



CITY OF NOVI CITY COUNCIL
FEBRUARY 8, 2021

SUBJECT: Consideration of Recommendation from Council Rules Committee to amend Council Organization and Order of Business and the addition of an Addendum for Temporary Open Meetings Act Procedures.

SUBMITTING DEPARTMENT: City Clerk

BACKGROUND INFORMATION: The Council Rules Committee met on several occasions to review the Council Organization Rules and Order of Business and to discuss an Addendum for Temporary Open Meetings Act Procedures.

A quick summary of the proposed changes to the Rules include:

- Eliminating "Matters for Council Action – Part II."
- Moving "Consent Agenda Removals for Council Action" to immediately after "Matters for Council Action."
- All adult applicants for Boards, Commissions, and Committees will make presentations before the Council, instead of being split between Council and the Commission Interview Committee.
- Renaming the Commission Interview Committee to Youth Council Review Committee to reflect that it will only evaluate Youth Council Applicants.

The Addendum for Temporary open Meetings Act Procedures is necessary to acknowledge changes to the Open Meetings Act that occurred in 2020. It permits remote or electronic meetings by public bodies under certain circumstances and subject to certain requirements, and also to require those bodies to allow remote participation by their members under certain circumstances.

RECOMMENDED ACTION: Approval of Recommendation from Council Rules Committee to amend Council Organization and Order of Business and the addition of an Addendum for Temporary Open Meetings Act Procedures.

RULES COMMITTEE
March 2, 2020 | 5:30 p.m.
Mayor's Conference Room | Novi Civic Center | 45175 Ten Mile Road

Mayor Gatt called the meeting to order at 5:30 p.m.

ROLL CALL: Mayor Gatt, Council Member Casey, Council Member Verma

ALSO PRESENT: Pete Auger, City Manager
Victor Cardenas, Assistant City Manager
Thomas Schultz, City Attorney

APPROVAL OF AGENDA: Agenda was unanimously approved

AUDIENCE COMMENT: None

MATTERS FOR DISCUSSION:

1. Approval of Minutes from April 10, 2019.

RCM 19-04-01 Moved by Gatt, seconded by Casey; CARRIED UNANIMOUSLY:

To approve the Rules Committee meeting minutes from April 10, 2019.

2. Consideration of amending Council Organization Rules and Order of Business

There was discussion about Section 6 and changing the delivery method to be via electronic delivery instead of on a disk. Within Mayor and Council Issues, they suggested adding that a motion could be made to be voted on in this section and if a Council Member wished to add an item to the agenda, they had to do so by contact the City Manager by noon the day of the meeting. They also recommended Consent Agenda Removals for Council Action be moved to occur immediately after Matters for Council Action.

Within Section 8, they recommended any reference to "Chair" be changed to "Mayor".

Within Section 13, there was discussion on interviewing and appointing candidates. They wanted to clarify whether someone could be appointed without interviewing and whether they would have to have an application on file. There was a suggestion to apply via email to the City Clerk, up until the start time of the meeting, and the City Clerk shall notify Council. They recommended the Commission Interview Committee follow the same two minute introduction that Council follows.

The Committee requested a red-lined version be provided to them for further discussion at a future meeting.

The meeting was adjourned at 6:38 p.m.

Recorded by: Cortney Hanson, City Clerk

RULES COMMITTEE
NOVEMBER 23, 2020 | 5:30 p.m.
REMOTE MEETING PER OMA

Mayor Gatt called the meeting to order at 5:30 p.m.

ROLL CALL: Mayor Gatt, Mayor Pro Tem Staudt, Council Member Casey

ALSO PRESENT: Pete Auger, City Manager
Victor Cardenas, Assistant City Manager
Thomas Schultz, City Attorney

APPROVAL OF AGENDA: Agenda was unanimously approved

AUDIENCE COMMENT: None

MATTERS FOR DISCUSSION:

1. Approval of Minutes from March 2, 2020.

RCM 20-11-02 Moved by Casey, seconded by Staudt; CARRIED UNANIMOUSLY:

To approve the Rules Committee meeting minutes from March 2, 2020.

2. Consideration of amending Council Organization Rules and Order of Business

City Attorney Schultz explained there were two topics to discuss. First was reviewing the proposed changes from the March meeting. Second was discussing a proposed addendum to reflect recent changes to the Open Meetings Act. He reviewed the proposed changes from March and there was agreement to remove the second Matters for Council Action. Mayor Gatt said he had changed his mind and wanted to Interview Committee to only see Youth Council applicants. All other applicants would go before Council for the two-minute introduction. The Committee then discussed what to call the Interview Committee since they were not doing interviews for adults any longer. It was suggested to change it to Youth Council Presentation Committee, and they would still have three minutes as opposed to adults who have two minutes. There were no objections to any other proposed changes.

City Attorney Schultz discussed the addendum and how meetings could continue to occur electronically through the end of the year. Then January 1, 2021 through December 31, 2021 would be live meetings, with some exceptions such as a member of the military or someone with a medical condition. Additionally, if there was a state or local emergency declared, the meetings could be remote. Starting January 1, 2022, only active-duty military can be remote. He then reviewed the rest of the addendum and explained it would apply to all boards and commissions.

Mayor Gatt directed City Attorney Schultz to make the changes as discussed. It was requested that the proposed changes and addendum be presented to Council at the second meeting in December.

The meeting was adjourned at 6:06 p.m.

Recorded by: Cortney Hanson, City Clerk

RULES COMMITTEE
JANUARY 25, 2021 | 5:30 p.m.
REMOTE MEETING PER OMA

Mayor Gatt called the meeting to order at 5:30 p.m.

ROLL CALL: Mayor Gatt, Mayor Pro Tem Staudt, Council Member Casey

ALSO PRESENT: Pete Auger, City Manager
Victor Cardenas, Assistant City Manager
Thomas Schultz, City Attorney

APPROVAL OF AGENDA: Agenda was unanimously approved

AUDIENCE COMMENT: None

MATTERS FOR DISCUSSION:

1. Approval of Minutes from November 23, 2020.

RCM 21-01-01 Moved by Casey, seconded by Staudt; CARRIED UNANIMOUSLY:

To approve the Rules Committee meeting minutes from November 23, 2020.

2. Consideration of amending Council Organization Rules and Order of Business

City Attorney Schultz explained there were two documents to discuss. The first was the standard Council Rules and the only changes recommended from the last meeting were related to the Commission Interview Committee.

RCM 21-01-02 Moved by Casey, seconded by Staudt; CARRIED UNANIMOUSLY:

Approval to recommend changes to Council Rules.

The second document was an addendum to Council Rules related to remote meetings and remote access. The only change since the last meeting was the end date adjusting to March 31, 2021.

AMENDED MOTION

RCM 21-01-02 Moved by Casey, seconded by Staudt; CARRIED UNANIMOUSLY:

Approval to recommend changes to Council Rules and the addition of the Addendum.

Member Casey pointed out that the Commission Interview Committee was scheduled to meet on February 11, 2021. Based on the recommended changes, that meeting should be canceled.

The meeting was adjourned at 5:39 p.m.

Recorded by: Cortney Hanson, City Clerk



COUNCIL ORGANIZATION RULES AND ORDER OF BUSINESS

ADOPTED: December 15, 1997
AMENDED: May 20, 2019

**CITY OF NOVI
COUNCIL ORGANIZATION RULES
AND ORDER OF BUSINESS**

PROLOGUE

The City Council of the City of Novi consists of seven members, including the Mayor, elected at large in a non-partisan election. These Rules shall serve as guidelines for the organization and the conduct of the Council so that the City is governed and conducts its business in an orderly fashion. This document shall be reviewed every two years, following the Regular City Election. The Rules are subject to compliance with the City of Novi Charter, ordinances, and State Statutes.

1. ORGANIZATION

A regular meeting of the Council shall be held on the Monday following each Regular City Election (Charter, Sec. 6.1), or following secular day, if there is a holiday. The Mayor shall, at the first regular meeting of the Council after the election of the Mayor, appoint another member of the Council to serve as Mayor Pro Tem, who, during the absence or inability of the Mayor to perform his duties shall act in the name and stead of the Mayor and shall, during the time of such absence or inability, exercise all the duties and possess all the powers of the Mayor. (Charter, Sec. 4.5a) In the absence of both the Mayor and the Mayor Pro Tem, the most senior member of Council shall preside. The seniority shall be determined by the length of the concurrent terms as listed below. In those instances where concurrent terms are of equal length, seniority shall be determined by the number of votes received in the most recent election of the members with such equal terms:

Mayor Gatt – Re-Elected November, 2017 (elected 2011)
Mayor Pro Tem Staudt – Re-Elected November 2015(elected 2007)
Council member Casey – Re-Elected November 2015 (elected 2011)
Council member Crawford – Elected November 2019
Council member Fischer – Elected November 2019
Council member Maday – Appointed December 2020
Council member Mutch – Re-Elected November 2017 (elected 2005)

2. REGULAR MEETINGS

The Council shall hold two Regular Meetings per month in accordance with the Schedule of Regular Meetings to be established by the City Council by the end of November of the preceding year. These public business meetings shall be held at 7:00 P.M. in the Council Chambers of the Novi Civic Center and shall begin promptly at the appointed time.

In addition to the regular meetings above, the Council shall hold a regular meeting the Monday following the Regular City Election or following secular day, if there is a holiday. This meeting is intended to include an organizational meeting of the Council. The Council shall request staff to organize and present orientations as described in Section 19 herein, voluntary for new Council members and open to returning Council members as they deem necessary.

The Council will have as a goal to conclude all meetings no later than 10:00 P.M. If the Council meets at a place other than its regular meeting place, then public notice to such effect shall be published in a newspaper circulated in the City. (Charter, Sec. 6.1)

Minutes of regular meetings will be kept in the English language by the Clerk and shall be signed by the City Clerk upon approval by City Council.

