

**CITY OF ROCKFORD
CITY COUNCIL
RULES OF PROCEDURE**

I. AUTHORITY

1. CHARTER: The Rockford City Council may determine its' own rules and order of business for meeting pursuant to the authority of the Rockford City Charter. The following set of rules shall be in effect upon their adoption by the Council and until such time as they are amended or new rules adopted in the manner provided by these rules. None of the rules herein stated may supersede the City Charter, City Code, or Laws of the State of Michigan.

II. GENERAL RULES

1. MEETINGS TO BE PUBLIC: All official meetings of the Council shall be open to the public. The journal of proceedings shall be open to public inspection as specified by the City Charter.
2. QUORUM: A majority of the members of the Council shall constitute a quorum and be necessary for the transaction of business. If a quorum is not present, those in attendance will be named and they shall adjourn to a later time.
3. JOURNAL OF PROCEEDINGS: An account of all proceedings of the Council shall be kept by the City Clerk and shall be entered in a book constituting the official record of the Council.
4. RIGHT OF FLOOR: Any Council member desiring to speak shall be recognized by the Mayor, and shall confine his or her remarks to one subject under consideration or to be considered.
5. RULES OF ORDER: The rules of Parliamentary Procedure as contained in "Roberts Rules of Order Newly Revised" shall govern the proceedings of the Council in all cases to which they are applicable, unless they are in conflict with these rules, the City Code or Charter, or the laws of the State of Michigan.

III. MEETINGS

1. **SPECIAL MEETINGS**: Special meetings may be called by the Mayor or any two (2) Council members on at least six (6) hours written notice to each member of the Council served personally or left at his usual place of residence by the City Clerk or someone designated by him; but any special meeting at which all members of the Council are present shall be a legal meeting for all purposes, without such notice.
2. **RECESSED MEETINGS**: Any meeting of the Council may be recessed to a later date and time, provided that no adjustment shall be for a longer period than until the next scheduled meeting.
3. **STUDY SESSION**: The Council may meet informally in Study Sessions (open to the public) at the call of the Mayor or a majority of the Council, to review forthcoming programs of the City, receive progress reports on current programs or projects, or receive other similar information from the City Manager, provided that all discussions and conclusions thereon shall be informal.
4. **EXECUTIVE SESSIONS**: Executive Sessions or closed meetings may be held in accordance with the provisions of the State Open Meetings Act.
5. **EMERGENCY MEETINGS**: Emergency Meetings shall be called as specified in the State Open Meeting Act without complying with the notice requirements in the event that it is necessary to hold a meeting to deal with a severe and imminent threat to the health, safety or welfare of the public when two-thirds (2/3) of the Council decide that delay would be detrimental to the efforts to lessen or respond to the threat.

IV. CHAIRMAN AND DUTIES

1. **CHAIRMAN**: The Mayor, if present, shall preside as Chairman at all meetings of the Council. In the absence of the Mayor, the Mayor Pro-tem shall preside. In the absence of both the Mayor and the Mayor Pro-tem, the Council shall elect a Chairman.
2. **CALL TO ORDER**: The meetings of the Council shall be called to order by the Mayor, or in his/her absence, the Mayor Pro-tem. In the absence of both the Mayor and the Mayor Pro-tem, the meeting shall be called to order by the City Clerk for the election of a temporary Chairman.
3. **PRESERVATION OF ORDER**: The Chairman shall preserve order and decorum, prevent attacks on personalities or the impugning of members' motives, and confine members in debate to the question under discussion.

V. **ORDER OF BUSINESS AND AGENDA**

1. **ORDER OF BUSINESS**: The general rule as to the order of business in regular meetings shall be as follows:
 - Call to Order
 - Roll Call
 - Pledge of Allegiance
 - City Manager's Report
 - Approval of the Agenda
 - Public Comments
 - Mayoral Appointments
 - Consent Agenda
 - Approval of Minutes
 - Approval of Accounts Payable and Payroll
 - Reports and Minutes from Departments, Boards and Commissions
 - Communications
 - Announcements
 - Setting of Public Hearings
 - Simple Resolutions
 - Public Hearings
 - Old Business
 - New Business
 - Board and Commission Activities
 - Planning Commission
 - Downtown Development Authority
 - Board of Zoning Appeals
 - Economic Development Corporation
 - Rockford Area Community Endowment
 - Miscellaneous
 - Council Member Comments

 - Adjournment

2. **AGENDA**: The order of business of each meeting shall be as contained in the Agenda prepared by the Manager. The Agenda shall be a listing by topic of subject to be considered by the Council, and shall be delivered to members of the Council the Friday prior to the Monday Council meeting, and when possible preceding a Special Council meeting to which it pertains.
 - A. **CONSENT AGENDA**: All matters listed under the Consent Agenda are considered to be routine by the City Council and will be enacted by one (1) motion. Except for the purpose of inquiry, there will not be separate debate of individual items on the Consent

Agenda. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.

- B. MISCELLANEOUS ITEMS: At the request of the City Manager, or City Council members, items may be discussed and acted upon under Miscellaneous Items. Any item brought under Miscellaneous Items may be deferred until the next scheduled meeting upon a two-thirds (2/3) vote of the City Council.
3. COUNCIL COMMENTS: The Agenda shall provide a time when the Mayor or any Council member may bring before the Council any concerns or business that he/she feels should be deliberated upon by the Council. These matters need not be specifically listed on the Agenda, but formal action on such matters shall be deferred until a subsequent Council meeting, except when immediate action need be taken upon a majority vote of Council members present.

