of Order for City Council Meetings,

NOW, THEREFORE, BE IT RESOLVED THAT the City Council, pursuant to section 5.5 of the City Charter and section 3(5) of the Open Meetings Act, hereby establishes the following Rules of Order for City Council meetings:

1. Four (4) members of the City Council shall constitute a quorum for the transaction of business. In the absence of a quorum, any number of members less than a quorum may adjourn any regular or special meeting to a later date.

2. The Order of Business shall be 1) Call to Order, 2) Roll Call, 3) Public Hearings, 4) Approval of Minutes, 5) Citizens Appearing Before the Council, 6) Committee Minutes, 7) Communications, 8) Bills and Accounts, 9) Old Business, 10) New Business, 11) City Manager Communications, 12) Council Member Comments, 13) Citizen Comments, 14) Adjournment. The Order of Business may be changed for any meeting by motion and majority vote of the City Council.

3. No Council member or other person shall speak until duly recognized by the Mayor, and he or she shall immediately cease speaking if ruled out of order by the Mayor.

4. The vote on all ordinances and resolutions shall be by a "Yes" or "No" vote, and entered in the minutes of the meeting, except that when the vote is unanimous, it shall only be necessary to so state. Except in cases where a larger majority is required by law, no ordinance or resolution shall be adopted, nor shall any appointment be made, or any person removed from office, except by the affirmative vote of at least four members of the Council.

5. No business shall be transacted at any special meeting unless the same has been stated in the notice of the meeting.

6. No motion shall be discussed until it is seconded and restated by the Mayor.

7. Citizens shall speak only at the times indicated on the agenda and only after being recognized by the Mayor. Citizens shall give their name and address prior to speaking. Citizen's comments shall be limited to five (5) minutes for each citizen, unless the time is extended by the Mayor or by vote of the Council. A person who is speaking on behalf of a number of citizens may have his or her time extended by the Mayor or by vote of the Council. Citizens shall address their comments to the Council, not to other citizens in the audience. A citizen shall immediately cease speaking if ruled out of order by the Mayor. Two or more violations of this Rule 7 or any other actions which disturb or disrupt the meeting shall constitute a breach of the peace of the meeting and shall subject the person or persons involved to being removed and/or excluded from the meeting.

8. Robert's Rules of Order shall apply to meetings of the City Council except to the extent they are in conflict with these Rules of Order.

9. This resolution shall supersede and replace any resolution adopted previously which established Rules of Order for City Council meetings.

Ayes _____.

Nays _____.

RESOLUTION DECLARED ADOPTED.

Cheri Lutz, City Clerk

CERTIFICATE

I hereby certify that this Resolution was duly adopted by the Wayland City Council on _____, 2004, at a meeting of the Council, which meeting was noticed and held in accordance with the Open Meetings Act, being Public Act 267 of 1976, as amended.

Cheri Lutz, City Clerk