



Rochester Hills

Minutes - Draft

Council Policy and Procedure Technical Review Committee

*Council Members: Jason Carlock, Theresa Mungoli, and Marvie Neubauer
City Clerk Leanne Scott*

1000 Rochester Hills Dr
Rochester Hills, MI 48309
(248) 656-4600
Home Page:
www.rochesterhills.org

Friday, May 22, 2026

2:30 PM

1000 Rochester Hills Drive

CALL TO ORDER

Clerk Scott called the Council Policy and Procedure Technical Review Committee meeting to order at 2:33 p.m.

ROLL CALL

Present 4 - Jason Carlock, Theresa Mungoli, Marvie Neubauer and Leanne Scott

CITY COUNCIL RULES OF PROCEDURE

Attendance

The committee reviewed an AI generated document that was compiled by scanning the City Council Rules of Procedure. This document identified high-risk gaps, specifically highlighting weak attendance enforcement and a lack of clear consequences for chronic absences.

Conversation ensued relative to past gaps in meeting attendance enforcement. To address these issues, the committee agreed to establish a new threshold where three or more unexcused absences within a calendar year will be classified as a chronic situation, automatically triggering mandatory contact from the Council President. For more effective quorum management and to prevent last-minute meeting cancellations, members are now expected to provide notice of an anticipated absence by 5:00 PM on the Friday preceding a regular meeting, whenever practicable. Additionally, the committee noted that these attendance expectations extend to committee assignments; members must regularly attend their appointed boards and are required to notify the Council President to request a formal reassignment if a persistent scheduling conflict arises.

Dress Code

The committee discussed dress code and appearance standards, noting that explicit guidelines were entirely missing from their current Rules and Procedures. To establish a clear baseline, the committee determined the need to add a new section requiring council members and staff to maintain a professional appearance consistent with a public governing body. The discussion also touched upon community spirit wear, with members agreeing that wearing local sports or

school shirts to support milestones is acceptable if styled professionally, such as layering a blazer over the shirt. Additionally, the committee considered reviewing an apparel catalog to coordinate ordering official city-logo gear for public events, with the understanding that members will pay for these items personally.

Timekeeping and Per Diem Meeting Pay

The committee reviewed timekeeping and per diem reporting procedures, with the Council President raising concerns over inconsistent timecard entries where brief constituent interactions were occasionally logged the same as formal, hours-long meetings. The committee discussed the distinction between the annual council salary, which covers general baseline duties like answering emails, phone calls, and meeting preparation, and the per diem rate reserved strictly for qualifying meetings. The committee recommended criteria for what constitutes a qualifying meeting for per diem compensation determining that a meeting must be directly related to an official council role or assigned board, involve substantive participation, and last a minimum of 30 minutes, while political campaigning, debates, and general networking events are explicitly excluded.

ANY OTHER BUSINESS

None.

NEXT MEETING DATE

To Be Determined.

ADJOURNMENT

There being no further business the meeting adjourned at 3:50 p.m.