

**CITY OF GROSSE POINTE WOODS**

**Office of the City Clerk**

**Memorandum**

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**DATE:** November 22, 2021  
**TO:** Mayor and City Council  
**FROM:** Lisa Hathaway, City Clerk   
**SUBJECT:** Rules of Order and Procedure for the Common Council

The City Council on November 8, 2021, and again on November 15, 2021, updated and made considerable changes to the Rules of Order and Procedure for the Common Council including the incorporation of a Consent Agenda into the City's agenda process. As a result of a follow-up discussion with Mayor Bryant, the following changes are also recommended:

1. Item No. 2 - Remove *Presentation* from the Consent Agenda and insert after Acceptance of the Agenda;
2. Item No. 2 - Remove *Ordinance* from the Consent Agenda and insert after Communications;
3. Item No. 25 – Revised to clarify processing matters to be addressed by City Council.

The proposed revised Rules of Order are attached for Council consideration.

# City of Grosse Pointe Woods

## Rules of Order and Procedure for the Common Council

Adopted by City Council 11/08/21, amended 11/15/21

1. The Mayor, or in his/her absence or direction the Mayor Pro Tem, shall at the fixed time take the Chair for the convening of the City Council to order. Upon the appearance of a quorum, the Council shall be in session. In the event that both the Mayor and the Mayor Pro Tem are absent from a meeting, the Council Member having served the longest uninterrupted term of office as a Council Member shall take the Chair for the purpose of convening the Council to order.
2. The business of all regular meetings shall be transacted, so far as possible, in the following order:
  - Call to Order
  - Roll Call
  - Pledge of Allegiance
  - Recognition of Commission Members
  - Consent Agenda:
    - ~~A.~~ ~~Presentation~~
    - ~~B.~~ ~~A.~~ Appointment
    - ~~C.~~ ~~B.~~ Approval of Minutes
    - ~~D.~~ ~~C.~~ Monthly Financial Report
    - ~~E.~~ ~~D.~~ Bids/Proposals/Contracts
    - ~~F.~~ ~~E.~~ Proclamation
    - ~~G.~~ ~~F.~~ Resolution
    - ~~H.~~ ~~Ordinance~~
    - ~~I.~~ ~~G.~~ Claims and Accounts
  - ~~Acceptance of the Agenda~~
  - ~~Presentation~~
  - Zoning Board of Appeals
  - Public Hearing
  - ~~Communications~~
  - ~~Ordinance~~
  - New Business/Public Comment
  - Closed Executive Session
  - Adjourn
3. The policy for items permitted to be included in the Consent Agenda are listed above. All items listed under Consent Agenda are considered routine by the Council and will be enacted by one motion and second. There will be no separate discussion of these items. If discussion of an item is required, it will be removed from the consent agenda and considered. One member may request that an item be removed and no second is required.
4. The Presiding Officer shall preserve order and decorum and shall give preference to other members. The Presiding Officer shall decide questions of order subject to appeal to the City Council, which appeal must be duly moved and seconded, and sustained by a majority vote of the Council present.
5. Before any member of the Council, officers, or persons in the audience may address the Council, permission to do so must be obtained from the Presiding Officer; and provided that any person having the floor shall not be interrupted unless ruled out of order by the Presiding Officer.
6. All petitions and communications shall be properly signed and filed with the Clerk.
7. All reports to the Council shall be in writing, except such as may be made orally at the request of the Council.
8. The Clerk shall prepare an agenda of all matters which will be considered at each meeting, which agenda shall be distributed among the Mayor and Council Members at least forty-eight (48) hours prior to the time of holding the

meeting. Any matter not on the agenda shall not be addressed without the unanimous consent of the Members of Council present at such meeting.