3. **SPECIAL MEETINGS**

Special Meetings of the Council may be called by the Clerk upon the written request of the Mayor or by any two members of the Council. There shall be at least twenty-four (24) hours' written notice to the public and each member of the Council designating the time, place, and purpose of a special meeting and served personally on, or left at, the usual place of residence of each of the Council members. Any special meeting of the Council at which all members of the Council are present or have in writing waived the requirements that the required notice be given, and at which a quorum of the Council is present, shall be a legal meeting. (Charter, Sec. 6.2) It is the preference of Council that special meetings are held on Mondays. Every effort will be made to schedule special meetings on Thursdays when a Monday is unavailable.

Minutes of special meetings will be kept in the English language by the Clerk and shall be signed by the City Clerk upon approval by City Council.

4. **JOINT MEETINGS**

The City Council may hold Joint Meetings with School Boards, Boards, Commissions, Committees, and municipal governments who share a community of interest with the City of Novi. Such meetings shall be scheduled for a specific purpose or goal, agreed to by the Council and other entity or entities before the meeting.

Minutes of joint meetings will be kept in the English language by the Clerk and shall be signed by the City Clerk upon approval by City Council.

5. **EXECUTIVE SESSIONS**

A two-thirds (2/3) roll call vote of members elected or appointed and serving shall be
Council Organization Rules and Order of Business

required to call a closed session, except for those circumstances where the Open Meetings Act, 1976 PA 267 permits the calling of an executive session by a lesser vote. Those circumstances not requiring a two-thirds (2/3) vote are sessions:

To consider the dismissal, suspension, or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member, or individual agent, when the named person requests a closed hearing.

For strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement when either negotiating party requests a closed hearing.

The purpose of the meeting will be stated in the motion to call the closed session and shall be in accordance with the Open Meetings Act.

A separate set of minutes shall be taken by the Clerk or the designated secretary at the executive session. These minutes will be retained by the Clerk for the period of time required by the Open Meetings Act and shall not be available to the public and shall be disclosed only if required by a civil action. Minutes of executive session meetings may be distributed to Council for review at an executive session and may be approved, in Council's discretion, and returned to the Clerk.

City Council Members shall not divulge to any unauthorized person confidential information discussed in an executive session in advance of the time prescribed for its authorized release to the public by the City Council. Council members shall honor the confidentiality of the debate and discussion occurring in executive session, and be aware of the potential liability and/or other harm to the City by premature disclosure

6. **AGENDA - REGULAR MEETINGS**

The City Manager and the City Clerk, with consultation and concurrence of the Mayor, shall prepare an agenda of business to be considered at each regular Council Meeting. Items of business must generally be submitted by 12 noon of the Monday preceding the next regular meeting, subject to the discretion of the City Manager. The Mayor and Administration will strive to have agendas resulting in consistent length of meetings.

City Council Members shall have the use, for City business and for City Council meetings, of a City-issued electronic device. Agenda materials will primarily be provided to Council members by electronic delivery method and the member shall be responsible for installing the materials on the electronic device. "Paper" copies of agenda materials will be provided only where the materials are likely to be retained for regular review (bound documents such as the Master Plan for Land Use, or the Budget), or where a paper copy is required or appropriate to completely convey the information contained in the materials.

The Meetings will be held in the Council Chambers UNLESS OTHERWISE NOTED ON THE AGENDA. No items will be added to the published agenda unless approved by a majority vote of the City Council. The Agenda of Regular Meetings of the City Council shall be prepared in accordance with the following format:

- A. Call to order
- B. Pledge of Allegiance
- C. Roll Call
- D. Approval of Agenda
- E. Public Hearings
- F. Presentations
- G. Reports:
 - 1. Manager/Staff
 - 2. Attorney
- H. Audience Comment
- I. Consent Agenda – Removals and Approvals (Items removed from Consent Agenda will be discussed under Item O).
Only the following kinds of items may be included on the Consent Agenda:
 - 1. Personnel matters requiring Council action, not including reviews of employee grievances or appointments and terminations
 - 2. Routine financial management actions, such as approval of warrants, transfer of funds, approval to advertise for bids
 - 3. Approval of licenses
 - 4. Setting dates of Public Hearings
 - 5. Ordinances at second reading and/or resolutions which do not require public hearings prior to adoption
 - 6. Approval of minutes
 - 7. Approval of contracts and agreements not to exceed \$100,000
 - 8. Referral to committees
 - 9. Approval of easements
 - 10. Additional items which administration feels could be included on Consent Agenda for final approval
- J. Matters for Council Action
 - 1. Proposed Zoning Ordinance Map Amendments
 - 2. Other Ordinances - First Reading (Introduction)
 - 3. Action on Special Reports
 - 4. Appointments to Boards and Commissions
 - 5. Other matters to be acted upon by Council
- K. Consent Agenda Removals for Council Action
In order to limit the number of items removed from the Consent Agenda, all members of Council will make an effort to contact the administration before the meeting to have questions answered. Unless a member of the Council specifically requests that an item listed on the Consent Agenda be removed therefrom and

action be taken separately on said item, those items listed on the Consent Agenda shall be approved, accepted, etc. by motion and unanimous roll call vote of the Council. Those items so approved under the heading "Consent Agenda" shall appear in the Council minutes in the proper form.

L. Audience Comment

M. Committee Reports

N. Mayor and Council Issues

This item shall be limited to matters as to which a Council member is seeking to receive comments or other reaction from other Council members, or to gain a consensus for giving direction to City staff. For an item to be listed on the printed agenda, Council members must request that the item be placed on the agenda by 3:00 P.M. of the Wednesday preceding the meeting and provide the language for the item in writing or verbally. Each Council member present at a meeting may also request placement of one (1) additional item on the agenda under Mayor and Council issues for that meeting. With respect to any such issue placed on the agenda, if a Council member is requesting information from City staff as part of the item, the Council member shall have first contacted the City Manager by noon the day of the meeting and requested such information prior to the meeting, and shall so state at the time of placement of the item on the agenda. Motions may be made and voted upon in connection with matters added under this section.

P. Adjournment

7. **AGENDA - SPECIAL MEETINGS**

No business shall be transacted at any special meeting of the Council unless the same has been stated in the notice of such meeting. However, other than the enactment of an ordinance, any business which may lawfully come before a regular meeting may be transacted at a special meeting, if all the members of the Council present consent thereto and all the members absent file their written consent. (Charter Section 6.3). The notice of such meeting, setting forth the time, place and purpose, together with the agenda shall be served in accordance with the City Charter upon each member of the Council.

8. **AUDIENCE COMMENT RULES**

A. All members of the Audience addressing the meeting (hereinafter speaker) shall direct their remarks to the Mayor.

B. No speaker shall address the meeting unless recognized by the Mayor for that purpose.

C. Remarks shall be limited to those pertaining to matters before the Council, to City business or policy, or to issues of community concern or interest. While comment upon the action, inaction, or performance of the Council and the City of Novi commissions, boards, employees and consultants is allowed, inappropriate,

Council Organization Rules and Order of Business

- profane, vulgar or abusive language and personal attacks will not be tolerated.
- D. No speaker shall continue to address the meeting after being advised by the Mayor that the speaker's time for addressing the meeting has expired.
 - E. There shall be no audience comment by voice, clapping, or otherwise, showing approval or disapproval of any remarks of the speaker or member(s) of the public body.
 - F. Each speaker may address the meeting for 3 minutes. The Mayor has the authority to grant additional time, if requested by a speaker, for good cause.
 - G. Speakers wishing to display visual materials through the City's audiovisual system must provide the materials to City staff for screening no later than 12:00 P.M. the day of the meeting. The materials submitted will be reviewed by the City Clerk (or designee) to ensure that (1) the materials are in a format capable of broadcast or presentation over the City's audiovisual system; (2) the materials relate to a permitted purpose under Paragraph C above; and (3) the material is legally appropriate for broadcast over the audiovisual system and/or cable system. Visual materials include any visual or textual items that are to be displayed through the audiovisual system irrespective of their specific format or media. This includes, without limitation, photographs, audio and video presentations, charts, computer presentations, computer screen images, posters and fliers, whether in physical or electronic format. Once the materials have been submitted for review, they cannot be changed before the meeting. Notwithstanding the foregoing, the Mayor may allow a speaker to utilize the City's audiovisual system to display a limited number (no more than three) of non-electronic, physical documents (e.g., photographs of potholes), provided that the documents are presented to the Clerk for review under Paragraph G above, before the documents are displayed.
 - H. Speakers using visual materials are subject to the same time limitation set forth in Paragraph F above.
 - I. Taped or recorded audio presentations not presented through the City's audiovisual system (i.e., with sound only, not displaying visual materials) shall also be submitted for review as described in Paragraph G above.
 - J. Council Members or the Mayor shall not respond to general Audience Comment. The Mayor or Council members can bring up a point of order in regard to false information and direct it to the parliamentarian for a response. The Mayor may direct the administration to respond to the speaker, if appropriate, during or outside of the meeting. The Mayor may also respond with an indication of the appropriate action to be taken.
 - K. Committee Reports will not be accepted during Audience Comment. An Applicant or Representative may present proposals for a period of time at the discretion of the Mayor.

9. **CABLE TV VIDEO AND AUDIO TAPES POLICY**

- A. All Regular, Special, and Joint Council meetings shall be held in the Council Chambers and will be cablecast/video streamed, except interview meetings

Council Organization Rules and Order of Business

- unless Council Chambers are unavailable or otherwise specified.
- B. Meetings will be cablecast/video streamed live. City Council Meeting videos will be archived on the City website for 90 days. The video archive is not the official record of the meeting.
 - C. Only City Council, Parks Recreation & Cultural Services, Planning Commission, Library Board and Zoning Board of Appeals Meetings will be cablecast/video streamed live, whenever possible.
 - D. Audio tapes will be retained by the City Clerk until the approval of the minutes.

