

Agenda
City Commission Organizational and
Administrative Review Meeting
Three Rivers, Michigan
November 11, 2013

1. **Call to Order**

2. **Roll Call**

3. **Invocation**

4. **Pledge of Allegiance**

5. **General Comments**

People addressing the Commission should step to the microphone and state their name for the record.

6. **Election of Mayor Pro-tem**

7. **City Commission/City Administration Guidelines**

8. **City Commission Meeting Determination**

9. **Determination of City Commission Rules and Regulations**

A. **2013-14 Meeting Rules of Order – Parliamentary Procedure**

The Commission will consider “The Meeting Will Come to Order” for its parliamentary procedure rules.

B. **Meeting Guidelines**

The Commission will consider establishment of meeting guidelines

10. **Holiday Determination**

11. **City Administrative Review**

12. **City Commission and City Manager’s Communications**

The Commission will consider adjourning to closed session to discuss a matter of land acquisition.

13. **Adjournment**

Respectfully submitted,

Joseph A. Bippus
City Manager



City of Three Rivers

333 West Michigan Avenue • Three Rivers, Michigan 49093

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www.threeriversmi.org

REPORT TO: Honorable Mayor and City Commissioners

FROM: Joseph A. Bippus, City Manager

SUBJECT: City Commission/City Administration Guidelines

MEETING: November 11, 2013

EXECUTIVE SUMMARY:

The City Commission developed guidelines to outline appropriate boundaries for the relationship between the City Commission, City Manager, City Attorney, and City Administrative Staff. The Guidelines reflect City Charter requirements and discuss ideas to maintain civil polite conduct. The City Commission has successfully used the guidelines since November of 2000.

RECOMMENDATION:

It is recommended that the City Commission review the City Commission / City Administration Guidelines.

**THE CITY OF THREE RIVERS
CITY COMMISSION/CITY ADMINISTRATION GUIDELINES**

PREAMBLE

Governance Process/Governing Style

The City Commission will govern with a style that emphasizes outward vision rather than an internal preoccupation, encouragement of diversity in viewpoints, strategic leadership more than administrative detail, clear distinction of City Commission and City Manager roles, collective rather than individual decisions, future rather than past or present, and being proactive rather than reactive.

More specifically, the City Commission will:

1. Operate in all ways mindful of its trustee obligations to the citizens and businesses of the City. It will allow no officer, individual, or committee of the City Commission to hinder or be an excuse for not fulfilling this commitment.
2. Enforce upon itself whatever discipline is needed to govern with excellence. Discipline will apply to matters such as attendance, policy-making principles, respect of roles, speaking with one voice, and ensuring the continual improvement of the City Commission process and capabilities. Continual redevelopment will include orientation of new members in the City Commission's governance process and periodic City Commission discussion of process improvement.
3. Direct, control, and inspire the organization with thoughtful establishment of the broadest organization policies reflecting the City Commission's values and perspectives. The City Commission's major focus will be on the intended long-term impacts outside the operating organization (aims/ends), not on the administrative means of attaining those effects.
4. Cultivate a sense of group responsibility. The City Commission, not the City Staff, will be responsible for excellence in governing. The City Commission will be an initiator of policy, not merely a reactor to staff initiatives. The City Commission will use the expertise of individual members to enhance the knowledge and ability of the City Commission as a body, rather than to substitute their individual judgments for the City Commission's values.
5. Monitor and discuss the City Commission's process and performance at each meeting. Self-monitoring will include comparison of City Commission activity and discipline, the policies in the governing Process, and Commission-City Manager Relationship categories.

GUIDELINES FOR CITY COMMISSIONERS

1. Form of Government. The City of Three Rivers has a council-manager form of government established pursuant to the Michigan Home Rules Cities Act. In this form of local government, the elected council (City Commission) appoints a professionally trained and experienced City Manager to administer the day-to-day operations of the City and to make recommendations to the City Commission. The City Commission as a whole, through its resolutions and ordinances, establishes basic policy, which the City Manager and City Staff implement and administer. One of the major roles of the City Commission is review, revise, and finally approve the proposed annual budget. The council-manager form of local government requires administrative sensitivity to the policy-making role of the City Commission, as well as Commission sensitivity and deference to the administrative role of the City Manager and City Administrative Staff.
2. City Manager. Pursuant to Section 7.3 of the City Charter, the City Manager is the delegated administrative agent of the City Commission who is vested with all administrative powers of the City except as otherwise specifically provided in the City Charter. The City Manager is required to perform duties of his office under the authority of and be accountable to the City Commission. Section 5.6 of the City Charter provides that, except as otherwise provided in the Charter, the City Commission and its members shall deal with the City Administrative Staff through the City Manager only. This Section further provides that members of the City Commission shall give no orders, directly or indirectly, to any administrative officer or employee of the City. And finally, except as otherwise provided in the Charter or for the purpose of an investigation, Section 5.6 provides that the City Manager shall be the delegated spokesman for the Administrative Services of the City before the Commission; however, the City Manager may direct any administrative officer or employee of the City to give information to the City Commission on matters within the employee's knowledge and line of duty.
3. Representing the City Commission. City Commission members should not state or give the impression of stating a City Commission view on an issue without a vote on the issue by the City Commission. City Commission members should not promise things that the entire City Commission may not be prepared to deliver or act upon. City Commission members should pass requests that require a response or action by the City to the City Manager or the Mayor to be discussed and acted upon by the City Commission as a whole.
4. After Vote Taken. Once a vote is taken, the City Commission, whenever possible, should speak as "one voice." If a City Commission member does not agree with that "voice," he or she must make it clear that he or she is speaking his or her own opinion and that it is different from that of the majority of the City Commission.

COMMISSION/ADMINISTRATION GUIDELINES
PAGE 3

5. Use of City Stationery. Private or personal communications by the Mayor or other City Commissioner members on official City stationery pertaining to City matters should indicate that statements made or opinions expressed represent those of the individual Commission member only and not necessarily those of the entire City Commission.

6. Complaints from Citizens to City Commission Members. One of the primary goals of the City Commission is to provide governmental services to the community and its citizens. When citizen complaints are received by individual Commission members, those complaints should be promptly referred to the City Manager for investigation and resolution.
 - (a) Code Enforcement. When City Commission members attempt, directly or indirectly, to enforce ordinances or other laws which may require interpretation, the City itself is often subjected to legal problems and embarrassment. Responsibility for the enforcement of provisions of the City Code should be left to the City Manager or other City officers who are trained to handle code enforcement. The prosecution of ordinance violations is the responsibility of the City Attorney. It is not appropriate for City Commission members to suggest the non-enforcement of ordinances. If an ordinance is found to be in conflict with the intentions of the majority of the members of the City Commission, then the ordinance can and should be changed by action of the City Commission.
 - (b) Inform City Manager of Complaints. City Commission members should not wait until City Commission meetings to make the City Manager aware of citizen complaints. Complaints should be handled as quickly and routinely as possible by prompt and proper referral to the City Manager.
 - (c) Complaints at City Commission Meetings. City Commission members should not routinely invite citizens to present their complaints at City Commission meetings and expect an immediate resolution of the complaint. While some citizens prefer to surprise the City Commission or present their complaints before the cable television audience and persons present at City Commission meetings, members of the City Commission should not allow themselves to be utilized in this manner. Also, this normally results in a delayed reaction to legitimate problems and issues. The City Manager and his Staff normally require time to investigate and properly handle a complaint. A quick solution adopted at a City Commission meeting may not be the best or most complete solution to a problem.
 - (d) Submitting Complaints to City Manager. Complaints should be submitted to the City Manager in an objective fashion so that all sides to the matter can be reviewed. If a City Commission member personally accompanies a complainant to see the City Manager, the City Commission should first notify the City Manager and make the complainant aware that there is often no immediate resolution. Surprise visits should be avoided. Always give the City Manager sufficient time to make a proper investigation and suggest a proper solution to

problems. City Commission members should not assure citizens of the outcome of a situation prior to deliberation of the full City Commission or appropriate referral to Staff. To do otherwise invites embarrassment and raises credibility issues if the full City Commission or if the City Staff cannot concur with what the individual City Commission member promised or indicated.

