



**CITY OF IONIA  
CITY COUNCIL  
Rules of Order and Conduct for City Council Meetings  
January 1, 2023**

GENERAL

**1.01 Voting.** The City Council shall consist of two (2) council members from each of the four wards and the Mayor. Five (5) members of the City Council shall constitute a quorum for the transaction of business. In the absence of a quorum, any number of members less than a quorum may adjourn any regular or special meeting to a later date.

**1.02 Meeting Agenda.** The City Manager shall prepare the agenda for any regular or special meeting or work session of the City Council. The agenda and supporting material shall be available for the City Council no later than 5:00 p.m. the Friday prior to the meeting.

**1.03 Order Of Business.** The Order of Business shall be as follows:

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

- I. Approval of Agenda
- II. Approval of Minutes
- III. Proclamations
- IV. Public Comments
- V. Public Hearings and Associated Action
- VI. Communications
- VII. City Manager's Report
- VIII. Appointments
- IX. Minutes and Reports of Boards and Commissions/City Departments
- X. Councilmember Comments/Good of the Order

XI. Closed Session

XII. Adjournment

**1.04 Regular Meeting Date and Time.** Meeting dates for regular City Council Meetings are hereby established as the first Wednesday of each month. All regular meetings shall begin at 7:00 p.m. No later than the December meeting of each year, City Council shall adopt and publish a meeting schedule for the following year. The regular meetings shall not be moved unless a majority of City Council approves the change and public notice is given with at least 15 days notice.

**1.05 Attendance Acknowledgment.** The City Clerk or other designated city employee shall make available at the meeting, a sign in sheet for all visitors, guests, and employees in attendance at the meeting. The sheet shall be placed with that meeting's minute and become part of the minutes.

**1.06 Audio Recording of Meetings.** The City Clerk shall electronically record all proceedings of City Council at regular and special meetings. These recordings are to be used by the City Clerk in preparing the minutes of the regular and special meetings. Tape recordings of the meetings shall be disposed of, destroyed or reused at the discretion of the City Clerk. No tape recordings of closed sessions shall be made. The City Clerk shall prepare and preserve the minutes of any closed session if and as required by law.

**1.07 Committees.** There shall be no standing committees of City Council. Special or ad hoc committees may be created by the City Council. The special or ad hoc members shall be appointed by the Mayor, subject to the approval of the City Council.

**1.08 City Manager Participation.** The City Manager shall attend all meetings of the City Council unless excused. The City Manager may make recommendations to the City Council and shall have the right to take part in all discussions of the City Council, but shall have no vote.

**1.09 City Attorney Participation.** The City Attorney shall attend any meeting of the City Council upon request by City Council, Mayor, or City Manager.

**1.10 City Clerk Participation:** The City Clerk shall attend all meetings of the City Council unless excused and shall keep the official journal (minutes) and perform such other duties as may

be requested by City Council. If the City Clerk is excused from attendance at a meeting, the City Clerk shall assure that a qualified person is present to carry out the duties of the City Clerk during the meeting.

## MEETINGS

**2.01 Public Notice Of Meetings.** The City Clerk shall be responsible for providing the proper notice of all meetings of the City Council as specified by the Open Meetings Act or its replacement.

**2.02 Regular Meetings:** The City Council shall meet in the City Council Chambers for Regular Meetings.

**2.03 Special Meetings.** Special meetings may be called by the Mayor or by a quorum or more members of the City Council. The notice to each City Council member shall be no less than 18 hours prior to the special meeting. The notice of a special meeting shall specify the day, the hour, and the location of the special meeting. The City Clerk shall give public notice as specified by the Open Meetings Act.

**2.04 Adjourned Meetings.** Any meeting of the City Council may be adjourned to a later date and time, provided that no adjournment shall be for a longer period than the next scheduled Regular Meeting.

**2.05 Work Sessions.** The City Council may meet informally in Work Sessions (open to the public) at the call of the Mayor or majority of the City Council, to review proposed or forthcoming programs of the City, receive progress reports on current programs or projects, or receive other similar information from the City Manager, provided that all discussions and conclusions thereon shall be informal. Informal shall be defined as no voting to occur nor any decisions made by a quorum of the City Council. All official business consisting of votes and decisions made by a quorum of the City Council shall be reserved for special and regular meetings. Work Sessions shall be called as Special Meetings as allowable by the City Charter.

**2.06 Closed Sessions.** Any closed sessions of the City Council shall be conducted in accordance with the applicable laws allowing such meetings, specifically, but not limited to the Open Meetings Act.

**2.07 Council Attendance Requirement.** No City Council Member shall miss three (3) consecutive, unexcused regular meetings in a twelve (12) month period. Any violation of this provision shall result in the matter being reviewed by the Board of Ethics for appropriate action, including but not limited to removal from the City Council. This provision recognizes the duty of City Council Members to be in attendance to represent the citizens in matters concerning the City. An absence shall be excused only upon a quorum vote by the present City Council.

### CONDUCT AND ORDER

**3.01 Recognition to Speak.** No City Council member or other person shall speak until duly recognized by the Mayor. Any such recognized person shall immediately cease speaking if ruled out of order by the Mayor. Any person found to have excessively disobeyed or ignored the call to order by the Mayor shall be requested to leave or otherwise be removed from the meeting upon direction of the Mayor. In order to keep civility and professionalism, the City Council shall refrain from objection, motion or vote regarding removal of any person during the meeting. Any discussion or action on inappropriate removal shall be discussed and resolved at a special meeting or at the next scheduled meeting of the City Council.

