



CITY OF GARDEN CITY  
COUNTY OF WAYNE  
STATE OF MICHIGAN

## CITY COUNCIL RULES OF PROCEDURE

### 1. AUTHORITY

**1.010 Legal Citations.** These rules of procedure for the conduct of City Council meetings are hereby adopted by the City of Garden City Council under the authority of Sec. 2.07(C) of the City of Garden City Charter. These rules are subordinate to the City Charter, Code of Ordinances, and laws of the State of Michigan and the United States of America.

### 2. MEETINGS OF THE CITY COUNCIL

**2.010 Regular Meetings.** The City Council shall meet regularly at least twice each month. Pursuant to the Michigan Open Meetings Act, before the end of each calendar year, the City Council shall approve by resolution its regular meeting schedule for the ensuing calendar year.

**2.020 Special Meetings.** Special meetings of the City Council may be called by the City Clerk upon the written request of the Mayor or of five or more members of the City Council. No less than 18 hours written notice, designating the time and purpose of such meeting, the agenda shall be delivered personally to each council member or left at their usual place of residence by the City Clerk or their designate. No business shall be transacted at any special meeting of the City Council unless the agenda has been stated in the notice of such meeting and visibly posted in the City Hall.

**2.030 Place of Meetings.** All regular and special meetings of the City Council shall be held in the City Council Chambers in the City Hall unless otherwise stated in the meeting notice.

**2.040 Time of Meetings.** All regular meetings and special meetings of the City Council shall begin at the time stated in the advertised public notice.

**2.050 Changes in Meeting Schedule.** Changes in the regular meeting schedule may be made with the approval of a majority vote of the City Council and will be properly noticed in accordance with the Michigan Open Meetings Act.

**2.060 Public Notice of Meetings.** The City Clerk shall post a notice of the regular meeting schedule for the ensuing calendar year at the City Hall and in accordance with the Michigan Open



Meetings Act. The City Clerk shall post notices of special meetings and public hearings at the City Hall and in accordance with the City Charter and the Michigan Open Meetings Act.

**2.070 Presiding Officer.** The Mayor shall preside at all meetings of the City Council. In the absence of the Mayor, the Mayor Pro Tem shall preside. In the absence of both the Mayor and Mayor Pro Tem, the council member who has served on the City Council for the longest period of time shall preside.

**2.080 Quorum for Conduct of Business.** Four members of the City Council shall constitute a quorum for the conduct of business at all meetings.

**2.090 Rules of Order.** The current edition of Robert's Rules of Order Newly Revised is adopted and made part of these rules of procedure except as modified by the City Charter, Code of Ordinances, or these rules. The City Clerk shall serve as the parliamentarian for the City Council and shall advise the presiding officer and council members on matters pertaining to parliamentary procedure.

**2.100 Voting Duty.** Whenever a question is called by the presiding officer, every member of the City Council shall vote on that question by a verbal aye or nay vote, or a roll call vote as called by the presiding officer. A roll call vote shall be made to call for a Closed Session, or at any other time required by law. No member shall abstain from voting unless that member states a bona fide conflict of interest. Conflict of interest shall be the only reason for a request to abstain from voting. The City Council shall, by a majority vote of the remaining members, determine if the member will be allowed to abstain from such vote. A majority vote of the entire membership of the City Council shall be necessary to approve any action of the City Council unless otherwise required by law.

**2.110 Public Participation at Meetings.** Members of the public shall speak only when recognized by the presiding officer. Members of the public shall be limited to speaking only during the "Public Comment – General" for issues not on the meeting agenda (limited to three (3) minutes) and following Council discussion on each agenda item prior to a vote by the City Council on that item (limited to three (3) minutes). Each speaker shall observe the specified time limitation unless the rules are waived by a majority vote of the City Council. Due to an issue that may involve a large amount of public comment, by a majority vote of the City Council, the public comment time limit may be reduced to one (1) minute per member of the public. The presiding officer may also encourage groups to designate one or more individuals to speak on their behalf to avoid cumulative comments. Prior to addressing the City Council, members of the public shall register with the City Clerk on a form provided by the Clerk and shall identify themselves by name, street name, and city of residence at the podium prior to speaking. The City Clerk shall record in the meeting minutes the name, street name, city of residence, and/or organizational affiliation of persons addressing the City Council and the topic to which they speak. A person shall not be excluded from a meeting that is otherwise open to the public except for a breach of the peace actually committed at the meeting. No public comments may include defaming or slanderous personal attacks on any member of the City Council or any member of the City Staff.

**2.120 Disorderly Conduct at Meetings Prohibited.** The presiding officer may call to order any person who is breaching the peace or being disorderly by speaking without recognition, engaging in booing or catcalls, applauding, failing to be germane to the topic or issue being considered, speaking longer than the allotted time, speaking vulgarities, name calling, personal attacks, excessive body odor,



or engaging in other conduct which is determined by the presiding officer to be disruptive to the meeting. Any person so disrupting a lawful public meeting of the City Council may be removed or excluded from a meeting that is otherwise open to the public in accordance with the Michigan Open Meetings Act and shall be guilty of a misdemeanor pursuant to state statute, being MCL 750.170 et seq, and §131.03(B) of the City Code Of Ordinances. The Chief of Police or his designate shall serve as the sergeant-at-arms at council meetings for purposes of enforcement of the rules under this section.