7. News Media Relationships. Newspaper reporters and other members of the news media often ask for commentary about a City Commission action or position. If the City Commission has taken a position, normally it should be the Mayor or the City Manager who speaks for the City. While individual members of the City Commission may state their individual opinions on various subjects if requested, City Commissioners should avoid expressing a minority opinion of the City Commission or giving their personal opinion if it differs from the majority vote or action of the City Commission.
8. Ordinance and Resolution Preparation. The City Attorney and the City Staff are responsible for preparation of all ordinances and resolutions for City Commission consideration. When presented with legal documents, members of the City Commission should focus on whether or not those documents adequately represent the desires and objectives of the City Commission. The particular legal format of the documents considered by the City Commission is generally the responsibility of the City Attorney and the City Manager.
9. City Negotiations. The City is regularly involved in negotiations, including labor negotiations with employee organizations, leases, development issues, land transfers, and other similar matters. The City Commission's proper role is to provide overall policy direction to the City Manager or other negotiators. The City Commission as a body and individual City Commissioners should not try to conduct negotiations nor should the City Commission intercede in negotiations being conducted by the City Staff except in policy making formats.
10. City Commission Lobbying. The lobbying of City Commission members by fellow Commission members is expected. It is often helpful to the political process. Lobbying of the City's Administrative Staff by City Commission members is inappropriate. Staff members should be allowed to objectively study or review matters under consideration to which a report is to be presented to the City Commission.
11. Private Disputes. From time to time, individual residents of the City will come to the City Commission with a problem of a purely private nature. Typically these kinds of private disputes may include overhanging trees, boundary line disputes, fence problems, and problems with landlords. Normally, the City has no legal jurisdiction in such matters and, therefore, City Commission members should not become involved. Becoming involved in such matters will needlessly take up the valuable time of the City Commission

and could potentially expose the City to liability. If a City Commission member is not sure if the reported problem is properly within City's jurisdiction, the best thing to do is to refer it to the City Manager or City Attorney for a determination before deciding to take any action.

12. Use of Staff for City Business and Private Business. Members of the City Staff are not, at taxpayer expense, to be private secretaries for use by City Commission members for personal business affairs or those of a Commission member's constituents. While it is the desire of City staff to be helpful in every way, if there is a question whether a matter is private (that is dealing with issues of the individual rather than the City), City Commission members should refer the matter to the City Manager for direction.
13. Conflicts of Interest. City Commission members will occasionally have a conflict of interest with an issue under discussion. Section 5.4(k) of the City Charter provides that: "No member of the Commission shall vote on any question upon which he or a member of his family has a direct or indirect financial interest other than as a citizen of the City. Otherwise, each member of the Commission shall vote on each question before the Commission for a determination, unless excused therefrom by the affirmative vote of all remaining members able to vote on the question. If a question is raised under this Section at any commission meeting, such question shall be determined before the main question shall be voted on, but the Commission member affected shall not vote on such determination." The City Attorney may be asked to rule from time to time whether the potential conflict is a "real conflict" or just perceived to be one.
14. Business Dealings With the City. The City Charter provides that no member of the City Commission shall be interested, directly or indirectly, in the profits of any contract involving the City unless approved by a majority of the members of the City Commission. Section 14.4 of the City Charter provides that any officer or employee of the City who intends to have business dealing with the City whereby he or she may derive income or benefits, other than such as are provided as remuneration of his or her official duties, shall file with the City Clerk a sworn statement setting forth the nature of such business dealings and his or her interest therein. This Section goes on to state how an officer or employee of the City who desires to have business dealings with the City must obtain approval to do so. Approval must be specifically granted by the City Commission by at least four members of the Commission not including any members who is disqualified under Section 5.4(k) of the City Charter, (See Paragraph 13 above). The City Charter further provides that any business dealing made in violation of Section 14.4 is void.

15. Policing the City Commission. The City Commission as a whole has a responsibility to police and correct any problems among City Commission members. The City Commission should not expect the City Manager, City Clerk, City Attorney, or other City Staff member to attempt to intervene. Complaints by a City Commission member about a City Commission member should be taken to the Mayor. Complaints about the Mayor should be taken to the Mayor Pro Tem.
16. Complaints From City Personnel. Individual City Commission members are likely to hear complaints about or from City personnel from time to time. These complaints should be turned over to the City Manager to investigate. There are procedural due process requirements for complaints of this nature. Disciplinary action may be required and the protection of the City's rights and the employee's rights is of paramount consideration in dealing with complaints about the City employees. The City Manager has the primary responsibility for dealing with personnel problems involving employees of the City.
17. Policy Assistance. When City policies are being established or existing policies reviewed, it is expected that the City Manager and City Staff will provide several options with a discussion of the pros and cons of each option prior to providing a specific recommendation. The City Commission is not bound by these recommendations.
18. Majority Rule. The City Commission works through its adopted ordinances and resolutions. Those documents, approved by a majority of the City Commission, establish City policy. The City Staff will implement and administer the policies as provided by a majority of the City Commission regardless of personal beliefs about the wisdom of a particular policy and regardless of the validity of concerns of the City Commission minority position on a particular policy. Any change in policy must come by way of a new action by the City Commission.
19. Attorney/Client Communications. The City Commission may require guidance from the City Attorney from time to time and may require that this guidance be communicated privately. Letters from the City Attorney to the City Commission and to the City Manager and City Staff are privileged communications between legal counsel and clients. They may be marked confidential and, if confidential, they are not to be released to any party without prior authorization of the City Manger or City Commission. To do so unilaterally would unnecessarily compromise the City's legal position and prevents the City Commission from discussing those opinions in closed session. All requests or communications to the City Attorney by individual City Commission members should be processed through the City Manager or the Mayor.

20. Creation of Ad Hoc Committees. From time to time it will be necessary to form ad hoc committees of the City Commission for a specific purpose. The members of these committees may be appointed by the City Commission as a whole or by the Mayor or the City Manager at the direction of the City Commission. A statement of purpose should be prepared at the establishment of an ad hoc committee so that the City Commission members, City Staff, and the committee members themselves all have the same goal. While ad hoc committees are permissible, the City Charter (Section 4(i)) specifically prohibits standing committees of the City Commission.
21. City Commission and Staff Relations—Equality of Elected Officials. All City Commission members will receive the same information about a matter, particularly as it relates to business items for consideration by the City Commission as a whole. No City Commission members should receive different or special information that would tend to put one City Commission member at an advantage over the others. To avoid such problems, City Staff reports are prepared for the entire City Commission.
22. Favoritism. Individual City Commission members may have more of an interest in some City functions and activities than others; however, that should not require the City Staff to show special attention to certain City Commission members. Every City Commission member is to be treated equally, and no favoritism is to be demonstrated. City Staff members should be cooperative and responsive, but not play favorites.
23. Lobbying of City Commission Members. Individual City Commission members are not to be lobbied by Department Heads or other members of the City Staff for their particular projects and budget requirements. All City Staff members and City employees work for and at the direction of the City Manager. The City Manager operates on the principle that the best idea for continuous improvement of citizen and community service should prevail. Proposals or programs must stand on their merits. When asked directly by a member of the City Commission, a member of the City Staff may offer his or her personal view on the subject. If a City Staff member has particular concerns and insights on a particular issue or project, he or she should make those concerns known to the City Manager.
24. City Commission Orders. No City Commission member, as an individual member, shall order the City Manager, Department Head or other member of the City Staff to do anything either directly, indirectly, or by implication or through intimidation. Only after action by the City Commission as a whole may an order be given to the City Manager to take specific action. If a Department Head is approached by a member of the City Commission on a particular issue or project, the Department Head will relay the concerns of the City Commissioner to the City Manager and the City Manager will then address the concerns to the City Commission as a whole in a professionally

responsible manner in keeping with the ICMA Code of Ethics, the City Charter, City Code, and applicable law and past practices.