10. **RECONSIDER/RESCIND/REPEAL A QUESTION**

When a question has been taken, it shall be in order for any member who was on the prevailing side in the original action to move for reconsideration thereof at the same or next regular meeting. If a matter is to be brought for reconsideration at a succeeding meeting, the Councilmember making the request must notify the City Manager or City Clerk in writing by the Wednesday prior to the meeting who shall place the matter of reconsideration of the matter on the agenda.

A motion to rescind or repeal some previous action may be made at any time at any regular or special meeting of the Council, provided, such matter has been formally placed on the agenda for consideration and it is in order.

11. **VOTING**

A Roll Call vote shall be required on all ordinances and the "Yes" or "No" vote shall be entered upon the records opposite the name of the Councilmember. Whenever the vote is unanimous, it shall only be necessary to so state.

No member of the Council shall vote on any question in which he/she has a financial interest other than the common public interest or on any question concerning his own conduct.

12. **QUORUM**

Four members of the Council shall be a quorum for the transaction of business at all meetings of the Council, but in the absence of a quorum, the Mayor or any two members may adjourn any regular or special meeting to a later date. (Charter, Sec. 6.5)

13. **COMMITTEES**

Council Committee assignments will be established by the 2nd regular meeting following the Election.

Standing Citizen Boards, Commissions, and Committees: The descriptions provided within
Council Organization Rules and Order of Business

this section stating the purposes, functions and membership of Boards, Commissions and Committees are for informational purposes. The provisions of the Charter, the Novi Code of Ordinances and the resolutions establishing such bodies shall define the purposes, functions and membership of such bodies.

Economic Development Corporation, Library Board and Planning Commission are Mayoral appointments with consent of a majority of Council.

Council will be provided with the attendance record of all applicants for reappointment at the time of interview.

Annual schedule for Board, Commission, and Committee Presentations and Appointments

<u>Introduction Date / Committee Name</u>	<u>Terms Expire On</u>	<u>Approx. # of Vacancies per year</u>
EARLY FEBRUARY		
Beautification Commission	March 1	1 to 3
Building Authority	March 1	1
Construction Board of Appeals	March 1	2
Library Board	March 1	1
EARLY-MID JUNE		
Parks & Recreation Commission	June 30	2 to 3
Planning Commission	June 30	3
LATE NOVEMBER/EARLY DECEMBER		
Board of Review	Jan. 1	2 to 4
Corridor Improvement Authority	Dec. 31	2
Economic Development Corporation	March 1	1 to 3
Election Commission	Jan. 1	0 to 1
Historical Commission	Jan. 1	2 to 3
Housing and Community Development Advisory Committee	Jan. 1	1 to 2
Youth Council	Dec. 31	6 to 7
Zoning Board of Appeals	Jan. 1	2

Applications will be considered current until the next annually scheduled date for presentation by candidates for the particular body for which the applicant applied. Council may schedule other interview sessions for newly created committees on an as-needed basis. Applications may also be made up until the start of the City Council meeting at which appointment shall be considered. The City Clerk shall be responsible for providing information as to such application(s) to the Council at or before the

Council Organization Rules and Order of Business

meeting.

Those appointed to fill a vacancy and have presented in the past 12 months need not make a presentation, unless requested by a Council member, but must apply to be considered for re-appointment.

The Youth Council Review Committee shall evaluate applicants for Youth Council vacancies. The evaluation process shall generally be the same as described below for presentations to the City Council (but may set its own rules for the length of candidate presentation). Following the introductions, the Youth Council Review Committee shall make the recommendations to City Council.

Applicants for boards, commission, and committees will make presentations before the Council at a regular meeting. Applicants will be given two minutes to explain why they are interested and qualified. Questioning by Council Members will not generally be contemplated, but as the Chair of the meeting, the Mayor may (but is not obligated to) entertain questions from other Council Members.

Notwithstanding anything to the contrary in this section, appointments may be made and/or approved without candidate presentation if the Mayor and/or Council deem it to be appropriate under the circumstances.

Council action on appointments (including appointing newly-created committees):

Any new committee adopted by Council shall have in its resolution language to the effect of the following:

That the position will be publicized for applications within ten days of the adoption of the resolution creating the committee.

That Council will hold presentation sessions within three weeks of adoption of the resolution.

That Council will make appointments at the Regular Meeting following the presentation meeting.

Board and Commission meetings shall be open to the public and a notice of the date, time and location of each meeting shall be posted within the lobby of the City Hall no less than 18 hours before the meeting.

Minutes of the proceedings shall be taken and available to the City Clerk of all Board and Commission meetings. Board and Commissions shall endeavor to hold their meetings in the City Council Chambers for consistent public access.

Appointments to Standing Committees:

The following standing committees of the Council shall be composed of at least three members who shall be appointed from time-to-time by the Mayor. (Charter, Sec. 6.7(e))

1. Capital Improvements Program - Three Council representatives. This Committee is responsible for reviewing administrative recommendations for capital expenditures and shall provide an initial review of the required annual Capital Improvement Plan prepared and adopted by the City.
2. Consultant Review Committee - Three members of Council appointed on a rotation basis with one new member each year. This Committee is responsible to review (i) multi-year contracts for professional services (e.g., engineering or environmental consultants) or (ii) contracts for professional services of any length where the consultant deals directly with the City Council in a significant way (e.g., attorney services, auditors, or the like). Administration will provide on a quarterly basis a schedule of contracts for such services that are expected to come before City Council for approval.
3. Rules Committee - The Mayor and two members of Council appointed on a rotation basis to begin their review of the Council Rules immediately following the first meeting following the November Election. This Committee is responsible for regular or occasional review of these Rules as contemplated in the Prologue Section above.
4. Ordinance Review Committee - The Mayor and two members of Council appointed on a rotation basis. This Committee is responsible for discussion and review of amendments to the Code of Ordinances. It is intended to review those ordinances that are substantive in nature and that would benefit from review by the Committee before submission to the Council as a whole. Matters may be referred to the Committee by the Council; additional items may be placed on the Committee's agenda for its consideration with the approval of the Mayor.
5. Youth Council Review Committee – Three members of Council appointed by Mayor on a rotation basis.

Council representation on regional bodies/inter-governmental bodies:

1. SEMCOG - one Delegate (Elected Official) and one Alternate (Elected or Appointed) appointed by the Council for a two-year term.

Boards and Commissions established by Charter or Ordinance:

1. Beautification Advisory Commission - Nine members appointed to three-year
Council Organization Rules and Order of Business

terms by the Council. Terms expire January 1st (Sec. 2-171 City Code).

2. Board of Review Three members and one alternate member - appointed to two-year terms by the Council. Terms expire January 1st of each odd year (Sec. 9.6 City Charter).
3. Construction Board of Appeals - Five members and two alternate members - Appointed to four-year terms by the City Council. Terms Expire March 1st. (Sec. 7-19 City Code)
4. Corridor Improvement Authority – Nine member, made up of the Mayor and eight member appointed by the Mayor subject to Council approval. Terms expire December 31st. (Resolution 12/04/2017)
5. Economic Development Corporation -Nine members - Appointed to five-year terms by the Mayor with advice and consent of Council. Terms Expire March 1st (EDC Articles of Incorporation)
6. Election Commission - Three members, including the City Clerk – Appointed to three-year terms by the Council. Terms expire January 1st (Sec.3.4 City Charter)
7. Historical Commission -Five members - Appointed to three-year terms by the Council. Commission also includes a representative of the Novi School District and the Novi Library. Terms expire January 1st. (Sec. 17-18 City Code)
8. Library Board - Seven members - appointed to three-year terms by the Mayor with approval of Council. Terms expire March 1st. (Sec.19-21 City Code)
9. Parks and Recreation Commission - Seven members - Appointed to three-year terms by the Council. Terms expire June 30th (Sec. 25-37 City Code)
10. Planning Commission - Seven members - Appointed to three year terms by the Mayor with approval by the Council. Terms expire June 30th (Sec. 27-18 City Code)
11. Street Name Review Committee -Representatives of the Department of Community Development, Police Department, Fire Department and Building Department. (Sec. 31-51 City Code).
12. Zoning Board of Appeals - Seven members and one alternate member appointed to three-year terms by the Council. Terms expire January 1st (Sec. 3100 Zoning Ordinance)

Advisory/implementation and current *ad hoc* committees established by Council:

Council Organization Rules and Order of Business

1. Housing & Community Development Advisory Committee - Six members – 5 voting resident members, appointed to three-year terms by the Council, 1 Administrative non-voting Member shall serve on the Committee. Terms expire January 1st.
2. Walkable Novi Committee – 2 members of Council, 2 members of Planning Commission, 2 members of Parks, Recreation and Cultural services, 2 members of Parks Foundation, 1 member of the public.

Council Advisory Committees will not establish any separate *Ad Hoc* Committee without the approval of the Council. This does not prevent a committee from appointing subcommittees of their members.

