

RULES OF PROCEDURE

Sec. 65.5 GLV Act requires the Village Council to adopt rules of its own proceedings.

As a member of the Calumet Village Council you have the opportunity to make important contributions to shape the future of our community. First and foremost, council members must remember they are elected to make decisions as a collective body.

In all matters, a spirit of goodwill and a dedication to the common goal of making Calumet a desirable community in which to live will prevail. All employees, residents and visitors to the Village of Calumet will be treated with respect and fairness.

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MEETINGS

1. The Council will use Robert Rules of Order as a Guide for the meetings. They will not officially adopt the Rules to allow for some flexibility in running the meetings.
2. Within ten days after the first meeting of the Village Council following the November elections, a public notice stating the dates, times and places of the regular monthly council meetings will be posted at the Village office. For a rescheduled regular or a special meeting of the council, a public notice stating the date, time and place of the meeting shall be posted and accessible to the public for at least 18 hours before the meeting. For Committee meetings a public notice stating the date, time and place of the meeting shall be posted and accessible to the public at least 18 hours before the meeting.
3. Proposed meeting minutes from regular and special council meetings and from committee meetings will be available 8 business days after the meeting. Approved minutes must be made available for public inspection within five days after the council's approval
4. At the first regular council meeting following the November election or when appointed to fill a vacancy, new village officials shall each receive a copy of the following:
 - a. General Law Village Act and Handbook for General Law Village Officials
 - b. Rules of Procedure
 - c. State of Michigan Open Meeting Act
 - d. State of Michigan Freedom of Information Act.

5. Annually, at the first meeting of the Village Council following the November elections the Village Council will appoint one of its members as President Pro Tempore. The President Pro Tempore will preside at council meetings and exercise the powers and duties of the President when the President is absent. In the absence of both the President and the President Pro Tempore, the Trustee present who has the longest consecutive years of service on the Council shall preside.
6. The Village Clerk shall attend all regular and special council meetings and shall keep an accurate record of the proceedings. Minutes of each meeting shall be provided according to the Open Meeting Act of the State of Michigan. The meetings shall be recorded and retained by the Village Clerk. In the event that the Village Clerk is unavailable to attend a meeting, the Deputy Clerk may take minutes if that position has been filled by the Council. In the event that both the Village Clerk and Deputy Clerk are unavailable, the meeting will be recorded electronically for the Village Clerk to transcribe upon return.

CONDUCT OF MEETINGS

1. Attendance – If you are unable to make a meeting please notify the Clerk so we will know if a quorum will be present. The Council may excuse absences for cause. If a trustee has more than three unexcused absences in a rolling 12month period for regular or special council meetings, the Council may enact a resolution of reprimand. In the event that the member's absences continue for more than three additional successive regular or special meetings of the Council, the Council may enact a resolution of censure or request the trustee's resignation or both. Trustees will not be compensated for any of the monthly regular meetings of the Council from which they are absent. Compensation is for the one regular Council meeting normally scheduled for the third Tuesday of each month.
2. For items to appear on the posted agenda of the regular or special council meeting, they must be presented to the Village Manager or his/her designee by noon on the Wednesday preceding the meeting. The goal is that the proposed agenda shall be emailed or delivered to each council member no later than the end of business on the Wednesday preceding the meeting. The goal is that supporting documents shall be emailed or delivered to each council member no later than the end of business on the Friday preceding the meeting. The agenda of the meeting shall be posted in the same manner prescribed for meeting notices no later than the start of business on the day preceding the meeting.
3. Voting – You must vote on a motion unless you have a conflict of interest. If you believe you have a conflict of interest you must disclose it before any motion or discussion of

the issue. The Council will vote to allow a council member to abstain. If the motion to allow the Council member to abstain does not pass then the Council member must vote. Any motion which would result in a financial gain for a Council member is a conflict of interest. The definition of a conflict of interest is on pages 33 and 34 of the MML Handbook for General Law Village Officials and is further defined in this document (Miscellaneous, Paragraph 5).

4. Discussion on a Motion- During the council discussion and debate, no member shall speak until recognized by the President or chair. The member shall confine discussion to the question at hand and to its merits and shall not be interrupted except by a point of order. Speakers should maintain a courteous tone and avoid interjecting a personal note into the debate. No member shall speak more than once on the same question unless every member desiring to speak to that question shall have the opportunity to do so.
5. A quorum consists of 4 council members. Votes needing 2/3 of the members of the Council for approval requires the approval of at least 5 Council members.

CLOSED MEETING

1. A roll call vote is needed and either a 2/3 vote or a majority vote is needed to go into closed session. The council can only go into a closed session for one of the following reasons.
 - A. To consider the purchase or lease of real property up to the time an option to purchase or lease that real property is obtained. (2/3 vote)
 - B. To consult with our attorney or another attorney about a trial or settlement strategy in connection with specific pending litigation, but only when an open meeting would have a detrimental financial effect on the litigating or settlement position of the Council. (2/3 vote)
 - C. To review the specific contents of an application for employment or appointment to a public office if the candidate requests that the application remain confidential (2/3 vote). However, all interviews by a public body for employment or appointment to a public office shall be held in an open meeting.
 - D. To consider material exempt from discussion or disclosure by state or federal statute (2/3 vote).
 - E. To consider dismissal, suspension or disciplining of, or to hear complaints or periodic personnel evaluations of, a public officer or employee if requested by the named person. (majority vote).
 - F. For strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement if either negotiation party requests a closed hearing (majority vote).

