

Village of Calumet

Rules of Procedure of the Village Council

INTRODUCTION

Section 65.5 of the General Law Village Act (hereinafter “the GLVA”) requires the Village Council to adopt rules to govern its proceedings.

As members of the Calumet Village Council, council members have an opportunity to make important contributions which may shape the future of the community. Above all, council members should recall that 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 the Village of Calumet a desirable community in which to live will prevail. All employees, residents and visitors to the Village of Calumet should be treated with respect and fairness.

CONDUCT OF MEETINGS

1. The Council adopts Robert Rules of Order as a guide for the conduct of its meetings. However, these Rules of Order shall be a guide only; the Council may vary its procedure during the conduct of business to allow for efficiency and flexibility.
2. Within ten (10) business days following the first regular meeting of the Village Council, that occurs after the November elections, a public notice will be posted on the Village website and at the Village office that states the dates, times, and places of all regular meetings of the Village Council for the ensuing year. The Village Council may vary this schedule from time to time. In the event that regular or special meetings of the Council are rescheduled, a public notice which states the date, time and place of the rescheduled meeting shall be posted on the Village website and accessible to the public at the Village office at least eighteen (18) hours before the meeting. Public notice of dates, times and places for meetings of committees shall be posted at the Village office and accessible at least eighteen (18) hours before the meeting.
3. Proposed minutes of regular and special meetings of the Council will be posted at the Village office and available by at least eight (8) business days after the meeting. Minutes approved by the Council will be made available for public inspection no later than five (5) business days after the meeting of the Council at which they were approved.
4. For the purpose of informing new village officers (as defined in Section 61.1a of the GLVA) regarding laws and rules of particular concern, at the first regular meeting of the

Council after the November elections or after the appointment of an officer of the Village, new Village officers shall be given a current copy of each of the following:

- a. The General Law Village Act (the GLVA)
 - b. The Handbook for General Law Village Officials (published by the Michigan Municipal League)
 - c. The Open Meetings Act of the State of Michigan (hereinafter “the OMA”)
 - d. The Freedom of Information Act of the State of Michigan (FOIA).
 - e. These Rules of Procedure.
5. The first regular meeting of the Village Council following November elections, the Village Council shall appoint one of its members as President Pro Tempore by a majority vote of a quorum of the Village Council. The President Pro Tempore will preside at council meetings and exercise the powers and duties of the President when the President is absent. If both the President and the President Pro Tempore are absent from a council meeting the council member present with the longest consecutive time in office shall preside.
 6. The Village Clerk shall attend all regular and special meetings of the council and shall keep an accurate record of the proceedings. Minutes will be prepared by the Village Clerk and approved by the Council in accordance with the requirements of the OMA. Meetings shall be recorded electronically by the Village Clerk.
 7. If the Village Clerk is unavailable or if the office of the Village Clerk is vacated, a Deputy Village Clerk appointed by the council shall take the minutes. If there is no Deputy, or if the Deputy is unavailable, the meeting shall be recorded electronically for the Village Clerk to transcribe upon their return.
 8. When mail received at the Village office is addressed to individual members or the Village Council as a whole, the mail should be date stamped and hard or electronic copies provided to members within seven (7) days. Copies of such communications should also be included in monthly packets sent to Council members.
 9. Council members who are unable to attend a meeting of the Village Council should notify either the Village Clerk or the Village Manager of an expected absence. The Council may excuse absences for good cause, which shall be determined at the discretion of the Council, by majority vote of a quorum of its members. The Council may reprimand the council member with absences by a resolution adopted by the majority of a quorum of the Council present at a regular or special meeting. The Council may choose to reprimand a Council member with three unexcused absences, within a 12 month time period, by a resolution adopted by the majority of a quorum of the Council present at a regular or

special meeting. If a Council member has more than three unexcused absences the Council may censure them, request their resignation, or both.

10. Council members shall receive compensation for one (1) regularly scheduled meeting per month. Council members shall not be compensated for any regular meeting of the Council from which they are absent.
11. During a meeting at which a quorum of Council members are present, a vote of the majority shall be sufficient to adopt or approve motions, resolutions, ordinances, and other business, unless a statute of the State of Michigan requires a greater vote.
12. Council members are required to vote on all matters before the Council unless a Council member has a conflict of interest. Members must disclose potential conflicts and may be excused from voting by the procedure outlined in the GLVA.
13. A quorum of the Village Council consists of four (4) Council members. Votes that require a two-thirds (2/3) majority of the members of the Council for passage require the approval of at least five (5) Council members. If the size of the Council is reduced to five (5) members by action of the Council pursuant to the provisions of the GLVA, a quorum will consist of three (3) Council members. In this case, votes which require two-thirds (2/3) of the members of the Council for passage require the approval of at least four (4) Council members.
14. Disorderly conduct by any member of the Village Council or any member of the public at Village meetings or proceedings is prohibited. The Village President may call to order any person who is being disorderly by speaking out of turn, or using vulgar, or disruptive language.
15. Rules regarding closed meetings are provided by the Michigan Open Meetings Act (the OMA) which is the final authority on all matters related to closed meetings

CITIZEN PARTICIPATION

1. Each agenda for a regular meeting of the Village Council shall have an item reserved for public comment.
2. Each person who gives public comment to the Council shall be limited to five (5) minutes. There shall be no comments by members of the public outside of the time reserved except when, upon the request of a Council member, the presiding officer shall have the discretion to allow a member of the public to speak.

3. The Village Clerk or the person acting in the place of the Village Clerk shall keep track of the time permitted to each member of the public and notify them when their time has elapsed.

COMMITTEES

1. The Council may establish committees to make recommendations regarding specific areas of municipal government. Committee members shall be members of the Village Council who are appointed by the Village President each year with the Council's consent. The committee members shall serve a term of one (1) year and may be reappointed. The President may fill committee vacancies if they occur before the completion of a one (1) year term. Committee members who fill vacancies shall serve for only the remainder of the unexpired term unless reappointed
2. The committees shall select a person from among their number to serve as chair.
3. The Village Council may also appoint special (or ad hoc) committees from time to time on a temporary basis to investigate and make recommendations to the Council regarding specific, short-term issues. Such special committees may be dissolved when their business is concluded or when the Council otherwise decides to disband them.
4. Committee chairs shall set meeting dates after consulting with committee members. Monthly meetings generally allow sufficient time to conduct committee business.

COUNCIL VACANCIES

1. When vacancies exist on the Village Council, the Council may or may not appoint persons to fill such vacancies in accordance with the General Law Village Act. The Village will advertise vacancies at the Village Hall and on the Village's website. The Village is also encouraged to share the news in the media. Candidates to fill vacancies may apply by submitting a letter of interest to the Village Manager.
2. If the office of Village President is vacated, any qualified elector may be appointed to fill the vacancy. The President Pro Tempore will not automatically become president but may announce their candidacy for consideration by the Council.

TRUSTEE CONDUCT

1. Council members may speak with each other from time to time about Village business outside of an Open Meeting, as defined by the OMA, provided they do not violate the OMA, including the act's prohibitions on "round robin" discussions. Council members should take care to adhere to the OMA and the act's goal of creating open, transparent government that provides opportunities for meaningful input from citizens.

2. Trustees should be respectful of Village employees' time. Though, as a body, the Village Council is responsible for overseeing Village operations, individual trustees do not have authority to make decisions or give direction. Members may request information from Village employees but must work with them to determine a suitable and convenient time to meet. If documents are required, members must give employees adequate time to assemble the information. If individual trustees have concerns about Village employees they should bring these concerns to the Village President or the Village Council.