Councilmember Liaison to Youth Council:

A Councilmember Liaison to the Novi Youth Council shall be appointed by the Mayor from time to time as he or she determines to be appropriate. The position of Councilmember Liaison shall be non-voting, and the Councilmember Liaison shall not be required to attend meetings of the Youth Council. (Approved by resolution of Council 11-12-2013)

14. **STANDARDS OF CONDUCT FOR CITY COUNCIL MEMBERS**

- A. General Rules. City Council members will be governed by the Standards of Conduct of Novi Officers, Employees, and Consultants, as adopted and amended from time to time by City Council Resolution. Those standards generally include (but are not limited to) the following:
 1. Confidential Information. A Council member shall not divulge to an unauthorized person, confidential information acquired in the course of the Council member's duties in advance of the time prescribed for its authorized release to the public.
 2. Representations. A Council member shall not represent his or her personal opinion as that of the City.
 3. City resources. A Council member shall use personnel resources, property, and funds under the Council member's official care and control judiciously and solely in accordance with prescribed constitutional, statutory, and regulatory procedures and not for personal gain or benefit.
 4. Gifts. A Council member shall not solicit or accept a gift or loan of money, goods, services, or other thing of substantial value for the benefit of a

Council Organization Rules and Order of Business

person or organization, other than the City, which tends to influence the manner in which the Council member performs official duties. It shall be presumed that a non-monetary gift having a value of less than fifty dollars (\$50.00) does not evidence a violation of the above paragraph. "Non-monetary gifts" do not include gift certificates, vouchers, or any other item which is readily used in place of cash.

5. Profit from Position. A Council member shall not engage in a business transaction in which the Council member may receive a substantial profit from his or her official position or authority or a substantial financial benefit from confidential information which the Council member has obtained or may obtain by reason of that position or authority. A Council member shall not use, or attempt to use, his or her official position to unreasonably secure, request or grant, any privileges, exemptions, advantages, contracts, or preferential treatment for themselves or others.

B. Financial Interest in Contract, Purchase, or Employment

1. No Council member shall vote on any question in which the member has a financial interest other than the common public interest or on any question concerning his or her own conduct. (Charter, Sec. 6.7)
2. Except as otherwise provided by State law (including all disclosure requirements), a Council member shall not engage in or accept employment or render services for a private or public interest when that employment or service is incompatible or in conflict with the discharge of the Council member's official duties, or when that employment may tend to impair his or her independence of judgment or action in the performance of official duties. If such employment or services for a private or public interest (except the City of Novi) requires the appearance, directly or indirectly, by a Council member before any employee, agency or body of the City of Novi, it shall be conclusively presumed that such appearance is incompatible and in conflict with the Council member's official duties. Except as otherwise provided by State law (including all disclosure requirements), a Council member shall not participate in the negotiation or execution of contracts, making of loans, granting of subsidies, fixing of rates, issuance of permits or certificates, or other regulation or supervision relating directly to a business entity in which the Council member has a financial or personal interest.
3. No Council member shall be a party, directly or indirectly, to any contract between himself and the City, except as provided by state law and City Charter.

4. Members of the City Council shall disclose, upon a form provided by the City Clerk, the following information: Any interest in any property within the City of Novi held by the member, the member's spouse, any child of the member, a trust for the member, any corporation in which the member is an officer, director, or shareholder, or by any partnership, limited partnership, or co-partnership in which the member has an interest. The disclosure shall be submitted by City Council members upon taking the oath of office, and annually thereafter.

15. DEBATE AND DECORUM

Where these rules or the City Charter are silent, "Roberts Rules of Order Newly Revised" shall, to the extent reasonably feasible, govern the proceedings of the Council. The City Attorney shall act as Parliamentarian. In addition, the following general rules of debate shall apply:

- A. The maker of a motion is entitled to speak first.
- B. A Council member must obtain the floor by being recognized by the Mayor.
- C. No Council member is entitled to speak a second time on the same motion while any other Council members wish to make their first speech.
- D. A Council member may not speak against his/her own motion, but may vote against it.
- E. Remarks must be confined to the merits of the pending question.
- F. Questions and remarks must be addressed through the Mayor. Council members are not to speak directly to each other or to a staff member.
- G. A courteous tone must be maintained. Interjecting personal notes or attacking another member's motives is prohibited.
- H. Use of a Council member's name is to be avoided, if at all possible; for example, you should refer to "the maker of the motion" or "the previous speaker" whenever possible.
- I. Reading from books, reports, etc. is only allowed with general consent of the Council by vote or general consent, that is, if there are no objections.
- J. No Council member may comment adversely on any prior act of the Council that is not pending.

16. USE OF COMMUNICATION DEVICES DURING MEETINGS

A Council member shall refrain from the use of electronic or wireless communication devices during meetings to communicate with other Council members or with members of the public, regardless of whether the device is provided by the City. This prohibition shall not apply to communications with family members, employees, or co-workers, or

Council Organization Rules and Order of Business

others with whom the member communicates on a matter unrelated to an agenda item for Council action; such communications shall be infrequent and shall not disrupt, disturb, or otherwise adversely affect the conduct of the meeting.

17. USE OF CITY-ISSUED ELECTRONIC DEVICES

City-issued electronic devices are intended to be used for City business and City-related purposes. Personal use is discouraged and should occur infrequently and shall be incidental to the intended use of the electronic device. The following rules shall apply to Council members' use of City-issued electronic devices:

- A. The City shall supply the electronic device and all associated hardware and software. Council members shall not install any hardware or software on the electronic device without prior approval through the City's Chief Information Officer.
- B. Council members shall have the use of the electronic device during the member's term of office, and such right shall terminate at the same time as the member's term of office ends, at which time the electronic device and all associated equipment shall be returned to the City.
- C. Council members shall be responsible for maintaining the electronic device in good condition, and to reasonably protect it from theft, loss, or damage. City policies applicable to City staff with regard to damaged or lost equipment shall apply.
- D. Council members may not use the electronic device in connection with election or re-election efforts or campaigning, either for the member or any other candidate for public office.
- E. Council members shall not use the electronic device, or the internet access or e-mail provided with it, for any commercial, illegal, or illicit purpose or activity, or for financial gain. Council members shall not use the electronic device to download or store inappropriate or obscene material. Council members shall not knowingly violate copyright laws or site guidelines in connection with internet access. Council members shall not knowingly use the electronic device, or the internet access or e-mail provided with it, to propagate any virus, worm, "Trojan horse," "trap door," or back door" program code or to knowingly disable, disrupt, or overload the computer system or network, or to circumvent any system designed to protect the privacy or security of another user, computer system, communications network, or organization.
- F. Council members should recognize that many, and perhaps most, of the documents that exist on the electronic device or that are created during internet usage or while using the e-mail function may be subject to the Freedom of Information Act, MCL 15.231 *et seq.*, or other means of discovery, and should govern their use accordingly.

- G. Council members shall not use the electronic device for any purpose that violates the Open Meetings Act, MCL 15.261, *et seq.*
- H. The electronic device shall at all times remain City property, and therefore subject to return to the City upon request, for inspection, repair, installation of additional hardware or software or other applications, and the like, or to ensure compliance with these rules.
- I. The Council member to whom an electronic device is issued is responsible to insure the proper use of the electronic device in accordance with these rules.

18. COUNCIL APPROVAL OF INDIVIDUAL COUNCIL MEMBER NON-ROUTINE REQUESTS FOR INFORMATION OR INVESTIGATIONS BY CITY STAFF

Prior to any individual Council members request to City staff for reports or other information, other than routine (requests that can be answered within 5-10 minutes), the requests must be raised at the Council table and approved. (Motion made July 7, 2003 meeting.)

19. NEW COUNCIL MEMBER ORIENTATION; IN-SERVICE PROGRAMS; OFF-SITE TRAINING/CONFERENCES

Each new member of Council shall, upon taking the oath of office, be given the following materials unless the member has or has access to a current copy of:

- Charter and Code of Ordinances
- Master Plan for Land Use
- Current year Budget
- Council Rules
- City of Novi Internet Usage and E-Mail Usage Policies
- City of Novi rules regarding damaged or lost equipment (e.g., for City-issued electronic device)

Each new member of Council shall, upon taking the oath of office, be offered an opportunity by the City Manager to tour the various City facilities (i.e., City Hall, DPW, Police/Fire stations, and the like).

After each City election at which a new member of Council is elected, the City staff shall arrange a series of presentations or programs, conducted generally between December and February following a City election, to inform new members of the operations of City government. Generally, and subject to member availability, these shall occur before City Council meetings, and shall cover basic subjects such as land use and planning, finance/taxation/assessing, police/fire, and infrastructure maintenance and construction. The programs shall be open to all members of the City Council as in-service educational opportunities.

Council members are encouraged to attend training sessions and conferences to develop their understanding of their role and responsibilities as public officials. Council will annually establish a budget of \$1,000 per Council member, to be used to offset the cost of such activities. Such funds may be used only in connection with training session, workshops, seminars, or conferences sponsored or conducted by municipal organizations of which the City is a member (e.g., the Michigan Municipal League). City Administration shall regularly provide Council with a list of conferences for such organizations that the City belongs to. Reimbursement of expenses incurred in connection with such sessions or events shall also follow the rules established for City employees.

20. SUSPENSION AND AMENDMENT OF RULES

These rules may be suspended or amended at any time, in accordance with the Charter of the City of Novi by a vote of the majority of the Council elected and serving.

21. ENFORCEMENT OF RULES

These rules are subject to enforcement by the City Council as it determines appropriate under applicable provisions of State law, the City Charter, and Roberts' Rules of Order (which have been adopted above to the extent reasonably practicable), and any penalty for violation hereof shall be in accordance with said provisions.



COUNCIL ORGANIZATION RULES AND ORDER OF BUSINESS

ADOPTED: December 15, 1997
AMENDED: May 20, 2019

**CITY OF NOVI
COUNCIL ORGANIZATION RULES
AND ORDER OF BUSINESS**

PROLOGUE

The City Council of the City of Novi consists of seven members, including the Mayor, elected at large in a non-partisan election. These Rules shall serve as guidelines for the organization and the conduct of the Council so that the City is governed and conducts its business in an orderly fashion. This document shall be reviewed every two years, following the Regular City Election. The Rules are subject to compliance with the City of Novi Charter, ordinances, and State Statutes.

