

**PROCEDURAL RULES
KENTWOOD CITY
COMMISSION**

**(Adopted April 3, 2001)
As Amended March 20, 2012**

These rules are adopted in accordance with the City Charter, Section 4.3, and in accordance with Michigan's Open Meetings Act, Act 267 of the Public Acts of 1976.

SECTION 1—COMMISSION AND DUTIES

Rule 1 – Regular and special meetings of the City Commission shall be held in compliance with Chapter 4 of the City Charter.

Rule 2 – The Mayor shall serve as the presiding officer of the City Commission consistent with Chapter 6 of the City Charter. In the absence of the Mayor, the Mayor Pro-Tem shall assume the duties of presiding officer.

Rule 3 – A quorum of the City Commission is defined in Section 2.7 of the City Charter as a majority of the members of the Commission in office at the time.

Rule 4 - The presiding officer shall open the session by taking the chair and calling the Commission to order and by announcing the business before the Commission in the order in which it is to be acted upon.

Rule 5 – The presiding officer shall recognize those entitled to the floor.

Rule 6 – The presiding officer shall state and put to a vote all questions properly before the Commission and announce the results of the vote.

Rule 7 – The presiding officer shall preserve order and decorum and decide on all questions of order and conduct of the proceedings. The presiding officer may designate any City police officer to be the Sergeant-at-Arms to enforce the provisions of these Standing Rules.

Rule 8 – Any Commissioner shall have the right to appeal from a decision of the presiding officer. Any appeal may be sustained by a majority of the members of the Commission present.

Rule 9 – Roberts Rules of Order, Revised: Whenever these rules, or the Charter of the City, or the statutes of the State of Michigan make no provision as to as to procedure, then Roberts Rules of Order, Revised, shall apply.

Rule 10 – A journal of the proceedings of each meeting shall be kept by the Clerk, in the English language, which shall be signed by the presiding officer and Clerk.

SECTION II – ORDER OF BUSINESS

Rule 1 – The regular order of business shall be as follows:

- A. Roll Call
- B. Approve Agenda
- C. Public Comment.
- D. Consent Agenda.
- E. Approve Minutes.
Regular order of business (continued)
- F. Presentations and Proclamations.
- G. Communications and Petitions.
- H. Public Hearings.
- I. Report of Committees
- J. (Optional) Other Committees.
- K. Bids.
- L. Resolutions.
- M. Ordinances.
- N. Appointments and Resignations.
- O. Bills.
- P. Comments of Commissioners and Mayor.
- Q. Adjournment.

Rule 2 – The City Clerk shall prepare the agenda and provide a copy to each Commissioner and Mayor. Copies shall also be made available to the public and news media.

Rule 3 – All ordinances and resolutions shall be acted upon by a roll call vote and entered in the minutes. Where the vote is unanimous, it shall only be necessary to so state.

SECTION III – COMMITTEE OF THE WHOLE.

Rule 1 – The Committee of the Whole shall be divided by agenda items by Departments of the City.

FINANCE:

Purpose: to consider and make recommendations on matters referring to budgeting, revenues, expenditures and financial matters of the City.

ORDINANCEAMENDMENT:

Purpose: to consider and make recommendations to the Commission regarding the adoption and enforcement of City ordinances and regulations.

The Committee of the Whole shall hear appeal of License Officer Decision. (Sec. 26-45(C)(6); 26-511 Entertainment Venue Licensing appeals.

SAFETY ISSUES:

- 1) Purpose: To consider matters of public safety, primarily police and fire service, traffic issues and neighborhood concerns.

The Committee of the Whole shall hear appeal on False Alarm (Sec. 18-84) and appeal of property owners re: Nuisances (Sec. 34-98 thru 103); 6-61 Review of Liquor Licenses; 2-374

Emergency Response Cost Appeals; 22-145
Appeals of Fire Prevention Permits.

SERVICE ISSUES:

- 1) Purpose: To consider issues related to utilities, lighting, roads, sidewalks and telecommunications.

The Committee of the Whole shall hear appeals of Drainage Facilities (Sec. 78-103), Rental Dwelling Inspection (Sec. 74-79) Waste Hauler License Termination (Sec. 46-62) Soil Erosion non-part 91 (Sec. 78-34) Stormwater Management (Sec. 78-150).

(A) Committee of the Whole:

Purpose: a work session scheduled as needed of the City Commissioners to discuss relevant issues to the City.

