

City of Reed City

Meeting Rules of Procedure

The Charter of the City of Reed City, section 6.7, provides that the City Council shall determine its organization, rules, and order of business subject to certain provisions.

1. AUTHORITY

1.1 LAW ABIDING: All City Council, Board and Commission meetings shall operate in accordance with the Michigan Constitution, the Open Meeting Act, the Home Rule City Act, the City Charter (amended January 13, 1975) and all other pertinent laws.

1.2 OPEN MEETINGS: All regular and special meetings of the City Council, Boards and Commissions shall be open to the public and all citizens shall have a reasonable opportunity to be heard, as provided by law, unless a Closed Session is called as described in Rule 2.11.

1.3 PURPOSE: These Meeting Rules of Procedure shall serve as the common rules and procedures for deliberation and debate to foster constructive and democratic meetings. These Rules are intended to help, not hinder, the transaction of business in Council, Board and Commission meetings. The failure to strictly observe any rule shall not affect the jurisdiction of, or invalidate, actions taken by the Council, Boards or Commissions.

2. GENERAL PROCEDURES

2.1 REGULAR MEETINGS: The City Council shall meet regularly on the second Monday of every 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. [MCL 15.265 (2)] (City Charter 6.1)

2.2 SPECIAL MEETINGS: Special meetings of the City Council may be called by the City Clerk upon the written request of the Mayor or of two or more City Council members. With no less than 18 hours written notice, designating the time and purpose of such meeting, the agenda shall be electronically delivered to each council member and posted at City Hall. 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. (City Charter, 6.2)

2.3 PLACE OF MEETINGS: All regular and special meetings of the City Council shall be held in the Council Chambers in City Hall at 227 E Lincoln Ave, Reed City, MI 49677 unless otherwise stated in the meeting notice.

2.4 TIME OF MEETINGS: All regular meetings and special meetings of the City Council shall begin at 5:30 PM except for the Monday after an election being at 7:00 PM per City Charter. Other meeting start times are permissible provided it is clearly stated in the meeting notice a minimum of 18 hours prior to the meeting.

2.5 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.

2.6 PUBLIC NOTICE OF MEETINGS: The City Clerk shall post a notice of the regular meeting schedule for the 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 Michigan Open Meetings Act. (City Charter, 6.1-6.2) [MCL 15.265 (3-4)]

2.7 PRESIDING OFFICER: The Mayor shall preside at all meetings of the City Council, and shall speak and vote at such meetings as any other Council member. In the absence of the Mayor, the Mayor Pro Tem shall preside. (City Charter, 4.5e) In the absence of both the Mayor and Mayor Pro Tem, the council may designate another of its members to serve as Acting Mayor during such absences (City Charter 4.4).

2.8 QUORUM FOR CONDUCT OF BUSINESS: A majority of the members of Council in office at the time shall constitute a quorum for the transaction of business. In the absence of a quorum, any number less than a quorum may adjourn a meeting to a later date. The vote of the majority of members present shall be required for official action by the Council, unless a larger majority is required by statute or City Charter. (City Charter 4.13)

2.9 RULES OF ORDER:

2.9a The rules of Parliamentary Procedure as contained in Robert's Rules of Order, most recent edition, shall govern the Council in all cases to which they are applicable, provided that they are not in conflict with these rules, with the Ordinances or Charter of the City or the laws of the State of Michigan.

2.9b The Council shall determine its own rules and order of business and shall keep a written or printed journal of all its proceedings in the English language which shall be signed by the City Clerk.

2.9c The Mayor shall enforce orderly conduct at meetings. Any member of the Council or other officer who shall fail to maintain conduct in an orderly manner at any meeting shall be deemed guilty of misconduct in office.

2.9d Any police officers designated by the Mayor shall serve as the Sergeant-at-arms of the Council in the enforcement of the provisions of this section. (City Charter 6.6)

2.9e All meeting votes shall be taken by "Yes" and "No" votes and entered upon the record unless the vote is unanimous, where it shall only be necessary to so state in the record.

2.9f A vote upon all ordinances and resolutions shall be taken by a roll call vote and entered upon the records, except that where the vote is unanimous it shall only be necessary to so state. (City Charter 6.7b)

2.9 VOTING DUTY: No member of the Council shall vote on any question in which it has a financial interest, or on any question concerning its own conduct, but on all other questions each member who is present shall vote when its name is called unless excused by the unanimous consent of the remaining members present. Any member refusing to vote except when not so required by this paragraph shall be guilty of misconduct in office. (City Charter 6.7c)

2.10 PUBLIC PARTICIPATION AT MEETINGS: All regular and special meetings of the Council shall be open to the public and citizens shall have a reasonable opportunity to be heard under such rules and regulations as the Council may prescribe (City Charter 6.4). 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 designated "Public Comment" times on the meeting agenda, 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. The presiding officer may encourage groups to designate one or more individuals to speak on their behalf to avoid cumulative comments. The City Clerk shall record in the meeting minutes the name, of those who wish to divulge it, 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 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.

2.11 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. Closed session minutes shall be retained for one (1) year and then destroyed. (MCL 15.268)

2.12 STUDY SESSIONS: Upon the call of the Mayor or the Council and with appropriate notice to the councilmembers and the public, the Council may convene a Study or Work Session devoted exclusively to the exchange of information relating to municipal affairs. No votes shall be taken on any matters, no deliberation toward a decision, nor shall any councilmember enter into a formal commitment with another member regarding a vote to be taken subsequently.

2.13 ADMINISTRATION:

2.13a The City Manager shall attend all meetings of the Council unless excused and may attend meetings of the City's boards, commissions, or committees. The City Manager may make recommendations to the Council and shall have the right to take part in discussions, but he or she shall not vote.

