

**CITY OF MASON
CITY COUNCIL RESOLUTION NO. 2011-05**

**RULES OF ORDER
for the CITY COUNCIL, and for CITY BOARDS and COMMISSIONS**

March 21, 2011

WHEREAS, the process of government in the City of Mason includes the activity of a City Council as well as numerous Boards and Commissions appointed by the City Council, each of which can play a significant role in the conduct of the affairs of the City; and

WHEREAS, the citizens of the City of Mason are best served by a City Council as well as City Boards and Commissions that function smoothly with a firm basis for resolving questions of procedure that may arise; and

WHEREAS, the City Council and City Boards and Commissions must each conduct business with the greatest measure of protection for the people and City of Mason, as well as for the Council and each Board and Commission as a body, and

WHEREAS, the City Council and City Boards and Commissions must each conduct business with the greatest measure of protection and consideration of the rights of individual members and the rights of individual citizens, and

WHEREAS, the application of parliamentary law is the best method yet devised to enable the City Council and City Boards and Commissions to arrive at the general will on the maximum number of questions of varying complexity in a minimum amount of time and under the most diverse set of conditions, ranging from total harmony to impassioned division of opinion, with due regard for the opinion of each member and for the right of every citizen to address the Council, a Board or a Commission; and

WHEREAS, Rules of Order are the written rules of parliamentary law and are critical to ensure the most effective and efficient operation of any deliberative body; and

WHEREAS, the citizens of the City of Mason will be best served when the meetings of all public bodies are conducted according to similar procedures.

NOW, THEREFORE, BE IT RESOLVED, that these Rules of Order shall be the parliamentary law of the City Council and all City Boards and Commissions of the City of Mason, and shall nullify and replace Resolution 2009-46 dated December 21, 2009 and any other previously approved Rules of Order; and

THEREFORE, BE IT FURTHER RESOLVED, that these Rules of Order shall be consistently applied and actively enforced at all times in relation to the orderly transaction of business in meetings, and in relation to the duties of officers in the conduct of meetings, of the City Council, as well as all City Boards and Commissions, and shall be implemented starting March 22, 2011.

YES (6) Clark, Droscha, Ferris, Johnson, Tornholm, Waltz

NO (0)

ABSENT (1) Naeyaert

CLERK'S CERTIFICATION: I hereby certify that the foregoing is a true and accurate copy of a resolution adopted by the City Council at its regular meeting held Monday, March 21, 2011, the original of which is part of the meeting minutes.

Deborah J. Cwiertniewicz, City Clerk
City of Mason
Ingham County, Michigan

RULES OF ORDER FOR CITY COUNCIL, BOARDS, COMMISSIONS

City Council Resolution No. 2011-05 City of Mason, Michigan

1) ORDER OF BUSINESS

a) City Council: At each regular meeting of the City Council the business to be considered shall be taken up, when applicable, for consideration and disposition in the following order:

- (1) Call to Order
- (2) Roll Call
- (3) Pledge of Allegiance and Invocation
- (4) Unfinished Business (Election of Mayor and Mayor Pro Tem, when applicable)
- (5) Adjourn Sine Die (Election of Mayor and Mayor Pro Tem, when applicable)
- (6) Oath of Office
- (7) Election of Mayor and Mayor Pro Tem
- (8) Announcements
- (9) People from the Floor
- (10) Presentations
- (11) Public Hearings
- (12) Consent Agenda
- (13) Regular Business
- (14) Unfinished Business
- (15) New Business
- (16) Correspondence
- (17) Liaison Report
- (18) Councilmember Report
- (19) Administrator Report
- (20) Adjournment

b) City Boards and Commissions: At each regular meeting of a City Board or Commission the business to be considered shall be taken up, when applicable, for consideration and disposition in the following order:

- (1) Call to Order
- (2) Roll Call
- (3) Approval of Minutes
- (4) Unfinished Business (Election of Chair and Vice Chair, when applicable)
- (5) Oath of Office (when applicable)
- (6) Election of Chair and Vice Chair (Secretary for Planning Commission, when applicable)
- (7) People from the Floor
- (8) Announcements
- (9) Public Hearings
- (10) Presentations
- (11) Regular Business
- (12) Unfinished Business
- (13) New Business
- (14) Correspondence
- (15) Liaison Report
- (16) Director's Report (when applicable)
- (17) Administrator Report
- (18) Adjournment

2) AGENDA

Any item of business to be considered shall be appropriately filed with the City Clerk/secretary by noon on the Wednesday preceding the subject meeting. Agenda requests by members of

the body and the City Administrator shall be automatically granted by the City Clerk/secretary if filed in a timely manner. The City Clerk/secretary shall send a complete agenda to each member by close of business on the last business day of the week preceding the subject meeting. Each item on the agenda shall include sufficient explanation to indicate intent. Any question introduced at a meeting that does not appear on the agenda may be deferred for inclusion on the agenda of a subsequent meeting upon the request of any one member of the body, except that said question may be acted upon at once if so requested by a majority vote of the members present.

3) ANNOUNCEMENTS

Announcements provide a proper venue for informing Council about events, meetings, or matters of interest not related to Council business. Each councilmember is allowed three (3) minutes to make an announcement.