**3.02 Public and Guest Opportunity to Address City Council.** All persons may address the City Council at any meeting that is open to the public during Public Comment in accordance with these provisions. The Mayor may recognize citizens during the Public Comment period. Citizens shall speak only at the times indicated on the agenda and only after being recognized by the Mayor. Citizens shall give their name and address prior to speaking, as requested or reminded by the City Clerk. Comments shall be limited to five (5) minutes for each citizen, unless the time is extended by the Mayor or by majority vote of the City Council. The extension shall not be for more than 10 minutes. A person who is speaking on behalf of a number of citizens may have his or her time extended by the Mayor or by majority vote of the City Council. Citizens shall address their comments to the City Council, not to other citizens in the audience. A citizen shall immediately cease speaking if ruled out of order by the Mayor. Two or more violations of this rule or any other actions that disturb or disrupt the meeting shall constitute a breach of the peace of the meeting and shall subject the person or persons involved to removal and/or exclusion from

the meeting. Citizens or other interested persons who believe the public comment time is insufficient are encouraged to meet with the City Manager, Mayor and/or City Council Members prior to the meeting to fully advise of the citizen's or interested persons' opinions or positions.

**3.03 Manner of Vote.** The vote on all ordinances and resolutions shall be by a "Yes" or "No" vote, and entered in the minutes of the meeting. The City Clerk shall call the vote by Roll Call and enter each City Council Member's vote. Except in cases where a larger majority is required by law, no ordinance or resolution shall be adopted, nor shall any appointment be made, or any person removed from office, except by the affirmative vote of a quorum of the members of the City Council. No member shall abstain or vote "present" without full explanation as to the reason for the abstention. If a member does abstain or vote "present," the City Clerk shall request the reason and call a vote from the Council to allow the abstention or "present" vote. The Member shall vote "yes" or "no" if the abstention or "present" vote is denied by a majority vote of the City Council. It is the duty and privilege of each City Council member to vote affirmatively or against each motion and unless good cause is proven for an abstention, none shall be accepted. The City Council shall listen to the member's statement of need to abstain, shall have opportunity to question the member, and shall vote on the appropriateness of the abstention in accordance with the interest of the citizens of Ionia and as guided by Robert's Rules of Order, most recent Edition. No "pass" vote shall be allowed during the voting of the City Council.

**3.04 Special Meeting Business.** No business shall be transacted at any special meeting unless the same has been stated in the notice of the special meeting.

**3.05 Motion, Support and Discussion.** Once a motion is presented for consideration by a member of City Council, the motion shall not be discussed until it is seconded by another City Council Member or the Mayor. The motion shall be restated by the Mayor, or the Mayor shall designate the City Clerk to restate the supported motion. The Mayor shall then ask for comments, discussion and inquiries from the City Council prior to vote. The Mayor shall call for final discussion opportunity prior to vote. Any City Council Member may call the vote subject to a majority vote to continue discussion.

**3.06 Robert's Rules of Order.** Robert's Rules of Order shall apply to meetings of the City Council except to the extent they are in conflict with these Rules of Order and Conduct. The

Deputy Mayor shall be familiar with Robert's Rules of Order and shall be the adviser to the Mayor during meetings on questions of order not contained in this Ordinance and contained in Roberts Rules of Order. The most recent edition of Robert's Rules of Order shall be present for review and enforcement during City Council meetings.

**3.07 Intent of Rules of Conduct and Order.** These Rules of Order and Conduct are intended to be controlling for the City Council meetings unless any portion is found to be contrary to the Michigan or Federal laws in the area of Order and Conduct. In that case, any provision violating Michigan or Federal laws shall be stricken or amended to comply with Michigan or Federal laws while the remaining provisions shall remain in effect.

**3.08 Conflict.** If any member of the City Council presents concerns of conflict involving another member or that member, the issue shall be made part of the minutes and presented to the Board of Ethics for consideration and ruling. If the potential conflict reduces the voting members below a quorum on an issue directly related to the potential conflict, any votes on that issue shall be tabled until the Board of Ethics has ruled. If the potential conflict may result in dissolution of that member's position as council member, said member shall refrain from all voting until the potential conflict can be ruled upon by the Board of Ethics. Examples of potential conflict include, but are not limited to, positions on boards, agencies or businesses controlled, overseen, or financially influenced by the City, family relationships, close personal relationships, or receipt of assets or favors associated with the City Council position. Also, potential conflict may be residence within the city or elected ward, holding another elected position, etc.

**3.09 Specific Conflict:** No member of City Council shall be a member of any committee or organization overseen by the City Council unless otherwise required by State Statute, City Charter, City Council Resolution, City Ordinances, or these Rules.

**3.10 Conduct of City Council Members:** Any City Council Member violating six (6) or more City ordinances or codes, or found guilty of violating a criminal City, State or Federal law, shall be reviewed by the City Council. Members are encouraged to self-report violations to the Board of Ethics for review, consideration and decision. The City Manager shall review violations of City ordinances and codes each January to determine if any Council Member is in violation of

this provision. Any violation of this provision shall be reported to the City Council for review, consideration and decision. This conduct provision is consistent with City Charter Sections 2.07.

**3.11 Amendment Of These Rules:** These rules may be amended, or new rules adopted, by a majority vote of all members of the City Council.

#### **CERTIFICATE**

I hereby certify that these Rules of Order and Conduct for City Council Meetings was duly adopted by the Ionia City Council at a regular meeting held on Tuesday, November 1, 2022, said meeting being properly noticed and held in accordance with the Open Meetings Act, being Public Act 267 of 1976, as amended.

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Mary Patrick, City Clerk