

CITY COMMISSION MEETING RULES OF PROCEDURE

The City of Royal Oak Rules of Governance Subcommittee, with approval of the city commission, has developed these rules for governing Royal Oak City Commission Meetings, Royal Oak Boards and Commission meetings and other miscellaneous business necessary for city operations that may occur between meetings.

1. The mayor or city manager shall have the authority to cancel a scheduled Royal Oak City Commission Meeting for good cause. Examples of good cause include, but are not limited to: a lack of a quorum; inclement weather; fire; flood; or another emergency. The city clerk or designee shall post notice of any such cancellation as soon as is reasonably possible after the cancellation.
2. A city commission member shall follow the Michigan Open Meetings Act.
3. Prior to the posting of a city commission meeting agenda, a time will be added to the agenda upon receipt of a written request from any three city commission members by the city manager or city clerk. After an agenda is posted, a member of the city commission can request that an item be added at the meeting at the time that the agenda is approved.
4. The city commission has approved a travel policy. The travel policy is hereby incorporated as part of these rules of procedure.
5. The appointments to advisory boards, commissions and committees ordinance is hereby incorporated as part of this rules of procedure document.
6. The mayor is hereby approved to coordinate and make recommendations to the city commission of the appointments of its members to committees upon the seating of a new city commission and incorporates this process as part of the rules of procedure document.
7. Reconsideration of Question, as it appears in Robert's Rules of Order, is hereby approved as part of this rules of procedure document.
8. The mayor or any two members of the city commission may call a Special Meeting of the Royal Oak City Commission up at least 18-hours written notice to each member, served personally or left at their usual place of residence; provided however any Special Meeting of the Royal Oak City Commission at which all members of the city commission are present shall be a legal meeting for all purposes, with such written notice as stated in the Royal Oak City Charter Chapter 3 Section 5.
9. The city commission may hold joint meetings with the school board; boards; commissions; committees; downtown development authority; and municipal governments who share a community interest with the city of Royal Oak. Such meetings shall be scheduled for a specific purpose or goal, agreed to by the Royal Oak City Commission and any other entity or entities before the meeting.
10. Work/study sessions may be held upon the call of the mayor, city manager or city commission member, which sessions shall be open meetings the public may attend and with appropriate notice to the city commission members and the public. The city commission may convene a work/study 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 city commission member enter into a formal commitment with another member regarding a vote to be taken subsequently.
11. The mayor and/or any two members of the city commission may call for a roll call vote of the entire city commission at any time, in which the city clerk shall announce the roll call

vote starting with the maker of the motion and continuing around the table clockwise, with the mayor voting last.

12. Staff reports greater than two pages in length that are not on the consent agenda shall be provided to the city commission members no later than 4:30 p.m. on the Tuesday preceding the meeting at which it will be discussed. An exception may be allowed by the mayor, in which case all city commissioners shall be notified by 4:30p.m. on the Tuesday preceding the meeting that a particular report has been authorized by the mayor for later delivery. These deadlines do not apply to material submitted by a city commissioner, a petitioner, or other member of the public.
13. All material submitted for a city commission meeting agenda must be posted to the city's website by 4:30pm. on the Friday prior to the city commission meeting at which it will be discussed.
14. Unless otherwise approved in their by-laws, these rules shall apply to all city boards and committees.

RULES OF PROCEDURE FOR PUBLIC PARTICIPATION

Citizens and other individuals having interest in the city of Royal Oak are invited to participate in the public comment portion of each Royal Oak City Commission Meeting. This city commission values and relies on the input of our fellow citizens to make decisions and we welcome your respectful participation. Each individual wishing to participate in this portion of the meeting must follow all of the rules listed below. Public comment is specifically defined as the recognized speaker making comment to the topic of their choice; further defined as a one-way communication during the meeting. Public comments will not be answered or countered during this portion of the meeting. However, public comments are part of the record of the meeting; and concerns raised during this portion of the meeting may at future and appropriate time be addressed either by the mayor and/or members of the city commission or, upon their determination, be assigned to a specific employee of the city.

INTRODUCTION

It is the purpose of these procedures to encourage public participation in an orderly manner, which gives everyone a reasonable opportunity to present his or her point of view for consideration of the city commission. The public is invited to speak on issues before the city commission during public hearings and during general audience participation. Items on the agenda or other topics can be discussed during general audience participation.

Individuals may request that an item be placed on the city commission agenda by submitting the request in writing to the city clerk who will forward the request to the mayor and city commission for consideration. Individuals may also request that an item be placed on the agenda by contacting a member of the city commission or by speaking to the item during public comment at a regular city commission meeting.

If your presentation concerns a specific complaint or suggestion, you may find it more convenient and may receive faster service if you call the appropriate city department during regular business hours. If you have contacted the department and for some reason results were not satisfactory, please call the head of the department or the city manager's office.

A time limit is established to be sure that everyone has an opportunity to speak and that presentations do not become repetitious. While the city commission wishes to give everyone an opportunity to express his or her point of view, it is not necessary nor advisable for every member of a group to address the city commission. In those cases where a group is in attendance, it is suggested that one or two spokespersons be selected. The city commission attempts to make informed decisions based on all the information available rather than simply on the number of people who offer the same information or arguments.

CODE OF CONDUCT FOR MEETING PARTICIPANTS

This code of conduct for members of the city commission, city administrative and departmental staff, and public is hereby adopted to ensure all city commission meetings are a welcoming, professional environment for the exchange of ideas and information for the betterment of the city of Royal Oak.

These rules of procedure are intended to supplement Robert's Rules of Order, which have been adopted by the city commission. Where inconsistencies or conflict may exist between these rules and Robert's Rules of Order, these rules shall prevail.

At any time during a city commission, all participants shall address the city commission as a whole and not direct any communication to an individual member of the city commission.

A. City Commission Members

1. During city commission meetings, city commission members shall preserve order and decorum and shall neither by conversation or otherwise delay or interrupt the proceeding nor refuse to observe the rules of procedures as recommended by the Royal Oak Rules of Governance Subcommittee and confirmed and established by the city commission.
2. The mayor or designee in their absence shall preside over all city commission meetings as the chair. The city attorney or their designee shall act as the parliamentarian for all meetings.
3. A city commission member, once recognized by the chair, shall not be interrupted while speaking unless:
 - Called to order by the chair; or
 - A point of order is raised by another city commissioner; or
 - The recognized speaker chooses to yield to questions from another member of the city commission.
4. If a city commissioner member is called to order by the chair they shall cease speaking immediately until the question of order is determined. If ruled by the chair to be in order, they shall be permitted to proceed. If the chair determines the recognized speaker was out of order, they shall remain silent or shall alter their remarks to comply with the rules of the city commission.

B. City Administrative and Departmental Staff

1. Members of the city of Royal Oak staff (hereafter referred to as “staff), both administrative and departmental, presenting materials before the city commission or in attendance at meetings shall follow these rules.
2. Staff shall observe the same rules of procedure and decorum applicable to the city commission and shall have no voice until recognized by the chair.
3. Staff shall enter into discussion with the commission, either directly or indirectly, only after recognition of the chair.
4. In addition to the chair, the city manager shall also be responsible for the orderly conduct and decorum of all city staff under their direction and control.
5. The city manager shall take such disciplinary action as may be necessary to ensure such decorum is preserved at all times by staff attending city commission meetings.

C. Members of the Public

1. Members of the public, including Royal Oak residents, visitors to the city and vendors with business before the city commission are welcome to attend all public meetings of the city commission and participate in public comment, when a public hearing is opened for comment; and/or when the member of the public has an agenda item, and the chair recognizes them when their item is opened for city commission consideration.

2. Members of the public in attendance shall conduct themselves with propriety and decorum once the city commission meeting is called to order by the chair.

3. Members of the public are expected to be respectful of their fellow attendees. Members of the public shall refrain from private conversations that interfere with the conduct of the meeting. Should members of the public feel the need to engage in private conversations, they are free to step outside the city commission chambers to do so.

4. A recognized petitioner who has a presentation on their specific agenda item shall be allowed exhibits, displays and visual aids which will be used in connection with presentations of agenda items coming before the city commission at their meeting. Any member of the public desiring to distribute support materials shall submit these to the city clerk prior to the start of the meeting. The city clerk will distribute materials appropriately during the meeting.

5. Members of the public may hold signs, posters, and flags in the corridor outside of City Commission Chambers and in the City Commission Chambers City Commission meetings, subject to the following rules:

The signs, posters, or flags must remain in possession of the person bringing the sign to the public meeting and the sign, poster or flag and shall not be placed, propped up, left on display or abandoned.

All signs, posters, and flags shall be motionless (i.e., not waved, bobbed, shaken, walked, or otherwise moved) such that they do not distract or draw attention away from people speaking during the meeting or from the business, decorum, or order of the meeting.

The signs, posters, and flags must be held in a manner that does not block, obstruct, or interfere, in any way, with egress or ingress or, with any other person's ability to see and watch the meeting or with any other person's sign, poster, or flag.

The signs, posters, and flags must be handheld, shall be no more than four (4) square foot in size, shall not be attached to any pole or stick, and shall not consist of any material other than paper, single-ply cardboard, poster board, or cloth material.

6. Members of the public must remain in designated public seating areas during city commission meetings. These areas are clearly separated from the space reserved for the city commission and staff, ensuring that both the public and the public body can participate and conduct their work without disruption.

7. If presenting or speaking to a public hearing or specific agenda item, members of the public shall limit their remarks to only the matter under consideration.

8. An individual shall not address the city commission without first having been recognized by the meeting chair. Any member of the public addressing the city commission, once recognized by the meeting chair, shall only do so from the lectern, unless a physical impairment requires an adaptive alternative. The member of the public shall state their full name (providing an accurate spelling), and the topic to be discussed. All public comment shall be directed to the chair or commission as a whole and not one individual on the commission.

9. An individual shall be allowed to speak only one time during the public comment portion of a meeting agenda or a public hearing. Speakers shall be limited to a presentation of three minutes unless such period of time is extended by a vote of the city commission. Any member of the public recognized by the meeting chair whose time to comment or present has expired will be directed by the meeting chair to cease speaking. Should a second request from the meeting chair be required, the speaker shall immediately cease and failing to do so will cause removal of this individual from the meeting.

10. Ingress, egress, and access to or within the site of any city commission meeting, including but not limited to doorways, entrance and exits, walkways and aisles, shall never be obstructed. If members of the public who require accommodation for wheelchairs or other medical assistance, the city manager will request staff present to assist if necessary. Representatives of the electronic media broadcasting a city commission meeting shall only set-up in designated areas as pre-determined, based on the site of the meeting, by the city manager.

11. Any person who becomes disorderly while addressing the city commission or who otherwise violates any of the rules while attending a city commission meeting may lose the opportunity to speak further and may be removed from the meeting at the direction of the chair after a second warning. Once removed, the individual will not be permitted any further audience participation for the remainder of the city commission meeting from which they were removed. The City is committed to making our spaces safe for all community members to be heard. All participants deserve the opportunity to hear and speak at the meeting without interference by others. To ensure a safe and respectful environment, applause, shouting, or disruptive gestures are not permitted. Abusive language, threats, bullying, personal attacks or intimidating other public speakers shall not be permitted and may be ruled out of order by the Mayor or Chairperson.

12. Should the chair fail to act when a person who becomes disorderly while addressing the city commission or who otherwise violates any of the rules, any member of the city commission may move to require the offending individual's removal after a second warning. Moved and supported, the motion will require an affirmative vote of a majority of the city commission, if the motion prevails, the city commission shall have by this motion directed the meeting chair to act.

13. Should it become necessary, the chair shall enlist the services of the Royal Oak Police Department to remove the offending individual.