**2.130 Minutes of Proceedings.** A journal of the proceedings of each meeting of the City Council shall be prepared and maintained by the City Clerk, and shall be available to the public, in accordance with the Michigan Open Meetings Act. The minutes shall be summary in nature but shall properly record all actions of the City Council with respect to motions, including the name of the maker of the motion, the member seconding the motion, and the result of the vote. The City Clerk shall not be required to maintain a written record of discussion or comments of the City Council or members of the public made at council meetings unless directed to do so by a majority vote of the City Council. If a member of the City Council is permitted to abstain from a vote in accordance with Sec. 2.100, the abstention shall be recorded in the meeting minutes together with the reason for abstention. The City Council shall make any corrections to the minutes at the next meeting after the meeting to which the minutes refer. The corrected minutes shall show both the original entry and the correction.

**2.140 Proclamations.** Proclamations shall be included on the meeting agenda under “Petitions and Communications” and may be brought before the City Council by any member of the council.

### **3. MEETING AGENDAS**

**3.010 Preparation.** The Mayor/City Manager shall be responsible for the preparation of the agenda for all meetings of the City Council. The City Manager, or his designate, shall prepare and deliver to the council members the agenda with supporting materials and explanations on or before the Thursday prior to the scheduled meeting.

**3.020 Submission of Items for Consideration.** Agenda items shall be submitted to the office of the City Manager by noon on the Tuesday preceding the scheduled meeting of the City Council. The City Manager shall determine the appropriateness of placement of items on the agenda for consideration by the City Council, except that any request by a member of the City Council for council consideration shall be included on the agenda. Requests by the public for placement of items on a council meeting agenda shall be submitted in writing to the office of the City Manager and placed under “Petitions and Communications”, or presented to City Council at a meeting, and shall be placed on a meeting agenda for consideration only after a member of council requests such placement.

**3.025 Community Events.** Announcements concerning events of interest to the general public may be presented during the *Community Events* portion of the agenda subject to the Mayor’s and City Manager’s approval. A written summary shall be submitted to the City Manager prior to the council meeting as provided in the *Submission of Items for Consideration* section of these Rules.



**3.030 Agenda Format and Changes.** The agenda may be changed at a regular meeting by a majority vote of the City Council under the “Approval of Agenda” section of the meeting. A special meeting agenda shall only consist of those matters stated in the notice of the meeting. The order of business at regular meetings shall be placed on the agenda as follows:

1. Opening Ceremony
2. Call to Order
3. Roll Call
4. Approval of Agenda
5. Community Announcements
6. Comments from State and County Officials
7. Petitions and Communications
8. Public Hearings
9. Items for Consideration
  - A. Consent Agenda
  - B. Action Items
10. Public Comment – General (non-agenda items only)
11. Report from the City Manager
12. City Council Comments
13. Closed Session
14. Other Business
15. Adjournment

PUBLIC HEARINGS. The presiding officer shall announce each public hearing and the purpose of the public hearing and shall open the hearing to the public for comment, noting the time. The rules of public participation established in Sec. 2.110 shall apply. After receiving public comments, the presiding officer shall close the public hearing and note the time. The City Clerk shall record in the meeting minutes the names and addresses of all members of the public who comment during a public hearing. Public hearings may be held separately or in connection with a regular or special council meeting and may be adjourned from time to time. In the case of hearings on proposed ordinances, the public hearing shall follow the publication of the ordinance and notice of the hearing by at least seven (7) days.

CONSENT AGENDA. Consent Agenda items shall consist of the approval of meeting minutes, receipt and file of reports, approval of mayoral appointments, and other routine matters. Any council member may request that an item be removed from the Consent Agenda and placed under the Action Items Agenda for further discussion and consideration.

ACTION ITEMS. All other items for consideration by the City Council, other than Consent Agenda items, shall be placed under Action Items for discussion by the City Council. After a motion and second, a discussion of the issue can ensue by the City Council. The City Council may either vote to approve or deny the item of consideration, or table the issue to a future time.

CLOSED SESSIONS. The City Council may convene into closed session only for those purposes permitted by the Michigan Open Meetings Act or other law. A roll call vote shall be made to call for a closed session. The City Clerk shall prepare and maintain minutes of the proceedings of closed sessions in accordance with the Michigan Open Meetings Act. Closed Session items shall be listed separately on the



agenda and shall include a citation of the section of the Michigan Open Meetings Act or other law under which the City Council is permitted to convene into closed session for that matter.

**4. ADJOURNMENT OF MEETINGS**

**4.010 Adjournment by Presiding Officer.** The presiding officer shall adjourn all meetings of the City Council.

**5. AMENDMENTS TO COUNCIL RULES OF PROCEDURE**

**5.010 Procedure for Amending Rules.** Any member of the City Council may request that the city council meeting rules of procedure be amended by submitting such request in writing to the City Manager together with the specific change being recommended. The City Manager shall submit the request to the City Council at the council's next regularly scheduled meeting by placement of the request on the council's Action Items agenda. A majority vote of the council shall be necessary to approve any amendment to the rules of procedure. Upon approval, the City Clerk shall revise the rules of procedure and provide a copy of the revised rules to each member of council and to the City Manager not later than the next regularly scheduled meeting of the council after approval of the amendment.

**6. COPIES OF RULES**

**6.010 Posting and Distribution of Rules.** The duly adopted City Council Rules of Procedure shall be posted on the city web site and be available at the City Clerk's office, and copies of the Rules shall be made available for the general public at all council meetings.

**DATE OF ADOPTION BY CITY COUNCIL:** December 5, 2011

**REVISION:** April 6, 2020