

RESOLUTION 2021-64

ADOPTING GENERAL PROVISIONS CONCERNING THE HAMTRAMCK CITY COUNCIL MEETINGS

1. REGULAR MEETINGS.

In accordance with the Hamtramck Charter Sec. 7-09 The City Council must meet regularly at least twice in every month, at least fourteen (14) days apart, and at times and places which the city council provides by resolution. Special meetings may be called by the mayor, or by two or more city council members, or by the city manager. A swearing in ceremony shall be held the first Sunday in January for the purpose of swearing in new members; an organizational meeting shall be held on the first Tuesday after January 1st at 7:00 p.m. EST following election years. Meetings must be held in accordance with the Open Meetings Act.

2. CHAIR.

The Mayor shall be the chair of the City Council and shall preserve order and decorum at all its regular and special meetings. The Mayor shall state every question coming before the City Council, announce the decision of the City Council on all matters, and decide all questions of order; provided, however, that upon an appeal to the City Council by any of its members, a majority vote of the City Council shall conclusively determine the question of order. The Mayor shall vote only were allowed by the Charter and in case of a tie vote, with the Mayor's name being called last.

3. SERGEANT AT ARMS.

The Police Chief or the Police Chief's representative shall serve as sergeant at arms and carry out the instructions of the City Council from time to time and shall, under the direction of the chair, keep order in the City Council chambers.

4. AGENDA.

(A) All reports, communications, ordinances, resolutions, contract documents or other matters to be submitted to the City Council as part of the agenda shall be delivered to the City Manager by 12:00 noon on Wednesday and with the final agenda posted by Friday preceding the City Council meeting. With approval of the Mayor and City Manager, any report, communication, ordinance, resolution, contract document or other matter presented in appropriate form by a Council member for inclusion on the agenda within the time limit prescribed shall appear on the agenda. An item that does not appear on the agenda may not be considered for approval by the City Council and shall be referred for consideration at the next regular Council meeting. During the City Council meeting, items may be removed from the agenda with the consent of the person placing the item on the agenda.

(B) The City Manager may present urgent matters of city business that cannot wait until the next regular meeting to the Council for its consideration at the opening of the meeting, and the Council shall amend the agenda to include those items. No other matters shall be presented to the City Council by administrative officials except those of an urgent nature,

and these, when so presented, shall have the written approval of the City Manager before presentation, unless the department head is requested to attend a Council meeting for inquiry.

(C) No resolution or ordinance that does not directly address an agenda item may be considered.

5. CALL TO ORDER.

The Mayor or Mayor Pro Tem shall take the chair at the hour appointed for the meeting and shall call the City Council to order. In the absence of the Mayor and the Mayor Pro Tem, the City Clerk shall call the Council to order, whereupon a chairperson shall be elected by the members of the Council present. Upon the arrival of the Mayor or Mayor Pro Tem, the temporary chairperson shall relinquish the chair upon the conclusion of the item then before the City Council.

6. ROLL CALL; VACANCY.

(A) Before proceeding with the business of the City Council, the City Clerk shall call the roll of the members, and the names of those present and those absent shall be entered in the minutes.

(B) In the event a vacancy on Council occurs, as defined by § 6-11 of the City Charter, the vacancy shall be filled following § 4-03 of the City Charter.

7. RULES OF DEBATE/ADDRESSING THE CITY COUNCIL/DECORUM

The rules of parliamentary procedure comprised in the current edition of *Robert's Rules of Order, Newly Revised* shall govern all rules of debate, addressing the City Council, and decorum, provided they are not in conflict with the Hamtramck City Charter.

(A) Elected officials are only permitted to speak up to five minutes per agenda item.

(B) Any person may address the City Council during a City Council meeting without prior permission of the City Council or the chair, subject to the following.

(1) Interested parties or their authorized representatives may address the City Council by written communication with respect to any matter by delivering to the Mayor, City Manager or City Clerk a copy of the written communication before the City Council meeting.

(2) Each person addressing the City Council shall stand and, unless the City Council grants further time, shall limit his or her remarks up to two minutes for comments at the beginning and/or end of the meeting and may request one additional minute. All remarks shall be addressed to the City Council as a body and not to any specific member thereof.

