



City of Rochester Hills  
AGENDA SUMMARY  
NON-FINANCIAL ITEMS

1000 Rochester Hills Dr.  
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[www.rochesterhills.org](http://www.rochesterhills.org)

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Legislative File No: 2014-0549

**TO:** Mayor and City Council Members  
**FROM:** Mark Tisdell, Vice President  
**DATE:** December 10, 2014  
**SUBJECT:** *City Council Rules of Procedure*

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Rochester Hills *City Council Rules of Procedure* have not been amended since June 1, 2009. Current *Rules of Procedure* do not reflect actual accepted and agreed upon practices. The following recommended language and procedural changes bring our *Rules of Procedure* current with actual operations and “best practices” standards recommended by Michigan Municipal League (MML) experts.

Page 2: Article I. Authority, Section .04 Journal of Proceedings (a) (ii) change “may” to “shall” relative to broadcasting “Regular City Council Meetings.” a. add “Joint City Council and Board / Commission and Special Meetings may be broadcast...”; delete “All Regular Council...and Regular Work Sessions shall...(see Article III, section .07).” NOTE: The broadcasting of “All Regular Council Meetings” has been addressed in Section .04, (a) (ii).

Page 3: Article III. Meetings of Council, Section .01 Meeting Schedule (a) delete “The Regular Meeting Schedule shall consist of Regular Meetings and shall include any scheduled Work Sessions.”

Page 4: Article III. Meeting of Council, Section .03 Work Sections delete in its entirety.

Page 9: Article V. Order of Business and Agenda (A) Regular Meetings changed to the following—

- Call to Order
- Roll Call
- Pledge of Allegiance
- Approval of Agenda
- Council and Youth Committee Reports
- Recognitions
- Presentations
- Consent Agenda
- Public Hearings
- Ordinance for Introduction
- Ordinance for Adoption
- Planning and Economic Development
- Public Comment for Items not on the Agenda
- Legislative and Administrative Comments
- Attorney’s Report
- Nominations / Appointments
- Unfinished Business
- New Business
- Any Other Business

Next Meeting Date  
Adjournment

NOTE: The above *Order of Business* comes directly from *Michigan Municipal Review April 2001*, Sue A. Jeffers MML Associate General Counsel, William L. Steude MML General Counsel (retired), Shirley S. Smith MML Consultant / 30-year employee.

Page 10: Article V. Order of Business and Agenda Section .01 Order of Business (B) deleted in its entirety.

Page 10: Article V. Order of Business and Agenda Section .02 Agendas (a) Regular Meeting Agenda (ii) delete "...for pickup at a place designated by the Council"; add "...(T)he City Clerk shall ensure that an electronic copy of the agenda packet is available online or by scanning the QR code posted in the Auditorium; delete "...(T)he City Clerk shall also make copies available to the news media."

Page 11: Article V. Order of Business and Agenda Section .02 Agendas (a) Regular Meeting Agenda (vii) (2) delete "...final reading and adoption of ordinances..."

Page 12: Article V. Order of Business and Agenda Section .02 Agendas (b) Work Session Agenda delete in its entirety.

Page 13: Article V. Order of Business and Agenda Section .03 Discussion Items (a) (iv) Rules of Debate for Regular Meetings 2) delete in its entirety.

Page 14: Article V. Order of Business and Agenda Section .03 Discussion Items (v) Rules of Discussion for Work Sessions delete in its entirety.

Page 14: Article V. Order of Business and Agenda Section .04 Minutes (a) delete "...and Regular Work Sessions and Special Work Sessions;..."

Page 15: Article V. Order of Business and Agenda Section .04 Minutes (a) (i) delete "...and Regular and Special Work Session..."

Page 22: Article VII. Boards, Commissions and Committees Section .02 Technical Review Committees of Council (a) (iii) 5) add "...Clerk..."

Page 25: Article VIII. Citizens' Rights Section .05 Personal and Slanderous Remarks (d) delete "...VB..."

Page 25: Article VIII. Citizens' Rights Section .06 Written Communication (a) delete "...Council discourages reading letters for the record and encourages personal appearances at Council meetings."

Page 25: Page 25: Article VIII. Citizens' Rights Section .06 Written Communication (a) (i) (a) add "...meeting..." delete "...shall be documented with a receipt time and date by the City Clerk and..."

Page 25: Page 25: Article VIII. Citizens' Rights Section .06 Written Communication (a) (i) (b) add "...may..." delete "...or the City Clerk shall..."

Page 25: Page 25: Article VIII. Citizens' Rights Section .06 Written Communication (a) (ii) (a) delete "...with a receipt time and date..."

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APPROVALS:	SIGNATURE	DATE
Department Review		
Department Director		
Mayor		
Deputy Clerk		