1. ORGANIZATION

A regular meeting of the Council shall be held on the Monday following each Regular City Election (Charter, Sec. 6.1), or following secular day, if there is a holiday. The Mayor shall, at the first regular meeting of the Council after the election of the Mayor, appoint another member of the Council to serve as Mayor Pro Tem, who, during the absence or inability of the Mayor to perform his duties shall act in the name and stead of the Mayor and shall, during the time of such absence or inability, exercise all the duties and possess all the powers of the Mayor. (Charter, Sec. 4.5a) In the absence of both the Mayor and the Mayor Pro Tem, the most senior member of Council shall preside. The seniority shall be determined by the length of the concurrent terms as listed below. In those instances where concurrent terms are of equal length, seniority shall be determined by the number of votes received in the most recent election of the members with such equal terms:

Mayor Gatt – Re-Elected November, 2017 (elected 2011)
Mayor Pro Tem Staudt – Re-Elected November 2015(elected 2007)
Council member Casey – Re-Elected November 2015 (elected 2011)
Council member Crawford – Elected November 2019
Council member Fischer – Elected November 2019
Council member Maday – Appointed December 2020
Council member Mutch – Re-Elected November 2017 (elected 2005)

2. REGULAR MEETINGS

The Council shall hold two Regular Meetings per month in accordance with the Schedule of Regular Meetings to be established by the City Council by the end of November of the preceding year. These public business meetings shall be held at 7:00 P.M. in the Council Chambers of the Novi Civic Center and shall begin promptly at the appointed time.

In addition to the regular meetings above, the Council shall hold a regular meeting the Monday following the Regular City Election or following secular day, if there is a holiday. This meeting is intended to include an organizational meeting of the Council. The Council shall request staff to organize and present orientations as described in Section 19 herein, voluntary for new Council members and open to returning Council members as they deem necessary.

The Council will have as a goal to conclude all meetings no later than 10:00 P.M. If the Council meets at a place other than its regular meeting place, then public notice to such effect shall be published in a newspaper circulated in the City. (Charter, Sec. 6.1)

Minutes of regular meetings will be kept in the English language by the Clerk and shall be signed by the City Clerk upon approval by City Council.

3. **SPECIAL MEETINGS**

Special Meetings of the Council may be called by the Clerk upon the written request of the Mayor or by any two members of the Council. There shall be at least twenty-four (24) hours' written notice to the public and each member of the Council designating the time, place, and purpose of a special meeting and served personally on, or left at, the usual place of residence of each of the Council members. Any special meeting of the Council at which all members of the Council are present or have in writing waived the requirements that the required notice be given, and at which a quorum of the Council is present, shall be a legal meeting. (Charter, Sec. 6.2) It is the preference of Council that special meetings are held on Mondays. Every effort will be made to schedule special meetings on Thursdays when a Monday is unavailable.

Minutes of special meetings will be kept in the English language by the Clerk and shall be signed by the City Clerk upon approval by City Council.

4. **JOINT MEETINGS**

The City Council may hold Joint Meetings with School Boards, Boards, Commissions, Committees, and municipal governments who share a community of interest with the City of Novi. Such meetings shall be scheduled for a specific purpose or goal, agreed to by the Council and other entity or entities before the meeting.

Minutes of joint meetings will be kept in the English language by the Clerk and shall be signed by the City Clerk upon approval by City Council.

5. **EXECUTIVE SESSIONS**

A two-thirds (2/3) roll call vote of members elected or appointed and serving shall be
Council Organization Rules and Order of Business

required to call a closed session, except for those circumstances where the Open Meetings Act, 1976 PA 267 permits the calling of an executive session by a lesser vote. Those circumstances not requiring a two-thirds (2/3) vote are sessions:

To consider the dismissal, suspension, or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member, or individual agent, when the named person requests a closed hearing.

For strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement when either negotiating party requests a closed hearing.

The purpose of the meeting will be stated in the motion to call the closed session and shall be in accordance with the Open Meetings Act.

A separate set of minutes shall be taken by the Clerk or the designated secretary at the executive session. These minutes will be retained by the Clerk for the period of time required by the Open Meetings Act and shall not be available to the public and shall be disclosed only if required by a civil action. Minutes of executive session meetings may be distributed to Council for review at an executive session and may be approved, in Council's discretion, and returned to the Clerk.

City Council Members shall not divulge to any unauthorized person confidential information discussed in an executive session in advance of the time prescribed for its authorized release to the public by the City Council. Council members shall honor the confidentiality of the debate and discussion occurring in executive session, and be aware of the potential liability and/or other harm to the City by premature disclosure

6. **AGENDA - REGULAR MEETINGS**

The City Manager and the City Clerk, with consultation and concurrence of the Mayor, shall prepare an agenda of business to be considered at each regular Council Meeting. Items of business must generally be submitted by 12 noon of the Monday preceding the next regular meeting, subject to the discretion of the City Manager. The Mayor and Administration will strive to have agendas resulting in consistent length of meetings.

City Council Members shall have the use, for City business and for City Council meetings, of a City-issued electronic device. Agenda materials will primarily be provided to Council members by electronic delivery method and the member shall be responsible for installing the materials on the electronic device. "Paper" copies of agenda materials will be provided only where the materials are likely to be retained for regular review (bound documents such as the Master Plan for Land Use, or the Budget), or where a paper copy is required or appropriate to completely convey the information contained in the materials.

The Meetings will be held in the Council Chambers UNLESS OTHERWISE NOTED ON THE AGENDA. No items will be added to the published agenda unless approved by a majority vote of the City Council. The Agenda of Regular Meetings of the City Council shall be prepared in accordance with the following format:

- A. Call to order
- B. Pledge of Allegiance
- C. Roll Call
- D. Approval of Agenda
- E. Public Hearings
- F. Presentations
- G. Reports:
 - 1. Manager/Staff
 - 2. Attorney
- H. Audience Comment
- I. Consent Agenda – Removals and Approvals (Items removed from Consent Agenda will be discussed under Item O).
Only the following kinds of items may be included on the Consent Agenda:
 - 1. Personnel matters requiring Council action, not including reviews of employee grievances or appointments and terminations
 - 2. Routine financial management actions, such as approval of warrants, transfer of funds, approval to advertise for bids
 - 3. Approval of licenses
 - 4. Setting dates of Public Hearings
 - 5. Ordinances at second reading and/or resolutions which do not require public hearings prior to adoption
 - 6. Approval of minutes
 - 7. Approval of contracts and agreements not to exceed \$100,000
 - 8. Referral to committees
 - 9. Approval of easements
 - 10. Additional items which administration feels could be included on Consent Agenda for final approval
- J. Matters for Council Action
 - 1. Proposed Zoning Ordinance Map Amendments
 - 2. Other Ordinances - First Reading (Introduction)
 - 3. Action on Special Reports
 - 4. Appointments to Boards and Commissions
 - 5. Other matters to be acted upon by Council
- K. Consent Agenda Removals for Council Action
In order to limit the number of items removed from the Consent Agenda, all members of Council will make an effort to contact the administration before the meeting to have questions answered. Unless a member of the Council specifically requests that an item listed on the Consent Agenda be removed therefrom and

action be taken separately on said item, those items listed on the Consent Agenda shall be approved, accepted, etc. by motion and unanimous roll call vote of the Council. Those items so approved under the heading "Consent Agenda" shall appear in the Council minutes in the proper form.

L. Audience Comment

M. Committee Reports

N. Mayor and Council Issues

This item shall be limited to matters as to which a Council member is seeking to receive comments or other reaction from other Council members, or to gain a consensus for giving direction to City staff. For an item to be listed on the printed agenda, Council members must request that the item be placed on the agenda by 3:00 P.M. of the Wednesday preceding the meeting and provide the language for the item in writing or verbally. Each Council member present at a meeting may also request placement of one (1) additional item on the agenda under Mayor and Council issues for that meeting. With respect to any such issue placed on the agenda, if a Council member is requesting information from City staff as part of the item, the Council member shall have first contacted the City Manager by noon the day of the meeting and requested such information prior to the meeting, and shall so state at the time of placement of the item on the agenda. Motions may be made and voted upon in connection with matters added under this section.

P. Adjournment

7. **AGENDA - SPECIAL MEETINGS**

No business shall be transacted at any special meeting of the Council unless the same has been stated in the notice of such meeting. However, other than the enactment of an ordinance, any business which may lawfully come before a regular meeting may be transacted at a special meeting, if all the members of the Council present consent thereto and all the members absent file their written consent. (Charter Section 6.3). The notice of such meeting, setting forth the time, place and purpose, together with the agenda shall be served in accordance with the City Charter upon each member of the Council.

