

PROPOSED AMENDMENTS TO RULES OF THE COUNCIL

November 10, 2022

RULE 5 Setting the Agenda for Action Meetings

5A – Preparation of the Agenda

The agenda for each Regular Council meeting and Council Work Session shall be prepared by the City Administrator. A resolution approving a contract shall only be included on the agenda if the City Attorney has reviewed the contract and the result of that review is included or with the proposed resolution.

The agenda for Regular Council meetings will be prepared in accordance with the following order of business:

- Call to Order
- Moment of Silence
- Pledge of Allegiance
- Roll Call of Council
- Approval of the Agenda
- Communications from the City Administrator
- Introductions
- Public Commentary – ~~Reserved Time~~
- Communications from Council
- Communications from the Mayor
- Consent Agenda
- Public Hearings
- Approval of Council Minutes
- Ordinances - Second Reading
- Ordinances - First Reading
- Motions and Resolutions
 - Council Business
 - Boards and Commissions
 - Staff
- Closed Session (if applicable)
- Clerk's Report of Communications, Petitions and Referrals
- Communications from the City Attorney
- Public Commentary - ~~General Continued~~
- ~~Communications from Council~~
- Adjournment

Council shall strive to discuss complex litigation matters during special sessions.

The agenda for Council Work Sessions will be prepared in accordance with the following order of business:

Call to Order
Work Session
Public Commentary – General (Must begin no later than 8:45 p.m.)
Communications from Council
Adjournment

The agenda for Council Special Sessions will be prepared in accordance with the following order of business:

Call to Order
Reading of Order and Notice of Special Session
Moment of Silence
Pledge of Allegiance
Roll Call of Council
Approval of Agenda
New Business (if applicable)
Closed Session (if applicable)
Public Commentary – ~~General~~
Communications from Council
Adjournment

To the extent possible, multiple items addressing the same property or issue will be grouped together on the agenda.

5B – Review of the Draft Agenda

The City Administrator shall submit the draft agenda and supporting materials to all Councilmembers at least 10 days prior to the regular meeting to which the agenda pertains. Councilmembers shall submit all questions about the agenda to the City Administrator no later than noon on Wednesday of the week before the regular meeting and the City Administrator shall provide answers to those questions by 5:00 p.m. the next day (Thursday). If the City is closed on Wednesday or Thursday of the week prior to the regular meeting, Council members shall submit all questions no later than 10:00 a.m. and the City Administrator shall provide the answers by 5:00 p.m. of the following Monday. Once the City Administrator has submitted the draft agenda to Council, no matter from staff shall be placed on the agenda. Councilmembers may add items to the agenda prior to 5:00 p.m. on the Thursday before the next Council Meeting, but will use best efforts to do so prior to 5:00 p.m. on the Tuesday before the next Council meeting. After 5:00 p.m. on the Thursday preceding a regularly scheduled Council meeting, three Councilmembers would need to co-sponsor an item to add to the agenda before the start of a meeting. After 5:00 p.m. on the Thursday preceding a regularly scheduled meeting, an individual Councilmember can add a proposed item for the agenda, but a majority of the Council would have to vote to add an item to agenda at the Council meeting. However, if an item is proposed to be added at the Council meeting in this manner, the proposed resolution would be publicly available on the agenda in a section entitled proposed items to be added to the agenda.

5C - Categories

Under each agenda category for action, Council shall place unfinished business of Council on the agenda for first consideration; then new business proposed by members of the Council shall be considered; then other new business shall be considered.

Communications from Council

This place on the agenda is reserved for Councilmembers to make announcements, request reports, and speak on subjects, which they deem important, report out on committees, and give notice of future proposed business. The time limit for each Councilmember shall be ~~two-three~~ minutes, ~~one time at the beginning of the meeting and two minutes, one time at the end.~~

Approval of the Agenda

Matters not on the published agenda may be added at the time of approval of the agenda with the consent of a majority of the members. The Mayor or City Administrator may delete items from the published agenda at the request of the initiator of the proposed action prior to approval of the agenda.

Consent Agenda

The Consent Agenda shall consist of ordinances and resolutions considered routine. Items on the Consent Agenda may be approved by a single motion. The motion to approve the Consent Agenda shall not require the reading of the titles of items on that agenda other than ordinances. If any member of the Council objects to consideration of an item as part of the Consent Agenda, that item shall be moved to the end of the appropriate portion of the regular agenda.

Motions and Resolutions

DC - Council Resolutions: All resolutions from Council.

DB – Boards and Commissions: All resolutions from Advisory Committees, Boards and Commissions.

DS – Staff: All resolutions from Staff.

Communications and Petitions

The City Clerk, under the direction of City Administrator, shall prepare for each regular Council meeting a report containing all communications and other matters recommended to be filed, referred or otherwise handled and stating the recommended action for Council to take. Upon passage of a motion to accept the Clerk's Report, the action recommended for all matters listed in the report shall be the action of the Council unless objection is made, in which case the matter objected to shall be taken up and acted on separately. The Clerk's Report shall be limited to official correspondence addressed to the City. Individual Council Members wishing to share communications shall do so under Communications from Council.

5D – Format of Agenda

The Administrator and Clerk shall prepare all documents and agenda materials in electronic format consistent with the technology used by City Council. Hard copy will be provided at the Council meeting and to the public upon request.

