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## CITY COUNCIL AGENDA ITEM

Date: July 20, 2021

To: Mark F. Miller, City Manager

From: Robert J. Bruner, Assistant City Manager  
M. Aileen Dickson, City Clerk

Subject: City Council Rules of Procedure  
(Introduced by: M. Aileen Dickson, City Clerk)

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### History

City Council recently amended its Rules of Procedure on May 10, 2021 (Resolution #2020-05-061) including changes to rules regarding how members of the public may address an electronic meeting of the City Council. City Council has been meeting in-person since May 24, 2021. Most of the Michigan Department of Health and Human Services (MDHHS) Emergency Orders related to the COVID-19 pandemic were rescinded effective June 22, 2021. City Council may now want to reconsider how members of the public may address a meeting of the City Council.

These proposed changes would not affect the ability for members of City Council or City Administration to participate remotely during City Council meetings. Other City boards and committees have the option to follow suit by eliminating the hybrid public comment options from their meetings.



# RULES OF PROCEDURE FOR THE CITY COUNCIL CITY OF TROY, MICHIGAN

Adopted: ~~May 10, 2021~~

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**1. APPOINTMENT OF MAYOR PRO TEM:**

The selection of Mayor Pro Tem shall rotate annually in the following order: Brooks, Erickson Gault, Chamberlain-Creanga, Hodorek, Abraham, Hamilton

**2. CODE OF ETHICS:**

**a) CITY COUNCIL CODE OF ETHICS:**

In November of each year, City Council shall thoroughly review its Code of Ethics at a City Council meeting, and thoughtfully consider and discuss its effectiveness and/or the need for any revisions. In November of each year, all City Council members shall agree to abide by the approved City Council Code of Ethics, and shall evidence this agreement by affixing their signature to a written copy of the Code of Ethics at the earliest opportunity, and providing an executed copy to the City Clerk. The Council Code of Ethics shall be prominently placed on the City's website and shall also be included in each City Council agenda meeting packet. City Council members shall hold themselves to the highest level of integrity.

**b) BOARD AND COMMITTEE CODE OF ETHICS:**

City Council shall review and revisit the Board and Committee Code of Ethics in November of each calendar year, and upon appointment, all Board and Committee members shall agree to abide by the adopted Board and Committee Code of Ethics, and shall evidence this agreement by affixing their signature to a written copy of the Code of Ethics at the earliest opportunity, and providing an executed copy to the City Clerk. A generic version of the Board and Committee Code of Ethics shall be prominently placed on the City's website which is applicable to all City Boards and Committees, and each meeting agenda packet shall also include the applicable Code of Ethics.

**c.) ETHICS TRAINING:**

At least one time per year, City Administration shall provide at least one hour of ethics and professional responsibility training to the Troy City Council and the Boards and Committees. City Administration can internally provide this training, or can enter into a contract with a qualified person or entity.

**3. DESIGNATION OF ACTING MAYOR:**

In the absence or disability of both the Mayor and the Mayor Pro Tem, the Council Member present who has served longest shall be designated Acting Mayor and shall perform the duties of the Mayor.

**4. SPECIAL MEETINGS:**

Special meetings may be called in accordance with the City Charter and the Open Meetings Act. Special meetings shall be held at 6:00 P.M. in the Council Board Room unless the written notice to each member of the Council provides for a different time and/or place.

**a) SPECIAL MEETING AGENDAS:**

The City Manager shall be responsible for the preparation of an agenda for each special meeting. The agenda packet, excluding material exempt from disclosure by state or federal statute, shall be posted on the City's website and distributed to the City Council at least eighteen (18) hours in advance of the meeting.

**b) SPECIAL MEETING ORDER OF BUSINESS:**

- A. Call to Order
- B. Roll Call
- C. Public Comment
- D. Business Stated in the Special Meeting Notice
- E. Other Business (Only with consent in accordance with City Charter Section 4.3).
- F. Adjournment

**5. REGULAR MEETINGS:**

Regular meetings shall be held at 7:30 P.M. in the Council Chambers. A schedule of regular meetings for the subsequent calendar year shall be adopted by resolution in accordance with the City Charter and the Open Meetings Act.

