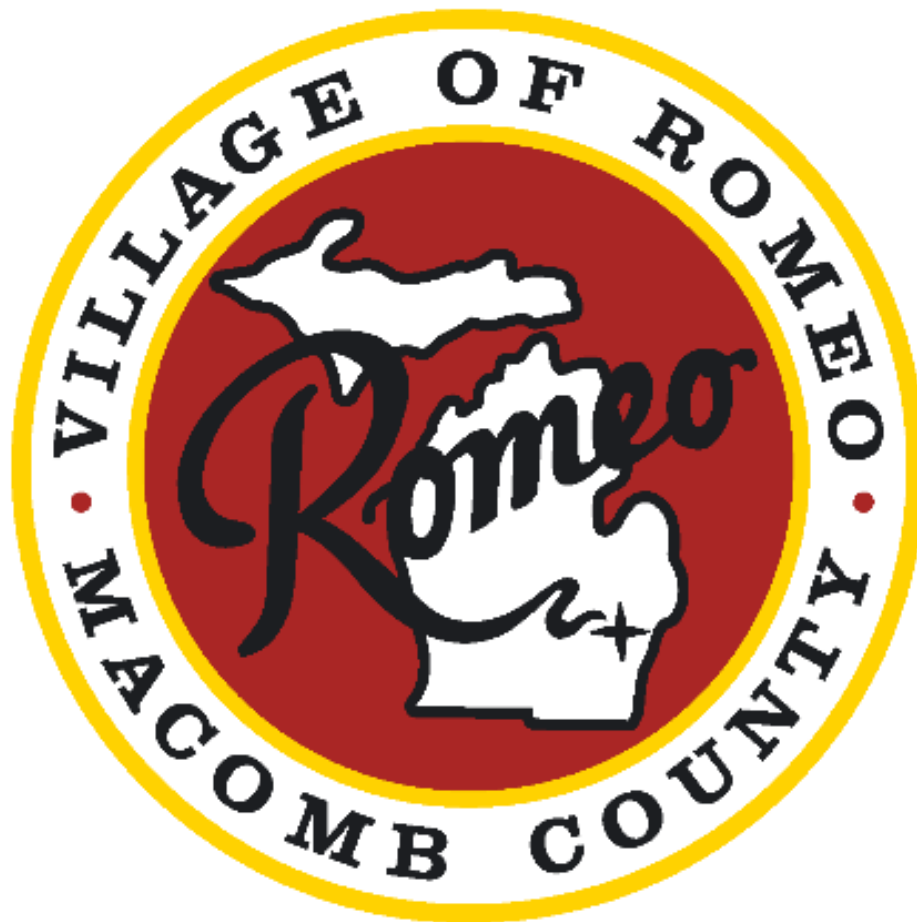




Village Council Rules of Procedure

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A. REGULAR AND SPECIAL MEETINGS

All meetings of the village council will be held in compliance with state statutes, including the Open Meetings Act, 1976 PA 267 as amended, and with these rules.

1. *Regular Meetings*

Regular meetings of the village council will be held on the third Monday of each month beginning at 7:00p.m. at the Romeo Community Center 361 Morton Street unless otherwise rescheduled by resolution of the council. Council meetings shall conclude no later than 10 p.m., subject to extension by the council.

2. *Special Meetings*

A special meeting shall be called by the clerk upon the written request of the village president or three separately written requests from members of the council, on at least 24 hours' written notice to each member of the council, served personally or left at the councilmember's usual place of residence. Special meeting notices shall state the purpose of the meeting. No official action shall be transacted at any special meeting of the council unless the item has been clearly stated in the notice of such meeting.

3. *Posting requirements for Regular and Special Meetings*

- a. Prior to July 1st or within 10 days before the start of a new fiscal year, a public notice stating the dates, times and places of the regular monthly council meetings will be posted at the village office, in the shadowbox window of 361 Morton Street, where meetings occur, and copy shall also be posted on the Village website.
- b. For a rescheduled regular or a special meeting of the council, a public notice stating the date, time, and place of the meeting shall be posted at least 18 hours before the meeting at the village office and on the village website.
- c. The notice described above is not required for a meeting of the council in emergency session in the event of a severe and imminent threat to the health, safety or welfare of the public when two-thirds of the members of the council determine that delay would be detrimental to the village's efforts in responding to the threat.

