



Lake Isabella  
Village Council

Rules & Procedures

**October 2011**

Village of Lake Isabella  
VILLAGE COUNCIL  
RULES AND PROCEDURES

The Village Council, hereinafter called the Council, is directed by the Village Charter Article VI Section 6.07 to determine its own organization, rules and procedures. The rules and procedures of this policy shall be binding upon all members of the Village Council and are intended to ensure that the business of the Village is conducted in a consistent and transparent manner. It is further the goal of this policy to ensure that the rights of individual Council members and the general public are protected and that the Village complies with the Michigan Open Meetings Act, Public Act 267 of 1976, as amended.

**Rule 1**  
**Amendments & Suspension**

- 1.1 The rules and procedures of Council may be amended by a two-thirds vote of the entire membership of the Council.
- 1.2 The rules and procedures of the Council may be suspended during a meeting by a two-thirds vote of the entire membership.
- 1.3 It shall be the duty of the presiding officer to ensure the Council's rules and procedures are properly followed and enforced. To that end, he/she may employ the assistance of any other elected officer of the Village or the Village Manager to carry out the proper adherence to the rules and procedures of the Council and to maintain order.

**Rule 2**  
**Committees**

- 2.1 The President of the Council, hereinafter called the President, with the advice and consent of Council, may establish standing or Ad-hoc committees/commissions or boards and appoint members whose membership may include persons not on the Council. (Charter Section 5.08, page 8).
- 2.2 The President, with a majority vote of the Council and by resolution may appoint a sitting Council member as an Ex-officio to the Planning Commission.
- 2.3 Ad-hoc Committees may be appointed to study specific matters; a time limit may be placed upon the length of the study. Committees will make regular reports to the Council at predetermined times. All committee recommendations shall be in written form and copies made available to each member of the Council in their respective Council packets.

- 2.4 Any standing committees of the Council shall include a minimum of three (3) members. The Council shall not assign the administration of any department of the Village to any members or committees of the Council. (Charter Section 6.07, D, page 12).
- 2.5 No Village Council member shall chair or co-chair any committee or board of the Village of Lake Isabella, with the exception of committees or boards which have membership of only Village Council members.
- 2.6 All Committees, Commissions and Boards of the Village shall adopt their own rules and procedures. In the absence of a Committee, Commissions or Board adopting their own set of rules or procedures, Roberts Rules of Order shall be used and the governing set of rules for that Board or Committee. Committee, Commission, or Board members who have unexcused absences for three (3) consecutive regularly scheduled meetings and/or work sessions, or are absent from more than thirty percent (30%) of regularly scheduled meetings and/or work sessions within a 12 month period shall be deemed to have vacated his/her seat on that Committee, Commission or Board and shall be removed from such. Exceptions will be considered if the absences are due to the conduct of other authorized committee or Village business.

### **Rule 3**

### **Record of Council**

- 3.1 A journal, hereinafter known as “the minutes,” of the proceedings of each meeting in the English language shall be kept by the Village Clerk and signed by the President or presiding officer of these meetings and the Clerk.
- 3.2 A voice vote on all motions, proposed ordinances and resolutions shall be taken by “YES” and “NO” vote and the vote entered into the minutes.
- 3.3 A Roll Call vote shall be taken on the following items; all matters involving the finances or spending of public funds, all resolutions, and all ordinances.
- 3.4 Motions and Parliamentary Procedure at all meetings of the Council shall follow Roberts Rules of Order.
- 3.5 A record shall be taken of all meetings and the actions taken at these meetings. The names of Council members present and absent will be part of the minutes. Additionally, any individual addressing the council shall have their names entered into the minutes. The minutes will be signed by the President, or presiding officer, and the Clerk.
- 3.6 The minutes of each meeting shall be typed or neatly handwritten and presented to the Council no less than four (4) business days prior to the next scheduled meeting.
- 3.7 The agenda for the next regular meeting shall be typed or neatly handwritten and posted no less than four (4) business days prior to the meeting.

3.8 In accordance with Resolution 99-14 and the freedom of Information Act, open meetings may be audio-taped to assist the Clerk in preparing minutes of the meeting. Audio tape copies of all Council meetings shall be erased once the minutes of that meeting have been approved.