8. **AUDIENCE COMMENT RULES**

A. All members of the Audience addressing the meeting (hereinafter speaker) shall direct their remarks to the Mayor.

B. No speaker shall address the meeting unless recognized by the Mayor for that purpose.

C. Remarks shall be limited to those pertaining to matters before the Council, to City business or policy, or to issues of community concern or interest. While comment upon the action, inaction, or performance of the Council and the City of Novi commissions, boards, employees and consultants is allowed, inappropriate,

Council Organization Rules and Order of Business

- profane, vulgar or abusive language and personal attacks will not be tolerated.
- D. No speaker shall continue to address the meeting after being advised by the Mayor that the speaker's time for addressing the meeting has expired.
 - E. There shall be no audience comment by voice, clapping, or otherwise, showing approval or disapproval of any remarks of the speaker or member(s) of the public body.
 - F. Each speaker may address the meeting for 3 minutes. The Mayor has the authority to grant additional time, if requested by a speaker, for good cause.
 - G. Speakers wishing to display visual materials through the City's audiovisual system must provide the materials to City staff for screening no later than 12:00 P.M. the day of the meeting. The materials submitted will be reviewed by the City Clerk (or designee) to ensure that (1) the materials are in a format capable of broadcast or presentation over the City's audiovisual system; (2) the materials relate to a permitted purpose under Paragraph C above; and (3) the material is legally appropriate for broadcast over the audiovisual system and/or cable system. Visual materials include any visual or textual items that are to be displayed through the audiovisual system irrespective of their specific format or media. This includes, without limitation, photographs, audio and video presentations, charts, computer presentations, computer screen images, posters and fliers, whether in physical or electronic format. Once the materials have been submitted for review, they cannot be changed before the meeting. Notwithstanding the foregoing, the Mayor may allow a speaker to utilize the City's audiovisual system to display a limited number (no more than three) of non-electronic, physical documents (e.g., photographs of potholes), provided that the documents are presented to the Clerk for review under Paragraph G above, before the documents are displayed.
 - H. Speakers using visual materials are subject to the same time limitation set forth in Paragraph F above.
 - I. Taped or recorded audio presentations not presented through the City's audiovisual system (i.e., with sound only, not displaying visual materials) shall also be submitted for review as described in Paragraph G above.
 - J. Council Members or the Mayor shall not respond to general Audience Comment. The Mayor or Council members can bring up a point of order in regard to false information and direct it to the parliamentarian for a response. The Mayor may direct the administration to respond to the speaker, if appropriate, during or outside of the meeting. The Mayor may also respond with an indication of the appropriate action to be taken.
 - K. Committee Reports will not be accepted during Audience Comment. An Applicant or Representative may present proposals for a period of time at the discretion of the Mayor.

9. **CABLE TV VIDEO AND AUDIO TAPES POLICY**

- A. All Regular, Special, and Joint Council meetings shall be held in the Council Chambers and will be cablecast/video streamed, except interview meetings

Council Organization Rules and Order of Business

- unless Council Chambers are unavailable or otherwise specified.
- B. Meetings will be cablecast/video streamed live. City Council Meeting videos will be archived on the City website for 90 days. The video archive is not the official record of the meeting.
 - C. Only City Council, Parks Recreation & Cultural Services, Planning Commission, Library Board and Zoning Board of Appeals Meetings will be cablecast/video streamed live, whenever possible.
 - D. Audio tapes will be retained by the City Clerk until the approval of the minutes.

10. **RECONSIDER/RESCIND/REPEAL A QUESTION**

When a question has been taken, it shall be in order for any member who was on the prevailing side in the original action to move for reconsideration thereof at the same or next regular meeting. If a matter is to be brought for reconsideration at a succeeding meeting, the Councilmember making the request must notify the City Manager or City Clerk in writing by the Wednesday prior to the meeting who shall place the matter of reconsideration of the matter on the agenda.

A motion to rescind or repeal some previous action may be made at any time at any regular or special meeting of the Council, provided, such matter has been formally placed on the agenda for consideration and it is in order.

11. **VOTING**

A Roll Call vote shall be required on all ordinances and the "Yes" or "No" vote shall be entered upon the records opposite the name of the Councilmember. Whenever the vote is unanimous, it shall only be necessary to so state.

No member of the Council shall vote on any question in which he/she has a financial interest other than the common public interest or on any question concerning his own conduct.

12. **QUORUM**

Four members of the Council shall be a quorum for the transaction of business at all meetings of the Council, but in the absence of a quorum, the Mayor or any two members may adjourn any regular or special meeting to a later date. (Charter, Sec. 6.5)

13. **COMMITTEES**

Council Committee assignments will be established by the 2nd regular meeting following the Election.

Standing Citizen Boards, Commissions, and Committees: The descriptions provided within
Council Organization Rules and Order of Business

this section stating the purposes, functions and membership of Boards, Commissions and Committees are for informational purposes. The provisions of the Charter, the Novi Code of Ordinances and the resolutions establishing such bodies shall define the purposes, functions and membership of such bodies.

Economic Development Corporation, Library Board and Planning Commission are Mayoral appointments with consent of a majority of Council.

Council will be provided with the attendance record of all applicants for reappointment at the time of interview.

Annual schedule for Board, Commission, and Committee Presentations and Appointments

<u>Introduction Date / Committee Name</u>	<u>Terms Expire On</u>	<u>Approx. # of Vacancies per year</u>
EARLY FEBRUARY		
Beautification Commission	March 1	1 to 3
Building Authority	March 1	1
Construction Board of Appeals	March 1	2
Library Board	March 1	1
EARLY-MID JUNE		
Parks & Recreation Commission	June 30	2 to 3
Planning Commission	June 30	3
LATE NOVEMBER/EARLY DECEMBER		
Board of Review	Jan. 1	2 to 4
Corridor Improvement Authority	Dec. 31	2
Economic Development Corporation	March 1	1 to 3
Election Commission	Jan. 1	0 to 1
Historical Commission	Jan. 1	2 to 3
Housing and Community Development Advisory Committee	Jan. 1	1 to 2
Youth Council	Dec. 31	6 to 7
Zoning Board of Appeals	Jan. 1	2

Applications will be considered current until the next annually scheduled date for presentation by candidates for the particular body for which the applicant applied. Council may schedule other interview sessions for newly created committees on an as-needed basis. Applications may also be made up until the start of the City Council meeting at which appointment shall be considered. The City Clerk shall be responsible for providing information as to such application(s) to the Council at or before the

Council Organization Rules and Order of Business

meeting.

Those appointed to fill a vacancy and have presented in the past 12 months need not make a presentation, unless requested by a Council member, but must apply to be considered for re-appointment.

The Youth Council Review Committee shall evaluate applicants for Youth Council vacancies. The evaluation process shall generally be the same as described below for presentations to the City Council (but may set its own rules for the length of candidate presentation). Following the introductions, the Youth Council Review Committee shall make the recommendations to City Council.

Applicants for boards, commission, and committees will make presentations before the Council at a regular meeting. Applicants will be given two minutes to explain why they are interested and qualified. Questioning by Council Members will not generally be contemplated, but as the Chair of the meeting, the Mayor may (but is not obligated to) entertain questions from other Council Members.

Notwithstanding anything to the contrary in this section, appointments may be made and/or approved without candidate presentation if the Mayor and/or Council deem it to be appropriate under the circumstances.

Council action on appointments (including appointing newly-created committees):

Any new committee adopted by Council shall have in its resolution language to the effect of the following:

That the position will be publicized for applications within ten days of the adoption of the resolution creating the committee.

That Council will hold presentation sessions within three weeks of adoption of the resolution.

That Council will make appointments at the Regular Meeting following the presentation meeting.

Board and Commission meetings shall be open to the public and a notice of the date, time and location of each meeting shall be posted within the lobby of the City Hall no less than 18 hours before the meeting.

Minutes of the proceedings shall be taken and available to the City Clerk of all Board and Commission meetings. Board and Commissions shall endeavor to hold their meetings in the City Council Chambers for consistent public access.

Appointments to Standing Committees:

The following standing committees of the Council shall be composed of at least three members who shall be appointed from time-to-time by the Mayor. (Charter, Sec. 6.7(e))

1. Capital Improvements Program - Three Council representatives. This Committee is responsible for reviewing administrative recommendations for capital expenditures and shall provide an initial review of the required annual Capital Improvement Plan prepared and adopted by the City.
2. Consultant Review Committee - Three members of Council appointed on a rotation basis with one new member each year. This Committee is responsible to review (i) multi-year contracts for professional services (e.g., engineering or environmental consultants) or (ii) contracts for professional services of any length where the consultant deals directly with the City Council in a significant way (e.g., attorney services, auditors, or the like). Administration will provide on a quarterly basis a schedule of contracts for such services that are expected to come before City Council for approval.
3. Rules Committee - The Mayor and two members of Council appointed on a rotation basis to begin their review of the Council Rules immediately following the first meeting following the November Election. This Committee is responsible for regular or occasional review of these Rules as contemplated in the Prologue Section above.
4. Ordinance Review Committee - The Mayor and two members of Council appointed on a rotation basis. This Committee is responsible for discussion and review of amendments to the Code of Ordinances. It is intended to review those ordinances that are substantive in nature and that would benefit from review by the Committee before submission to the Council as a whole. Matters may be referred to the Committee by the Council; additional items may be placed on the Committee's agenda for its consideration with the approval of the Mayor.
5. Youth Council Review Committee – Three members of Council appointed by Mayor on a rotation basis.

Council representation on regional bodies/inter-governmental bodies:

1. SEMCOG - one Delegate (Elected Official) and one Alternate (Elected or Appointed) appointed by the Council for a two-year term.

Boards and Commissions established by Charter or Ordinance:

1. Beautification Advisory Commission - Nine members appointed to three-year
Council Organization Rules and Order of Business

terms by the Council. Terms expire January 1st (Sec. 2-171 City Code).