- 25. Utilization of the Administration. City Staff resources are limited. The City Manager and his Staff endeavor to carry out the City Commission's pre-determined priorities and programs as outlined in goal setting sessions and City Commission meetings. Staff cannot pursue special projects or interest of individual City Commission members without approval of the City Commission as a whole. From time to time, members of the City Commission will contact City Staff or request information. To the extent that it is available, the information should be promptly furnished. However, the City Staff is not to undertake special research projects which would divert its limited resources from working on the priorities of the entire City Commission.**
- 26. Staff Work in Progress. There are always a number of policy proposals under review by the City Staff prior to presentation to the City Commission for a decision. While these matters are in process at the City Staff level, it is inappropriate for individual City Commission members to become involved in the evaluation of Staff work, particularly to lobby a position on specific recommendations on an issue. Likewise, it is inappropriate for Department Heads to consult with individual City Commission members on their preference for a possible recommendation. These provisions do not apply when the City Commission has appointed a particular member or members of the City Commission to assist City Staff in developing recommendations.**
- 27. City Commission Members' Involvement In Administrative Meetings. City Staff may be involved in various preliminary project meetings with citizens, consultants, prospective developers, and so forth, at any point in time. The City Commission hires the City Manager to perform these preliminary functions. There are occasionally some situations that call for meetings when the Mayor or a designated City Commission member, and the City Staff will all be involved. These situations are the exception and, as such, the entire City Commission should be made aware of the meeting. These provisions do not apply when City Commission members have been appointed by the full City Commission to assist City Staff with designated projects.**
- 28. Visits to City Hall. City Commission members are welcome to visit City Hall and other City facilities as often as they desire. Usually these visits will be for business matters, to ask questions, or to forward citizen complaints. Socializing is discouraged to the extent that it would interfere with the City Staff schedules or disrupt normal Staff activities and work flow.**
- 29. City Manager Contact. A City Commission member's primary contact with the City is through the City Manager. Requests for information, copies or documents and inquiries or various matters should generally be made to the**

City Manager and not to individual Department Heads or other City Staff unless approved in advance by the City Manger. There are good reasons for this approach. The City Manager will know what is going on and can properly determine which Department Head or Staff member should be involved. Also, it is a good way for the City Manager to assess the responsiveness and effectiveness of the Department Heads or Staff members. A further advantage is that many of the issues addressed in these guidelines will not become problems for the City Manager or City Commission if handled properly. If problems do arise because of a situation that conflicts with these guidelines, the Department Heads and Staff members have been instructed to follow the guidelines and remind City Commission members of the guidelines. Any violation of these guidelines should be politely and immediately called to a City Commissioner's attention. City Staff members should promptly report to the City Manager any violation or attempted violation of these guidelines. The City Manager should be aware of the situation because it is his responsibility to inform the entire City Commission for their policy information or policing action. The City Manager shall instruct all Staff members to comply with policies stated in these guidelines and not permit an activity which would violate these guidelines.

30. Policy Administration. Some Department Heads or members of the City Staff may sometimes feel unduly pressured by individual members of City Commission to follow a particular course of action. City Staff must keep in mind that all significant action taken by or on behalf of the City shall be directed by the majority will of the entire City Commission. It is the established policies of the City Commission that give direction to the services to be provided by the City Staff. If a majority of the members of the City Commission wish to fine-tune, accelerate, or change a policy or prior decision, the members of the City Staff will follow such direction to the best of their ability in compliance with their oaths of office, the City Charter, the City Code, and other applicable laws following appropriate deliberation at a public City Commission meeting. However, if any City Commission member or any other interested individual unduly asserts pressure or takes action intended to result in the City Manager, Department Heads, City Attorney, or any other Staff member pursuing that individual's agenda or an agenda of a minority of the City Commission, the City Staff member(s) involved are expected not to do so, and to share such attempted undue influence with the City Manager. The City Charter reinforces this policy when it provides that the City Commission and its members must deal with the Administrative Service of the City solely with through the City Manager.
31. Political Activity. Members of the City Staff and the City Manager are sometimes asked to support a particular candidate for public office. The City Manager, Department Heads, City Attorney, and any City Staff members should not be involved in any person's campaign for election or re-election to the City Commission. No City Staff member should contribute to any

candidate's campaign for election to the City Commission. The City Manager and City Staff cannot allow their roles to be compromised through involvement in political contests. To do so would do great harm to the City Commission/Manager form of government that has served the City well for many years. The day-to-day operations of the City under this form of government should not depend primarily on the personality of politics of elected officials. Good government is directed by appropriate ordinances, resolutions, and policies, not personalities.

32. Decision Making by the City Commission. Members of the City Commission should carefully review City agenda materials and ask questions about agenda items before coming to City Commission meetings so that City Staff has time to prepare answers or take appropriate action. During City Commission meetings, some issues take longer than others to discuss and resolve due to their complexity or political nature. Commission members should keep discussion limited to advantages and disadvantages about a particular issue. Reference to personalities and poor quality of work should not be made during a City Commission meeting. Issues that will be reviewed by the City Commission several times should have an outlined process. The process should be in timeline form to the City Commission so that each Commission member is aware of it. The City Commission should clearly and carefully determine what issues can be given to the City Staff (City Manager and Department Heads) for their approval and action.
33. Trust and Team Building Between City Commission Members and City Staff. Boundaries should be put in place for Department Heads, other members of City Staff, boards and commissions, and the City Commission. City Commission members often have different definitions and levels of trust for each other and City Staff. Through the development of boundaries or limits, trust increases. City Commission members do not want to read about issues or topics in the local newspaper without being advised first. The City Manager is responsible for advising the City Commission of such issues in advance. The City Commission recognizes in some instances that the City Staff does not always control or know about issues that are publicly reported. During City Commission meetings, the Mayor should deter Commission members from becoming disrespectful, creating a sensation, interrogating Staff members, making rude comments, or in any way appearing to be less than civil toward each other, City Staff, petitioners, and the general public. City Commission members should advise the City Manager, in private, if they have problems with any Department Head or City Staff member. If City Commission members are not satisfied with the solution or if problems continue, the City Commission member may bring it to the attention of the entire City Commission to get it on the public record, but they should do so in a very civil, polite manner.

34. Open Meetings Act. All City Commission members should be familiar with the Open Meetings Act and diligently observe the requirements of the Act. Any member of a public body who discloses closed session minutes or information obtained during a closed session risks both criminal prosecution and civil penalties under Section 7(2) of the Open Meetings Act.
35. Limit the Amount of Paper Work and Reading. The amount of back-up information in City agenda packets should be kept to a minimum. Memorandums for City Staff should indicate what back-up information is available for inspection at City offices. Additional information should be provided when requested.
36. Liaison With Boards and Commissions. The Mayor may appoint a member of the City Commission as liaison to those City boards, commissions and agencies that have statutory managerial or decision-making authority; however, members of the City Commission shall not be appointed to act as liaison to advisory boards and commissions established pursuant to the City Code. The chair of each advisory board or commission shall promptly inform the City Manager of an advisory board or commission's recommendations. Suggestions and concerns should be submitted to the City Manager for evaluation and presented to the City Commission. City Commission members should read the minutes of meetings of advisory boards and commissions so as to be informed of their activities, concerns, or recommendations.
37. Annual Review of Guidelines. These Guidelines shall be reviewed annually at a regular or special meeting of the City Commission held in the month of September. Prior to the annual review and after conferring with members of the City Commission, the City Manager shall prepare a report to the City Commission outlining suggested changes or additions to these Guidelines. Prior to the organizational meeting of the City Commission held on the first Monday following each regular City election, the City Clerk shall send a copy of these Guidelines to each newly elected City Commissioner.

The foregoing Guidelines were reviewed and adopted by the Three Rivers City Commission at a regular meeting of the City Commission held on November 7, 2000.



City of Three Rivers

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www.threeriversmi.org

REPORT TO: Honorable Mayor and City Commissioners

FROM: Joseph A. Bippus, City Manager

SUBJECT: City Commission Meeting Date Determination

MEETING: November 11, 2013

EXECUTIVE SUMMARY:

The City Charter requires two regular meetings per month. In the past, the Commission has met on the first and third Tuesday commencing at 6:00 p.m. in the Commission Chambers of City Hall, 333 West Michigan Avenue. A listing of dates for the first and third Tuesdays is attached with adjustments for the August and November elections.

