



# Rochester Hills Master

1000 Rochester Hills  
Drive  
Rochester Hills, MI 48309  
(248) 656-4660  
Home Page:  
www.rochesterhills.org

**File Number: 2007-0867**

**File ID:** 2007-0867

**Type:** Policy

**Status:** To Council

**Version:** 1

**Reference:** 2007-0867

**Controlling Body:** City Council  
Regular Meeting

**File Created Date :** 12/07/2007

**File Name:** Adoption of Amendments to City Council Rules of  
Procedure

**Final Action:**

**Title label:** Adoption of Amendments to City Council Rules of Procedure

**Notes:**

**Sponsors:**

**Enactment Date:**

**Attachments:** 0867Agenda Summary.pdf ,Amendments to Rules of  
Procedure.doc

**Enactment Number:**

**Contact:**

**Hearing Date:**

**Drafter:**

**Effective Date:**

## History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	City Council Regular Meeting	12/12/2007					

## Text of Legislative File 2007-0867

### title

Adoption of Amendments to *City Council Rules of Procedure*

### body

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

## Article III. 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 shall include any scheduled 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 Meetings.

**Section .02 Regular Meetings:**

- (a) Regular Meetings of the Council shall be held ~~on the second and fourth Wednesdays of each month, except for the month of December where the Regular Meeting will be held on the 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~~ in accordance with the adopted Regular Meeting Schedule.

**Section .03 Work Sessions:**

- (a) ~~Work Sessions shall be held on the first and third Wednesday of each month, except for the month of December when the Work Session will be held only on the first Wednesday of the month. No Work Session shall be held on the Wednesday immediately preceding Thanksgiving in November or on any legal holiday.~~
- (b)(a) The Council may hold Work Sessions which 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.
- (e)(b) 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)(c) Additional Work Sessions of the Council ~~will~~ may be held as necessary and as scheduled by the Council.
- (e)(d) The Clerk will prepare and post an Agenda for these Meetings in accordance with the Open Meetings Act.

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

**(a) Regular Meeting Agenda:**

- (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~~ five (5) calendar days preceding each Regular Meeting. 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.

**(b) Work Session Agenda:**

- (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 ~~5:00 p.m. on the Friday~~ five (5) days 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.