2. Board of Review Three members and one alternate member - appointed to two-year terms by the Council. Terms expire January 1st of each odd year (Sec. 9.6 City Charter).
3. Construction Board of Appeals - Five members and two alternate members - Appointed to four-year terms by the City Council. Terms Expire March 1st. (Sec. 7-19 City Code)
4. Corridor Improvement Authority – Nine member, made up of the Mayor and eight member appointed by the Mayor subject to Council approval. Terms expire December 31st. (Resolution 12/04/2017)
5. Economic Development Corporation -Nine members - Appointed to five-year terms by the Mayor with advice and consent of Council. Terms Expire March 1st (EDC Articles of Incorporation)
6. Election Commission - Three members, including the City Clerk – Appointed to three-year terms by the Council. Terms expire January 1st (Sec.3.4 City Charter)
7. Historical Commission -Five members - Appointed to three-year terms by the Council. Commission also includes a representative of the Novi School District and the Novi Library. Terms expire January 1st. (Sec. 17-18 City Code)
8. Library Board - Seven members - appointed to three-year terms by the Mayor with approval of Council. Terms expire March 1st. (Sec.19-21 City Code)
9. Parks and Recreation Commission - Seven members - Appointed to three-year terms by the Council. Terms expire June 30th (Sec. 25-37 City Code)
10. Planning Commission - Seven members - Appointed to three year terms by the Mayor with approval by the Council. Terms expire June 30th (Sec. 27-18 City Code)
11. Street Name Review Committee -Representatives of the Department of Community Development, Police Department, Fire Department and Building Department. (Sec. 31-51 City Code).
12. Zoning Board of Appeals - Seven members and one alternate member appointed to three-year terms by the Council. Terms expire January 1st (Sec. 3100 Zoning Ordinance)

Advisory/implementation and current *ad hoc* committees established by Council:

Council Organization Rules and Order of Business

1. Housing & Community Development Advisory Committee - Six members – 5 voting resident members, appointed to three-year terms by the Council, 1 Administrative non-voting Member shall serve on the Committee. Terms expire January 1st.
2. Walkable Novi Committee – 2 members of Council, 2 members of Planning Commission, 2 members of Parks, Recreation and Cultural services, 2 members of Parks Foundation, 1 member of the public.

Council Advisory Committees will not establish any separate *Ad Hoc* Committee without the approval of the Council. This does not prevent a committee from appointing subcommittees of their members.

Councilmember Liaison to Youth Council:

A Councilmember Liaison to the Novi Youth Council shall be appointed by the Mayor from time to time as he or she determines to be appropriate. The position of Councilmember Liaison shall be non-voting, and the Councilmember Liaison shall not be required to attend meetings of the Youth Council. (Approved by resolution of Council 11-12-2013)

14. **STANDARDS OF CONDUCT FOR CITY COUNCIL MEMBERS**

- A. General Rules. City Council members will be governed by the Standards of Conduct of Novi Officers, Employees, and Consultants, as adopted and amended from time to time by City Council Resolution. Those standards generally include (but are not limited to) the following:
 1. Confidential Information. A Council member shall not divulge to an unauthorized person, confidential information acquired in the course of the Council member's duties in advance of the time prescribed for its authorized release to the public.
 2. Representations. A Council member shall not represent his or her personal opinion as that of the City.
 3. City resources. A Council member shall use personnel resources, property, and funds under the Council member's official care and control judiciously and solely in accordance with prescribed constitutional, statutory, and regulatory procedures and not for personal gain or benefit.
 4. Gifts. A Council member shall not solicit or accept a gift or loan of money, goods, services, or other thing of substantial value for the benefit of a

Council Organization Rules and Order of Business

person or organization, other than the City, which tends to influence the manner in which the Council member performs official duties. It shall be presumed that a non-monetary gift having a value of less than fifty dollars (\$50.00) does not evidence a violation of the above paragraph. "Non-monetary gifts" do not include gift certificates, vouchers, or any other item which is readily used in place of cash.

5. Profit from Position. A Council member shall not engage in a business transaction in which the Council member may receive a substantial profit from his or her official position or authority or a substantial financial benefit from confidential information which the Council member has obtained or may obtain by reason of that position or authority. A Council member shall not use, or attempt to use, his or her official position to unreasonably secure, request or grant, any privileges, exemptions, advantages, contracts, or preferential treatment for themselves or others.

B. Financial Interest in Contract, Purchase, or Employment

1. No Council member shall vote on any question in which the member has a financial interest other than the common public interest or on any question concerning his or her own conduct. (Charter, Sec. 6.7)
2. Except as otherwise provided by State law (including all disclosure requirements), a Council member shall not engage in or accept employment or render services for a private or public interest when that employment or service is incompatible or in conflict with the discharge of the Council member's official duties, or when that employment may tend to impair his or her independence of judgment or action in the performance of official duties. If such employment or services for a private or public interest (except the City of Novi) requires the appearance, directly or indirectly, by a Council member before any employee, agency or body of the City of Novi, it shall be conclusively presumed that such appearance is incompatible and in conflict with the Council member's official duties. Except as otherwise provided by State law (including all disclosure requirements), a Council member shall not participate in the negotiation or execution of contracts, making of loans, granting of subsidies, fixing of rates, issuance of permits or certificates, or other regulation or supervision relating directly to a business entity in which the Council member has a financial or personal interest.
3. No Council member shall be a party, directly or indirectly, to any contract between himself and the City, except as provided by state law and City Charter.

4. Members of the City Council shall disclose, upon a form provided by the City Clerk, the following information: Any interest in any property within the City of Novi held by the member, the member's spouse, any child of the member, a trust for the member, any corporation in which the member is an officer, director, or shareholder, or by any partnership, limited partnership, or co-partnership in which the member has an interest. The disclosure shall be submitted by City Council members upon taking the oath of office, and annually thereafter.

15. DEBATE AND DECORUM

Where these rules or the City Charter are silent, "Roberts Rules of Order Newly Revised" shall, to the extent reasonably feasible, govern the proceedings of the Council. The City Attorney shall act as Parliamentarian. In addition, the following general rules of debate shall apply:

- A. The maker of a motion is entitled to speak first.
- B. A Council member must obtain the floor by being recognized by the Mayor.
- C. No Council member is entitled to speak a second time on the same motion while any other Council members wish to make their first speech.
- D. A Council member may not speak against his/her own motion, but may vote against it.
- E. Remarks must be confined to the merits of the pending question.
- F. Questions and remarks must be addressed through the Mayor. Council members are not to speak directly to each other or to a staff member.
- G. A courteous tone must be maintained. Interjecting personal notes or attacking another member's motives is prohibited.
- H. Use of a Council member's name is to be avoided, if at all possible; for example, you should refer to "the maker of the motion" or "the previous speaker" whenever possible.
- I. Reading from books, reports, etc. is only allowed with general consent of the Council by vote or general consent, that is, if there are no objections.
- J. No Council member may comment adversely on any prior act of the Council that is not pending.

16. USE OF COMMUNICATION DEVICES DURING MEETINGS

A Council member shall refrain from the use of electronic or wireless communication devices during meetings to communicate with other Council members or with members of the public, regardless of whether the device is provided by the City. This prohibition shall not apply to communications with family members, employees, or co-workers, or

Council Organization Rules and Order of Business

others with whom the member communicates on a matter unrelated to an agenda item for Council action; such communications shall be infrequent and shall not disrupt, disturb, or otherwise adversely affect the conduct of the meeting.

17. USE OF CITY-ISSUED ELECTRONIC DEVICES

City-issued electronic devices are intended to be used for City business and City-related purposes. Personal use is discouraged and should occur infrequently and shall be incidental to the intended use of the electronic device. The following rules shall apply to Council members' use of City-issued electronic devices:

- A. The City shall supply the electronic device and all associated hardware and software. Council members shall not install any hardware or software on the electronic device without prior approval through the City's Chief Information Officer.
- B. Council members shall have the use of the electronic device during the member's term of office, and such right shall terminate at the same time as the member's term of office ends, at which time the electronic device and all associated equipment shall be returned to the City.
- C. Council members shall be responsible for maintaining the electronic device in good condition, and to reasonably protect it from theft, loss, or damage. City policies applicable to City staff with regard to damaged or lost equipment shall apply.
- D. Council members may not use the electronic device in connection with election or re-election efforts or campaigning, either for the member or any other candidate for public office.
- E. Council members shall not use the electronic device, or the internet access or e-mail provided with it, for any commercial, illegal, or illicit purpose or activity, or for financial gain. Council members shall not use the electronic device to download or store inappropriate or obscene material. Council members shall not knowingly violate copyright laws or site guidelines in connection with internet access. Council members shall not knowingly use the electronic device, or the internet access or e-mail provided with it, to propagate any virus, worm, "Trojan horse," "trap door," or back door" program code or to knowingly disable, disrupt, or overload the computer system or network, or to circumvent any system designed to protect the privacy or security of another user, computer system, communications network, or organization.
- F. Council members should recognize that many, and perhaps most, of the documents that exist on the electronic device or that are created during internet usage or while using the e-mail function may be subject to the Freedom of Information Act, MCL 15.231 *et seq.*, or other means of discovery, and should govern their use accordingly.

- G. Council members shall not use the electronic device for any purpose that violates the Open Meetings Act, MCL 15.261, *et seq.*
- H. The electronic device shall at all times remain City property, and therefore subject to return to the City upon request, for inspection, repair, installation of additional hardware or software or other applications, and the like, or to ensure compliance with these rules.
- I. The Council member to whom an electronic device is issued is responsible to insure the proper use of the electronic device in accordance with these rules.

18. COUNCIL APPROVAL OF INDIVIDUAL COUNCIL MEMBER NON-ROUTINE REQUESTS FOR INFORMATION OR INVESTIGATIONS BY CITY STAFF

Prior to any individual Council members request to City staff for reports or other information, other than routine (requests that can be answered within 5-10 minutes), the requests must be raised at the Council table and approved. (Motion made July 7, 2003 meeting.)

19. NEW COUNCIL MEMBER ORIENTATION; IN-SERVICE PROGRAMS; OFF-SITE TRAINING/CONFERENCES

Each new member of Council shall, upon taking the oath of office, be given the following materials unless the member has or has access to a current copy of:

- Charter and Code of Ordinances
- Master Plan for Land Use
- Current year Budget
- Council Rules
- City of Novi Internet Usage and E-Mail Usage Policies
- City of Novi rules regarding damaged or lost equipment (e.g., for City-issued electronic device)

Each new member of Council shall, upon taking the oath of office, be offered an opportunity by the City Manager to tour the various City facilities (i.e., City Hall, DPW, Police/Fire stations, and the like).