RECOMMENDATION:

It is recommended that the City Commission set the date, time, and place of its regularly scheduled meetings.

2013/2014 Three Rivers City Commission Regular Meeting Dates

November 19, 2013

December 3, 2013 and December 17, 2013

January 7, 2014 and January 21, 2014

February 4, 2014 and February 18, 2014

March 4, 2014 and March 18, 2014

April 1, 2014 and April 15, 2014

May 6, 2014 and May 20, 2014

June 3, 2014 and June 17, 2014

July 1, 2014 and July 15, 2014

August 4, 2014 (Monday because of an election) and August 19, 2014

September 2, 2014 and September 16, 2014

October 7, 2014 and October 21, 2014

November 3, 2014 (Monday because of an election)



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REPORT TO: Honorable Mayor and City Commissioners

FROM: Joseph A. Bippus, City Manager

SUBJECT: Parliamentary Procedure

MEETING: November 11, 2013

EXECUTIVE SUMMARY:

The City Commission adopts its rules of order and parliamentary procedure at the organizational meeting. In the past, the Commission has operated under the guidelines of a booklet, "The Meeting Will Come to Order." The booklet was obtained from the Cooperative Extension Service and is a simplified version of Robert's Rules of Order. The booklet was distributed in 2004/05, and newer members of the Commission have received a copy. If you need another copy, please notify the City Clerk.

The City Attorney has been designated the Parliamentarian for the City Commission meetings by Resolution 30-96. Therefore, if there are any questions regarding a procedure to be followed, the Commission may direct its questions to the City Attorney.

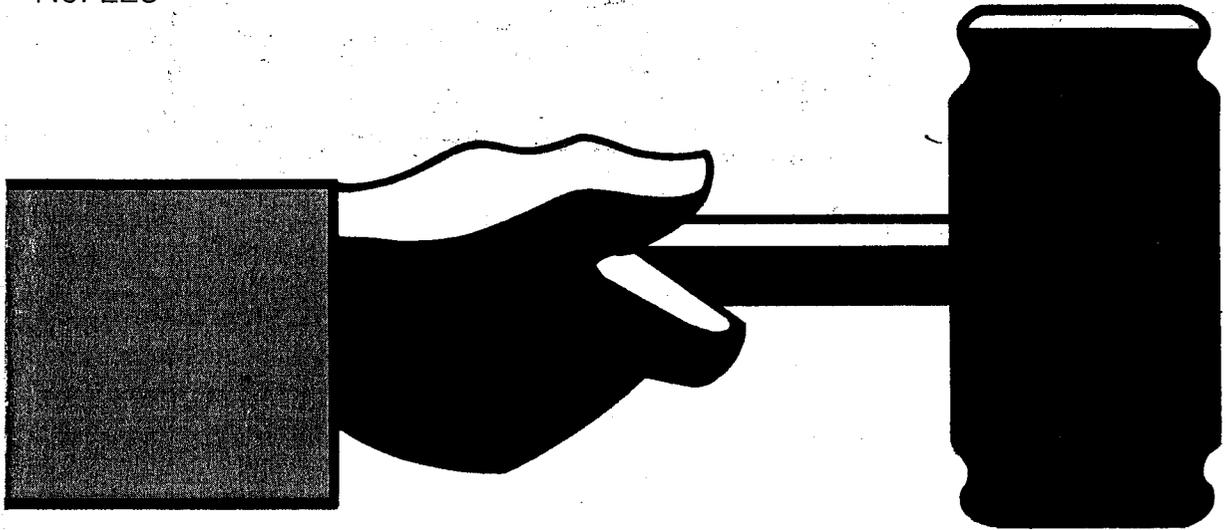
RECOMMENDATION:

It is recommended that the City Commission adopt "The Meeting Will Come to Order" as its parliamentary procedure reference.



North Central Region
Extension Publication
No. 228

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THE
MEETING
WILL
COME
TO
ORDER

**Simplified Guidelines
to Parliamentary Procedure**

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THE MEETING WILL COME TO ORDER

By **Harold Sponberg**

Community groups and similar organizations often misunderstand the real function of good parliamentary practice.

Used properly, parliamentary procedure is one of the most effective means by which individuals can take orderly action as a group. One can give full consideration to any matter of common interest, encourage common-sense minority discussion on each question, then act according to the will of the majority—all with a minimum waste of time. Its purpose is not to inject unnecessary formality into a meeting, nor is it to prevent a free expression of opinion.

There are certainly some sound reasons then why one should acquire a good working knowledge of parliamentary procedure. This bulletin can assist both officers and members understand the basic parliamentary rules.

It is intended as a brief and convenient guide, primarily for use in the meetings of your community groups. It does not presume to cover the entire field of parliamentary law. For the more complex parliamentary problems you are referred to such standard handbooks as Robert's "Rules of Order, Newly Revised."

BEFORE THE MEETING

If you are chairperson, check the arrangement of chairs and tables before the meeting starts, striving for informality and friendliness. Have a table for yourself and the secretary, so you can work cooperatively before the group. Whenever possible, arrange the chairs in a semi-circle, close enough to your table so the group can hear you easily. Finally, check again on the program for the meeting, and check on the presence of those members who are scheduled to give reports.

The late Dr. Sponberg, former president of Eastern Michigan University, Ypsilanti, was an Extension specialist at Michigan State University when he wrote the original edition of this bulletin.

ORDER OF BUSINESS

1. Call the meeting to order
2. Roll call (*sometimes omitted*)
3. Minutes of the previous meeting
4. Reports of the officers
 - a. president
 - b. vice-president (*usually no report*)
 - c. treasurer
 - d. secretary (*correspondence and bills*)
5. Standing committee reports
6. Special committee reports
7. Unfinished business
8. Postponed business
9. New business
(*the program*)
10. Adjournment

LET'S GET STARTED!!

Chairperson: (*Rapping desk*) ***“The meeting will now come to order. The secretary will call the roll. Mr. or Ms.”**

Secretary: “Mary A., Tom B., Robert C., Helen D., etc. 10 present; 3 absent; a quorum is present.”

(Sometimes it is well to take the roll silently and report to the chairperson that a quorum is present.)

Chairperson: **“Thank you. The secretary will read the minutes of the previous meeting. Mr. or Ms.”**

Secretary: “The regular meeting of the Parliamentary Law Club was held Oct. 5 in the Union Building. The president etc. . . . (see page 8 for a sample of the minutes).”

Chairperson: **“Thank you, Mr. or Ms. Are there any corrections to the minutes? Mr. or Ms.”**

(A member is recognized by rising or raising a hand. Seldom should one call out, Mr. and Ms. Chairperson.)

*Bold face type indicates suggested statements of the chairperson.

Member: "Chairperson. I believe the date should be October 15 instead of October 5."

Chairperson: "If there are no objections, the minutes will be corrected to read October 15. *(Pause)* Since there are no objections, will you make the correction, Mr. or Ms. Secretary."

"Any further corrections? *(Pause)* If not, the minutes stand approved as corrected."

(If there are no corrections, the minutes "stand approved as read.")

"We shall now hear the reports from the officers. First, the president's report."

(This report usually deals with matters of general policy; for example, time and place of next meeting, type of program and other information of importance to the group.)

"Are there any questions about the president's report? *(Pause)* If not, the report stands as read."

"Does the vice-president wish to make a report?"

(This officer seldom makes a report.)

"We will now hear the treasurer's report. Mr. or Ms."

Treasurer: "Cash on hand . . . \$16.00; Receipts . . . ; etc."

(This report is usually a meeting-to-meeting report of the financial condition of the treasury and has not been audited. See page 9 for sample of this report.)

Chairperson: "Thank you. Are there any questions about the treasurer's report? *(Pause)* If not, the report will be received as read."

(This report should never be approved by the assembly until it is audited. See pages 21 and 22 for difference between receive and accept or adopt.)

"We will now hear the secretary's report. Mr. or Ms."

(This report does not refer to the minutes; it is a report of any important letters that have been sent or received and all the bills that have been approved for payment by the secretary and president or by the executive board.)

"Thank you. Are there any questions about the secretary's report? If not, it will stand as read."

