



# Rochester Hills Master Report

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**File Number: 2005-0051**

**File Number:** 2005-0051      **File Type:** Administration      **Status:** Held in Council  
**Version:** 2      **Reference:**      **Controlling Body:** City Council  
**Requester:**      **Cost:**      **Introduced:** 01/12/2005  
**File Name:** City Council Rules of Procedure - Proposed Changes      **Final Action:**

**Title:** Adoption of Amendments to *City Council Rules of Procedure* - Article III, Types of Meetings, Article V, Order of Business, and Article VII, City Council Communication Committees

**Notes:**

**Code Sections:**

**Agenda Date:**

**Indexes:**

**Agenda Number:**

**Sponsors:**

**Enactment Date:**

**Attachments:** Agenda Summary.pdf, Amendments to Rules of Procedure.pdf, Supplemental information.pdf, 011905 Agenda Summary.pdf, Min CC-Terms of Service.pdf, 0051 Master Report.pdf

**Enactment Number:**

### History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Administration and Information Services Committee	01/10/2005	Referred	City Council			
1	City Council	01/19/2005	Discussed				

**Verbose Action:** - City Council will vote on the proposed changes at their next regular meeting.

### Text of Legislative File 2005-0051

..Title

Adoption of Amendments to *City Council Rules of Procedure* - Article III, Types of Meetings, Article V, Order of Business, and Article VII, City Council Communication Committees

..Body

Resolved, that the Rochester Hills City Council amends its City Council Rules of Procedure as follows:

#### Article III. ~~Types of Meetings of Council~~

##### Section .01 Meeting Schedule

- (a) At the first Regular Meeting in December of each year, the Council shall by resolution set the Regular Meeting Schedule *of Council* for the following calendar year. ***The Regular Meeting Schedule shall consist of Regular Meetings and Work Sessions.***
  - (i) The Clerk shall post the following calendar year schedule within ten (10) days after the first meeting of the Council in each calendar year. A Public Notice shall state the dates, times and places of the ~~Regular~~ Meetings.
  - (ii) Changes in Meeting Schedules ~~shall~~ ***may*** be made by adoption of a resolution of City Council.
  - (iii) ***A meeting may be cancelled, due to lack of Agenda Items, by the Council President, with concurrence of the Vice President.***
  - ~~(iii)~~(iv) If there is a change in the ***Regular Meeting*** Schedule of ~~Regular Meetings~~ of the Council, the Clerk shall post within three (3) days after the meeting at which the change is made, a Public Notice stating the new date(s), time(s) and place(s) of ~~its~~ ***the*** Meeting(s).

**Section ~~01~~.02 Regular Meetings:**

- (a.) Regular Meetings of the Council shall be held on the first and third Wednesdays of each month, except for the month of December where the Regular Meetings will be held on the first and second Wednesday of the month. No meeting shall be held on the Wednesday immediately preceding Thanksgiving in November or on the fourth Wednesday in December, or on any legal holiday.
- (b) Regular Meetings shall be held in the Rochester Hills City Hall, 1000 Rochester Hills Drive, commencing at 7:30 p.m. unless the time and/or place is changed by Council resolution ***or by the Council President pursuant to Section .01(iii)*** and notice of such change, as required by the Open Meetings Act, is given.
- ~~(c) At the first Regular Meeting in December of each year, the Council shall by resolution set the Regular Meeting Schedule for the following calendar year.~~
  - ~~(i) The Clerk shall post the following calendar year schedule within ten (10) days after the first meeting of the Council in each calendar year. A Public Notice shall state the dates, times and places of the Regular Meetings.~~
  - ~~(ii) Changes in Meeting Schedules shall be made by adoption of a resolution of City Council.~~
  - ~~(iii) If there is a change in the Schedule of Regular Meetings of the Council, the Clerk shall post within three (3) days after the meeting at which the change is made, a Public Notice stating the new dates, times and places of its Regular Meeting(s).~~

**Section .03 Work Sessions**

- (a) Work Sessions shall be held on the fourth Wednesday of each month, except for the month of December when no Work Session will be scheduled. No meeting shall be held on the Wednesday immediately preceding Thanksgiving in November or on the fourth Wednesday in December, or on any legal holiday.

- (b) Work Sessions will be study meetings at which time Council will initially hear petitioner's requests, citizen's requests, administrative requests, review proposed ordinance changes, and such other items. No vote will be taken at Work Sessions, except if there is a need to adjourn to Closed Session at which time Council may consider a resolution at the beginning of the Work Session to adjourn to Closed Session at the conclusion of the Work Session.
- (c) Work Sessions shall be held in the Rochester Hills City Hall, 1000 Rochester Hills Drive, commencing at 7:30 P.M., unless the time and/or place is changed by Council resolution *or by the Council President pursuant to Section .01(iii)* and notice of such change, as required by the Open Meetings Act, is given
- (d) *A Regular Work Session may be changed to a Regular Meeting by the Council President, with the concurrence of the Vice President, if the President deems it necessary.*
- ~~(d)~~(e) Additional Work Sessions of the Council will be held as necessary and as scheduled by the Council.
- ~~(e)~~(f) The Clerk will prepare and post an Agenda for these Meetings in accordance with the Open Meetings Act.

**Section .04 Closed Sessions - no changes**

**Section ~~.02~~ .05 Special Meetings - renumber**

**Section ~~.05~~ .06 Emergency Meetings - renumber**

**Section ~~.06~~ .07 Joint Meetings: - renumber**

**Section ~~.07~~ .08 Media Attendance at Council Meetings - renumber**

## **Article V. Order of Business and Agenda**

### **Section .01 Order of Business**

- Call to Order
- Roll Call
- Pledge of Allegiance
- Approval of Agenda
- Public Comment
- Legislative and Administrative Comments
- Attorney's Report
- Presentations
- Recognitions
- Consent Agenda
- Public Hearings
- Ordinance for Introduction
- Ordinance for Adoption
- Nominations/Appointments
- Unfinished Business
- New Business

Committee Reports  
**BUDGET DISCUSSIONS**  
Any Other Business  
Next Meeting Date  
Adjournment

## Article VII City Council Communication Committees

### Section .03: Boards, Commissions and Committees

- (a) The City Council establishes the following City Council Communications Committees:
- (ii) Membership and Selection
- 2) Each Committee's membership shall consist of three (3) Members of the City Council to be appointed by City Council each year, two (2) citizen members to be appointed by City Council to ~~three (3)~~ **one (1)** year terms ~~except that, of the first two (2) appointments to the committee, one (1) member shall be appointed for a two-year term and one member shall be appointed to a three-year term to provide for staggered terms,~~ and members of the Administration, to be appointed by the Mayor. The three (3) Council Members and the two (2) citizen members shall be the only voting members of the Committees.
  - 3) Council Members shall be appointed to Committees for one (1) year terms that expire on December 31 of the appropriate year; except, in the event a Member's term in office ends, the Committee Membership will expire when the Member leaves office.
  - 4) Citizen members to the Committee shall be appointed by Council and shall serve for ~~three (3)~~ **one (1)** year terms expiring on December 31 of the appropriate year; ~~except that, of the first two (2) appointments to the committee, one (1) member shall be appointed for a two-year term and one (1) member shall be appointed to a three-year term to provide for staggered terms.~~ Appointments shall be made as provided in Article VII, Section 02.a (i) through (iv).