



**City of Rochester Hills
AGENDA SUMMARY
NON-FINANCIAL ITEMS**

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Legislative File No: 2006-0826

TO: Mayor and City Council Members
FROM: Susan Galeczka, Deputy Clerk
DATE: November 10, 2006
SUBJECT: Amendment to *City Council Rules of Procedure*

Based on the discussion at the November 8, 2006 Work Session regarding the dissolution of the Committees there are numerous sections of City Council's *Rules of Procedure* that will need to be amended. In addition, Council's interest in changing their meeting schedule to add additional work sessions also requires amendments.

Pursuant to Article IX, Suspension & Amendment of These Rules, Section.02, Amendment to These Rules is states: T

“These rules may be amended or supplemented by a vote of a majority of the Council currently holding office, provided that no vote to amend shall take place at the same meeting at which such amendment or supplement is initially proposed.”

The following suggestions are being proposed for Council's review. Upon completion of the discussion, I will incorporate the changes into Council's *Rules of Procedure* to be adopted at the November 29, City Council Meeting.

Article II. General Rules,

SUMMARY OF CHANGE: Housekeeping issues and clarifying that Regular Work Sessions will be televised. Currently decision regarding televising Work Sessions is up to the discretion of Council President.

Section .04 Journal of Proceedings

- (a) The City Clerk shall keep a permanent record of all City Council proceedings in the City's Official Minutes Books. Once approved, these Minutes are the official records of the actions of City Council.
 - (i) Audio ~~tape~~-recordings shall be made of each public meeting by the Clerk or his/her designee except for Special Meetings, which are specifically held to adopt a Resolution to convene to Closed Session. The tapes shall be retained for at least one (1) year and one (1) day following the meeting.

- (ii) Meetings open to the public may be broadcast over cable television subject to any cable casting policy adopted by the Council.
 - a. All Regular Council Meetings and Regular Work Sessions shall be broadcast over cable television.
 - b. ~~The Council President shall determine if a regularly scheduled Work Session will be broadcast over cable television at the Work Session's respective Agenda Review meeting. If it is determined that a Work Session is to be broadcast, the meeting will be held in the City Hall Auditorium. If the Work Session is not to be broadcast, it may be held in the City Council Conference Room or other location deemed best to meet the needs of the meeting.~~
- (iii) ~~Video~~ Digital-recordings shall be made for each regularly scheduled Meeting, unless otherwise specified by the Council President pursuant to Section .01(i)(b). The tapes shall be retained for at least three (3) months.

Article III. Meeting of Council

SUMMARY OF CHANGE: Change current meeting schedule of regular meetings, first and third Wednesday of the month and Work Session fourth Wednesday of the month to two Regular meetings and two Work Sessions each month.

Section .02 Regular Meetings:

Option 1:

- (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) Work Sessions shall be held on the ~~second and last~~ fourth-Wednesday of each month, except for the month of December when ~~no the~~-Work Session will be scheduled on the third 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.

Option 2:

- (a) Regular Meetings of the Council shall be held on the ~~first~~ second-and ~~third~~ fourth-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) Work Sessions shall be held on the ~~fourth~~ first and second-Wednesday of each month, except for the month of December when ~~no the~~-Work Session will be ~~scheduled~~ held only on the first 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.

Article IV Council Officers and Duties

SUMMARY OF CHANGE: Remove responsibility of Youth Council Liaison from the Vice President to allow for a Council Member who has an interest in serving to be selected.

Section .03 – Duties of Council Officers

(b) **The Vice-President**

- (ii) ~~Shall serve as Council's liaison to the Rochester Hills Government Youth Council (RHGYC)~~

Article V. Order of Business- Section .01

SUMMARY OF CHANGE: To re-establish the Order of Business for Work Sessions to incorporate Council Member's Comments and to allow for an informal review of the Agenda to facilitate any changes to the agenda if needed.

(b) **Work Sessions**

Call to Order
Roll Call
Pledge of Allegiance
Review of Agenda
Public comments
Legislative and Administrative Comments
Administration
City Council
~~Comments & Announcements~~
Any Other Business
Next Meeting Date
Adjournment

Article V. Order of Business- Section .02 Agendas

SUMMARY OF CHANGE: To incorporate changes to agendas to reflect changes to Regular and Work Session Agendas (some are housekeeping issues)

(a) **Regular Meeting Agenda:**

- (vi) Each Regular Meeting Agenda shall contain the following:
- (1) An item entitled "Approval of Agenda" at which time any Council Member shall have the option of changing the Agenda, deleting
- (2) aAn item entitled "Public Comments" at which time any person may speak on any subject that does not appear on the Meeting Agenda.
- (vii) ~~Each Regular Meeting Agenda shall contain~~
- (3) aAn item entitled "Any Other Business" at which time any Council Member may discuss any matter that does not appear on the Meeting Agenda.

~~(viii) Each Regular Meeting Agenda shall contain an item entitled "Approval of Agenda" at which time any Council Member shall have the option of changing the Agenda, deleting any item from the Agenda or deferring an item on the Agenda to a subsequent Regular Council Meeting by a majority vote.~~

vii Regular Meeting Agendas may include a Consent Agenda which includes the following:

(1) All matters listed under Consent Agenda are considered to be routine and non-controversial in nature and will be enacted by one (1) motion, without discussion.

(2) Such items include, but are not limited to, approval of Minutes, purchase authorizations, approval of recognition resolutions, approval of agreements, grants of easements, final reading and adoption of ordinances, etc.

(3) If any Council Member or citizen requests discussion of an item, it will be removed from the Consent Agenda for separate discussion.