CITIZEN PARTICIPATION

1. Each regular council meeting agenda shall provide for reserved time for audience participation. If requested by a member of the council, the presiding officer shall have discretion to allow a member of the audience to speak at times other than reserved time for audience participation.

Any person who addresses the Village Council during a council meeting or public hearing shall be limited to five minutes in length per individual during Petitions from the Public. The Council, at its discretion, can waive this rule when deemed appropriate.

The Clerk will maintain the official time and notify the speakers when their time is up.

MISCELLANEOUS

1. Committee members will be appointed by the Village President with the consent of the Council. They shall be members of the council. The President will also fill any committee vacancies. The committee members shall serve for a term of one year and may be reappointed. If a committee member is completing the year of a committee member who has left the council, this individual will complete the remaining unexpired term of that member. Monthly meetings are suggested for all standing committees.

The committee chair is responsible for notifying committee members of meeting dates.

When the council is faced with problems on which it needs additional input from individuals with expertise concerning solutions to the problem, the Council may create an Ad Hoc Committee to study the problem and make recommendations to resolve the problem. The Ad Hoc Committee shall cease to exist once it has accomplished its purpose.

2. Council vacancies – When a council vacancy occurs the council should declare the office vacant stating the reason(s) why the office was vacated. The vacancy will be advertised in the Daily Mining Gazette and/or on social media outlets, as well as on the Village office door no later than 21 days after the trustee's date of resignation. All candidates for the position are to be invited to a special meeting of the Village Council at a date and time to be determined by the Council, or will be asked to attend the next scheduled Regular Council Meeting. Letters of interest and/or resumes must be received by the Village Manager no later than two weeks before the date of the special meeting.

Written questions may be submitted to the Village Manager prior to the council meeting by council members, and they are to be addressed verbally by the candidates.

These questions may be general – to be addressed by all candidates or specific – to be answered by the candidate to whom it is addressed. Oral questioning by Council members during the meeting is permitted.

The vote of the Council will be made by paper ballot to include the Council member's name and vote and to be read by the Clerk. The votes of four Council members are required to fill a vacancy. Ballots are to be retained and included as part of the minutes of the special meeting. In the case of a tie vote between two candidates, an additional three rounds of voting can be taken at the special meeting. If the tie remains after three rounds of votes, the Council may either postpone the vote until a future regular meeting or chose to leave the position open until the next scheduled election. Vacancies occurring within 90 days of the next scheduled general election will not be filled prior to that election.

If the office of president is vacated, any qualified elector may be appointed to fill the vacancy. The President Pro Tempore will not automatically become president.

3. Social media – the Council should refrain from communicating between Council persons using social media (texting, email, Facebook, etc.). If one Council person sends a message to another regarding Village business and that person forwards it on to two others, this may be a violation of the Open Meetings Act. Council members should be cautious in posts related to Village business or in comments on another Council member or employees on any social media sites.
4. Access to the Village Manager and Village Employees. Council members are to be respectful of Village employees' time. If a Council member needs information, a question answered or Village records, the trustee should first call or stop by the employee's work location to determine a convenient time to meet. If documents are required, employees must be given time to assemble the required information. Council members should bring concerns they have with Village employees to the personnel committee rather than confront employees directly.
5. Council members shall perform their duties free from conflicts of interest. No council member shall use their position to benefit either themselves or any other individual or agency apart from the total interest of the Village.

When a council member determines that the possibility of a personal interest conflict exists, they should, prior to the matter being considered, disclose their interest (such disclosure shall become a matter of record in the minutes of the meeting) and thereafter shall abstain from participation in both the discussion of the matter and the vote thereon.

A council member is presumed to have a conflict of interest if the member or a family member has a financial interest or a competing financial interest in the contract or other financial transaction or is an employee of the Village.

“Family member” means a person’s spouse or spouse’s sibling or child; a person’s sibling or sibling’s spouse or child; a person’s child or child’s spouse; or a person’s parent or parent’s spouse and includes these relationships as created by adoption or marriage.

Any contract or financial transaction in which there is a conflict of interest as defined by this rule must be approved by a majority vote of the full council without the vote of any council member with a financial interest.

6. Disorderly conduct – The president may call to order any person who is being disorderly by speaking out of order or otherwise disrupting the proceedings, speaking longer than the allotted time or speaking vulgarities.
7. When mail is received addressed to the trustees or to the Council, the mail should be date stamped and provided to the trustees, either electronically or in hard copy, within seven days of the date of receipt. Copies of these communications should also be included in the monthly council packets.

The individual posting the meeting notice is responsible for notifying committee members of meeting dates. Meeting dates are to be adopted at the first meeting of the Village Council following the November elections. Dates for committee meetings shall not be changed from the adopted schedule unless all members of the committee are polled and agree to the change