

**CITY OF MASON
CITY COUNCIL RESOLUTION NO. 2024-17**

**RULES OF ORDER FOR THE CITY COUNCIL AND
FOR CITY BOARDS AND COMMISSIONS**

April 1, 2024

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

WHEREAS, the residents of the City of Mason are best served by a City Council as well as by 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 and consideration for the residents of Mason, the City of Mason, the Council and each Board and Commission and the rights of individual members and individual residents; 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 resident 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 effective and efficient operation of any deliberative body, and informed in-person participation by all members is imperative to fulfilling the objectives of Rules of Order and representative democracy; and

WHEREAS, the residents of the City of Mason will be best served when the meetings of all public bodies are conducted according to similar procedures consistent with the applicable policies and laws of the City and the State.

NOW, THEREFORE, BE IT RESOLVED, that the Rules of Order included as part of this resolution 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 any other previously approved Rules of Order; and

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 take effect at the first meeting following approval of this resolution.

The foregoing Resolution was moved for adoption by Councilmember Droscha and seconded by Councilmember Ferris and declared adopted by the following vote:

Yes (6) Clark, Droscha, Ferris, Preadmore, Schaffer, Whipple

No (1) Vogel

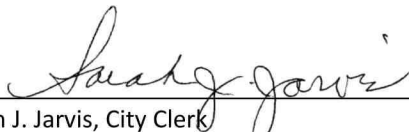
Absent (0)

RESOLUTION DECLARED ADOPTED.

STATE OF MICHIGAN)
COUNTY OF INGHAM) ss
CITY OF MASON)

I, the undersigned, the duly qualified and acting Clerk of the City of Mason, County of Ingham, State of Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council of the City of Mason at a regularly scheduled meeting held on Monday, April 1, 2024, pursuant to the Michigan Open Meetings Act, the original of which is on file in my office as part of the Council minutes.

IN WITNESS WHEREOF, I have hereunto set my official signature, this 2nd day of April, 2024.



Sarah J. Jarvis, City Clerk
City of Mason, County of Ingham, State of Michigan

**RULES OF ORDER FOR THE CITY COUNCIL AND
FOR CITY BOARDS AND COMMISSIONS**

City Council Resolution No. 2024-17
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. Oath of Office
2. Call to Order
3. Roll Call
4. Pledge of Allegiance and Invocation
5. Election of Mayor and Mayor Pro Tem
6. Public Comment
7. Presentations
8. Approval of Minutes (if no Consent Calendar)
9. Correspondence (if no Consent Calendar)
10. Consent Calendar
11. Public Hearings
12. Unfinished Business
13. New Business
14. Member Reports
15. Manager's Report
16. Adjourn (Adjourn Sine Die)

- 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. Oath of Office
2. Call to Order
3. Confirmation of Member Attendance
4. Election of Leadership
5. Public Comment
6. Presentations
7. Approval of Minutes (if no Consent Calendar)
8. Correspondence (if no Consent Calendar)
9. Consent Calendar
10. Public Hearings
11. Unfinished Business
12. New Business
13. Member Reports
14. Liaison Report
15. Adjourn

2) MANAGEMENT OF THE ORDER OF BUSINESS.

- a) Any item of business proposed for inclusion in the Order of Business and all supporting information shall be filed with the City Manager, or assigned staff liaison to the board/commission, by noon on Wednesday of the week preceding the subject meeting. Only items proposed as prescribed by these Rules by a member of the body or the City Manager/staff liaison will be considered for inclusion in the Order of Business, with the exception that items submitted by a non-member of the body as Presentations, Public Comment or Correspondence may be included as prescribed by these Rules.
- b) Any item of business proposed by the Chair of the body or the City Manager/staff liaison may be included in the Order of Business if filed as prescribed in these Rules.
- c) Any item of business proposed by a member of the body requesting action by motion or resolution of the body shall be automatically included in the Order of Business if filed as prescribed in these Rules.
- d) Any item of business proposed by a member, except the Chair of the body, that does not require action, including but not limited to a discussion item or a workshop item, must be approved by a majority vote of the members present for inclusion in the Order of Business of a subsequent meeting. The requirements of this subsection shall not apply to written items submitted under Member Reports.
- e) Each item appropriately filed for inclusion in the Order of Business shall include an explanation to indicate intent, including relevant data and historical information regarding the matter being addressed. The member of the body proposing an item of business is responsible for providing supporting material including an agenda report summarizing the item on the form provided by the City Manager/staff liaison. An agenda report is not required for items submitted under Member Reports.
- f) Any issue introduced at a meeting that does not appear in the Order of Business for that meeting may be deferred for inclusion in the Order of Business of a subsequent meeting in the manner prescribed by these Rules, except that said issue may be added to the current Order of Business if approved by a majority vote of the members present.
- g) The City Manager/staff liaison shall send a complete Order of Business with supporting materials to each member by close of business on the last business day of the week preceding the subject meeting.

