



City of Rochester Hills  
AGENDA SUMMARY  
NON-FINANCIAL ITEMS

1000 Rochester Hills Dr.  
Rochester Hills, MI 48309  
248.656.4630  
[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  
~~Consent 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		