(The assembly may desire to vote approval or rejection of the bills. Members of the group may wish to express themselves about any letters that require action; a motion may be made for that purpose at this time. If it seems that these motions will require considerable discussion, they might better be received, again during the new business.)

"We shall now hear the committee reports; first, the standing committees. Mr. or Ms."

(Standing committees are those elected to serve for a certain time, say one year. Example: program committee.)

Standing Committee Chairperson: "The program committee wishes to report that Senator Brown will speak at our next meeting. Coffee and sandwiches will be served."

"Thank you. Are there any questions about this committee report? (Pause) If not, the report will be received as read.

[Generally, committee reports need not be adopted (accepted) unless definite action is required. "Adopt" and "accept" are used interchangeably on committee reports.]

"Since there are no more standing committee reports, we shall proceed to the special committee reports. Are there any special committees prepared to report? Mr. or Ms."

Special Committee Chairperson: "The committee to investigate the purchase of a blackboard reports that the portable blackboards range in price from 3 to 7 dollars. The size is 3 feet by 4 feet."

Chairperson: "Thank you. Are there any questions about this report? (Pause) If not, what is your pleasure concerning this information? Mr. or Ms."

Member: "Chairperson, I move that the committee purchase a blackboard that it feels is best suited to our needs."

(Anyone except the chairperson and the maker of the motion may second it.)

Member: "Seconded."

Chairperson: "It is moved and seconded that the committee purchase a blackboard that it feels will meet our needs. Any discussion?"

(When discussion is over, the chairperson will then put the motion to a vote.)

"Since there are no more committee reports, we shall proceed to unfinished business."

(Now is the time to take up any motions that were not completed at the last meeting and are pending in the secretary's minutes.)

"Mr. or Ms. Secretary, do we have any motions pending from the last meeting?"

(In addition to postponed motions, tabled motions may be considered at this time. Secretary reads motions.)

“Since that completes the postponed business, the Chair will receive any new business. Mr. or Ms.”

(Members may present new business, if any. After the new business is completed, and if there is a program, the Chair will ask the chairperson of the program committee to present the program. If there is no program planned, the Chair will receive a motion to adjourn.)

“Since that completes the business for this meeting, the Chair will receive a motion to adjourn. Mr. or Ms.”

Member: “Chairperson, I move that we adjourn.”

Member: “Seconded.”

Chairperson: **“It is moved and seconded that we adjourn. All those in favor of adjourning, say Aye; opposed, No. The motion is carried. [Usually the chairperson does not have to ask for a vote on this motion and may say, “If there are no objections, we will stand adjourned. No objections? (Pause) We stand adjourned! The meeting stands adjourned.”**

(It should be noted that any section of the order of business that does not apply to a particular organization may be omitted. However, it should be remembered that this order of business is standard procedure and generally most of the contents are used.)

WHAT IS INCLUDED IN THE MINUTES?

The minutes should contain the following information:

1. Kind of meeting, regular or special
2. Name of the organization
3. Date and place of meeting
4. Presence of regular president and secretary or names of substitutes
5. Approval of previous minutes
6. All reports and action taken
7. All main motions carried or lost
(omit those withdrawn)
8. All other motions carried and which contain information needed at a future meeting
9. All points of order and appeals, whether sustained or not, together with the reasons given by the chair for his/her ruling.
10. Adjournment
11. Signature (The term “Respectfully submitted” represents an out-dated practice.)

The name of the maker of the motion should be stated, but the name of the seconder need not be included unless the organization desires to do so.

The minutes are a record of what is *done* and not of what is *said*. Generally, the personal opinions of members should be avoided.

When the motion is very important, include the count of the votes.

Normally, the minutes are signed by the secretary. When they are to be published, they should also be signed by the president.

Note in the following example that the motion on attending the legislature is unfinished business. The motion on delegates to the convention is postponed business. The motion on the book is new business.

MINUTES OF THE LAST MEETING

Secretary: "The 4th regular meeting of the Concord Parliamentary Law Club was held on September 5, 1974, in the Union Building, Concord, Michigan. The regular president and secretary were present.

"The minutes of the previous meeting were read and approved. The president made a report requesting that all membership fees be paid up by June first. The treasurer reported receipts of \$8 and expenditures of \$12, leaving a balance in the treasury of \$42. The secretary reported that the annual reports had been sent to the state office; \$11 in bills payable were approved.

"A report was received from the social committee that the cost of the dinner would be \$4.75 per person. A report was received from the committee on the exchange meeting with the Hillsdale Club that they had obtained the high school auditorium for our meeting on November 8.

"The motion to attend a session of the state legislature was not taken care of at the last meeting. The motion carried.

"The motion to send two delegates to the state convention was postponed until this meeting. Motion was carried. Four members were nominated with Mr. and Ms. being elected; Mr. and Ms. will serve as alternates.

"..... moved that the club contribute \$10 to the Red Cross. Motion was carried.

“..... moved to purchase a Parliamentary Law reference book. moved to refer the motion to a committee of two, appointed by the chair to obtain information on the matter and report at the next meeting with recommendations. moved to lay the motions on the table. Motion carried. “The meeting adjourned.
 “....., secretary”

DO WE HAVE ANY MONEY?

Treasurer's report:		
“Cash on hand		\$44.00
“Receipts:		
Dues	\$12.00	
Gifts	3.00	
Paper drive	9.00	
Dance	22.00	
Total		\$46.00
“Disbursements:		
Books	\$3.00	
Postage	1.00	
President's expense	4.00	
Decorations	7.00	
Tickets	6.00	
Total		\$21.00
Net cash balance for month (or week)		25.00
Balance on hand		\$69.00”

When a treasurer's report is made from meeting-to-meeting, it should be *acknowledged*. This means the report was heard; it does not give official approval by the group. The treasurer's report should never be *accepted* or *approved* unless the books have been audited. A treasurer's report is audited when two or more members are requested to check all bills received and paid. All figures are checked. The auditors report that the books “are in good order and found correct.” The auditors' report then is *approved* or *accepted* by the group.

VOTE AS YOU PLEASE . . .

BUT PLEASE VOTE!

The following are types of votes that are used in meetings:

MAJORITY — more than half the votes *cast*; used in elections and on most motions. Note that a majority does not mean more than half of the members present; but of the votes *cast*, since some may not care to vote.

TWO-THIRDS — 2/3 of the votes *cast*; used with motions only.

PLURALITY — more than any other candidate; used only in elections when the assembly desires to save time *but not a recommended practice*.

GENERAL CONSENT — This is a shortcut in voting. It permits the assembly to take action without going through the process of a regular vote.

This method should be used with all motions on which there seems to be a general agreement among the members. It is an excellent time-saver and should be used at every opportunity. For example, "If there are no objections, we will vote by ballot; *(pause)* No objections? We will vote by ballot." In this way a group may quickly express their opinion. Now if someone objects, the Chair must put the motion to a regular vote. "All those in favor of voting by ballot say 'Aye' etc. . . ."

The following are the methods of voting.

Acclamation or voice — "Aye" — "No"

Show of hands

Rising

Secret ballot (*used mostly for elections*)

Secret roll call ballot (sign names)

Roll call vote (members respond when name is called)

When the word, "Division" is stated by a member, he or she is requesting that another vote be taken on a motion. Generally this is done whenever a vote by acclamation fails to show clearly whether the vote was affirmative or negative. The method of voting used after division is called should be one that can be observed by all, such as raising the hand or rising, *the latter recommended in large groups*.

The chairperson should strive to be as impartial as possible, voting only if it will change the result. The Chair may vote to *break a tie* and

cause the motion to carry, or vote *to make a tie* and cause the motion to lose.

When the vote is public (by acclamation, rising, etc.) the chairperson should vote, if the Chair chooses to do so, *after* the assembly has voted and after the results have been made known to the Chair.

When the vote is secret (by ballot) the Chair should vote at the time that the assembly votes, and then cannot vote again to change the result.

The secretary has the right to vote at any and all times. The performance of secretarial duties shall not prevent the exercise of this right.

HOW DO WE TAKE ACTION?

A motion is a **REQUEST** that something be done or that something is the opinion or wish of the assembly. There are various types of motions. (See table, page 20.)