3) 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 business meeting. Public comment shall be allowed only during the Public Comment and Public Hearing business items, or when permitted by the meeting Chair pursuant to these Rules.
- b) The Public Comment business item is intended to allow the body to receive comment on any topic a member of the public would like to bring to the attention of the body. A member of the public who wants to speak to a specific Order of Business 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 a motion regarding the specific business item, the Chair will call on the individual, who may speak regarding that business item in accordance with this section
- c) A member of the public may submit a written public comment and request that it be read aloud by the

Chair during Public Comment or at the time of a specific Order of Business item if requested. A written public comment shall be provided to the Chair prior to the start of the subject meeting. A written public comment submission shall identify the business item or topic being addressed and comply with this section.

- d) All public comment shall be appropriate to the conduct of a public business meeting and, if applicable, the matter 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. A written public comment shall be allocated no more than three (3) minutes for reading. The limits on time and quantity for speaking or reading may be extended at the discretion of the Chair.
 - e) 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, based upon the appropriateness of actions or comments, to disallow or stop a person from speaking, to disallow the reading of a written public comment, or to temporarily recess the meeting at any time to maintain the order of the meeting.
 - f) Any public comment presented to the body shall include for the record the name, residence address and group affiliation, if any, of the person providing the comment.
- 4) PRESENTATIONS. Presentations will provide a venue in the Order of Business for brief presentations that do not require formal action. The City Manager, or assigned staff liaison to the board/commission, shall determine if a presentation is included in the order of business of a meeting. If the City Manager/staff liaison determines that a presentation will not be included in the order of business for a meeting, the person requesting permission for the presentation may appeal directly to the body which shall determine if the presentation is allowed during a future meeting. Presentations shall be no more than 15 minutes in length except upon prior approval of additional time by the body.
- 5) MINUTES. Meeting minutes requiring approval shall be distributed to each member with the Order of Business for the next regular meeting. There shall not be a reading of the minutes at the meeting. If the Order of Business includes a Consent Calendar, approval of the minutes shall be included in the Consent Calendar. If the minutes are not included in the Consent Calendar and a substantial correction, as determined by the Chair, is suggested by the Chair or a member, said correction shall be agreed to by a two-thirds vote of the members present. Corrections not determined to be substantial shall be considered agreed to by consensus unless any member challenges such determination, in which case said correction shall be treated as a substantial correction. Minutes shall be considered approved by consensus without a vote if no corrections are suggested or after all suggested corrections are agreed to as required.
- 6) CORRESPONDENCE. Written correspondence that is filed in accordance with these Rules and is not appropriate for inclusion under another Order of Business item may be included in the Order of Business under the Correspondence business item at the discretion of the City Manager or assigned staff liaison to the board/commission. Any correspondence presented shall include for the record the name, residence address if submitted by a person, the business address if submitted by a business entity, and group affiliation, if any, of the person providing the correspondence.
- 7) CONSENT CALENDAR. A Consent Calendar may be used to allow the body to take action on numerous items at one time. Items in the Consent Calendar may include, but are not limited to, non-controversial matters such as approval of minutes, payment of bills, approval of simple motions, street closures, or correspondence. The body shall act upon all items listed in the Consent Calendar by a single vote without debate. Upon request

by any member made prior to the vote on the Consent Calendar, an item in the Consent Calendar shall be removed from the Consent Calendar and placed in the Order of Business appropriately as determined by the Chair.