**a) REGULAR MEETING AGENDAS:**

The City Manager shall be responsible for the preparation of an agenda for each regular meeting. The agenda packet, excluding material exempt from disclosure by state or federal statute, shall be posted on the City's website and distributed to the City Council at least forty-eight (48) hours in advance of the meeting. When City Council meets in a closed session pursuant to MCL 15.268 (c), for strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement, the collective bargaining agreement shall be identified on the agenda. When City Council meets in a closed session pursuant to MCL 15.268 (e), to consult with its attorney regarding trial or settlement strategy in connection with specific pending litigation, the specific pending litigation shall be identified on the agenda.

**b) REGULAR MEETING ORDER OF BUSINESS:**

- A. Call to Order
- B. Roll Call
- C. Certificates of Recognition and Special Presentations

- D. Carryover Items
- E. Public Hearings
- F. Public Comment
- G. City Council/City Administration Response/Reply to Public Comment
- H. Postponed Items
- I. Regular Business
- J. Consent Agenda
- K. Memorandums and Future Council Agenda Items
- L. Council Referrals - Items appearing under Council Referrals are items intended for City Council action that are brought forward by the Mayor or Council Members in accordance with the Rules of Procedure
- M. Reports
- N. Council Comments - Items for the good of the order brought forward by Mayor and Council
- O. Closed Session
- P. Adjournment

**6. BROADCASTING OF CITY COUNCIL MEETINGS:**

All regular meetings of the City Council will be broadcast on the City's government access cable channel and/or made available through online streaming or similar media formats.

**7. MINUTES:**

The draft City Council meeting minutes will be available on the City's website prior to their inclusion in the next regular agenda packet. The requested approval of the minutes will be included on the Consent Agenda.

**8. PROCLAMATIONS AND CONGRATULATORY CERTIFICATES:**

City Council receives requests for proclamations to honor or celebrate milestones or achievements of Troy residents and businesses, and also to raise awareness of certain events or causes. Proclamations are intended to positively impact the community and convey an affirmative message to Troy residents, and are discretionary. Any person requesting a proclamation for presentation at a regular City Council meeting shall submit a written request to the City Manager or his/her designee. Proclamations must be approved by City Council at a regular meeting preceding the requested presentation date. If a presentation is requested, the proclamation will be included under the topic of Certificates of Recognition and Special Presentations.

Congratulatory certificates are public announcements made by City Council at ribbon cutting ceremonies, grand openings and other events outside of regular City Council meetings. Any request for such a congratulatory certificate should be submitted to the City Manager or

his/her designee in advance of the planned business celebration and will not require City Council action.

**9. RECONSIDERATION OF RESOLUTIONS:**

A motion to reconsider any vote of the Council may be made by either side of the voted motion and shall require the affirmative vote of the majority of the Council Members elect. A motion to reconsider can be made only if no action was taken as a result of the previous vote. If such a motion to reconsider passes, and new information has been brought forward, then any member of Council may move to take action on the motion that is to be reconsidered, and any such motion would pass by an affirmative vote of the majority of the Council Members elect.

**10. RESCISSION OF RESOLUTIONS**

Rescission of any vote of the Council shall require the affirmative vote of the majority of the Council Members elect only if no action was taken as a result of the previous vote.

**11. PUBLIC HEARINGS:**

Public hearings will be held after required notice has been provided. The City Council may upon affirmative vote of a majority of its members "continue" said hearing at a future date designated in the resolution, without the necessity of re-notification. If the City Council elects to continue the public hearing it will appear in the designated meeting agenda under the topic of Public Hearings.

**12. CONSENT AGENDA:**

The Consent Agenda includes items of a routine nature and will be approved with one motion. That motion will approve the recommended action for each item on the Consent Agenda. Any Council Member may remove an item from the Consent Agenda and have it considered as a separate item. Any item(s) so removed from the Consent Agenda shall be considered after approval of the motion for all non-removed items on the consent portion of the agenda. Public comment on Consent Agenda items will be permitted pursuant to the Rules of Procedure.