2.13b The City Clerk shall attend all meetings of the Council unless excused. He or she shall keep the official meeting minutes and perform such other duties as may be requested by Council or required by law.

2.13c The City Attorney shall attend all regular meetings of the Council unless excused and shall, upon request, provide an opinion on questions of law or procedure. If the City Attorney is unable to attend a meeting, he or she may provide written legal opinions to the City Manager prior to the meeting. The City Attorney shall act as the Council's parliamentarian.

2.14 PUBLICATION OF COUNCIL 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. Draft Minutes shall be prepared and available within eight (8) days of the meeting and Final Minutes shall be published within five (5) days of a subsequent meeting where they are approved. Meeting minutes shall be summary in nature, recording actions taken by the City Council. With respect to motions and resolutions, the minutes shall document the name of the members who motioned and seconded as well as 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 the City Charter, 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. (MCL 15.269)

3. MEETING AGENDAS

3.1 PREPARATION: The City Clerk with the input and assistance of the Mayor and City Manager shall be responsible for the preparation of the agenda for all meetings of the City Council. The City Clerk shall prepare and deliver the Agenda, with supporting materials and explanations, to all members of the City Council on or before the Thursday prior to the scheduled meeting by 5 pm.

3.2 SUBMISSION OF ITEMS FOR CONSIDERATION: Agenda items from council members shall be submitted to the office of the City Manager and / or City Clerk by 4:00 PM on the Tuesday preceding the Monday scheduled meeting of the City Council. The City Manager, Mayor, and City Clerk 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 or Mayor. All denials of requests for placement on the agenda must be in writing and include an explanation for the denial.

3.3 EMERGENCY ITEMS: Emergency items, as determined by the Mayor, shall be considered an exception to the above procedures. An explanation for the emergency must be included with the request to be added to the agenda. If an emergency item request is denied a written explanation must be provided.

3.4 AGENDA FORMAT: 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. Call to order, Roll Call, and Pledge of Allegiance
2. Approval of Agenda
3. Public Hearing (if necessary)
4. Public comments
 - a. At this time, individuals may comment from the podium up to three minutes
5. Approval of Minutes
6. Approval of Bills
7. Acceptance of Written Reports
8. Presentation (if necessary)
9. Old Business
10. New Business
11. Acceptance of the Consent Agenda
12. City Manager's report
13. Mayor's report
14. City Attorney's report
15. Council Member's Comments
16. Public Comments
 - a. At this time, individuals may comment from the podium up to three minutes
17. Adjourn

3.5 PUBLIC HEARINGS: When an official Public Hearing is required, the Mayor shall announce the start of the public hearing, the purpose of the hearing and shall then open the hearing to the public for comment, noting the time. The rules of public participation established above shall apply. After receiving public comments, the Mayor shall close the public hearing and note the time. The City Clerk shall record in the meeting minutes the names (if announced) 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.

3.6 CONSENT AGENDA: Consent Agenda items shall consist of the approval of items considered routine by the council including commission reports, receipt and file of reports, standard contracts that are used regularly, 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.

3.7 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. The format for Action (or Agenda) Items is as follows:

- a. Announce the agenda item
- b. Report or description of the item
- c. Technical questions for clarification.
- d. Motion/Resolution
- e. Motion/Resolution is seconded
- f. Reading of the motion/Resolution
- g. Discussion and debate among council members
- h. Vote
- i. Announcement of the vote results

3.8 ADJOURNMENT OF MEETING: Any Councilmember may make a motion to adjourn the meeting. If followed by a second and an affirmative vote by a majority of the members present, the Mayor shall adjourn the meeting of the City Council. The mayor may also adjourn the meeting upon completion of agenda items if there are no objections.

3.9 MEETING CANCELLATIONS: Meetings may be cancelled for a lack of quorum, inclement weather, or lack of agenda topics.

4. AMENDMENTS TO COUNCIL RULES OF PROCEDURE

4.1 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.

5. BOARDS AND COMMISSIONS RULES OF PROCEDURE

5.1 CITY BOARDS AND COMMISSION: To the extent possible, the City's Planning Commission and Zoning Board of Appeals shall adhere to the same Rules of Procedure adopted by the City Council, with the following exceptions:

- a. **2.1 Regular Meetings:** Regular meetings of the Planning Commission shall be held the first Monday of every month. Meetings of the Zoning Board of Appeals are called on an as-needed basis.
- b. **2.2 Special Meetings:** The Board or Commission Chairperson shall be responsible for scheduling any special meetings with the City Clerk no less than 48 hours in advance of the meeting.
- c. **2.7 Presiding Officer:** The Board or Commission Chairperson shall serve as the presiding officer and the Clerk or designated representative shall be responsible for publishing the minutes of each meeting.
- d. **2.8 Quorum:** A majority of the members in office at the time of the Planning Commission or Zoning Board of Appeals shall constitute a quorum for the transaction of business.
- e. **2.9 Closed Sessions:** Not applicable to Boards and Commissions.
- f. **2.13 Publication of Proceedings:** Draft meeting minutes shall be prepared by the Clerk for posting on the City website within 8 days of the meeting. Final minutes shall be posted on the City website within 5 days of the approval meeting.
- g. **3.1 Agenda Preparation:** The Board or Commission Chairperson shall be responsible for preparing the agenda with assistance from the City Clerk by close-of-business on the Thursday before their regularly scheduled meeting or 48 hours prior to special meetings.
- h. **3.2 Agenda Items:** Agenda items shall be submitted to the Board or Commission Chairperson one week prior to the meeting.
- i. **3.7 Consent Agenda:** Not applicable to Boards and Commissions.

Revised: July 13, 2026

Adopted: