

CITY COMMISSION AGENDA ITEM

TITLE	Update to City Commission Meeting Rules of Procedure
SUBMITTING DEPARTMENT	City Attorney
PRESENTER	Niccolas Grochowski
MEETING DATE	April 28, 2025
SECOND READING REQUIRED	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
CERTIFIED RESOLUTION	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

EXECUTIVE SUMMARY *(include history of previous Commission action/discussion, background, scope of work, etc.):*

In recent months, staff have observed an increase in participation at our public meetings—a positive sign of civic engagement and community interest in city affairs. Alongside this welcome engagement, we have also encountered situations that highlight the need for clearer expectations around conduct and communication during meetings.

The City Commission has consistently affirmed the importance of respectful and inclusive public participation. We rely on the thoughtful input of our residents to help guide decision-making, and we remain committed to fostering a welcoming environment where everyone feels comfortable sharing their perspectives.

To support that commitment, the attached proposed amendments to the Royal Oak City Commission Rules of Procedure and Public Participation Guidelines are designed to:

- Reinforce respectful behavior during meetings;
- Clarify procedures for public comment;
- Ensure that all individuals, including first-time speakers or those who may feel intimidated, have equal opportunity to be heard;
- Establish content-neutral guidelines for the appropriate use of signs and displays in a manner that maintains decorum and safety.

While the City has the legal authority to prohibit all signs during public meetings, these proposed revisions aim to strike a thoughtful balance—permitting signs under reasonable, content-neutral restrictions that protect the rights of all attendees and preserve the integrity of our public proceedings.

These updates reflect our values: encouraging meaningful participation, protecting freedom of expression, and ensuring that our meetings remain safe, civil, and productive for all.

Thank you for your consideration.

Fiscal Impact

BUDGET SUMMARY	
EXPENDITURE REQUIRED	\$0.00
AMOUNT CURRENTLY BUDGETED	
BUDGET AMENDMENT REQUIRED	\$0.00 (BA between dept; net -0- effect on FB)
FUNDING SOURCE/ GL NUMBER	
WAS THIS A BUDGETED EXPENSE?	<input type="checkbox"/> Yes <input type="checkbox"/> No

OTHER FISCAL IMPACTS: (Select all that apply.)

☒ No fiscal impact

☐ Revenue impact (details below)

☐ Workload impact (details below)

☐ Operations Impact (details below)

REVENUE IMPACT: *Provide a description of how this item will impact revenue. (Is this item expected to create additional/new revenue? Will this item have a negative impact on revenue? Which funds would be impacted? Provide additional details, as necessary.)*

WORKLOAD IMPACT: *If this item will require staff time to implement, operate or maintain, provide a description of the workload impact. (Will more staff be needed? Is this workload able to be absorbed by existing staff? If new FTE(s) are needed, provide details of position classification and duties. Provide additional details, as necessary.)*

OPERATIONS IMPACT: *If the item requires a budget adjustment, please identify source of additional funds and any proposed cuts to other operations, programs and services.*

ALIGNMENT WITH COMMISSION APPROVED PLANS, POLICIES, AND PROGRAMS

Provide a description of how this item aligns with the strategic plan, aging in place plan, and sustainability and climate action plans. Include any specific goals or action steps it supports.

COMMUNITY ENGAGEMENT

Provide a description of any community engagement efforts made for this item. Include information on tools used, participation information, and general sentiments.

BOARD AND COMMISSION FEEDBACK

Was an advisory board or commission engaged in discussion on this item? If yes, please provide a summary of feedback received:

LEGAL COMMENTS

PROPOSED COMMISSION RESOLUTION:

Be it resolved, the Royal Oak City Commission hereby approves the City Commission Meeting Rules of Procedure as presented.

ATTACHMENTS:

- 1-City Commission Rules of Procedure – Clean
- 2-City Commission Rules of Procedure – Redline