**13. APPOINTMENTS TO BOARDS AND COMMITTEES:**

**a) MAYORAL APPOINTMENTS:**

The Mayor shall, with City Council concurrence, appoint members of the following boards or committees as governed by state statute or city ordinances: Board of Review, Brownfield Redevelopment Authority, Civil Service Commission (Act 78),

Downtown Development Authority, Economic Development Corporation, Global Troy Advisory Committee, Local Development Finance Authority, Planning Commission, Volunteer Firefighter Incentive Board

**b) CITY COUNCIL APPOINTMENTS:**

The Mayor Pro Tem shall contact candidates or incumbents for City Council appointments to determine their interest in being nominated or reappointed. Any Council Member, but usually the Mayor Pro Tem, may put forth nominees to the following boards or committees: Animal Control Appeal Board, Building Code Board of Appeals, Charter Revision Committee, Election Commission, Historic District Commission, Liquor Advisory Committee, Municipal Building Authority, Parks and Recreation Board, Personnel Board, Retiree Health Care Benefits Plan & Trust, SOCRRA, SEMCOG, Sustainable Design Review Committee, Traffic Committee, Zoning Board of Appeals

**c) NOMINATIONS:**

The Mayor or any Council Member desiring to nominate a person for appointment to a board, commission, or committee shall submit the person's name for nomination at a regular meeting during the item Board and Committee Nominations. The person's name will be placed on the agenda for the next regular meeting under the item Board and Committee Appointments. A brief summary of background and personal data as to nominee's qualifications (or a resume) should be submitted on or before the time of nomination, except that such a resume shall not be required for the re-nomination of a current board or commission member, or if the Council unanimously agrees that a resume is not necessary. In the event that more nominees are put forth than positions available, the City Clerk will conduct a roll call vote.

**14. CITY COUNCIL REPRESENTATION ON BOARDS AND COMMITTEES:**

**a) SEMCOG (Southeastern Michigan Council of Governments) Representation:**

The Mayor and City Council shall appoint one delegate and one alternate to serve on the SEMCOG General Assembly for a term of two-years expiring at 7:30 PM on the Monday following the City Council general election.

**b) SOCRRA (South Oakland County Resource Recovery Authority) Representation:**

The Mayor and City Council shall appoint one delegate and one alternate to serve on the SOCRRA Board for a term of one-year expiring on June 15<sup>th</sup>.

**c) No member of the City Council shall serve on any committee, commission or board of the City of Troy, except the Retirement System Board of Trustees, Retiree Health Care Benefits Plan and Trust, Volunteer Firefighter Incentive Plan & Trust, Global Troy Advisory Committee, Downtown Development Authority and Local Development Finance Authority (LDFA), unless membership is required by ordinance, statute or the**

City Charter.

- d) Because quasi-judicial boards and commissions are appointed by Council, and make recommendations to the Council, these recommendations should be made independent of the influence of individual Council Members. As a result, members of City Council shall not appear before or attend meetings of City boards or commissions if they are not appointed members of the City board or committee.

## 15. MEMBERS OF THE PUBLIC AND VISITORS:

Any person not a member of the City Council may address the Council with recognition of the Chair, after clearly stating the nature of his/her inquiry or comment. **NOTE TO THE PUBLIC:** *City Council requests that if you do have a question or concern, to bring it to the attention of the appropriate department(s) whenever possible. If you feel that the matter has not been resolved satisfactorily, you are encouraged to bring it to the attention of the City Manager, and if still not resolved satisfactorily, to the Mayor and Council.*