4) PUBLIC COMMENT

a) It is the intent of these Rules to encourage public comment and participation by interested persons that is constructive, informative, and factual in a manner conducive to the conduct of an organized, efficient and professional meeting. Public comment by a person who is not a member of the body shall be allowed only during the People from the Floor and Public Hearing agenda items, or when permitted by the meeting Chair.

b) People from the Floor is intended for public comment on agenda items as well as any topic a member of the public would like to bring to the attention of the Council. A member of the public who wants to speak to a specific agenda item may inform the Chair that they would like to reserve their comments to a specific item of interest. The Chair will make note of the request. Prior to the debate of the Council, the Chair will call on the individual, who may speak regarding that agenda item, as delineated by subsection (c).

c) All public comment shall be appropriate to the agenda item under consideration. Each person shall be allowed to speak for a maximum of three (3) minutes and the Chair may limit the number of times each person is allowed to speak. The limits on time and quantity for speaking may be extended at the discretion of the Chair.

d) Any person in attendance at a meeting shall comply with the direction of the Chair as to the appropriateness of their actions or comments. The Chair shall retain discretion to disallow or stop a person from speaking or to temporarily recess the meeting at any time to maintain the order of the meeting.

e) Any person that speaks before the body shall state for the record their name, residence address and group affiliation, if any.

5) PRESENTATIONS

Presentations will provide a venue in the order of business for brief presentations that do not require formal action and are limited to five (5) minutes.

6) PUBLIC HEARINGS

Agenda items requiring action shall be placed under the related Public Hearing item for immediate consideration.

7) CONSENT AGENDA

A consent agenda may be used to allow the council to act on numerous items at one time. Included on this agenda can be, but are not limited to, non-controversial matters such as approval of minutes, payment of bills, approval of simple motions, street closures, etc. The City Council approves items listed on the consent agenda by single vote without debate. If any member of the City Council desires to debate any item(s) listed on the consent agenda, they may remove the item(s) and place it (them) under regular business for consideration in due order.

- 8) **MINUTES**
Meeting minutes requiring approval shall be distributed to each member with the Agenda for the next regular meeting. There shall not be a reading of the minutes at the meeting. Approval of the minutes shall be considered under the Consent Agenda. If the minutes are removed from the Consent Agenda for discussion and a substantial correction(s), as determined by the Chair, is suggested by the Chair or a member, said correction(s) shall be agreed to by a two-thirds vote of the members present. Corrections not determined to be substantial shall be considered made by consensus unless any member challenges such determination, in which case said correction shall be treated as a substantial correction. Minutes shall then be considered approved without a vote after all suggested corrections are voted upon, or agreed to by consensus, as required.
- 9) **REGULAR BUSINESS**
Items considered under regular business are matters that require consideration for action by the body as well as matters for discussion. Matters of action must be considered individually, including ordinances, resolutions, and motions.
- 10) **UNFINISHED BUSINESS**
Items considered under Unfinished Business are items or matters that have been previously addressed by Council but have not received Council action
- 11) **NEW BUSINESS**
Items considered under New Business are items or matters that may require immediate or future Council action.
- 12) **COUNCILMEMBER REPORT**
A Councilmember may report on a meeting or conference that is germane to the City Council.
- 13) **CONDUCT OF BUSINESS**
 - a) Parliamentarian: The meeting Chair shall serve as Parliamentarian unless that duty is assigned and accepted by another member. The application and enforcement of these rules is the responsibility of the Chair.
 - b) Reading of Resolutions and Ordinances: The text of any Resolution or Ordinance being considered shall be read into the record except when an appropriate motion to consider said Resolution or Ordinance as being read is approved by a majority vote of the members present. The reading of a Resolution or Ordinance shall occur before introduction for consideration.
 - c) Reconsideration: A motion to reconsider enables a majority to bring back for further consideration a motion that has been voted on previously. The motion to reconsider can be made only by a member voting on the prevailing side and is in order only until the adjournment of the next regular meeting following the meeting during which the motion to be reconsidered was acted upon.
 - d) Appeal to Chair: Any decision of the Chair in applying or interpreting these Rules of Order may be appealed by a motion made at the time of the ruling being appealed and before any debate or business has intervened. The Chair shall be allowed to speak first to an appeal with each member allowed to speak once. The Chair may speak one last time after all members have been given an opportunity to speak. The question before the body on an appeal of the Chair shall be "Shall the decision of the Chair be sustained?" A majority or tie vote shall sustain the decision of the Chair.
 - e) Abstain from Voting: No member of the City Council shall vote on any question in which the member has a financial interest, other than the common public interest, or on any question concerning the conduct of the member, but, on all other questions, each member

who is present shall vote unless excused by unanimous consent of the remaining members present.

- f) Considering a Motion: A motion that does not receive a second shall not be considered to be in order.

14) CHAIR AND VICE-CHAIR

- a) Election: The Chair (Mayor) and Vice-Chair (Mayor Pro Tem) shall be elected pursuant to the applicable provisions of the City Charter or of a City Ordinance if such provisions exist. Absent Charter or Ordinance requirements, election shall be by majority vote of the members present during the first regular meeting of each calendar year.
- b) Absence: In the absence or disability of the Chair and the Vice-Chair, the members present shall select by majority vote a member to be designated as Acting Chair to perform the duties of the Chair as necessary.

15) RULES OF ORDER

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the City Council and all City Boards and Commissions in all applicable cases in which Robert's Rules are consistent with these Rules of Order, the City Charter, City Ordinance, and State Statute.

16) SUSPEND RULES

A request to waive the Rules of Order shall be granted only by unanimous vote of the members present.