

## **Village of Calumet**

### **Rules of Procedure of the Village Council**

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All meetings of the Village Council will be held in compliance with state statues of the Michigan Constitution, including the General Law Village Act - Act 3 of 1895 (GLVA), the Open Meetings Act – Act 267 of 1976 (OMA), and with these rules.

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 based on the community needs and established priorities.

#### **MEETINGS**

1. The council holds its regular meetings on the third Tuesday of each month at 6:00 p.m.
2. Special meetings can be called from time to time.
3. All regular and special meetings are open to the public.
4. Rules regarding closed meetings are provided by the Michigan Open Meetings Act (OMA) which is the final authority on all matters related to closed meetings.

#### **CONDUCT OF MEETINGS**

1. The Council uses Robert Rules of Order as a guide for the conduct of its meetings but has not officially adopted the rules.
2. On or before the regular Council meeting scheduled in December, a resolution stating the dates, times and places of the regular Village Council meetings for the following calendar year shall be adopted by Council and be posted at the Village Office and on the Village Website. 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 available to the public at the Village office 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. Proposed meeting minutes with any documented corrections will be saved in the record book.
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:
  - The General Law Village Act (GLVA)
  - The Handbook for General Law Village Officials (published by the Michigan Municipal League)
  - The Open Meetings Act of the State of Michigan (hereinafter “the OMA”)
  - The Freedom of Information Act of the State of Michigan (FOIA).
  - Village of Calumet Council Rules of Procedure.
5. The first 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. Council members have a duty 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.

## **MEETING ATTENDANCE**

1. 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.

2. Council members should notify either the Village President or the Village Manager if they are unable to attend a meeting. The Council may excuse absences for cause. If a Council member has more than three unexcused successive, the Council may enact a resolution of reprimand. If the member's absences continue for more than three additional successive of the council, the Council may enact a resolution of censure or request the Council member's resignation or both.

3. 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.

4. 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. If the Village Clerk is unavailable, or if the office of the Village Clerk is vacated, an "interim" Village Clerk appointed by the council shall take the minutes.

5. The Village Manager shall attend all meetings of the Village Council with the right to take part in discussions but without the right to vote, except when the Village Manager is away on other Village business, on vacation, indisposed by illness, injury, or on bereavement leave as defined by the Manager Contract.

6. The Village Treasurer shall present annually to the council at a regular meeting as directed in MCL 64.10.

## **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 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 “interim” Village shall keep track of the time permitted to each member of the public and notify them when their time has elapsed.
4. At public hearings and special meetings, public comment will be confined to the subject of the public hearing or special meeting.
5. Disorderly conduct by 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 disruptive language.

## **COMMITTEES**

1. The Council may establish committees to make recommendations regarding specific areas of municipal government.
2. Appointments to committees will be voluntary and with the consent of the council.

## **WORK SESSIONS**

1. Work sessions are scheduled times where the council members can come together to study issues, gather and analyze information, and discuss future plans. These sessions are to study issues, not to take action. No decisions are made.
2. All work session are open to the public and a public notice which states the date, time and place of the work session shall be posted on the Village website and available to the public at the Village office at least eighteen (18) hours before the meeting.

## **COUNCIL VACANCIES**

1. When vacancies exist on the Village Council, the Council shall appoint persons to fill such vacancies in accordance with the GLVA. Candidates interested in filling vacancies should apply by submitting a letter of interest to the Village Manager, who will forward to the Council within 5 business days of receipt.
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.

## **CONDUCT OF DISCUSSION**

1. During the council discussion and debate, no member shall speak until recognized for that purpose by the presiding officer. After such recognition, the member shall confine discussion to the question at hand and to its merits and shall not be interrupted. Speakers should maintain a courteous tone and avoid personal attacks and indecorous language.

## **DISORDERLY CONDUCT AT MEETINGS**

1. No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the presiding officer of the meeting shall request such person(s) to moderate or improve their conduct. Any council member may take this same action if the behavior in question is from the presiding officer.
2. If person(s) disregards the request to moderate or improve their conduct, any council member may move that the person no longer be heard or be removed from the meeting. The motion, if seconded, shall be put to the vote without discussion.