- Petitioners of items that are included in the pre-printed agenda booklet shall be given a fifteen (15) minute presentation time that may be extended with the majority consent of City Council.
- Any member of the public, not a petitioner of an item, shall be allowed to speak for up to three (3) minutes to address any Public Hearing item.
- Any member of the public, not a petitioner of an item, does not have the right to engage in discussion or debate with City Council during the Public Comment portions of the meeting.
- All members of the public who wish to address the Council at a meeting shall be allowed to speak only if they have signed up to speak within thirty minutes before or within fifteen minutes after the meeting's start time. Signing up to speak requires each speaker provide his or her name. If the speaker is addressing an item(s) that appears on the pre-printed agenda, then the speaker shall also identify each such agenda item number(s) to be addressed.
- City Council may waive the requirements of this section by a consensus of the City Council.
- Agenda items that are related to topics where there is significant public input anticipated should initiate the scheduling of a special meeting for that specific purpose.

Prior to Public Comment, the Mayor may provide a verbal notification of the rules of decorum for City Council meetings or refer to the pre-printed agenda booklet, which will include the following language, as approved by City Council:

~~Members of the public who wish to address an electronic meeting of the City Council are permitted to do so in one of three ways:~~

- ~~1. Public comments may be submitted via email to [PublicComment@TroyMI.Gov](mailto:PublicComment@TroyMI.Gov). Email received before 4:00 PM on the day of the meeting will be read aloud during the meeting. Email comments are limited to three minutes.~~
- ~~2. Public comments may be submitted via voicemail by calling (248) 524-3302. Voicemail received before 4:00 PM on the day of the meeting will be played during the meeting. Voicemail comments are limited to three minutes.~~



~~3. Members of the public may attend the electronic meeting remotely and participate in a public comment period by following the instructions on the City's website. Those who wish to participate in a public comment period are asked to provide their name so they may be recognized by the City Clerk. If participating via video conferencing, click "Raise Hand" to be recognized or press star nine (\*9) if participating via telephone. After you are recognized by the City Clerk, click "Unmute" or press star six (\*6) on your phone to unmute yourself. Each member of the public will be allowed to speak for up to three (3) minutes.~~

*Please direct your comments to the City Council as a whole rather than to any individual. Please do not use expletives or make derogatory or disparaging comments about any individual or group. If you do, there may be immediate consequences including being muted and having your comments omitted from any re-broadcast of the meeting. Please abide by these rules in order to minimize the possibility of disrupting the meeting.*

**16. RULES OF ORDER:**

Robert's Rules of Order Newly Revised, as clarified by the City Clerk, is hereby adopted, except as modified by these Rules of Procedure, the Charter, or the City Code.

**17. ABSENCES AT COUNCIL MEETINGS:**

Members of Council who are unable to attend a Council meeting and desire an excused absence shall notify the City Attorney or City Manager of their absence in writing as soon as possible prior to the meeting and indicate the reason for the absence. The reason shall be entered in the proceedings of the Council at the time of each absence.

**18. SUSPEND RULES:**

The Rules of Procedure may be waived by a simple majority vote, unless specifically noted that a consensus of City Council is sufficient.

**19. COUNCIL DISCUSSION:**

No member of Council shall speak a second time on any item under discussion until all other members desiring to speak on that item have been heard. No member of Council shall be allowed to speak for more than five (5) minutes at a time.

**20. AGENDA ITEMS SUBMITTED BY COUNCIL MEMBERS:**

Timely submitted agenda items that, in the City Manager's judgment, do not require a

professional opinion from City Administration, will be placed on the next regular agenda for City Council action. These items include, but are not limited to proclamations and celebratory matters. If the City Manager believes that City Council could benefit from additional input from City Administration prior to voting on a referral, then the next regular agenda will contain only a resolution directing City Administration to provide additional input to accompany the Council referral for a future City Council meeting.

**21. WIRE COMMUNICATIONS BY AND TO COUNCIL MEMBERS DURING ANY MEETING OF COUNCIL:**

Members of Council shall not engage in electronic communication with each other or a member of the public during a regular or special meeting. Electronic communication is defined as e-mail, text message, instant message, website, social media, blog posting, or any other form of communication transmitted or retrieved through the use of an electronic device. *This rule does not apply to remote attendance and participation in meetings pursuant to the Open Meetings Act, as amended.*