The Committee of the Whole shall be chaired by the Mayor Pro-Tem or such other Commissioner chosen by majority of the Commissioners in attendance and comprise the entire City Commission.

Procedures:

Agenda- Any member of the City Commission or any Department Head of the City of Kentwood (with prior approval of the Mayor Pro-Tem) may have an item included on the agenda requesting

action. No item shall be placed on the agenda for action unless: (A) presented to the City Clerk prior to noon on the Wednesday preceding the meeting at which it is to be considered or (B) if the Chairperson grants addition.

The City Commission shall hear appeal of the Zoning Administrator regarding Open Air Permits (Sec. 26-439), City Clerk's regarding Tattoo License (Sec. 26-503), City Engineer's decision regarding water-sewer connection (Sec. 70-33) and City Clerk's or Mayor's revocation-denial of a Myomassaologist's License.

(B) Special Committees:

Special Committees of a temporary and advisory nature may, from time to time, be appointed by the Mayor, subject to the approval of the City Commission. Members on such committees shall be designated by the Mayor unless the Commission shall otherwise directed.

SECTION IV – DECORUM AND DEBATE.

Rule 1 – Speaking – When a member of the Commission wishes to speak, he or she shall address comments to the presiding officer and shall wait to speak until recognized by the chairperson.

Rule 2 – Voting

On all questions each member who is present shall vote when called, unless otherwise required by law or

excused by a majority of the remaining members present. Any member refusing to vote, except in accordance with this subsection, shall be guilty of misconduct in office.

(B) Any member of the Commission may demand a roll call on any question before the presiding officer announces the decision.

(C) Unless otherwise provided by law, all action of the Commission shall by majority vote of those present and voting, provided that a quorum is present at the meeting.

(D) In all roll call votes the names of the Commissioners shall be called in alphabetical order with the presiding officer being last and the names to be called first shall be advanced one position alphabetically in each succeeding vote.

Rule 3 – Speaking from the floor.

(A) No person shall address the Commission without the recognition and approval of the presiding officer.

(B) Each person receiving permission to address the Commission shall be requested to proceed to the speaker's podium and state his or her name, address and, if appropriate, group affiliation.

(C) All persons addressing the Commission shall limit their remarks to a duration of up to three (3) minutes; provided, however, that in the judgment of the

presiding officer the time period may be extended if the person speaking is representing several other persons in attendance who, therefore, do not intend to speak themselves; or may be shortened to not less than two (2) minutes if, in the judgment of the presiding officer, the number of persons desiring to speak and the constraints of time make it impracticable for all persons to speak if each is given three minutes.

Rule 4 – Motions and Debate:

(A) The Commission may debate an item in the regular order of business before or after a motion has been made and supported.

(B) Non-Agenda matters shall not be discussed without the consent of a majority vote of the Commission.

(C) When a motion has been made the presiding officer shall request support.

(D) Before a vote is taken on the motion, the presiding officer shall restate the motion or ask if the motion is understood.

SECTION V – CONSENT AGENDA

Rule 1 – Following Committee of the Whole meetings and at the direction of the Mayor Pro-Tem, the City Clerk shall prepare the Consent Agenda and the Regular Agenda for City Committee meetings. Section II shall control the timing of all matters placed on the Consent Agenda.

Rule 2 – All matters placed on the Consent Agenda items are considered to be routine by the City Commission and may be

enacted by one motion. There will be no separate discussion of these items. If discussion is desired, any member of the Commission may remove an item from the Consent Agenda and it will be considered as a separate item on the agenda.

Rule 3 - Any agenda matter with less than a unanimous vote in a Committee of the Whole may not be considered under the Consent Agenda.

(The vote on the Consent Agenda shall be by a Roll Call.)

SECTION VI – TELECONFERENCING RULES.

Rule 1 – Up to one member of the Committee of the Whole may participate in the debate and vote on matters when participating through the means of teleconferencing equipment with the prior approval may be counted towards the quorum.

Rule 2 – Teleconferencing, for the purposes of this Section, shall mean presence at a meeting through the use of telephone, video or other means that allows all members of the Committee and all members of the public to hear the voices of each other. The use of the Internet without a voice connection shall not be allowed.

CITY COMMISSION PROCEDURAL RULES



City of Kentwood

As Amended 3/20/2012

Consent Agenda adopted 4/3/2001

City Charter adopted 9/12/1995