

CITY OF KALAMAZOO CITY COMMISSION RULES

PURPOSE:

Pursuant to Section 8(a) of the Kalamazoo City Charter, this policy establishes rules for conducting meetings of the City Commission. The policy also authorizes the City Attorney to deny or settle certain claims; establishes policies related to boards and commissions of the City; and establishes protocol in the absence of the Mayor and Vice Mayor.

SCOPE:

The following rules are applicable to all City Commission meetings. Rule No. 12 establishes policies, which shall be applicable to boards and commissions of the City.

1. MEETINGS

The City Commission shall establish and publish a schedule of regular meetings that are to be held throughout the calendar year prior to January 1 of each year. Regular Business meetings of the City Commission shall be at 7 o'clock p.m. each first, third and fifth Monday evening of each month, except as provided for in the annual schedule of regular meetings.

2. CALLING SPECIAL MEETINGS

Notice of any special meeting called by either the Mayor or by two other Commissioners shall be posted by the City Clerk at least 18 hours in advance of the holding of the meeting and each Commissioner shall be notified of such meeting at least 12 hours before the holding thereof. (Such notice may be given by telephone to a number indicated by each Commissioner as the one to be used for such purposes.) Such notice shall indicate the purpose or purposes for which the special meeting is called. However, the City Commission may meet in emergency sessions without posting of notice in the event or threat to the health, safety or welfare of the public when 2/3 of the Commissioners decide that delay would be detrimental to efforts to lessen or respond to the threat. In the absence of the City Clerk, the Commissioner presiding shall designate someone to keep the minutes of such emergency session.

3. AGENDA FOR REGULAR BUSINESS MEETINGS

The agenda for Regular Business meetings shall be as follows: Call to Order/Roll Call, Opening Ceremony, Adoption of Formal Agenda, Communications, Public Hearings, Consent Agenda (any and all items of business for which a separate roll call vote is not required), Regular Agenda (final reading of ordinances or any other matter for which a separate roll call vote is required), Reports and Legislation (City Clerk's Report, City Attorney's Report, City Manager's Report, Miscellaneous Reports), Unfinished Business,



Policy Items, New Business , Citizen Comments, Miscellaneous Concerns and Comments by Commissioners, Closed Session, Adjournment. A Consent Agenda Item may be moved to the Regular Agenda for individual discussion and action at the request of any Commissioner, or by anyone present at the meeting.

4. ORDER OF BUSINESS FOR SPECIAL MEETINGS/WORK SESSIONS, NEIGHBORHOOD MEETINGS & MEETINGS OF THE COMMITTEE OF THE WHOLE

The order of business for work sessions or special meetings shall be as follows: Call to Order/Roll Call, Communications, Study Items and/or Discussion Topics, Citizen Comments, Miscellaneous Comments and Concerns by Commissioners, Adjournment.

The order of business for Neighborhood Meetings shall be Call to Order/Roll Call, Communications, Neighborhood Presentations, Citizen Comments, Miscellaneous Comments and Concerns by Commissioners, Adjournment.

The order of business for Committee of the Whole meetings shall be Call to Order/Roll Call, Discussion of Items on Upcoming City Commission Agendas, Community Issues, Citizen Comments, Adjournment. No votes shall be taken, nor shall any other type of decision be made at a meeting of the Committee of the Whole. This rule shall not be construed to prohibit the addition, removal, or relocation of items on the upcoming City Commission meeting agenda.

5. PROCESS FOR MAKING MOTIONS

- a. All motions shall be reduced to writing by the Clerk and shall be re-stated by the maker, if necessary, for that purpose.
- b. No motion shall be discussed until it has been seconded and restated by the chair.

6. CITIZEN COMMENTS

No Commissioner or other person shall speak until duly recognized by the chair, and he or she shall immediately cease speaking if ruled out of order. Speakers other than Commissioners, after being recognized, shall commence by identifying themselves and indicating whether they reside in the City of Kalamazoo. Citizens' comments shall be limited to four minutes for each speaker unless the time is extended by the chair or by vote of the Commission. The total time set for Comments from Citizens on Non-Agenda Items may be limited to 30 minutes by a simple majority vote. Citizens shall be permitted to speak to all items on the agenda for action by the City Commission, except those votes setting a public hearing.



