



July 26, 2005

Michigan Municipal League Annual Meeting Notice

(Please present at the next Council or Commission Meeting)

Dear Official:

The Annual Convention of the Michigan Municipal League will be held in Grand Rapids, September 20-23, 2005. **The annual meeting is scheduled for 10:45 a.m. on Wednesday, September 21, at the Amway Grand Plaza Hotel. The meeting will be held for the following purposes:**

1. **Election of Trustees.** To elect six members of the Board of Trustees for terms of three years each (see page 2).
2. **Policy.** To vote on statements of policy and resolutions properly brought before the annual meeting. All member cities and villages planning on submitting resolutions for consideration at the annual meeting are reminded that under the Bylaws, the deadline for receiving resolutions is August 22, 2005 (see page 2).
3. **Other Business.** To transact such other business as may properly come before the meeting.

Designation of Voting Delegates

Pursuant to the provisions of the League Bylaws, you are requested to designate by action of your governing body one of your officials who will be in attendance at the Convention as your official representative to cast the vote of the municipality at the annual meeting, and, if possible, to designate one other official to serve as alternate. After taking this action, please return the enclosed reply card no later than September 1, 2005.

Regarding the designation of an official representative of the member to the annual meeting, please note the following section of the MML Bylaws:

“Section 4.4 - Votes of Members. Each member city and village shall be equally privileged with all other members in its voice and vote in the election of officers and upon any proposition presented for discussion or decision at any meeting of the members. Honorary members shall be entitled to participate in the discussion of any question, but such members shall not be entitled to vote. The vote of each member shall be cast by its official representative attending the meeting at which an election of officers or a decision on any proposition shall take place. Each member shall, by action of its governing body prior to the annual meeting or any special meeting, appoint one official of such member city or village as its principal official representative to cast the vote of the member at such meeting, and may appoint one official as its alternate official representative to serve in the absence or inability to act of the principal representative.”

President
Margene Ann Scott
Councilwoman
Madison Heights

Vice President
Robert B. Jones
Mayor, Kalamazoo

Trustees
Alex R. Allie
City Manager
Huntington Woods

Vicki Barnett
Mayor
Farmington Hills

Kathleen Buckner
Mayor Pro Tem
Center Line

Michael J. Czymbor
City Administrator
Milan

Deborah L. Doyle
Councilmember
Durand

Barbara Holt
Commissioner
Walker

Jerry Irby
Mayor, Marquette

Kwame M. Kilpatrick
Mayor, Detroit

Michael N. Matheny
Mayor, Grand Blanc

Florence E. Schrader
Treasurer, Ubly

Clara Shepherd
Commissioner
Muskegon

John C. Siira
City Manager
Wakefield

Gladys A. Solokis
Mayor, Gaylord

William R. Stewart
City Manager
Coldwater

Karl S. Tomion
City Manager
Midland

John J. Zech
City Manager
Wayne

Executive Director
Daniel P. Gilmartin

1. Election of Trustees

Regarding election of officers, under Section 5.3 of the MML Bylaws, six members of the Board of Trustees will be elected at the annual meeting for a term of three years. The regulations of the Board of Trustees require the Nominations Committee to complete its recommendations and post the names of the nominees for the Board of Trustees on the bulletin board of the registration desk at least four hours before the hour of the business meeting.

2. Statements of Policy and Resolutions *

Regarding consideration of resolutions and statements of policy, under Section 4.5 of the MML Bylaws, the Board of Trustees acts as the Resolutions Committee, and “no resolution or motion, except procedural and incidental matters having to do with business properly before the annual meeting or pertaining to the conduct of the meeting, shall be considered at the annual meeting unless it is either (1) submitted to the meeting by the Board of Trustees, or (2) submitted in writing to the Board of Trustees by resolution of the governing body of a member city or village at least thirty (30) days preceding the date of the annual meeting.” Thus the deadline this year for the MML to receive resolutions is August 22nd.

“Every proposed resolution submitted by a member shall be stated in clear and concise language and shall be accompanied by a statement setting for the reasons for recommending the proposed resolution. The Board shall consider the proposal at a Board meeting prior to the next annual meeting and, after consideration, shall make a recommendation as to the advisability of adopting each such resolution or modification thereof.”

The proposed 2005-06 Michigan Municipal League Policies and any new proposed Resolutions recommended by the Board of Trustees for adoption by the membership are available on the MML website*, to permit governing bodies of member cities and villages to have an opportunity to review such proposals and delegate to their voting representative the responsibility for expressing the official point of view of the member at the annual meeting.

