

CITY OF COLDWATER
CITY COUNCIL
ADMINISTRATIVE RULES



Council Chamber
Henry L. Brown Municipal Building

City Council adopted 6-10-96
Revised 11-24-97, 8-27-01, 1-13-03, 7-23-18

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**CITY OF COLDWATER
CITY COUNCIL
ADMINISTRATIVE RULES**

As Authorized in Section 4.5(f) of the City Charter

Rules of City Council

Rule 1. The regular meeting of the City Council shall be held on the second and fourth Monday of each month at 5:30 p.m. or on alternate dates and times determined by a two-thirds vote of the Council in accordance with the provisions of Section 4.5(a) of the City Charter and Act 267 of 1976, as amended, the Open Meetings Act.

Rule 2. The Council shall elect a Mayor Pro Tem on the Monday following the regular City election who shall preside over the meetings in the absence of the Mayor in accordance with Sections 4.3 and 4.4 of the City Charter.

Rule 3. On or before the first meeting of the City Council after the adoption of these rules, the Mayor may appoint a committee consisting of three (3) members of the City Council to audit all bills and accounts against the City presented for payment and make recommendations thereon pursuant to the provisions of Section 4.5(g) of the City Charter.

Rule 4. Advisory committees, including members of the City Council and/or citizens, may be created from time to time for the purpose of studying and investigating specific problems of any department, function or interest of the City where there is no board created to make such studies or investigations. Each such committee shall conduct its investigation with the cooperation of the City Manager and his subordinates and submit its findings and recommendations to the Council within two years after its creation and shall then cease to exist unless the work of the committee is extended thereafter by the Council for a period not exceeding one year.

Rule 5. Reports of the City Manager, Department Heads and any committees shall be in writing, signed by the person or persons making the same.

Rule 6. All items to be presented on the formal agenda must be received by the City Clerk or City Manager before 12:00 noon on Thursday before the designated City Council meeting. The Mayor, City Manager or City Clerk may add an item beyond this date and time, if necessary, to expedite City business.

Rule 7. The order of business at every legislative meeting of the Council shall be as follows:

- 1) Pledge of allegiance
- 2) Call of roll
- 3) Presentation of awards and recognition
- 4) Public comments
- 5) Recess for informal meeting

- 6) Consent agenda
- 7) Approval/acceptance of minutes
- 8) Acceptance of departmental reports
- 9) Bills and accounts
- 10) Public hearing
- 11) Items from the public
- 12) Items from City officials
- 13) Public comments
- 14) Closed session/executive session
- 15) Unfinished business or items coming from informal meeting
- 16) New business/communications
- 17) Adjournment

Rule 8. A motion to reconsider may be made at the same or next succeeding meeting and its procedure shall be governed by Robert's Rules of Order Newly Revised.

Rule 9. All actions of the City Council shall be taken by a voice vote except for the following which shall be taken by a roll call vote:

- a) If the Mayor or a Councilmember requests a roll call vote.
- b) If the City Charter, state statute, or local ordinance require a roll call vote.

Rule 10. These rules may be suspended or amended by a vote of six (6) members of the Council.

Rule 11. Public Participation.

- a) For the purpose of public participation during public hearings or public comments, every speaker, prior to the beginning the meeting, is requested but not required to provide the Clerk with his or her name, address and subject to be discussed in writing on a form provided by the Clerk (*Addendum A*). Each speaker shall be allowed to speak for no more than five (5) minutes at the beginning of each meeting (during the first public comments portion of the meeting) and for an additional five (5) minutes at the end of each meeting (during the second public comments portion of the meeting)) except that a speaker's time may be extended for an additional two (2) minutes by a two-thirds vote of the Council.
- b) The City Clerk shall act as official timekeeper for the Council for purposes of this rule and for other purposes.

Rule 12. Resolutions, motions or orders of the Council shall take effect or become operative upon passage unless otherwise specified by Council. Ordinances shall not take effect or become operative until at least 21 days following passage and publication thereof in accordance with Section 5.4, Publication of Ordinances, of the City Charter.

Rule 13. Special meetings may be called by the Clerk on the written request of the Mayor, City Manager, or any two members of the Council on at least eighteen (18) hours notice to each member of the Council. Such notice shall state the time and purpose of such meeting and shall be delivered to each member of the Council or left at his place of residence or business by the Clerk or by someone designated by him. No business shall be transacted at any special meeting of the Council except that stated in the notice of the meeting. Nothing in this rule shall prevent the City Council from meeting in emergency session in the event of a severe and imminent threat to the health, safety and welfare of the public when two-thirds of the members serving on the Council decide that delay would be detrimental to efforts to lessen or respond to the threat.

Rule 14. The Mayor, a member of the City Council or the public may request that an item be removed from the Consent Agenda to be acted upon separately as such item appears in order on the Agenda. Items remaining on the Consent Agenda shall be approved, adopted, accepted, referred, etc. by motion of the City Council and a voice vote. Those items so approved under the heading Consent Agenda will appear in the City Council minutes in their proper form, i.e. resolution accepting grant deed or easement, approval or reports of departments or committees and related items.

Rule 15. Subject to the foregoing rules, the proceedings of the City Council shall be governed by the parliamentary rules contained in the current edition of Robert's Rules of Order Newly Revised, with the exception that all agenda items may be discussed by the Council and the public prior to a motion or second being declared.

Addendum A

**REQUEST TO ADDRESS THE
COLDWATER CITY COUNCIL (OPTIONAL)**
*(*Rule 11 of the City Council Administrative Rules)*

Meeting Date: _____

Name: _____ Address: _____

Subject: _____

REMARKS:

- Verbal request to speak
- Written remarks to be read

If written:

Signed: _____

- *Rule 11.*
- a) For the purpose of public participation during public hearings or public comments, every speaker, prior to the beginning the meeting, is requested but not required to provide the Clerk with his or her name, address and subject to be discussed in writing on a form provided by the Clerk (*Addendum A*). Each speaker will be allowed to speak for no more than five (5) minutes at each meeting, except that a speaker’s time may be extended by a two-thirds vote of the Council.
 - b) The City Clerk shall act as official timekeeper for the Council for purposes of this rule and for other purposes.