

CITY OF ROCHESTER HILLS



Barb Holder, AIS Chairperson  
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DATE: Aug. 24, 2006

TO: AIS Committee Members

RE: Recap of Review of *City Council Rules & Procedures: Art VIII, Sec. 06* (LF#2006-0119)

The following is a recap of recent discussions at AIS meetings regarding *City Council Rules & Procedures: Art VIII, Sec. 06 - Citizens' Rights - Written Communication*:

- 03/07/06 AIS Meeting: Consensus was to recommend that Council adopt a policy of not reading letters into the record.
- 07/11/06 AIS Meeting: AIS recommended the following changes to the *City Council Rules of Procedure Art. VIII, Sec. 06: Citizens' Rights - Written Communication*:

(a) Interested parties or their authorized representatives may address the Council in writing through letters or email regarding any matter listed on the Agenda. ~~Copies will be distributed to Council Members by the Clerk's Office. Council discourages reading letters for the record and encourages personal appearances at Council meetings.~~

i.) Communications received prior to a City Council Meeting

a. Written communications and emails received by 4:00 PM on the date of a Council Meeting shall be documented with a receipt time and date by the City Clerk and will be copied and provided to City Council as Supplemental Information.

b. A list of written communications and emails received will be compiled by the Clerk's Office and provided to City Council as Supplemental Information; The list shall contain the name, address and whether the author is for or against the issue to be discussed.

be. At the City Council meeting under the respective item, the President of Council or the City Clerk shall read into the record the name and address of the author and whether he/she is for or against the issue being considered. summarize the letters and other communications.

(b)ii.)- Communications received during a City Council Meeting

a. Any written correspondence or other materials received at a City Council Meeting shall be documented with a receipt time and date by the City Clerk, ~~read into the record and distributed as indicated.~~

~~b. At the City Council meeting under the respective item, the President of Council or the City Clerk shall read into the record the name and address of the author and whether he/she is for or against the issue.~~

~~b.c. If the Clerk does not receive a copy of the written submittal, it shall not be incorporated as part of the official record. In order to be incorporated as part of the record, written communications must be received by the City Clerk~~