4. *Minutes of Regular and Special Meetings*

The clerk shall attend the council meetings and record all the proceedings and resolutions of the council in accordance with Section 64.5 of the General Law Village Act of 1895 as amended and the Open Meetings Act. In the absence of the clerk, the council may appoint one of its own members or another person to temporarily perform the clerk's duties. Within 8 business days of a council meeting a synopsis showing the substance of each separate decision of the council or the entirety of the council proceedings shall be prepared by the clerk and shall indicate the vote of the trustees. After the president approves this document, it shall be published in a newspaper of general circulation in the village or posted in three public places in the village. A copy of the minutes of each regular or special council meeting shall be available for public inspection at the village offices during regular business hours. A copy of the minutes shall also be posted on the Village website.

a. *Requests for remarks to be included in the Minutes*

Any Council member may request to have his or her comments printed as part of the official record of the Council meeting. If there are no objections by any Council member, the comments shall be included by the Clerk in the minutes of the meeting. If there is an objection to such printing of the comments, the Council shall decide the matter by majority vote. Such comments to be included as part of the official record shall be provided in writing by the Council member making the comments to the Clerk or shall be transcribed exactly by the Clerk and read back.

5. Study Sessions

Upon the call of the village president or any three members of the council, and with appropriate notice to the trustees and to the public, the council may convene a work session devoted exclusively to the exchange of information relating to municipal affairs. No votes shall be taken on any matters under discussion nor shall any councilmember enter into a formal commitment with another member regarding a vote to be taken subsequently. A study session shall comply with all rules in accordance with the Open Meetings Act.

B. CONDUCT OF MEETINGS

1. Meetings To Be Public

All regular and special meetings of the village council shall be open to the public, and citizens shall have a reasonable opportunity to be heard in accordance with such rules and regulations as the council may determine, except that the meetings may be closed to the public and the media in accordance with the Open Meetings Act. All official meetings of the council and its committees shall be open to the media, freely subject to recording by radio, television and photographic services at any time provided that such arrangements do not interfere with the orderly conduct of the meetings.

2. Agenda Preparation

An agenda for each regular council meeting shall be prepared by the Village Clerk with the following order of business:

1. Call to Order – Pledge of Allegiance
2. Roll Call
3. Approval of Minutes
4. Approval of the Bills
5. Approval of the Agenda
6. Correspondence
7. Special Presentations
8. Public Comment
9. Officer & Council Member Reports
10. Committee Reports
11. Unfinished Business
12. New Business
13. Public Comment
14. Adjournment

Any council member shall have the right to request items be placed on the regular agenda. Request for items to be added to an agenda for a Regular meeting must be submitted in writing to the Village Clerk no later than noon the Tuesday before the scheduled meeting. At that time, all supporting documentation with materials for distribution need to be submitted to the Village Clerk by 4:30 p.m. Tuesday.

Council members may add topics to the agenda at a regular meeting, with supporting documentation included. Such requested additions will be for discussion only. If the matter lends itself to voting action, for the sake of an informed public and thoughtful decision making, further discussion and voting will be held at the subsequent council meeting.

3. Approval of the Bills

Bills to include all village bills and all credit card statements with corresponding receipts.

4. Council Member Reports

Council members may provide information regarding an event, a meeting, a conference, or

other matter that might be of interest to the Village Council or residents. The report shall not exceed three (3) minutes unless additional time is allowed by the meeting Chair. If the subject matter requires additional discussion, a Council member may place the matter on the agenda of a subsequent meeting.

5. *Clerk and Treasurer Reports*

The clerk or treasurer may provide information regarding an event, a meeting, a conference, or other matter that might be of interest to the Village Council or residents. The report shall not exceed three (3) minutes unless additional time is allowed by the meeting Chair. If the subject matter requires additional discussion, a Council member may place the matter on the agenda of a subsequent meeting.

6. *Agenda and Materials Distribution*

Upon completion of the agenda, the Clerk shall distribute to the Council members copies of the agenda together with copies of reports, explanations, recommendations, and other appropriate attachments that relate to the business matters coming before the Council, to the front door of their known address, no later than 8:00 pm on the **Thursday** preceding the regular Council meeting.