#### **Rule 4** **Voting Requirements**

- 4.1 No member of the Council shall vote on any question in which they have a financial interest or on any questions concerning their own conduct. Village Charter, Section 6.07
- 4.2 On all other questions pertaining to the common public interest, each member must vote when their respective name is called unless excused from the vote by unanimous consent of the remaining members of the Council in attendance.
- 4.3 Any Council member refusing to vote except when not so required by this paragraph shall be found guilty of misconduct in office.
- 4.4 Roll call votes shall be taken on a rotating basis with the last name called in the preceding vote being the first called in the following roll call vote. Exception being that the President shall always vote last.
- 4.5 Conflicts of interest, relative to public contracts involving Council members, Village employees or committee members will be governed by Public Act 317 of 1968, as amended, Section 6.07(C) of the Village Charter, and by local ordinance.

#### **Rule 5** **Public Participation**

- 5.1 All citizens shall have a reasonable opportunity to be heard regarding any matter at all meetings of the Village Council. In the interest of insuring the orderly processing of business before the Village Council, while safeguarding the opportunity of citizens to address the Council, the following procedures are hereby established when receiving public input or questions:
  - A. Each citizen, prior to addressing the Council, shall state his/her name and address.
  - B. Individual citizens shall be given three minutes to address the Council.
  - C. Public comments and questions shall be directed to the presiding officer.
  - C. Members of the public shall not use profanity during public comments, nor shall members of the public display signs during a meeting which contain profanity.

D. The Council may or may not respond to questions or comments during the period of public comment.

5.2 Petitioners shall be given a fifteen minute presentation time that may be extended by majority vote of the Council.

5.3 During discussion on individual agenda items, Council members may request additional information from any member of the public.

5.4 For public hearings, comments and questions shall only be offered relative to matter under consideration for the public hearing.

## **Rule 6** **Election of Officers**

6.1 As provided for in Village Charter 5.07, page 7: The Council shall, at its first meeting in January, following each regular Village election, elect one of its members to serve as President, one as Clerk, one as Deputy Clerk, one as Treasurer, and a Deputy Treasurer. The Council shall also elect from among its members a President Pro-Tempore. Also at that same meeting the Council President shall present his/her recommendations for Council Committee assignments for the approval of the Village Council.

6.2 The duties of each of the officers, as noted above, shall conform to the requirements as stated in Village Charter Sections 5.07, 5.08, 5.09 and 5.10, pages 7 and 8 respectively.

## **Rule 7** **Council Meetings & Procedures**

7.1 Four (4) members of the Council shall constitute a quorum for the transaction of business at all Council meetings. In the absence of a quorum, any number of members less than quorum may adjourn any regular or special meeting to a later date of not later than one (1) week, or may compel the attendance of absent members.

7.2 One Council member may appear at a Council meeting via telephone or video conference under limited circumstances. Telephonic or video appearances are only for the benefit of the Village of Lake Isabella, and not for the benefit of individual Council members. Telephonic appearances may only occur as follows:

A. The presiding officer may approve a Council member's appearance at a Council meeting via telephonic means when action on a measure to be voted on cannot be reasonably delayed.

B. The member requesting to participate has provided 12 hour notice to the Village Manager of the desire to participate via telephonic means.

- C. The member requesting to participate cannot attend the meeting under reasonable circumstances, such as but not limited to; travel, illness, business, or family emergency.
- D. One member of a standing sub-committees of the Village Council such as the election commission, finance committee, or personnel committee may appear via telephonic means for discussion purposes only, and provided that the other two members of the sub-committee are physically present at the meeting.

7.3 Regular meetings shall be held on the third Tuesday of each month, with attendance being mandatory. Requests for excused absences shall be submitted to the Council in writing in advance except in emergency situations. Excused and unexcused absences shall be determined by vote of the Council utilizing the following guidelines:

- A. In the event a member must absent themselves from a regular Village Council meeting, the responsibility for reporting such absence will reside exclusively with the member, unless such absence makes it impossible to report in a personal and timely fashion.
- B. Reporting of such an absence must be made known at the earliest opportunity. Reporting of an absence shall be first to the Village Council President. Should, however, the Village Council President be unavailable, the reporting of an absence will then be reported to Village Council President Pro-Tempore, Village Clerk or any member of the Village Council, in that order.
- C. Should an emergency condition arise that prohibits the member from reporting the absence in a timely fashion, the member must at the earliest opportunity report directly to the Village Council President, stating in clear terms the reason for the absence and delay in reporting.
- D. All absences will be reviewed at the appropriate Council meeting. Council members shall, by simple majority vote, determine whether the absence is excused or unexcused. The affected member will be excluded from the voting process even if present during the review in conformance with Section 6.07 Sub-article C.