The Board of Trustees will meet on Tuesday, September 20, at the Amway Grand Plaza Hotel in Grand Rapids for the purpose of considering such other matters as may be requested by the membership.

* The proposed 2005-06 MML Policies are available on the MML website at http://www.mml.org/pdf/approved_policies06.pdf. If you would like to receive a copy of the proposed policies by fax, please call the League at 800-653-2483.

Sincerely,



Margene Ann Scott
President



Daniel P. Gilmartin
Executive Director

Enc.



OFFICIAL VOTING DELEGATES
ANNUAL BUSINESS MEETING
Michigan Municipal League

In accordance with the accompanying MML Annual Meeting Notice, each member city and village is to appoint one Official Voting Delegate and one Official Alternate Voting Delegate to represent the city or village at the Annual Business Meeting of the Michigan Municipal League.

The purpose of these instructions is to familiarize the voting delegate, especially those officials serving in this capacity for the first time, with the procedure to be followed during the Annual Business Meeting.

1. Only the Official Voting Delegate will be seated in the area reserved for Voting Delegates. If the Official Voting Delegate is not present, the Official Alternate Voting Delegate will take the Delegate's place in the reserved area as the Voting Delegate. Therefore, each member city and village will have only one person seated in the reserved area. All other municipal officials, and all other Alternate Voting Delegates, may be seated outside the reserved area.
2. After the roll call of Voting Delegates, a member city or village whose Official Voting Delegate or Alternate is not present will be given the opportunity to have a Voting Delegate seated upon the approval of the Voting Delegates originally seated.
3. In general, Robert's Rules of Order, Newly Revised, will govern the conduct of the Annual Business Meeting. Parliamentary decisions will be made by the President of the League who will preside at the Annual Business Meeting. The President will be assisted by a Parliamentarian. Parliamentary decisions by the Chair, if challenged from the floor, are subject to be sustained or overturned by a majority of the voting delegates.
4. The Bylaw governing the submission of policy resolutions provides:
Section 4.5 - Resolutions
 - A. No resolution or motion shall be submitted to debate or vote at the annual meeting or any special meeting unless it is germane to the functions and purposes of the League.
 - B. No resolution or motion, excepting procedural and incidental matters having to do with business properly before the annual meeting or pertaining to the conduct of the meeting, shall be considered at the annual meeting unless it is either (1) submitted to the meeting by the Board of Trustees, or (2) submitted in writing to the Board of Trustees by official action of the governing body of a member city or village at least thirty (30) days preceding the date of the annual meeting**.
 - C. Every proposed resolution submitted by a member shall be stated in clear and concise language and shall be accompanied by a statement setting forth the reasons for recommending the proposed resolution. The Board shall consider the proposal at a Board meeting prior to the next annual meeting and, after

consideration, shall make a recommendation as to the advisability of adopting each such resolution or a modification thereof. If time permits, each such resolution and the recommendation of the Board shall be printed in the issue of the *Michigan Municipal Review*.

** The deadline for receiving resolutions is August 22, 2005.

5. If a Voting Delegate wishes to speak, the Delegate should rise and proceed to one of the microphones available in the reserved area and after recognition by the Chair, may then speak. Since the Annual Business Meeting is being recorded, each Voting Delegate who wishes to speak for any reason, after being recognized by the Chair, should first announce the Delegate's name, title and municipality slowly and clearly into the microphone.

A member of the Board of Trustees, an Honorary Life Member, or a Chair or a designated member of a League Standing or Special Committee may speak on a question, but may not vote unless serving also as a Voting Delegate. If a question is raised about a proposed policy or resolution, or an amendment is offered and seconded, the Chair or designated member of the proper League Standing or Special Committee or a member of the Board of Trustees will be called upon to speak at an appropriate time to explain the Committee's views *before the vote* is put on the question. In addition, upon request of the Chair, a member of the League staff may speak on a question. Any other person present may speak only with the approval of the Voting Delegate body.

6. If a Voting Delegate who has been seated wishes to have the Alternate Voting Delegate from the Delegate's city or village speak on an issue, the Voting Delegate should request, after being recognized by the Chair, to be excused from the reserved area and that the other person be permitted to take the Delegate's place temporarily or for the balance of the meeting. Upon being excused by the Chair, the Alternate Voting Delegate may then take the Voting Delegate's place in the reserved seating area and may speak and vote as the Official Voting Delegate.
7. The above procedure is necessary to assure that, in the event of a vote on a question by show of hands or by voice vote of the Delegates, no city or village will have more than one person seated in the reserved area