7. *Quorum*

A majority of the entire elected or appointed and sworn members of the council shall constitute a quorum for the transaction of business at all council meetings. In the absence of a quorum, a lesser number may adjourn any meeting to a later time or date with appropriate public notice.

8. *Attendance at Council Meetings*

Election to the village council is a privilege freely sought by the nominee. It carries with it the responsibility to participate in council activities and represent the residents of the village. Attendance at council meetings is critical to fulfilling this responsibility. The village council is empowered by Section 65.5 of the General Law Village Act as amended to adjourn a meeting if a quorum is not present and compel attendance in a manner prescribed by its ordinances. The council may excuse absences for cause. If a councilmember has more than three unexcused absences for regular or special council meetings, the council may enact a resolution of reprimand. In the event that the member's absences continue for more than three additional regular or special meetings of the council, the council may enact a resolution of censure or request the councilmember's resignation or both.

9. *Presiding Officer*

The presiding officer shall be responsible for enforcing these rules of procedure and for enforcing orderly conduct at meetings. The village president is ordinarily the presiding officer. The village council shall appoint one of its member's president pro tempore, who shall preside in the absence of the president. In the absence of both the president and the president pro tempore, the member present who has the longest consecutive service on the council shall preside.

10. *Council Packets*

To include for information only, minutes of all Village Committees and Boards that met for the prior month.

C. CLOSED MEETINGS

1. Purpose

Closed meetings may be held only for the reasons authorized in the Open Meetings Act, which include the following:

- a. To consider the dismissal, suspension, or disciplining of, or to hear complaints or charges brought against a public officer, employee, staff member or individual agent if the named person requests a closed meeting (majority vote).
- b. For strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement if either negotiating party requests a closed hearing (majority vote).
- c. To consider the purchase or lease of real property up to the time an option to purchase or lease that real property is obtained (2/3 roll call vote).
- d. To consult with the village attorney or another attorney regarding trial or settlement strategy in connection with specific pending litigation, but only when an open meeting would have a detrimental financial effect on the litigating or settlement position of the council (2/3 roll call vote).
- e. To review the specific contents of an application for employment or appointment to a public office if a candidate requests that the application remain confidential (2/3 roll call vote). However, all interviews by a public body for employment or appointment to a public office shall be held in an open meeting.
- f. To consider material exempt from discussion or disclosure by state or federal statute (2/3 roll call vote).

2. Calling Closed Meetings

At a regular or special meeting, the council may call a closed session under the conditions outlined in Section 1 above. The vote and purpose(s) for calling the closed meeting shall be entered into the minutes of the public part of the meeting at which the vote is taken.

3. Minutes of Closed Meetings

A separate set of minutes shall be taken by the clerk or the designated secretary of the council at the closed session. These minutes will be retained by the clerk, shall not be available to the public, and shall only be disclosed if required by a civil action, as authorized by the Michigan Open Meetings Act. These minutes may be destroyed one year and one day after approval of the minutes of the regular meeting at which the closed session was approved.

D. DISCUSSION AND VOTING

All members of the Village Council and all Village Boards and Commissions are expected to conduct themselves professionally, respectfully, and ethically always, in all forms of communication. To that end, all members shall:

- a. Be prepared, ready to actively participate, and remain attentive without distractions from mobile devices during meetings.
- b. Maintain civility in all discussions and support ideas and positions with data.
- c. Always exhibit decorum and adhere to the Rules of Order.
- d. Respectfully hold all members accountable to the Rules of Order.
- e. Be concise, purposeful, and considerate of others when speaking.
- f. Listen attentively and respectfully to the comments of others.
- g. Focus discussions on conflict resolution and the development of solutions.

- h. Respect the body and agenda by staying on-topic.
- i. Respect the decisions of the body regardless of personal opinion.