A **MAIN MOTION** introduces an action to the assembly for its consideration. Only one main motion should be placed before the assembly at one time. It is always debatable and amendable, and it ranks below all other motions.

A **PRIVILEGED MOTION** refers to the action of the assembly as a whole; e.g., take a recess, adjourn, etc. There are five privileged motions, and they outrank all other motions.

A **SUBSIDIARY MOTION** is a motion applied to other motions, usually the main motion; to alter, postpone, to temporarily dispose of them. There are seven of these motions; they rank right below the privileged motions and above the main motion.

An **INCIDENTAL MOTION** is used in conducting business and must be disposed of before action is taken on the motion out of which it arises. Example: motion to close nominations, point of order, method of voting.

RENEWAL MOTION is one that brings back to the floor a motion that once has been considered, but which the assembly wishes to consider again. Example: to reconsider, to take from table, to discharge a committee.

If a motion is **PENDING**, it means that the motion is on the floor but, as yet, not disposed of. Several motions may be on the floor at one time provided they were made in order of ascending rank. When several motions are pending, the one *made last* is always disposed of *first*.

CAN MORE THAN ONE MOTION

BE ON THE FLOOR?

Motions have "rank" among themselves; some motions have "right-of-way" over others. Referring to the table on page 20, you will note that the privileged and subsidiary motions are numbered from one to twelve. These motions have numerical rank, with number one being the highest ranking motion. A main motion is the lowest ranking motion listed at the bottom of the page.

Incidental motions have no rank among themselves but take precedence or right-of-way over the motion out of which they arise.

Renewal motions are somewhat similar to main motions since they cannot be acted upon until the floor is clear.

The following example demonstrates what is meant by "precedence:"

Main motion — *to buy a new car*

Refer to a committee — *of 3, to investigate cars* (outranks main motion)

Lay on table — *table all pending motions* (outranks the above motion)

Consulting page 20, you will note that the main motion yields to the other two, that the committee motion yields to the table-motion. To state it differently, the table-motion takes precedence over the committee-motion and the main motion. The table-motion and the committee motion may be received while the main motion is on the floor.

Since the table-motion was made *last*, it should be voted on *first*. The Chair will put the table-motion; if it carries, the other two will be postponed until the next meeting. If it loses, the Chair considers the committee-motion; if there is no further discussion, it will be put; if it carries, the floor is clear; if it loses, discussion will continue on the main motion. Note that subsidiary, privileged and incidental motions may be made while the main motion is pending. They must be considered in the proper order.

DO WE HAVE ANY BUSINESS TO CONSIDER?

A main motion is any motion that brings an item of business before the assembly. It requires the *action* of the assembly.

Examples:

- a. I move that we give \$20 to the Community Chest
- b. I move that this organization go on record as favoring the income tax reduction.

A main motion is always debatable and amendable.

Chair: "Mr. or Ms. A (who has risen or has raised a hand)."

Mr. or Ms. A: "I move that we send two delegates to the district convention."

Mr. or Ms. B, C, and D: "Seconded (*several may second a motion*)."

Chair: "It is moved and seconded that we send two delegates to the district convention. Is there any discussion?"

Debating – Amending – Making of subsidiary motions are in order at this time.

Member: "Question, question (*does not stop, but speeds up discussion*)."

Chair: "Question has been called. Are you ready for the question? (*or*) Are you ready for the vote?"

All those in favor of the motion to send two delegates to district convention, raise your right hand; opposed, raise your right hand. The motion is carried (*or lost*).

Is there any further business?"

MAY I CHANGE THE MOTION?

The motion to amend is a subsidiary motion and is always applied to another motion, usually the main motion. The motion to amend may be applied in several ways:

1. to add
2. to insert
3. to strike out
4. to strike out and insert

Example: Main motion – to purchase blackboard. While this motion is being discussed, an amendment is made to add the words, "costing 6 dollars or less."

Whenever possible, the Chair should ask the maker of the main motion to change it to include the amendment. It is done this way: "Mr. or Ms., would you agree to include this amendment in your motion, to add the words, "costing six dollars or less"? If they agree, and the assembly does not object, the motion is amended. If any member objects, the amendment must be seconded, be opened to discussion, or amendment and be voted on the same as any motion.

Always vote on the amendment *before* you vote on the motion to which the amendment is applied. The discussion of an amendment should always be about the amendment itself and not about the main motion. An amendment should never insert the word, "not," in a motion to which it is applied, since that would be the same as a negative vote.

A motion may be amended several times in succession; however, only two amendments can be applied to a motion at one time: a primary amendment and a secondary amendment. The secondary amendment must always apply directly to the primary and not skip back to the main motion. Note the following example:

Example: Main motion – *to purchase a table*
Primary amendment – to insert "*oak*" before table
Secondary amendment – to insert "*blond*" before oak

SO YOU'RE ON A COMMITTEE!!

The motion to refer to a committee is a subsidiary motion: it is generally applied to the main motion, but may also be applied to a suggestion not stated as a specific motion.

It is debatable and amendable. The motion consists of four important elements. They are:

1. Number of members
2. Method of selection
 - a. volunteers
 - b. appointment by Chair
 - c. nominated by Chair
 - d. nominated from floor and elected, if necessary
 - e. named by the maker of motion

3. Type of report
 - a. information
 - b. recommendations
 - c. motion for action
 - d. perform a task
4. Time to report

The motion, properly stated, should be as follows: "I move that a committee of *three* be appointed by the Chair to obtain *information* on the cost of a blackboard and to report at the next *meeting*."

If the maker does not include this information, the Chair should ask him or her to state the various elements to avoid the necessity for considerable amending.

LET'S TALK IT OVER RIGHT NOW!

Informal discussion is not new in parliamentary law, but the method explained below is unique in dealing with groups greater than fifteen in number. To obtain total participation of all members in discussing a problem, Don Phillips, formerly president of Hillsdale College — while on the faculty at Michigan State College — devised a simple, effective plan known as "DISCUSSION 6-6." (Six persons discussing a problem for 6 minutes or any variation of number and time.)

Someone states, "I move that we discuss this problem informally by dividing the assembly in groups of six (five or four)." Seconded and discussed. The Chair then quickly gives specific instructions to the members to turn to their immediate neighbors, and in groups of five or six, talk over the problem. Each group selects a secretary-spokesperson who later reports the ideas of the group.

At the end of a specified time, the discussion is concluded by saying, "I move that we rise and report"; this motion is seconded and voted upon. Then each secretary reports the conclusions his or her group has reached. In this manner every member received an ideal opportunity to submit ideas and feel part of the total group. Many members who never address the chair or speak to the group as a whole, will under these circumstances, participate confidently in the discussion.

"Discussion 6-6" is an excellent means for obtaining ideas from the group for discussion purposes; it is also an excellent way to find out the specific needs of the assembly. It is an efficient way to obtain immediate

action on a motion and avoids the necessity of turning it over to a committee. It encourages everyone to participate, which is a much overlooked objective of parliamentary discussion.

Sometimes it is desirable to have the entire group discuss a motion informally. Then the motion, "I move we resolve into a committee of the whole to discuss the matter of changing our name" is in order. Seconded and debated. If carried, the group discusses the matter informally. No motions are received. When the discussion is completed, any member states, "I move that we rise and report." If carried, the assembly resumes its former status and takes action on the motion.

LET'S DISCUSS THIS MOTION AT THE NEXT MEETING

One method of postponing action on a main motion is to postpone indefinitely. The effects of passing this motion is to "kill" the main motion since it will have to be introduced again as a new motion at some future meeting.

A second method is to postpone the motion to a definite time; such as, the next meeting. This motion is debatable and amendable; it ranks above the motion to postpone indefinitely.

A third method of postponing action is to lay the main motion on the table. This motion is the highest ranking subsidiary motion and is not debatable or amendable. A statement may be made by the maker, however, indicating the reason for laying the motion on the table. It outranks the above motion.

It should be noted that under no circumstances can a motion be postponed or laid on the table beyond the next regular meeting. (It is assumed here that the meetings are held weekly or monthly.) This rule is used in order to inform the assembly in the reading of the minutes at the next meeting of those motions which were postponed or laid on the table at the previous meeting.