5E – Publication of Agenda, Minutes and Meeting Notices

After submission of the agenda to Council under 5B, the agenda for all meetings of Council, including Work Sessions, shall be published by prominent link on the home page of the City's Website, distributed electronically to each branch of the Ann Arbor District Libraries, and posted in the lobby of City Hall. The Clerk shall use best efforts to promptly disseminate amended agendas by the foregoing distribution channels.

All minutes of the proceedings of the Council, as well as the agendas of work sessions, shall be published by prominent link on the home page of the City's Website, distributed electronically and to each branch of the Ann Arbor District Libraries, and posted in the lobby of City Hall until the next Council meeting.

RULE 7 - Addressing Council during Meetings

Public Commentary -~~Reserved Time:~~

~~During the time designated as *Public Commentary*, those wishing to address Council will be recognized by the Chair to speak for up to three minutes. Prior to 5:00 p.m. on the day of a meeting, all speakers must sign up with A total of 10 speakers shall be allowed to address Council during the time designated as *Public Commentary - Reserved Time* by signing up with the City Clerk either in person or by telephone using the process described below.~~

~~*Public Commentary* shall be limited to an overall time limit of 45 minutes, and speakers who have signed up to speak but are unable to address the Council during *Public Commentary* due to the overall time limit shall be allowed to address the Council during *Public Commentary - Continued*.~~

~~Each person may speak a maximum of 3 minutes. Speaking times are not transferable, and vacated speaking times shall be assigned to the two alternate speakers on the waiting list. Speakers may not use ~~*Public eCommentary-reserved*~~ time to address Council on an agenda item for which a public hearing is scheduled for the same meeting. Also, speakers who are not present or available when recognized by the Chair shall lose the opportunity to speak.~~

On the ~~morning of the day of a regular~~ meeting of the City Council, the City Clerk shall sign up persons interested in speaking during the time designated as *Public Commentary -~~Reserved Time~~* as follows:

- a. Between 8 a.m. and 1 p.m. the clerk shall accept requests ~~to sign up for speaking times for *Public Commentary*. At 1 p.m. Prior to the meeting, the City Clerk will create an ordered list of speakers by priority group. All speakers within each priority group will be placed in random order by the City Clerk (using a randomization tool). speaking times will be allocated to people who have requested them in the following order of priority~~ Priority groups shall be as follows, in order:
 - Persons wishing to address Council on agenda items who have not spoken ~~during at~~ the previous two ~~public comment reserved times~~ meetings.
 - Other persons wishing to address Council on agenda items.
 - Persons wishing to address Council on items not on the agenda who have not spoken at the previous two meetings.
 - Persons wishing to address Council on any other matter.
- ~~b. _____~~ b. _____ After Between 1 p.m. and 5 p.m. on the day of a meeting, on that same day, speakers wishing to the City Clerk shall accept any additional requests to address sign up for *Public Commentary* and shall place these speakers at the end of the entire priority group list in the

~~order received. Council on any matter will be signed up strictly on a first come, first served basis for any remaining times. Two alternates may also be designated. The Clerk shall inform people who have requested but not received speaking times of the status of their request.~~

~~There shall be no overall time limit of 45 minutes for *Public Commentary* during Special Sessions of the Council.~~

Public Speaking Rules

Speakers and the public shall obey all rules announced by the Chair or his or her designee, including the following general rules:

1. All public speakers must speak from the podium, unless the public speaker is attending remotely.
2. All public speakers are encouraged to identify themselves by full name and city of residence prior to speaking.
3. Members of the public shall not disturb speakers at the podium.
4. Members of the public shall not interrupt Council members or staff while they are speaking during a meeting or otherwise disrupt a Council meeting.
5. The public should sit on the ~~benches~~ chairs provided and not stand. If members must stand, then it will be at a designated area.
6. Members of the public holding up signs must sit on the back benches so that their signs do not interfere with others. Signs must be hand held and not attached to any pole or stick.
7. If speakers have materials they wish to hand out, they must signal to the clerk who will come forward to the speaker and hand them out.
8. When speakers are finished, they shall not disturb other speakers or disrupt the council meeting as they leave.

~~**Public Commentary – General:**~~

~~During the time designated as *Public Commentary – General*, those wishing to address Council will be recognized by the Chair to speak for up to 3 three minutes.~~

Public Hearings

Persons speaking at a Public Hearing must limit their remarks to the subject of the public hearing and shall not speak for more than 3 three minutes.

Time Limit Waiver

The Council may, by majority vote, modify or waive the 3 three-minute speaking limitation.

Members of Audience Addressing Council

Upon the request of a member of the Council, a member of the audience shall be permitted to address the Council at a time other than during public commentary, unless a majority of members of Council object.

Disorderly Conduct at Meetings

The Chair may call to order any attendee who:

1. Engages in personal attacks which disrupt the meeting or incite violence or raise issues that are unrelated to Council business;
2. Uses obscene or grossly indecent language;
3. Speaks longer than the allotted time;
4. Disrupts the proceedings;
5. Otherwise violates the rules of this Council.

Failure to come to order may result in the microphone being shut off or the attendee being muted if attending remotely, the forfeiture of any remaining speaking time, or, at the request of the Chair, expulsion from the meeting.

Furthermore, if an attendee does not follow applicable rules during a Council meeting, disturbs the peace at a Council meeting or endangers the safety of the Council or the public at a council meeting, that individual may also have further restrictions placed upon them as necessary, including, if allowed by Court order, forfeiture of their right to speak at or right to attend future Council meetings. Any such actions are to be determined by Council and shall be consistent with the Michigan Open Meetings Act.