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CITY COUNCIL

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CHRIS CLARK
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Regular City Council Meetings Rules and Procedures

Resolution No. 11.522-25

The Michigan Open Meetings Act Sec. 3. (5) A person shall be permitted to address a meeting of a public body. The legislature or a house of legislature may provide by rule that the right to address may be limited to prescribed times at hearings and committee meetings only.

1. Meetings of the City Council shall be conducted in an orderly manner in accordance with Robert's Rules of Order Revised, to ensure that the public has a full opportunity to be heard and the full deliberative process of the Council is retained at all times. The presiding Chair of the Council; shall be responsible for maintaining the order and decorum of meetings.
2. The primary purpose of oral communication is to allow citizens the opportunity to formally communicate with the City Council as a whole.
3. Each speaker shall limit their comments to take not more than three minutes, unless additional time is granted by the Chair.
4. Each person who addresses the Council shall do so in an orderly manner and shall not make personal impertinent remarks slanderous or profane remarks to any member of the Council, staff or general public. Any person who makes such remarks, who utters loud, threatening or personally abusive language or engages in any other disorderly conduct which interferes with conducting an orderly meeting, shall, at the discretion of the presiding officer or a majority of the Council, be barred from further audience before the Council during that meeting.
5. Each person shall confine his remarks to the Council agenda item presently under discussion. Non-agenda items may be addressed under Open Business.
6. All questions or comments shall be directed through the Chair of the Council.
7. Members of the audience who wish to address must stand or raise their hand to first be recognized by the Chair. Once called upon to speak, the audience member must move to the podium to speak or request the use of the portable microphone.
8. Follow-up questions on a specific Council agenda item or Open Business topic by the same audience member shall not be allowed during the meeting until all other parties have been allowed to speak on the item.
9. Elected officials will not use cell phones to send or receive text messages during regular and special meetings.

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