(4) If an Item is removed from the Consent Agenda, it shall be considered immediately after the approval of the Consent Agenda

(b) Consent Agenda Work Session Agenda

(i) The President shall be responsible for the preparation of an Agenda for each Work Session and shall consider for inclusion on the Agenda items submitted by the Mayor, any Council Member or any member of the public.

(ii) The City Clerk shall be responsible for causing an Agenda Packet to be prepared, which shall be available to each Council Member for pickup at a place designated by the Council by 5:00 p.m. on the Friday preceding each Work Session. A copy of the Agenda Packet shall be forwarded to the Rochester Hills Public Library, and the Mayor's Office. The City Clerk shall also make copies available to the news media.

(iii) Any Council Member, other City official, or other person may supplement the materials dealing with any agenda item prior to or at the public meeting for which the Agenda has been prepared.

(iv) Agenda items from Council Members should be filed with the City Clerk. Requested items will appear on the next available Agenda within three (3) meetings after the request is made.

(v) Agenda Summary Reports

(1) Agenda Summary Reports will be included in the Agenda Packet for each Agenda item.

(2) Any item listed on the Agenda for which an Agenda Summary Report has not been included will automatically be continued to the next Regular Meeting.

(vi) Each Work Session Agenda shall contain the following:

(1) An item entitled "Review of Agenda"

- (2) An item entitled "Public Comments" at which time any person may speak on any subject that does not appear on the Meeting Agenda.
- (3) An item entitled "Any Other Business" at which time any Council Member may discuss any matter that does not appear on the Meeting Agenda.

Article V. Order of Business- Section .03 Discussion Items:

SUMMARY OF CHANGE: To set the parameters for discussion at Regular Meetings and Work Sessions.

- (iv) Rules of Debate for Regular Meetings: (deleting the entire section and replace it with the following:)
 - 1) The President shall recognize all Members of Council wishing to speak until there is a motion on the floor.
 - 2) When an agenda item has been the subject of a Work Session discussion item, the President may request a motion from the floor in order to start debate.
 - 3) When there is a motion on the floor, the maker of the motion shall have the first opportunity to speak on that motion.
 - 4) Once the Motion is on the floor for any particular item, each Member shall have one opportunity to debate the motion or discuss the issue for a maximum of 5 minutes.
 - 5) A Member who has the floor shall indicate when he/she is finished speaking.
 - 6) A Member may request an extension of debate for all Members with one additional opportunity to speak for a maximum of 3 minutes. Such request shall be granted by the President unless it is objected to by a Member.
 - 7) The mayor, or designee, shall be allowed to participate in debate in accordance with these rules of debate in place.
 - 8) The Rules of Debate may be changed by resolution by a two-thirds (2/3) vote of the Council at the beginning of debate.
- (v) Rules of Discussion for Work Sessions
 - 1) Work Sessions are intended to be less formal meetings designed to promote discussion of policies and issues, answering questions, requesting information among Council Members, Administration representatives and the public including applicants.
 - 2) The President shall recognize all Members of Council wishing to speak until there are no more requests or a time designated for discussion has expired.
 - 3) The President shall recognize all members of the public requesting the opportunity to speak on an agenda item using the Speakers Request Form and may recognize

the same and additional members of the public subsequently during the Council discussion.

4) At the conclusion of discussion of an agenda item, the President may request a consensus from the Council whether the item may be placed on the next or subsequent Regular Meeting. The result of the request is not considered a decision under these Rules of Procedure, but may be considered guidance with respect to the setting of agendas.

Article VII Boards Commissions and Committees, Section .02 Committees of Council

SUMMARY OF CHANGE: To change “Committees of Council” to “Technical Review Committees of Council” and set the guidelines for the creation of Technical Committees

Section.02 ~~Committees of Council~~ Technical Review Committees of Council

(a) The Council may, from time to time, establish Committees for the purpose of assisting the Council in carrying out its duties.

(i) Request for the formation of a Committee may be made by City Council Members, the Administration or the Public

(ii) Council will consider each request and make a determination whether a Committee will be created and whether the Committee will be created immediately or at some time in the future.

(iii) Committees shall be established by Council resolution setting forth the following:

(1) Purpose and Charge

(i)1 Charge and Responsibility of the Committee

(ii)2 Expected results, including, but not limited to, a timeline

~~(3)~~(2) Membership and selection, including number of members, solicitation of members and qualifications of members

1) Each committee shall include at least two (2) and not more than three (3) Council Members

2) Committees may include Administrative Staff Members which shall be appointed by the Mayor

3) Committees may include one (1) Youth Representative who must be a resident of the City of Rochester Hills.

(4) Term of appointment, where appropriate

(3) All recommendations from Committees to City Council shall follow the same procedures for placement on a City Council Agenda as outlined in Article V, Section .02

(4) Upon creation of a Committee, the Administration will determine which Department is responsible for coordinating the meetings and maintaining the “notes” of the meeting

(5) The City Clerk or her designee will be responsible for ensuring that all Committee Meetings are noticed and agendas posted

(b) The Council may discharge a committee from further consideration on any matter

Delete entire Section .03 City Council Communication Committees and renumber respectively.

In addition, there has been discussion to add a RHGYC Member to sit with Council at its meetings on a rotating basis to afford them the opportunity to participate in the discussion at Council in lieu of their participation on the Communication Committees. If Council is interested in pursuing this, the Clerk’s Office will prepare the appropriate language to be incorporated into Council’s rules.

As always, if you have any questions or concerns, please feel free to contact me.

RESOLUTION

NEXT AGENDA ITEM

RETURN TO AGENDA