- 8) **PUBLIC HEARINGS.** Business items requiring a public hearing shall be placed under the related Public Hearing item for immediate consideration following the public hearing.
- 9) **UNFINISHED BUSINESS.** Any item of business that has been previously addressed by the body but has not received final action.
- 10) **NEW BUSINESS.** Any item of business that may require immediate or future action by the body.
- 11) **MEMBER REPORTS.** A member of the body may provide information or correspondence regarding an event, a meeting, a conference, or other matter that might be of interest to the body or city residents. A verbal Member Report shall not exceed three (3) minutes unless additional time is allowed by the meeting Chair. A written report shall be authored by the member and not include attachments, shall include the member's name and a date, and shall be filed in the manner prescribed by these Rules for any item of business.
- 12) **MANAGER'S REPORT, LIAISON REPORT.** The City Manager, or assigned staff liaison to the board/commission, may provide information regarding appropriate city matters that might be of interest to the body as determined by the City Manager or staff liaison. Member's may ask questions regarding items included in the report.
- 13) **CONDUCT OF BUSINESS.**
 - a) Parliamentarian: The meeting Chair shall serve as Parliamentarian unless that duty is assigned to and accepted by another member. The application and enforcement of these Rules is the responsibility of the Chair.
 - b) 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.
 - c) Appeal to Chair: Any decision of the Chair in applying or interpreting these Rules 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.
 - d) Abstain from Voting: No member of the body 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.
 - e) Debate, Voting, Motions, and Seconding of Motions: The Chair of the body, or a person serving as Chair, shall have the same rights to debate and vote as a member of the body. The Chair of the body, or a person serving as Chair, shall not make any motion, or second any motion. When five or more members of the

body are present, a motion shall require a second to be considered. When four or fewer members of the body are present, a motion shall not require a second to be considered.

- f) Meeting Decorum Guidelines: All members of the City Council and all City Boards and Commissions are expected to conduct themselves professionally, respectfully, and ethically at all times during meetings. To that end, all members shall:
1. Be prepared, ready to actively participate, and remain attentive without distractions during meetings.
 2. Maintain civility in all discussions and support ideas and positions with relevant data or informed opinion.
 3. Exhibit decorum at all times and adhere to the Meeting Decorum Guidelines and these Rules.
 4. Respectfully hold all members accountable to the Meeting Decorum Guidelines and these Rules.
 5. Be concise, purposeful, and considerate of others when speaking.
 6. Listen attentively and respectfully to the comments of others.
 7. Focus discussions on conflict resolution and the development of solutions.
 8. Respect the body and the Order of Business by staying on-topic.
 9. Respect the decisions of the body regardless of personal opinion.

14) ELECTION OF LEADERSHIP.

- a) Election: The Chair (Mayor), Vice-Chair (Mayor Pro Tem) and any other leadership of the body shall be elected pursuant to the applicable provisions of the City Charter or of the City Code if such provisions exist. Absent Charter or Code 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 of the Chair, the Vice-Chair shall serve as Chair. 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) MEETING HELD REMOTELY, REMOTE PARTICIPATION OF A MEMBER IN A MEETING.

- a) Subject to applicable state law, the laws and policies of the City of Mason, and these Rules, members may be allowed to participate in a meeting remotely by electronic means.
- b) A member may participate remotely in a meeting only when the member is capable of participation using two-way audio and video communication through use of the electronic platform employed by the City for such meetings.
- c) Any member participating remotely in a meeting shall announce such participation at the time of roll-call or confirmation of attendance for the meeting. In addition, except when the remote participation is due to military duty, the member shall also specify their physical location.

d) Remote participation by the public in a meeting shall only be allowed when the meeting is a remote meeting of the whole body.

e) Remote meeting of whole body: The Chair, in consultation with the City Manager or assigned secretary to a board/commission, may declare that a meeting of the whole body will be held remotely.

1. The justification for holding the meeting remotely and the manner by which the meeting will be conducted shall be communicated to all members of the body no later than when the Order of Business for the meeting is delivered to the members. The body shall determine if the justification given warrants subsequent meetings being held remotely.

2. The published Order of Business for a meeting to be held remotely shall include notice that the meeting will be a remote meeting, the reason for holding a remote meeting, the manner by which the public may participate in the remote meeting, and the manner by which a member of the body may be contacted by the public.

f) Remote participation by a member in an otherwise in-person meeting: A member may participate remotely in a meeting held in-person only under the circumstances allowed by state law and subject to these Rules.

1. The member shall provide written notice to the City Manager or assigned staff liaison to a board/commission of their intention to participate remotely no later than the time when business items are to be filed for the meeting pursuant to these Rules. Failure to provide this notice will result in the member not being allowed to participate remotely as a member of the body.

2. The notice by the member of their intention to participate remotely shall include the reason for remote participation and a description of the manner by which the public may contact the member to provide input on any business that will come before the body. Failure to provide an appropriate reason for remote participation or contact information will result in the member not being allowed to participate remotely as a member of the body.

3. The published Order of Business for a meeting to be attended remotely by a member shall include notice that the member intends to participate remotely, the reason for remote participation and the manner by which the member may be contacted by the public.

16) **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, the City Charter, City Code, and State Statute.

17) **SUSPEND RULES.** A request to suspend these Rules shall be granted only by unanimous vote of the members present.