7. CITIZEN PROPOSALS

All written proposals by residents of the City of Kalamazoo for commission action on matters not currently being considered shall be filed with the City Clerk, and shall be included in a City Clerk's agenda report within 21 days of receipt.

8. PARLIAMENTARY PROCEDURE

- a. When a question is under debate, no motion shall be in order except the following, which shall have precedence in the order in which they are arranged from first to last; to adjourn, to adjourn debate, for the previous question, to lay on the table, to postpone indefinitely or to a time certain, to commit or refer, or to substitute or amend. A substitute motion adopted shall be deemed to dispose of the main motion. Motions to adjourn, for the previous question, or to lay on the table shall be decided without debate. Citizen comments shall be allowed only on motions to postpone indefinitely.
- b. A motion to call the question must be seconded, is not debatable, and requires a 2/3 vote (5) to pass. If passed, its effect shall be put to an end to all debate and require an immediate vote upon the question under debate.
- c. Any member of the Commission may call for a roll call vote upon all questions which will admit thereof. A roll call shall be taken on all –resolutions and appropriations of funds. A separate roll call vote shall be required to approve the City's annual budget.
- d. The order of voting shall be rotated at each meeting so that no Commissioner votes first on every roll call.
- e. A motion to reconsider may be made at any time during the same meeting or at the first meeting held thereafter. The motion may be made only by a member who either voted with the prevailing side or did not vote. It may be seconded by any member. No questions shall be reconsidered more than once, nor shall a vote to reconsider be reconsidered.

9. ADOPTION OF ORDINANCES

It shall be the policy of the City Commission that, except for emergency measures adopted pursuant to Charter Section 13, all ordinances presented for first reading shall be held for final consideration and adoption by a separate roll call vote until the next Regular Business meeting.

10. LIQUOR LICENSES

It shall be the policy of this Commission to defer for not more than two weeks the consideration of any application for a new liquor license or change of location.



11. CLAIMS AND LAWSUITS AGAINST THE CITY

When any claim or lawsuit, except those claims involving worker's compensation, against the City has been made and/or filed, the City Attorney is hereby authorized to deny said claim or to contest said lawsuit or to pay or settle any such claim or lawsuit in an amount not to exceed \$10,000 per claim, and to draw upon the applicable fund for such purpose without formal action by the City Commission.

12. ADVISORY BOARDS AND COMMISSIONS

Unless otherwise provided by statute, ordinance or resolution, or other special considerations apply, the following policies shall be applicable to the volunteer boards and commissions of the City:

- a. All terms of office for members of advisory boards and commissions will commence on April 1 and expire on March 31, and shall be for the term of years prescribed by the by laws of the particular advisory board or commission. All members of boards and commissions whose current terms expire on a date other than March 31 shall be extended until the March 31 following the current expiration date of their terms. New members shall officially take office at the next regular or special meeting of the board or commission.
 - b. Appointments to all advisory boards and commissions shall be made by the City Commission. No member shall serve past the expiration date or his or her term unless the City Commission has, by a majority vote taken prior to the expiration of that member's term, approved that extended service for a specified length of time. In making appointment recommendations to the City Commission, boards and commissions should consider the following factors, and should document them on the nomination report form when presenting its recommendation:
 - i. Introducing new members to the advisory board process
 - ii. Insuring that appointments represent a cross-section as to gender, race, neighborhood, etc. of the community.
 - iii. The experience and interest of applicants in the subject matter that would come before the advisory board.
 - iv. The desire to have several points of view represented.
 - c. The applicant must file an application with the City Clerk prior to his or her appointment to provide adequate time for the City Commission and advisory board to review the application.
 - d. The City Commission shall normally make appointments to advisory boards and commissions on the last, Regular Business Meeting of each month.
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- e. No person shall be appointed to the same board or commission after having served for two full consecutive terms, but this rule shall not apply after the expiration of one-term (or the equivalent amount of time) of non-membership on that board or commission.
 - f. A membership shall be deemed vacated if the member is absent from more than 50% of the regular meetings of the board or commission within any six-month period. The City Commission shall fill the vacancy by appointment, as promptly as possible.
 - g. No later than two weeks after any meeting, the chair or secretary shall file with the City Clerk a draft of the minutes of that meeting, and shall promptly file the approved minutes with the City Clerk.
 - h. Each board or commission shall select its own methods of procedure and shall establish and publish a schedule of regular meetings that are to be held throughout the calendar year prior to January 1 of each year. Prior to March 1 of each year, every board and commission shall conduct an annual meeting to consider candidates for membership, shall review and approve the annual report for the previous year, and shall file the annual report once approved with the City Clerk.
 - i. Special purpose committees established by the City Commission will be dissolved not later than the expiration of that Commission's term of office.
 - j. All boards and commissions shall operate under the Open Meetings Act, and citizens shall be afforded an opportunity to speak on any matter before the board or commission. All board and commission meeting agendas shall include a time for citizen comment on non-agenda items.
 - k. Unless otherwise provided by statute, ordinance, or by the by-laws of a particular board or commission, or unless waived by a majority vote of the City Commission, no person shall serve on more than one board or commission at a time. All members of boards and commissions shall be residents of the City of Kalamazoo unless otherwise provided by statute, ordinance, or by the by-laws of a particular board or commission, in which case a majority of the members of such boards or commissions shall be City residents. The Economic Development Corporation of the City of Kalamazoo and the Brownfield Redevelopment Authority may have non-resident members who are employed by, or are affiliated with, business organizations, corporations or entities which have a significant economic impact on the City of Kalamazoo or are located within the City of Kalamazoo, provided that a majority of the members of the Economic Development Corporation Board of Directors must be City of Kalamazoo residents.
 - l. Unless otherwise required by ordinance or statute, Commissioners who serve as liaisons to City Commission advisory boards and commissions shall not have voting privileges.
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13. APPOINTMENT OF MAYOR PRO TEM

In the absence of the mayor and vice mayor at the same City Commission meeting, the commissioner receiving the next greatest number of votes in the most recent General Election shall chair the meeting and be considered and addressed as mayor pro-tem of the city. This rule shall also govern any ceremonial or formal function on behalf of the city where the mayor and vice mayor are both absent.

14. APPOINTMENT OF CITY COMMISSIONERS TO COMMITTEES AND SUBCOMMITTEES

- a. The following standing committees of the City Commission are hereby established: the Administrative Committee; the Legislative Committee; and the Audit Committee. Within six weeks of the beginning of its term of office the City Commission shall approve the appointment of its members to standing committees.
- b. The Administrative Committee shall consist of the Mayor, Vice Mayor, and the City Commissioner who received the third highest number of votes in the municipal election.
- c. After the initial standing committee assignments are made, any changes in their membership must be approved by the City Commission.
- d. The mayor, with the concurrence of a majority of the City Commission, may establish, make appointments to, and dissolve ad-hoc committees and subcommittees as necessary. Ad-hoc committees and subcommittees also may be established, and dissolved by a majority vote of the City Commission.
- e. All ad-hoc committees shall dissolve automatically upon the expiration of the City Commission's term of office.

15. DISCLOSURE OF BOARD MEMBERSHIPS

Commissioners shall disclose their membership on all boards of which they are voting members. This requirement shall apply to membership on the boards of incorporated bodies, including the boards of non-profit entities, as well as to voting membership on boards created by a governmental body or agency other than the City of Kalamazoo. Such disclosure shall be in writing, and shall be filed annually in January with the City Clerk.

16. WAIVER OF CITY COMMISSION RULES

Any City Commission rule may be waived by a simple majority vote of the City Commission.



17. AMENDING CITY COMMISSION RULES

Any City Commission rule may be amended by a majority vote of the City Commission.

18. APPLICABILITY OF RULES

These rules shall supersede any and all rules previously adopted by this Commission.

19. ROBERTS RULES OF ORDER

On all matters relative to the conduct of the Commission and the transaction of its business not covered by these rules, or the ordinances or Charter of the City, and the Commission shall be governed by Roberts Rules of Order.