After each City election at which a new member of Council is elected, the City staff shall arrange a series of presentations or programs, conducted generally between December and February following a City election, to inform new members of the operations of City government. Generally, and subject to member availability, these shall occur before City Council meetings, and shall cover basic subjects such as land use and planning, finance/taxation/assessing, police/fire, and infrastructure maintenance and construction. The programs shall be open to all members of the City Council as in-service educational opportunities.

Council members are encouraged to attend training sessions and conferences to develop their understanding of their role and responsibilities as public officials. Council will annually establish a budget of \$1,000 per Council member, to be used to offset the cost of such activities. Such funds may be used only in connection with training session, workshops, seminars, or conferences sponsored or conducted by municipal organizations of which the City is a member (e.g., the Michigan Municipal League). City Administration shall regularly provide Council with a list of conferences for such organizations that the City belongs to. Reimbursement of expenses incurred in connection with such sessions or events shall also follow the rules established for City employees.

20. SUSPENSION AND AMENDMENT OF RULES

These rules may be suspended or amended at any time, in accordance with the Charter of the City of Novi by a vote of the majority of the Council elected and serving.

21. ENFORCEMENT OF RULES

These rules are subject to enforcement by the City Council as it determines appropriate under applicable provisions of State law, the City Charter, and Roberts' Rules of Order (which have been adopted above to the extent reasonably practicable), and any penalty for violation hereof shall be in accordance with said provisions.

CITY OF NOVI
ADDENDUM TO COUNCIL
ORGANIZATION RULES AND ORDER OF BUSINESS
TEMPORARY OPEN MEETINGS ACT PROCEDURES

This Addendum is effective from February ____, 2021, until repealed or amended by the City Council.

PURPOSE

The Open Meetings Act (OMA), MCL 15.261 *et seq.*, was recently amended by the adoption of Public Act 228 of 2020, as amended by Public Act 254 of 2020, to permit remote or electronic meetings by public bodies under certain circumstances and subject to certain requirements, and also to require those bodies to allow remote participation by their members under certain circumstances.

More specifically, Public Act 228 as amended by Public Act 254 establishes three separate time periods during which different rules for electronic meetings/remote attendance are to apply:

- **October 26, 2020 through March 31:** Council may meet electronically for any reason.
- **April 1 through December 31, 2021:** The Council is generally to meet in person, at a physical place, but the Council must have rules of procedure in place to accommodate electronic meetings or remote attendance for: (1) members absent due to either active military duty or a medical condition, and (2) the existence of a declared statewide or local state of emergency or state of disaster.
- **January 1, 2022 and thereafter.** The Council is to meet in person, at a physical place, but it is to have rules of procedure in place to accommodate members absent due to active military duty only (i.e., no other remote attendance by members allowed).

This Addendum is intended to satisfy the City Council's obligation to have rules of procedure in place for the situations described above.

AMENDMENTS

The following reflect changes to the City Council's existing Organization Rules and Order of Business because of the OMA amendments:

2. Regular Meetings

Add the following new provisions:

In the event of a natural or man-made *force majeure* the Mayor (or Mayor Pro Tem in the absence of the Mayor), after consultation with the City Manager, may cancel or postpone a scheduled regular meeting.

The City Council may meet and conduct any of its meetings, in whole or in part, by electronic means using telephonic conferencing or video conferencing technology without regard to physical place and physical presence requirements in accordance with Section 3a of the Open Meetings Act, MCL 15.263a until March 31, 2021.

Beginning April 1, 2021 through December 31, 2021, City Council meetings may be held in whole or in part by electronic means using telephonic conferencing or video conferencing technology only when a declared statewide or local state of emergency or state of disaster exists and the personal health or safety of members of the public or public body would be at risk if the meeting were held in person. In addition, any City Council member who is absent because of active military duty or because of a medical condition shall be permitted to participate in any meeting using telephonic conferencing or video conferencing technology. The term "medical condition" means an illness, injury, disability, or other health-related condition, including the quarantine or isolation of a City Council member to minimize the spread of a contagious disease.

Beginning January 1, 2022, members of the City Council may participate by electronic means in City Council meetings only to accommodate their absence due to active military duty.

New Section 2.1 - Electronic Meetings

An electronically-held meeting of the City Council will be conducted in a manner that permits two-way communication so that members of the Council can hear and be heard by one another, and so that public participants can hear members of the City Council and be heard by both the Council and other public participants during the audience comment period. The City may use technology to facilitate typed audience comments submitted by members of the public participating in the electronically-held meeting that shall be read to or shared with members of the City Council and other participants.

As permitted by the OMA, a physical place is not required for an electronically-held meeting. Members of the City Council and members of the public participating electronically in a meeting that occurs in a physical place (e.g., Council chambers) are considered present and in attendance at the meeting for all purposes. For a meeting at which City Council members are physically absent due to military duty or a medical condition and are being accommodated by remote participation, all other City Council members must be physically present at the meeting to be able to participate.

In addition to any other notice required by the OMA, advance notice of an electronically-held meeting shall be posted on a portion of the City's website that is fully accessible to the public. The public notice must be included on either the City's home page or a separate webpage dedicated to public notices for non-regularly scheduled or electronically-held public meetings that is accessible through a prominent and conspicuous link on the City's website home page and that clearly describes its purpose for public notification of non-regularly scheduled or electronically-held public meetings.

Any scheduled meeting of the City Council may be held as an electronic meeting as permitted by the OMA if a notice consistent with this rule is posted at least 18 hours before the meeting begins. Any notice of the meeting of the City Council held electronically must clearly contain all of the following:

- (a) Why the City Council is meeting electronically;
- (b) How members of the public may participate in the meeting electronically (if a telephone number, internet address or both are required to participate, that information must be provided in the notice);
- (c) How members of the public may contact members of the City Council to provide input or ask questions on any business that will come before the Council at the meeting; and
- (d) How persons with disabilities may participate in the meeting.

If an agenda exists for an electronically-held meeting of the City Council, the City shall, on a portion of its website that is fully accessible to the public, make the agenda of the meeting available to the public at least two (2) hours before the meeting begins. This publication of the meeting agenda does not prohibit subsequent amendment of the agenda at the meeting.

New Section 2.2 – Council Member Attendance by Phone/Video.

A member of the City Council who anticipates his or her absence from a Council meeting due to the circumstances set forth in the OMA and these rules may request accommodation of such absence to permit OMA remote participation in and voting on Council business by two-way telephonic or video conferencing communication. A City Council member who desires to attend a meeting by telephonic or video conferencing shall inform the City Manager, or the designee of the City Manager, at least 24 hours before the meeting so as to permit any necessary technology to be put in place to accommodate participation of the absent member.

City Council members attending a meeting by telephonic or video conferencing may fully participate in the meeting, including voting and attendance in any closed session of the City Council. A Council member participating by telephonic or video conferencing is not permitted to chair the meeting unless all Council members are participating by telephonic or video conferencing.

Any member of the City Council attending a meeting remotely must publicly announce at the outset of the meeting (which shall be included in meeting minutes) that the member is in fact attending the meeting remotely. If the member is attending the meeting remotely for a purpose other than for military duty, the member's announcement must identify the member's physical location by stating the city, township, village, or county and the state from which he or she is attending the meeting remotely.

3. Special Meetings

Add the following new paragraph:

The rules for electronic meetings and/or remote attendance at regular meetings apply to special meetings. Members of the general public otherwise participating in an electronically-held meeting of the City Council are excluded from participation in a closed session of the City Council that is held electronically provided that the closed session is convened and held in compliance with the requirements of the Open Meetings Act applicable to closed sessions.

4. Joint Meetings

Add the following new paragraph:

The rules for electronic meetings and/or remote attendance at regular meetings apply to special meetings.

5. Executive Session

Add the following new paragraph:

The rules for electronic meetings and/or remote attendance at regular meetings apply to special meetings.

6. Agenda – Regular Meetings

Add the following new paragraph:

The order of business for all meetings of the City Council conducted electronically and held until March 31, 2021, and beginning April 1, 2021 through December 31, 2021 for the City Council meetings held in whole or in part by electronic means using telephonic conferencing or video conferencing technology when a declared statewide or local state of emergency or state of disaster exists, may be altered as determined to be appropriate by the Mayor at the time the agenda is set.

8. Audience Comment Rules

Add new paragraph L as follows:

During City Council meetings conducted electronically, members of the public attending the meeting, once recognized by the chair, shall identify themselves for the record and indicate whether they are a City resident. Comments by the public will be limited in the same manner as provided for audience comment for non-electronic meetings to three minutes for each speaker unless the time is extended by the chair or by vote of the Council. Comments by the public during meetings held electronically will be limited to the Audience Comment portion of the meeting.

11. Voting.

Add the following new paragraph:

For any meeting held electronically, or where any member is participating by telephone conferencing or video conferencing, all votes taken (except for a vote to adjourn) shall be roll call votes.

APPLICABILITY TO ALL OTHER PUBLIC BODIES OF THE CITY SUBJECT TO THE OMA

These rules shall also apply to meetings of public bodies of the City conducted under the OMA by all City boards, commissions, and committees subject to the OMA.

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As permitted by the OMA, a physical place is not required for an electronically-held meeting. Members of the City Council and members of the public participating electronically in a meeting that occurs in a physical place (e.g., Council chambers) are considered present and in attendance at the meeting for all purposes. For a meeting at which City Council members are physically absent due to military duty or a medical condition and are being accommodated by remote participation, all other City Council members must be physically present at the meeting to be able to participate.

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