9. At the request of a Council Member, any question shall be divided if such question, in the opinion of the Presiding Officer, is subject to division and shall be submitted as divided.
10. No motion or proposition different from that under consideration shall be admitted under cover of amendment; provided, that a substitute motion may be submitted to cover the same subject matter and, if carried, shall result in determining the original motion fails.
11. No motion shall be debated or put to a vote unless the same shall have been seconded.
12. A motion to reconsider any vote upon any question shall be in order at the following meeting of the Council; provided, that a member of the prevailing side intending to move to reconsider shall file a notice in writing of his/her intention to do so with the City Clerk within twenty-four (24) hours after the action to be reconsidered was taken. The same number of votes shall be required to reconsider any action of the Council as is required to adopt the same.
13. No Council Member shall vote on any question in which he/she has a financial interest, other than the common public interest, or on any question concerning is/her own conduct, but on all other questions each member who is present shall vote his/her name is called unless excused by unanimous consent of the remaining members present. Any member refusing to vote except when not so required by his paragraph shall be guilty of misconduct in office.
14. When any question is under debate, no motion shall be received except the following, and in the order named:
  - Motion to adjourn;
  - Motion to table;
  - Motion for the question;
  - Motion to refer;
  - Motion to amend or substitute.
15. A motion to adjourn shall always be in order except when a vote is being taken or when a Member of the Council has the floor. A motion to adjourn or to table shall be decided without debate.
16. Special Meetings shall be called by the City Clerk upon the written request of the Mayor, City Administrator, or any two Members of the Council on at least twenty-four (24) hours written notice to each Member of the Council, served personally or left at his/her usual place of residence; provided, that a Special Meeting may be held on shorter notice of all Members are present or have waived notice in writing. No business shall be transacted at any Special Meeting of the Council unless the same is stated in the notice of such meeting. Any other matter may be transacted at a Special Meeting if all members of the Council present consent thereto and all members absent file their written consent thereto.
17. These Rules of Order may be amended or altered by a majority vote of the Council.
18. The Council, by a majority affirmative vote of the Council, may suspend the operation of any one of the aforementioned rules for a single session.
19. Whenever reference is made in these Rules to the Council, such reference shall apply to the entire Council, including the Mayor.
20. Making of remarks by Council Members shall be preceded by asking permission of the Mayor or Mayor Pro Tem in the absence of the Mayor.
21. Open discussion of any question is not to be engaged in unless such open discussion is so declared by the Mayor.
22. Council Members are to speak in normal tones of voice at all times and strict dignity is to be maintained.
23. Council Members at all times are to refrain from speaking about or to other Council Members, Administration, or to citizens in the audience in a disparaging manner.
24. All remarks or analysis by Council Members are to be as brief as is consistent with clarity.
25. All matters to come before the Council shall first be presented to the City Clerk except as provided under Rule 8. Any person having any matter requiring the attention of the Mayor and Council shall present such matter in writing to the City Clerk. ~~The Clerk will, which has also been~~ provided a copy to the City Administrator who shall investigate ~~the same and file his/her and prepare a~~ recommendation to the Mayor and Council before action is taken, ~~thereon~~.
26. No Council Member shall at any time set up or invite any person or persons for a public hearing on any subject. Public Hearings are to be had upon a written request directed to the City Clerk, who shall determine if the petition meets the requirements of the City Code on the subject and, if so, the City Clerk shall establish the date for a Public

Hearing by the City Council and shall issue any notices of such hearing as may be required. The City Council may establish a date for a Public Hearing by formal Resolution and invitation of the Council and then only with a majority vote.

27. Any item or subject matter placed upon the Agenda for any meeting of the Council shall be identified as to title, subject matter, or import by a concise descriptive statement which shall appear upon the agenda in conjunction with the item or subject matter to which it pertains.
28. The Council may, from time to time, appoint assistants to, or deputies for, administrative officers appointed by the Council, who may be empowered to act in the place and stead of such administrative officers during their absence or inability to act in such capacities.
29. The Council, during the months between January and March of each year, shall meet for the purpose of reviewing and re-evaluating the qualifications and capabilities of administrative officers appointed by the Council under the provisions of the City Charter.
30. The Minutes of the Council shall state only the action taken by the Council unless a request is made to the presiding officer by a Council Member. Should a particular Council Member request that some prior prepared remarks be transcribed verbatim into the Minutes of a meeting, the following procedure shall be followed:
  - The Chair indicates that the statement can then be read by the particular Council Member;
  - The requested remarks for verbatim transcript would then be brought before the entire Council through a motion;
  - Upon that motion being made and duly seconded, a vote would be taken. A majority vote of the Council would prevail.
31. Except as above provided, Robert's Rules of Order Newly Revised, the most current edition, shall govern.