VI. VOTING

1. ROLL CALL VOTES: Roll call votes shall be taken when required by policy/law, at the request of any member of Council, when the Mayor cannot determine the results of a voice vote.
2. DISCUSSION OF VOTES: At the request of any one Council member, each Council member shall be required to provide justification and reasoning for his or her vote on a given agenda item. The purpose of this section is to provide clarification to Council members and the public as to the rationale behind individual decisions made by Council members.

VII. CITIZENS' RIGHTS

1. BRIEF PUBLIC COMMENT: In the Agenda, Item IV, Public Comment, allows for brief public comment that shall be restricted to non-agenda items only. The Mayor will determine the allotment of time. If such item(s) requires lengthy discussion and/or research on the part of staff, the Mayor may request that the audience meet with City staff to discuss the item in more detail.
2. PUBLIC HEARING COMMENT: Where the Agenda provides Public Hearing comment, each person addressing the Council shall be limited to comment regarding the subject of the Public Hearing. The Mayor will determine the allotment of time.
3. GENERAL PUBLIC COMMENT: General public comment shall be restricted to comment on non-agenda items. At the discretion of the

Mayor, public comment may be taken on agenda items that do not require a public hearing.

4. MANNER OF ADDRESSING THE COUNCIL: Each person addressing the Council shall stand and will give his/her name, address (including city or township) in an audible tone of voice for the record. All remarks shall be addressed to the Council as a body. No person, other than members of the Council and the person recognized shall be permitted to enter into any discussion, either directly or through the members of the Council. No questions shall be asked the Council members, except through the Mayor.
5. PERSONAL AND SLANDEROUS REMARKS: Any person making personal, impertinent or slanderous remarks, or who shall become boisterous while addressing the Council, may be requested to leave.
6. DECORUM: Any person(s) speaking without being recognized by the Mayor will be considered out of order. Any person(s) who is/are out of order, will be asked to remain silent. Any person(s) speaking about subjects not germane, acting in an offensive manner or disrupting the meeting will be considered out of order.
7. EXPULSION: Any person(s) that are found to be out of order will be asked to follow the proper decorum. If improper decorum is continues, the Mayor may ask this person or persons to leave the building. If this person or persons chooses to remain, the Mayor may secure a Police Officer who shall enter the meeting and request that this person or persons leave the building. If the person or persons do not leave, then the Police Officer, at the direction of the Mayor, will remove the person(s) found to be out of order.

VIII. COUNCIL/STAFF COMMUNICATIONS

1. DIVISION OF DUTIES: Section Six (6) of the Rockford City Charter states:

“operation of the city government shall be divided into two (2) broad general divisions, policy forming and administrative. It shall be the duty of the city council to pass such legislation and formulate such policies as are necessary for the operation of city government; and to hire a city manager who shall carry out such policies, and, in general be charged with and responsible for all administrative duties. It shall be the duty of every member of the council and every candidate for a seat on the council to preserve this distinction between policy forming and administrative functions of the city government.”

Section Six (6), subsection two (2) states:

“except for purposes of inquiry, the council and its members shall deal with the administrative service for which the manager is responsible solely through the manager, and neither the council nor any member thereof shall have authority to or shall give orders to any subordinate employee of the city, either publicly or privately...”

IX. EXCUSED/UNEXCUSED ABSENCE

1. ATTENDANCE: A member’s absence shall be recorded as excused when notification is given to the Mayor or City Manager prior to the meeting with a good excuse acceptable to Council. The presiding officer shall indicate for the record thereof, if known and whether the absence is excused or unexcused, which without objection shall stand. Any unexcused or excused absence may be converted to an excused or unexcused absence, respectively, by action of the Council. Section thirty-two (32) of the Rockford City Charter states:

“absence from three (3) consecutive regular meetings shall operate to vacate the seat of a member unless the absence is excused by the Council by resolution setting forth such excuse.”

X. COUNCIL APPOINTMENT TO CITY BOARDS AND COMMISSIONS

1. The Rockford City Council shall make annual appointments of its Council members to specific boards and commissions in January of each calendar year. Council shall make appointments to the following boards:

Planning Commission
Krause Memorial Library Board
Rockford Area Community Endowment
Rockford Economic Development Corporation
Downtown Development Authority (ex-officio)

It shall be the responsibility of each Council member appointed to any given board/commission to regularly attend all scheduled and special meetings. Any member that is absent from three (3) consecutive meetings without first giving a valid reason as determined by the Mayor, shall have been deemed to have vacated his/her appointed position. If a member is absent from two (2) consecutive meetings without providing a valid reason, the Mayor shall make contact with said member informing such member of attendance requirements.

XI. DUTY TO VOTE

1. VOTING POLICY: Whenever a question is put by the Mayor, every member present shall vote. No member present shall abstain from voting, unless that member states his or her conflict of interest. Conflict of interest shall be the sole reason for a request to abstain from voting. If a question of conflict of interest arises, the Council shall by simple majority vote of the remaining members to determine if a conflict if exists.

XII. AMENDMENT OF THESE RULES

1. AMENDMENT OF THESE RULES: These rules may be amended, or new rules adopted, by a majority vote of all members of the Council.