A main motion may be postponed to another time at the same meeting in which it was made; likewise a motion may be taken from the table at the same meeting in which it was laid on the table. In both instances, new information or the presence of additional members may be the cause for discussing the original motion again.

THE MOTION TO RECONSIDER CAN WE DISCUSS IT AGAIN?

When a member wishes to reconsider the vote on a motion that has been carried or lost, he or she moves to reconsider that motion. Let us say that the group voted "to purchase a movie projector." A little later in the meeting, it is learned that the treasury does not have enough funds to pay for such an item. A member may then say, "I move to reconsider the vote on the motion to purchase a movie projector." It is seconded and discussed. If it carries, the original motion, "to purchase a projector," comes back to the floor for reconsideration.

It should be noted that only a member who voted on the *winning side* of a main motion may make the motion to reconsider. That means that only those members who voted for the purchase of a projector can move to reconsider that motion; it indicates that a member has had an honest change of mind. If any one could make a motion to reconsider, that motion would be made on every motion that was voted upon; then the motion to reconsider would be used just to hinder the progress of the meeting. The motion to reconsider must be made on the same day or at the same meeting that the motion which is being reconsidered was acted upon. If at some later time the group desires to change a motion or reverse its action, the motion to repeal should be used.

THAT'S NOT CORRECT!! POINT OF ORDER

This motion is used to correct any errors in parliamentary rules. Let us suppose that the motion "to buy a new chair" is on the floor. While it is being discussed, a member moves that "we send two delegates to that state convention." The chairperson received the second motion. Since there should be only one main motion on the floor at one time, a member may rise to a point of order as follows:

Member: "Chairperson, I rise to a point of order."

Chair: "State your point of order."

Member: "The Chair has received a second main motion while an-

other main motion was on the floor; the second motion is out of order at this time.”

Chair: “Your point is well taken; the second motion is out of order.”

(This motion may be made by rising and addressing the chair, a member need not be recognized before speaking; he or she may interrupt a speaker who has the floor; the motion needs no second and no vote; it is not debatable or amendable. It may be used to correct a member as well as the chairperson.)

WHO’S RUNNING FOR OFFICE?

NOMINATIONS AND ELECTIONS

Nominations for an office may be made in three ways:

1. Nominations from the floor
2. Nominations by petition, or
3. Nominations by nominating committee.

Officers should always be chosen by ballot even if the constitution does not so state. Such voting makes for independence of choice as well as secrecy of choice.

Generally, the “slate” should permit the voter to write in the name of a candidate if he or she does not approve of the selected nominees. This prevents a nominating committee from having restrictive control of candidates.

Balloting should continue until a majority vote has been received by one candidate. No name should be removed from the list, even though one or two should obviously be out of the running. Unless the nominee chooses to withdraw, nominations do not need to be seconded. Nominations may be closed by a motion requiring a two-thirds vote, or, if there are no further nominations, the chair may declare them closed.

SOME DO'S AND DONT'S

CHAIRPERSON

1. The chairperson should restate the motion clearly after it has been made and seconded, "It is moved and seconded that —"
2. When a motion requires a second, the chairperson should be sure it is seconded; a motion with no second should be ignored.
3. The chairperson should entertain only *one main* motion at one time.
4. Whenever possible, the chairperson should have the member state the motion before the latter launches into a long discussion of it.
5. The chairperson should give the maker of the motion the first chance to discuss it.
6. The chairperson should not permit anyone to speak *twice* on a motion until all have had a chance to speak once.
7. When voting publicly, the chairperson should vote only when his or her vote will change the result. When voting secretly, the chairperson may vote when the assembly votes.
8. The chairperson should give up the chair only when his or her comments are vigorously for or against the motion; in this case the vice-president or any other member may serve until the motion is disposed of.

MEMBER

1. Except in small (less than 15) groups, the members should be recognized by the Chair before speaking.
2. Whenever possible, the member should try to state his or her ideas in the form of a motion.
3. The member should say, "I move" rather than "I make a motion."
4. The member may *second* a motion, make a *nomination*, call "*question*," or call "*division*" (recount vote), without rising or being recognized by the chair.
5. The member should never be compelled to vote, nor compelled to serve when nominated or appointed to an office.
6. Making or seconding a motion does not necessarily mean that the member favors the motion but only wishes to place the motion on the floor to discuss it.

TABLE OF MOTIONS

Motion	In order when another speaker has the floor	Requires a second	Debat-able	Amend-able	Vote Required
PRIVILEGED					
1. Fix time for Next Meeting	No	Yes	No	Yes	Maj.
2. Adjourn	No	Yes	No	No	Maj.
3. Take a Recess	No	Yes	No	Yes	Maj.
4. Point of Privilege	Yes	No	No	No	None
5. Call for the Orders of the Day	Yes	No	No	No	None
SUBSIDIARY					
6. Lay on the Table	No	Yes	No	No	Maj.
7. Previous Question (close debate)	No	Yes	No	No	%
8. Limit-Extend Debate	No	Yes	No	Yes	%
9. Postpone to a Definite Time	No	Yes	Yes	Yes	Maj.
(Special order)	No	Yes	Yes	Yes	%
10. Refer to a Committee	No	Yes	Yes	Yes	Maj.
11. Amendment to the Main Motion	No	Yes	Yes	Yes	Maj.
12. Postpone Indefinitely	No	Yes	Yes	No	Maj.
INCIDENTAL					
A. Point of Order	Yes	No	No	No	None
B. Appeal to the Chair	Yes	Yes	Yes	No	Maj.
C. Parliamentary Inquiry	Yes	No	No	No	None
D. Point of Information	Yes	No	No	No	None
E. Division of Assembly	Yes	No	No	No	None
F. Close Nominations	No	Yes	No	Yes	%
G. Re-Open Nominations	No	Yes	No	Yes	Maj.
H. Method of Voting	No	Yes	No	Yes	Maj.
I. Request to Withdraw a Motion	No	No	No	No	Maj.
J. Suspension of Rules	No	Yes	No	No	%
K. Objection to Consideration of a Question	Yes	No	No	No	%
RENEWAL					
L. Reconsider	Yes	Yes	Yes	No	Maj.
M. Take from Table	No	Yes	No	No	Maj.
N. Repeal	No	Yes	Yes	Yes	%
O. Discharge a Committee	No	Yes	Yes	Yes	%
MAIN MOTION	No	Yes	Yes	Yes	Maj.

HERE ARE THE MEANINGS OF SOME IMPORTANT WORDS . . .

ACCEPTING A COMMITTEE REPORT — To accept a committee report means that a motion is made as follows: "I move we accept the committee's report." By this motion the assembly supports the action of the committee. Most committee reports need not be accepted because they require no action; they should be *acknowledged*, not accepted. Sometimes "adopt" is used in place of "accept."

ACCLAMATION — A voice vote made by stating "Aye" or "No."

ADOPT — To pass or carry a motion; to approve a committee report.

APPEAL FROM THE DECISION OF THE CHAIR — An incidental motion. Any member disagreeing with the chairperson's decision may thus put the matter to a vote by the assembly. It is in order, even when another member has the floor, and often arises out of a point of order. The member rises saying, "I appeal from the decision of the Chair." If it is seconded, the chairperson states his or her decision and allows limited debate; one statement from each member. He or she then says, "All those in favor of the Chair's decision, say Aye, etc." A tie vote sustains the Chair.

ARE YOU READY FOR THE QUESTION? — "Are you ready to vote on the motion?"

BY-LAWS — Generally the by-laws comprise all the rules by which a society is governed. The rules may be divided into three classes: constitution, by-laws and standing rules. The constitution and by-laws are usually considered one-and-the-same in most organizations. They are of such importance that they should not be changed, except after suitable notice is given to the members, and then by a vote larger than the majority of those voting.

CONVENE — To call the meeting to order.

DEBATE AND DISCUSSION — Debating or talking about a motion or question.

DIVISION — Count the vote again. It may be requested by any member after the chairperson has announced the outcome of a vote when the count is not definite, generally after a voice vote. The member need not be recognized nor need to rise when calling "Division."