1. *Conduct of Discussion*

Those members of the Council wishing to speak shall first be recognized by the Chair to speak, and each person who speaks shall address the Chair. Other persons in attendance at the meeting shall not speak unless recognized by the Chair (Roberts' Rules). Prior to the discussion by the Council on each item to be considered, the Chair shall first ask for a motion from the Council on the item to be discussed, after any clarification necessary. Once a motion is made and seconded, the Council may discuss the matter at hand. All members of the public that have requested during the public comment agenda to have his/her comments be heard when a specific agenda item is opened, and if the allowances are granted by the Chair, shall then be recognized. A three (3) minute time limit shall be adhered to for individual public comments on any business item to provide for the orderly conduct of the meeting (PA 267 of 1976, as amended). When the Chair determines that there are no other public comments on the business item, discussion on the item will be closed to the public and only the Council shall then engage in any final discussion on the matter and act on the business item without interruption from the public.

2. *Disorderly Conduct*

The chair may call to order any person, including a member of the Board, who is being disorderly by speaking out of order or otherwise disrupting the proceedings, failing to be germane, speaking longer than the allotted time or speaking vulgarities. Such person shall be seated until the chair determines whether the person is in order. If the person so engaged in presentation is called out of order, he or she shall not be permitted to continue to speak at the same meeting except by special leave of the council. If the person shall continue to be disorderly and disrupt the meeting, the chair may order an officer of the peace to remove the person from the meeting. No person shall be removed from a public meeting except for an actual breach of the peace committed at the meeting.

3. *Ordinances and Resolutions*

No ordinance, except an appropriation ordinance, an ordinance adopting or embodying an administrative or governmental code or an ordinance adopting a code of ordinances, shall relate to more than one subject, and that subject shall be clearly stated in its title.

A vote on all ordinances and resolutions shall be taken by a roll call vote and entered in the minutes.

4. *Duty to Vote*

Election to a deliberative body carries with it the obligation to vote. Trustees present at a council meeting shall vote on every matter before the body, unless otherwise excused or prohibited from voting by law. A Council member who is present and abstains or does not respond to a roll call vote shall be counted as voting with the prevailing side and shall be so recorded, unless otherwise excused or prohibited by law from voting. Conflict of interest, as defined by law, shall be the sole reason for a member to abstain from voting. The opinion of the village attorney shall be binding on the council with respect to the existence of a conflict of interest. A vote may be tabled, if necessary, to obtain the opinion of the village attorney. The right to vote is limited to the members of council present at the time the vote is taken. Voting by proxy or by telephone is not permitted.

5. *Results of Voting*

In all cases where a vote is taken, the chair shall declare the result. It shall be in order for any Council member voting in the majority to move for a reconsideration of the vote on any question at that meeting or at the next succeeding meeting of the council. When a motion to reconsider fails, it cannot be renewed.

E. PUBLIC COMMENT

1. *Intent*

It is the intent of these Rules to encourage public comment and participation by interested persons that is constructive, informative, and factual in a manner conducive to the conduct of an organized, efficient, and professional business meeting. Public comment shall be allowed only during the Public Comment, Presentation and Public Hearing business items, or when permitted by the meeting Chair.

2. *Written Submissions*

A member of the public may submit a written comment to be read aloud by the Chair during the appropriate business item. A written comment to be read aloud shall be provided to the Chair no later than four hours prior to the business item being in order. A written comment submission shall identify the agenda item or topic being addressed and comply with this section. If an appropriate business item cannot be discerned from the written comment, the written comment shall be included as Correspondence. All written submissions shall include for the record the name, residence address and group affiliation.

3. *Addressing the Council*

Any public comment presented to the body may be asked to include for the record the name, residence address and group affiliation of the person providing the comment. Remarks should be confined to the question at hand and addressed to the chair in a courteous tone. No person shall have the right to speak more than once on any particular subject until all other persons wishing to be heard on that subject have had the opportunity to speak. Any person in attendance at a meeting shall comply with the direction of the Chair as to the appropriateness of their actions or comments. The Chair shall retain discretion to disallow or stop a person from speaking or to temporarily recess the meeting at any time to maintain the order of the meeting.

4. *Length of Presentation*

Any person who addresses the village council during a council meeting, public hearing, or submits a written comment to be read aloud, shall be limited to (3) three minutes in length per individual presentation. All public comment shall be appropriate to the conduct of a public business meeting and, if applicable, the matter under consideration. Each person shall be allowed to speak for a maximum of three (3) minutes and the Chair may limit the number of times each person is allowed to speak. The limits on time and quantity for speaking may be extended at the discretion of the Chair.

