

Memorandum



Date: July 23, 2015

To: Buchanan Mayor and City Commissioners

From: Kalla Langston

Subject: **Commissioner Rules and Procedures – Ordinance Adoption or Amendment**

Background

The *Commissioner Rules and Procedures* serve as the foundational framework for how the Commission conducts meetings, deliberates, votes, and engages with the public. Periodic updates to these rules are essential to uphold transparency, consistency, and operational efficiency.

Following a comprehensive review by the City Attorney and City Clerk, it was determined that certain sections of the current procedures require revision. To that end, the following section has been added to address **Ordinance Adoption or Amendment**, providing procedural clarity and ensuring alignment with current municipal governance standards.

Recommended Next Steps

1. **Review Attachment A** – This document outlines the proposed amendment in detail.
2. **Approve the Proposed Amendment** – Staff recommend adoption of the amendment to the Commission's Rules and Procedures.
3. **Implement and Distribute** – Upon adoption, the updated Rules and Procedures will be distributed to all Commission members and made publicly available for reference.

Attachment A

ORDINANCE ADOPTION OR AMENDMENT

1. **Introduction.** Every proposed ordinance or ordinance amendment shall be introduced in writing in full text at a public meeting of the Commission. Following introduction of a proposed ordinance or ordinance amendment, the Commission may accept the proposed ordinance or ordinance amendment for first reading and set a date for a public hearing on the proposed ordinance.
2. **Publication and Public Hearing.** Following introduction and Commission acceptance of a proposed ordinance or ordinance amendment, the Commission shall schedule and hold a public Hearing on the proposed ordinance or ordinance amendment. The Clerk shall publish a summary of the proposed ordinance or ordinance amendment in a local newspaper of general circulation in the City. The published summary shall also state the place(s) and manner for public inspection of the full text of a proposed ordinance or ordinance amendment. The Commission public hearing may not be held sooner than fourteen (14) days after publication of the summary required by this paragraph.
3. **Commission Changes.** If the Commission makes any substantive changes to a proposed ordinance or ordinance amendment during or after a first or subsequent public hearing, the Commission shall schedule and hold another public hearing on the proposed changed ordinance or ordinance amendment. Following Commission acceptance of changes to a proposed ordinance or ordinance amendment, the Clerk shall publish a summary of the proposed ordinance or ordinance amendment in a local newspaper of general circulation in the City. The published summary shall also state the place(s) and manner for public inspection of the full text of a proposed ordinance or ordinance amendment. The Commission public hearing may not be

held sooner than fourteen (14) days after publication of the summary required by this paragraph.

4. **Extended Notice and Hearing Dates.** The publication of notice and hearing dates set out above shall be extended as required by applicable Michigan law, including but not limited to the Michigan Zoning Enabling Act.
5. **Enactment.** Enactment of the proposed ordinance or ordinance amendment shall be governed by the provisions of Section 7.3 of the City Charter.
6. **Effective Date.** The effective date of an enacted ordinance or amended ordinance shall be governed by Section 7.4 of the City Charter.