7.4 If any business arises after the Regular Meeting that requires Council action, a Special Meeting may be called at the request of the President or three Council members. Written notice and an agenda stating each matter to be considered at a special meeting shall be given to each Council member and the President, unless the entire Council and the President are present and waive notice. Public notification of special meetings shall be in accordance with State law and with the Michigan Open Meetings Act. No business shall be conducted at any special meeting unless the same has been stated in the notice of such meeting.

7.5 In the absence of the Village President, the President Pro-Tempore shall be the presiding officer of the Village Council. In the absence of the Village President and Village President Pro-Tempore, the Council member with the longest continual term of service shall be the presiding officer of the Village.

- 7.6 Council members submitting an agenda item shall send the item to the Village Manager for inclusion with the meeting packet at least one week prior to the next regularly scheduled Council meeting. Staff professional opinion will be written to accompany the item for discussion. It is understood and accepted that unique circumstances arise which may be in conflict with the required 7 day submission requirement. In such cases, the item shall only be added to the Agenda by a 2/3 vote of the Village Council at the next regular meeting.
- 7.7 The order of the agenda shall be as shown on “Appendix A.” For items that require a public hearing, action on such item shall occur once the public hearing has been closed.

## **Rule 8**

### **Maintaining Order**

- 8.1 All Council members shall have the responsibility to preserve order and will refrain from conducting themselves in any manner, overtly or covertly, that will delay, impede or interrupt the proceedings of the Council.
- 8.2 The presiding officer has the responsibility to recognize a Council member’s right to speak before the body.
- 8.3 Each Council member shall have the right to speak on any subject before the Council unless precluded by ethical, financial or legal conflicts or subjects concerning their personal conduct.
- 8.4 Any member, duly recognized shall be allowed to speak on the topic under discussion for the prescribed time and be interrupted only if a point of order is raised. If a member is judged to be out of order, he/she must change their remarks or surrender the right to continue speaking.

## **Rule 9**

### **Required Conduct**

- 9.1 In order to provide the community with a transparent administration of their local government, the Village of Lake Isabella has adopted a formal ethics ordinance which is found in Chapter 232 of the codified ordinances of the Village of Lake Isabella. Council members shall adhere to this ordinance.
- 9.2 The Village Manager & Village President shall act as the Public Information Officers for the Village. Individual Council members are entitled to their respective opinions, but shall not present such opinions on behalf of the Village or as the position of the Village.
- 9.3 Citizen inquires and requests are to be referred to the Village Manager.

- 9.4 Only the Village Manager (or his/her designee) or Village President shall contact vendors on behalf of the Village. This includes, but is not limited to; legal counsel, engineering staff, and other contracted and professional services.
- 9.5 No Council member shall distribute to any member of the public or media the contents of the prepared council packet prior to the council meeting that the item pertains to.
- 9.6 Council members shall not divulge privileged or confidential information to members of the public or media. This includes legal opinions marked “Privileged and Confidential” and closed session minutes.
- 9.7 Keys to the Village Hall shall be provided to the Village President, Village Clerk, and Village Treasurer.

# Appendix A

## **Order of Business for Regular Council Meetings**

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- I. Call to Order & Pledge of Allegiance
- II. Roll Call of Members
- III. Consent Agenda (*If an item on the Consent Agenda is amended, such action will be noted in the minutes. If an item other than the approval of minutes is pulled from the Consent Agenda, the item will be placed at the end of Existing Business or New Business. If the item pulled is the approval of minutes, action on such shall occur before reports.*)
- IV. Reports
- V. Public Hearings
- VI. Public Comments
- VII. Existing Business
- VIII. New Business
- IX. Public Comments
- X. Adjournment

## **Order of Business for Special Council Meetings**

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- I. Call to Order & Pledge of Allegiance
- II. Roll Call of Members
- III. Public Hearings
- IV. Public Comment
- V. Business
- VI. Public Comment
- VII. Adjournment