

**MEETING AND ORGANIZATION POLICY**  
**ESSEXVILLE CITY COUNCIL**  
Readopted November 17, 2008

**REGULAR MEETING SCHEDULE**

The City Council shall hold at least one (1) regular meeting per month<sup>1</sup>. Such regular meetings shall be held on the second Tuesday of each month beginning at 7:00 p.m. and in the City Council chambers at City Hall unless such schedule, and/or meeting time and place, is amended by a majority vote of the City Council.

**SPECIAL MEETINGS**

1. A Special Meeting may be called as follows:
2. At the request of the Mayor or any two (2) Council members who must notify the Clerk stating the date, time and the purpose of the meeting, or<sup>2</sup>
3. By resolution of the Council at a regular meeting or special meeting.

A written agenda for the special meeting shall be given to each member of the Council.

Only items stated in the written notice shall be discussed at a special meeting.<sup>3</sup>

**RULES OF ORDER**

*Robert's Rules of Order* will be used at all regular and Special Meetings of the Council. Copies of *Robert's Rules of Order* will be made available to each Councilmember and the Mayor for their reference.

**CONDUCT**

Prior to speaking, Council Members and others must be first recognized by the Mayor, or the in the Mayor's absence the Mayor pro tem, who shall serve as Chair for the meeting. The Chair may limit the duration and number of times that any Councilmember or other persons may speak on the same subject.

The Essexville City Charter will generally govern the Council's conduct.

**LENGTH OF MEETING**

The City Council shall conduct no business after 11:00 P.M. unless a resolution is passed by a majority vote of Council Members then present to extend such meeting.

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<sup>1</sup> As set forth in Section 6.3.2 of the City Charter

<sup>2</sup> As set forth in Section 6.3.3 of the City Charter

<sup>3</sup> As set forth in Section 6.3.3 of the City Charter

## **MEETING AGENDA**

**Distribution of Agenda** The agenda will be distributed on the Friday before the Regular Meeting, or at least twenty-four hours before a Special Meeting. The agenda will include a consent calendar, unfinished business (if any), new business (if any), Committee Reports, and Communications.

**Citizen's Input** The agenda will provide at least two opportunities for persons without business on the agenda to address the City Council. The normal place on the agenda for "Citizen's Input" will be following action on the Consent Calendar and following "Informational Communications". During Citizen's Input is the only time in the meeting that persons will be allowed to participate unless the Chair otherwise grants time.

Persons who address the City Council will be given 5 minutes to speak on the matter unless such time is extended by Council action. Persons addressing the City Council will be requested to give their name and address prior to the beginning of their comments. Speakers should address their comments to the Chair who will defer a response (if any) to the appropriate member of the Council or staff.

Speakers are restricted under the Michigan Open Meetings Act from making personal attacks against others if such attacks are unrelated to that person's conduct involving the City.

Communications from citizens of any sort directed to staff or the City Council, including letters, emails or memoranda that are not presented by persons in attendance at the City Council meeting are not considered citizen's input and as such will not be read into or included as part of the record under Citizen's Input. Such communications shall be included with Council packets as communications received.

**Adoption of Agenda** At the beginning of each meeting, The Chair will entertain a motion to adopt the agenda as printed. At this time the agenda can be finalized or amended by a majority vote of the Council present, any additions to the agenda must have majority approval.

However, no business will be brought to the Council that relates to the normal duties of the City Manager unless that item has been previously directed to the attention of the City Manager. The item will be heard if placed on the agenda by a majority vote.

All agenda items must be submitted to the Clerk by Thursday noon preceding the scheduled meeting.

## **CITY ATTORNEY**

The City Attorney shall normally receive direction from the City Council at a regular or special meeting. Members of the City Council who have a request for an action, or an opinion, from the City Attorney shall direct such requests through the Mayor.

Administrative staff shall direct requests for an action or opinion by the City Attorney through the office of the City Manager.

**PRESS RELEASES**

Generally, the City Manager shall respond to all requests from the media for information regarding City matters or actions of the Council. In the event that the City Manager is unavailable the Mayor or the Mayor Pro Tem will provide such information to the media.

**COUNCIL VACANCY**

The Council at its first regular meeting after a vacancy is created shall appoint a qualified elector of the City to fill the vacancy, for the balance of the unexpired term. When more than fourteen months of the term remains, the appointee shall hold office until the second Monday following the date of the next regular election at which election a person shall be elected to fill the remainder of the term.<sup>4</sup>

Any person interested in an appointment for a vacancy on the City Council must submit their name in writing to the City Clerk by 5:00 P.M. not later than the Thursday prior to the meeting at which the appointment is to be made.

The Clerk will prepare a ballot containing the names of all persons timely submitting a request for consideration to be appointed to the Council. Each Council member will cast one vote simultaneously and sign their name on the ballot. The Clerk will tally the ballots and the vote of each Councilmember will be divulged in accordance with the Open Meetings Act. If no candidate receives four (4) votes on the first ballot a second ballot containing only the top two (2) candidates (or three (3) in case of a tie) will be issued and each Councilmember will vote again in the same manner prescribed above.

The Clerk will divulge the vote of each Council member after each ballot. The Council will continue to vote using the same procedure until one person receives at least four (4) votes. When a candidate to fill the vacancy receives at least four (4) votes, that person will be appointed by resolution to fill the vacancy.

In the event the Mayor or Mayor pro tem do not attend a scheduled or special meeting and a quorum is present, the City Manager or, in his or her absence, any present Council member, shall call the meeting to order and call for the election of a temporary Mayor pro tem, who shall thereafter chair the meeting. Such temporary Mayor pro tem shall continue to serve in such capacity at successive meetings in the absence of the Mayor or Mayor pro tem or, until his or her successor is elected.

If both the Mayor and the Mayor pro tem shall be disabled or otherwise unable to fulfill their duties for an extended period of time and City business shall require their duties be fulfilled, by a vote of a quorum of the City Council declaring such to be the circumstance, the temporary Mayor pro tem elected under this bylaw shall assume the duties of the Mayor until such time as the Mayor or Mayor pro tem is able to reassume the duties of their office.

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<sup>4</sup> As set forth in Section 6.10 of the City Charter