5. *Special Presentations*

Special presentations made to the council are allowed (10) minutes for the presentation, questions from council and responses.

F. REMOTE MEETINGS, REMOTE PARTICIPATION IN MEETINGS

Subject to applicable state law, the ordinances and policies of the Village of Romeo, and these rules, members may be allowed to participate in a meeting remotely by electronic means.

A member may participate remotely in a meeting only when the member is capable of participation using two-way audio and video communication through use of the electronic platform employed by the Village for such meetings.

Any member participating remotely in a meeting shall announce such participation at the time of roll-call for the meeting. In addition, except when the remote participation is due to military duty, the member shall also specify their physical location.

Remote participation by the public in a meeting shall only be allowed when the meeting is a remote meeting of the whole body.

1. *Remote Meeting of Whole Body*

The Chair, in consultation with the Village Attorney or assigned secretary to a board/commission, may declare that a meeting of the whole body will be held remotely, as permitted by law. The justification for holding the meeting remotely and the manner by which the meeting will be conducted shall be communicated to all members of the body no later than when the agenda for the meeting is delivered to the members. The body shall determine if the justification given warrants subsequent meetings being held remotely.

The manner by which the public may participate in a remote meeting of the whole body shall be described as part of the published agenda for the meeting.

2. *Remote Participation by a Member in an otherwise In-Person Meeting*

A member may participate remotely in a meeting held in-person only under the circumstances allowed by state law and subject to these rules.

The member shall provide written notice to the Village Clerk or assigned secretary to a board/commission of their intention to participate remotely no later than the time when agenda items are due for the meeting pursuant to these rules. Failure to provide this notice will result in the member not being allowed to participate remotely as a member of the body.

The notice by the member of their intention to participate remotely shall include the reason for remote participation and a description of the manner by which the public may contact the member to provide input on any business that will come before the body.

The published agenda for a meeting to be attended remotely by a member shall include notice that the member intends to participate remotely, the reason for remote participation and the manner by which the member may be contacted by the public.

Remote participation by a member due to a medical condition shall be allowed as state law and ordinances permit.

G. MISCELLANEOUS

1. *Adoption and Amendment of Rules of Procedure*

These rules of procedure of the village council will be placed on the agenda of the first meeting of the council following the seating of the newly elected trustees for review and adoption. A copy of the rules adopted shall be distributed to each councilmember. The council may alter or amend its rules at any time by a vote of a majority of its members after notice has been given of the proposed alteration or amendment.

2. *Suspension of Rules*

The rules of the village council may be suspended for a specified portion of a meeting by an affirmative vote of two-thirds of the members present except that council actions shall conform to state statutes and to the Michigan and the United States Constitution.

3. *Bid Awards*

Bids will be awarded by the village council during regular or special meetings. A bid award may be made at a special meeting of council if that action is announced in the notice of the special meeting.

4. *Committees*

- a. Special committees may be established for a specific period of time by the village president or by a resolution of the council which specifies the task of the special

committee and the date of its dissolution.

- b. Citizen task forces may be established by a resolution of the council which specifies the task to be accomplished and the date of its dissolution. Members of such committees must be residents of the village, recommended for appointment by the village president, and confirmed by majority vote of the council. Vacancies will be filled by majority vote of the village council in the same way appointments are made

5. *Freedom of Information Act for Council Members.*

The Council Members may feel they need additional information to make informed decisions specific to their duty as a council member.

- a. They may request and receive information without requiring a FOIA or paying fees.
- b. They may not request information for personal use.
- c. They shall make a specific request to the Clerk in writing.
- d. The Clerk and Council Member will establish a reasonable agreed upon time for
- e. delivery of information either via email or pick up in person.

6. *Authorization for contacting the Village Attorney.*

The following village officials are authorized to contact the village attorney regarding village matters:

Village President
Village President pro tempore
Village Clerk
Village Administrator
Village Treasurer

Revision History

Amended: January 2019

Amended: August 2019

Amended: January 2020

Amended: February 2021

Amended: April 2023

Amended: December 2024