FILIBUSTERING — This term describes the act of speaking for the purpose of keeping the floor and preventing the opposition from getting

a chance to speak. It consumes the allotted time for a motion to be considered.

FIX THE TIME FOR THE NEXT MEETING—The highest privileged motion. It is in order at any time and usually sets the time for the next meeting at an earlier time than the next regular meeting.

HAS THE FLOOR — When a member has been recognized by the Chair, he or she has the floor. A member should, in only rare instances, be interrupted; he or she may yield the floor to someone else if he or she so desires.

MAJORITY — More than half the votes cast.

MEETING — A meeting of a society is an assembly of its members for a time during which they do not separate longer than for a recess of a few minutes or do not separate at all. A series of meetings, such as a convention, is called a session.

✓ **METHOD OF VOTING** — An incidental motion. It provides for the type of vote desired on a motion, such as a vote by rising, roll-call vote or vote by secret ballot.

PREVIOUS QUESTION — A subsidiary motion which means “to close debate.” If passed, it stops discussion and puts the pending motion to a vote. It is not debatable or amendable and requires a two-thirds vote. ✓

OBJECTION TO THE CONSIDERATION OF A MOTION — An incidental motion. The purpose of this motion is to avoid the consideration of a motion that is undesirable or impractical. It is usually applied to a main motion and must be made immediately after the main motion is opened for discussion and before any amendments are made to it. It can be made when another has the floor, does not require a second, no debate, no amendments. The chairperson says, “An objection has been made to the motion; shall we consider the motion?” The vote must be two-thirds in the negative to dismiss the main motion and sustain the objection.

ON THE FLOOR — A motion is on the floor when it is being considered by the assembly.

ORDERS OF THE DAY — The scheduled program of business, used most often in conventions and sometimes called the agenda of business.

PENDING MOTION — Any motion on the floor, being discussed but not yet disposed of. Several motions may be pending at one time.

PROXY — This is a power of attorney by which Mr. A authorizes Ms B to act in Mr. A's absence. Proxy voting is not recommended for ordinary societies of volunteer memberships. It is designed for representative assemblies and stock corporations.

PUTTING THE MOTION — To vote on the motion.

QUESTION — When a member calls, "Question," he or she means "I am ready to vote on the motion." It does not close discussion, but expedites it.

QUESTIONS OF PRIVILEGE — A privileged motion, more accurately called a point of privilege and concerned with the welfare of the assembly. A member states, "Chairperson, I rise to a question of privilege." The Chair asks the member to state his point. The member states, "I should like to have the windows opened," or "I should like to introduce my guest," or "I should like to have the gentleman withdraw his comments about Mr. A." The Chair then makes a decision about the point. It requires no second, is in order when another has the floor, is not debatable or amendable and requires no vote. An appeal may be applied to it.

QUORUM — The number of members required to be present to transact business legally. The number is usually a majority of the membership, unless otherwise specified in the constitution.

RECEIVE A REPORT — To receive a report means to hear it or listen to it; it does not mean that the assembly approves the report or takes any official action on it. Since most reports are reports of information, it is reasonable "to receive the report as read," instead of adopting or accepting the report. Receiving the report also recognizes work done. However, it is now considered redundant to use the motion "Receive a report." Once it is read, it has been "received." To merely acknowledge its presentation is considered sufficient.

RECOGNITION — A member is recognized by the chairperson when the latter announces the member's name, or, in small groups, simply nods. A member obtains recognition by raising a hand, rising, and in some cases calling, "Mr. Chairperson." No member should speak or make a motion until recognized by the presiding officer.

REPEAL — When the group desires to change a former action, the motion to repeal is in order. It must be made when the floor is clear, is debatable, amendable and requires a two-thirds vote. If sentiment is strong, the motion may include the words, "and strike from the records." If carried, the secretary writes across the motion repealed these words, "Stricken from the records by order of assembly." (date).

SESSION — A series of meetings, such as a convention.

STANDING RULES — The regulations as to time and place of meetings.

SUSPEND THE RULES — An incidental motion used in urgent cases to save time. This motion is not debatable or amendable and requires a two-thirds vote.

UNANIMOUS BALLOT — A ballot cast by the secretary for a candidate who is the only person nominated for an office, and no objection is made. This method should not be used when the constitution requires an office to be filled by ballot, since it does not permit any negative votes to be cast. The constitution should be amended to permit the unanimous ballot to be used. The usual form is to have the chairperson instruct the secretary to cast a unanimous ballot for the candidate, if there are no objections. If objections are made, the ballot must be used.

WITHDRAW A MOTION — An incidental motion permitting a previous motion to be withdrawn. If the maker of a motion refuses to withdraw the motion, that motion cannot be withdrawn. Any member may move to withdraw a motion. The maker of the motion must agree to the withdrawal of his or her motion. If the motion to withdraw is made before the chairperson states the motion for the assembly, only the maker and seconder need to agree upon the withdrawal. If the motion to withdraw is made after the chairperson states the motion for the assembly, the maker and the entire assembly must be consulted for its withdrawal.

YIELD THE FLOOR — A member who has the floor may yield the floor to another member; in so doing, the former surrenders his or her right to continue speaking at that time.

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REPORT TO: Honorable Mayor and City Commissioners

FROM: Joseph A. Bippus, City Manager

SUBJECT: Meeting Guidelines

MEETING: November 11, 2013

EXECUTIVE SUMMARY:

The adoption of the parliamentary procedure answers many questions regarding the procedure of each Commission meeting. The following rules have been adopted in the past to determine order, time allotments, when items may be placed on the agenda, and length of meetings.

It is recommended that the Commission consider and include the following rules for governing a City Commission meeting.

1. Adjournment of the meeting at 9:00 p.m. unless the Commission agrees to extend the length of the meeting in order to conduct specific business.

The conduct of the City's business should be done when the Commission is at its best and not fatigued. Adjournment of the meeting at 9:00 p.m. would mean that the meeting, assuming it commenced at 6:00 p.m. would already have been in session for 3 hours. Adoption of the guideline would allow the conduct of business when the Commission is fresh. If there are pressing matters, then the Commission may elect to extend the length of the meeting. Unfinished business would carry over to the next regular meeting unless a special meeting is deemed necessary.

2. The following time limits for individual public comment.

General Comments – 5 minutes per person

Communication Agenda Item – 3 minutes per person

The guideline ensures that all members of the public will have a fair share of time without allowing a filibuster to occur. The Commission may allow additional time if warranted.

3. For general comments or specific comments, each person be allowed to address the City Commission only one time on each issue.

The purpose of the public comment is to allow the public to address concerns of the Commission rather than start public debate between citizens. The Commission may allow someone more than one opportunity to speak if necessary.

4. Items to be placed on the agenda for a regular meeting shall be filed with the City Clerk no later than noon of the day prior to each meeting. Items received after noon on the day prior to the meeting will be placed upon the agenda of the next regularly scheduled meeting of the Commission.

The guideline ensures that Commissioners are given time to review agendas and do not encounter last minute surprises.

RECOMMENDATION:

It is recommended that the City Commission adopt the additional guidelines for the conduct of its business.



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Report to: Honorable Mayor and City Commissioners

From: Joseph A. Bippus, City Manager

Subject: Holidays for FT, Nonunion/Supervisory Personnel

Meeting Date: November 11, 2013

Pursuant to the City's Personnel Policy, the City Commission shall set 12 employee holidays at its organizational meeting each year. For the 2014 calendar year, the proposed holidays are:

Wednesday	1/1/2014	New Year's Day
Monday	1/22/2014	Martin Luther King, Jr. Day
Friday	4/18/2014	Good Friday
Monday	5/26/2014	Memorial Day
Friday	7/4/2014	Independence Day
Monday	9/1/2014	Labor Day
Thursday	11/27/2014	Thanksgiving
Friday	11/28/2014	Thanksgiving Extension
Wednesday	12/24/2014	Christmas Eve
Thursday	12/25/2014	Christmas
Wednesday	12/31/2014	New Year's Eve

In addition, each full-time, non-union employee may seek permission for their own personal paid holiday. The day must be requested and approved two weeks in advance and must be used within the calendar year.

Recommendation: Approve the proposed holiday schedule.