

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 Administrative Assistant to the Clerk. 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.
 - (iii) Video tapes shall be made for each regularly scheduled Meeting, unless otherwise specified by Council. The tapes shall be retained for at least three (3) months.
- (b) The City Clerk shall keep Minutes of Closed Sessions but such Minutes shall not be available for public inspection and may only be disclosed by order of a Court. These Minutes shall be destroyed one (1) year after the date of the Closed Session.

Section .05 Ordinances:

- (a) Ordinances shall be enacted according to "*Chapter II, City Legislation,*" of the Charter of the City of Rochester Hills.

Section .06 Recognition Before Speaking:

- (a) The President will recognize Members desiring to speak, and confine remarks to the subject under consideration.

Section .07 Mayor:

- (a) The Mayor may attend all Council Meetings. The Mayor may make recommendations to the Council and may participate in all Council discussions in accordance with the Rules of Debate. The Mayor does not have a vote.

Section .08 City Attorney:

- (a) The City Attorney shall attend Council Meetings as needed.

if all the Members of the Council are present at any such Meeting of the Council, then any business that may lawfully come before a Regular Meeting of the Council may be transacted at such a Special Meeting (all Members present and all Members are in agreement).

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 and notice of such change, as required by the Open Meetings Act, is given.
- (d) Additional Work Sessions of the Council will be held as necessary and as scheduled by the Council.
- (e) The Clerk will prepare and post an Agenda for these Meetings in accordance with the Open Meetings Act.

Section .04 Closed Sessions:

- (a) Meetings of the Council that are not open to the public may be held only if called in compliance with the Open Meetings Act in order to consider matters listed among the permitted purposes of Closed Sessions as set forth in the Open Meetings Act as follows:
 - (i) To consider the dismissal, suspension, or discipline of, or to hear complaints or charges brought against a public officer, employee, staff member, or individual agent, when the named person requests a Closed Hearing;