No person, other than the City Council and the person having the floor, shall be permitted to enter any discussion, either directly or through a Council member, without the permission of the chair. No questions shall be asked a Council member except through the chair. Council members shall have the opportunity to respond to comments by individual members of the public immediately after the comments, provided that the responses shall not exceed two minutes per Council member. Information presentations of longer than 5 minutes may be placed on the agenda at the discretion of the City Manager to take place at the beginning of the meeting.

- (B) While the City Council is in session, the members shall preserve order and decorum. A Council member shall not, by conversation or otherwise, delay or interrupt the proceedings or the peace of the City Council, disturb any Council member while speaking or refuse to obey the orders of the City Council or its chair. Every Council member wishing to speak shall address the chair and, upon recognition by the chair, shall confine himself or herself to the question under debate, avoiding all personalities, indecorous language, personal, impertinent or slanderous remarks, or becomes boisterous, or shows obvious signs to be under the influence of drugs or alcohol. A Council member violating this section shall forfeit all remaining opportunities to debate the remainder of the meeting. The chair may direct the sergeant at arms to remove the offending person.
- (C) (D) If any member of the public makes personal, impertinent, slanderous remarks, becomes boisterous while addressing the City Council, or shows obvious signs to be under the influence of drugs or alcohol, the chair may bar that person from addressing the City Council for the remainder of the meeting. The chair may direct the sergeant at arms to remove the offending person.
- (E) Cellular telephone ringers shall be turned off.

8. VOTING ON QUESTIONS.

All votes shall be taken by a single word, "yes," "no," or abstention, by a show of hands or by a call to respond, by voice, "yes," "no," or abstention and be entered in the minutes to show the names of those voting in the affirmative and in the negative, except that if the vote is unanimous, the record need merely so state. A roll call vote shall occur when ordinances are under consideration, when required by state law or when requested by two or more members of the Council or the Mayor. In accordance with the Charter, a majority vote of a quorum shall be required for the passage and final adoption of any resolution.

9. SPECIAL COMMITTEES.

- (A) The City Council may create special committees by resolution as the City Council may determine from time to time. Each special committee shall perform duties and investigate, have charge of and report upon the matters as may be properly referred to it.

(B) Of a three-member committee, the Mayor shall appoint two members and city council shall appoint one member to the special committee.

10. ORDINANCES, RESOLUTIONS AND CONTRACTS.

(A) No ordinance shall be placed on the agenda, nor shall there be any reading of the ordinance by title or otherwise, without its first being approved as to form and legality by the City Attorney, if the review is deemed advisable by the City Manager, and examined and approved by the City Manager where there are substantive matters of administration involved.

(B) Before inclusion on a City Council agenda, resolutions and contract documents shall have been examined and approved by the City Manager where there are substantive matters of administration involved.

(C) Nothing in this section shall be deemed to alter the procedures established for initiative and referendum as set forth in the City Charter.

11. SUSPENSION OF THE RULES.

As described in Robert's Rules, a motion to suspend the rules shall require a two-thirds vote of Council members, minus the Mayor, unless the motion is intended to grant additional time to a member of the public commenting during the public participation portion of the meeting; in this case, the motion shall require a simple majority of members present (minus the Mayor) voting in the affirmative to pass, provided that no speaker is allowed to speak for a time equal to twice the normal time allotted.

12. MAYOR PRO TEM.

(A) Following the November election, the Mayor Pro Tem shall be selected from the body of the Council by resolution of Council at the organizational meeting held on the first Tuesday after January 1st.

(B) The appointment to the Office of Mayor Pro Tem shall be for two years.

13. MOTION TO ADJOURN.

A motion to adjourn shall always be in order and decided without debate.

14. OTHER RULES TO GOVERN.

The rules of parliamentary procedure comprised in the current edition of *Robert's Rules of Order, Newly Revised* shall govern all meetings of the City Council, provided they are not in conflict

with the Hamtramck City Charter, Code of Ordinances, or other applicable state and federal law. The City Clerk and or City Attorney shall serve as Parliamentarian.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HAMTRAMCK, WAYNE COUNTY, MICHIGAN THIS 25th DAY OF MAY 2021.

AYES: Al-Marsoumi, Almasmari, Choudry, Alsomiri, Hassan

NAYS:

ABSENT:

ATTEST:



Rana N. Faraj, City Clerk