

**STANDING RULES
GRAND RAPIDS CITY COMMISSION**

SECTION I -- COMMISSION AND DUTIES

Rule 1 -- The regular meetings of the City Commission shall be as established by ordinance in compliance with Title V, Section 5 of the City Charter. Special meetings shall be called as provided by City Charter.

Rule 2 -- The Mayor or President of the City Commission shall open the session at the time as provided by ordinance and as required by City Charter by taking the chair and calling the members to order; by announcing the business before the assembly in the order in which it is to be acted upon; by recognizing members entitled to the floor; by stating and putting to a vote all questions which are regularly moved, or necessarily arise in the course of the proceedings, and by announcing the results of the vote. He or she shall preserve order and decorum; decide on all questions of order and conduct of proceedings. The Mayor shall appoint all committees subject to the approval of the City Commission. Any member shall have the right of appeal from a decision of the presiding officer. A majority of the members present, exclusive of the presiding officer, may sustain the appeal.

SECTION II -- ORDER OF BUSINESS

Rule 1 -- The regular order of business shall be as follows:

- I. Call to Order
- II. Moment of Silence
- III. Pledge of Allegiance
- IV. Roll Call
- V. Public Comments on Agenda Items
- VI. Approval of Minutes
- VII. Petitions and Communications
- VIII. Reports of City Officers
- IX. Consent Agenda
 - A. Committee on Appointments
 - B. Fiscal Committee
 - C. Community Development
 - D. Committee of the Whole
- X. Items off Consent
- XI. Ordinances
- XII. City Commission Resolutions

- XIII. Public Hearings
- XIV. Public Comments
- XV. Comments by Commissioners
- XVI. Adjournment

Rule 2 -- No items shall be considered unless presented to the City Clerk or City Manager prior to 2 p.m. on the Wednesday preceding the meeting at which they are to be presented.

Rule 3 -- The City Manager shall prepare the agenda and send a copy to each City Commissioner at least 24 hours before a regular meeting.

SECTION III -- STANDING COMMITTEES

Rule 1 -- Standing Committees of the City Commission shall be appointed by the Mayor. The Mayor shall serve as ex-officio member on such Committees. The City Manager shall be represented at all Committee meetings.

Rule 2 -- Standing Committees shall report on all matters referred to them without unnecessary delay; provided, however, that a Chairperson of a Standing Committee may, upon his or her prerogative, hold over any matter pending before that Committee for one meeting or up to two weeks; whichever is longer, for the purpose of receiving more information or having further staff work conducted on the matter before it is reported to the City Commission. If the City Commission desires to take a question out of the hands of a Committee, it may discharge said Committee from further consideration of said question by a majority vote of the Commission elect.

Rule 3 -- The Standing Committees and their duties shall be as follows:

A. Committee on Community Development

- 1) Purpose -- To consider and make recommendations on matters concerning public service, public improvements, streets, traffic and public buildings.

2) Procedures

- a) Service or Improvements by Petition - Petitions for improvements (including plats) shall be filed with the City Clerk and briefly described in the official minutes. The City Commission shall refer the request to the City Manager for investigation and report to the Committee on Community Development, which Committee shall then make its recommendation to the City Commission.
- b) Service or Improvements by Letter - Requests for services received by letter or verbally shall be sent directly to the City Manager who shall investigate the request and when in his or her judgment a policy decision is necessary, the matter shall be reported in writing to the Committee on Community Development which may recommend a course of action or otherwise direct the City Manager. If legislative policy has been established, the request shall be handled as an administrative matter.

B. Fiscal Committee

- 1) Purpose - To consider and make recommendations on matters referring to bids, claims, and other financial matters of the City.
- 2) Procedures
 - a) Agenda - All matters to be brought before the Fiscal Committee shall be with the knowledge and consent of the City Manager, except upon the request of a City Commissioner, or when in the opinion of the City Attorney, direct referral by the City Attorney would be in the best interest of the City.
 - b) Bonds and Bonding - The Fiscal Committee shall make recommendations relative to debt financing. Such matters shall be brought before said Committee only after proper review by the City Manager.
 - c) Bids and Contracts - Ordinary bids may be referred directly to the City Commission by the City Manager.

However, any bids, which are for the sale of City-owned goods or properties, shall be referred to the Fiscal Committee for appropriate Recommendations. Bids, which in the judgment of the City Manager should not be considered as routine, shall be referred to the Committee for its recommendation to the City Commission. This Committee shall consider state and Federal contracts involving the receiving or spending of money.

- d) Claims - The City Attorney may refer claims directly to the City Commission. However, any claim, which, in his or her judgment, is not routine, and shall be referred to the Fiscal Committee for its recommendation and referral to the City Commission.
- e) Assessments and Taxation - Those matters pertaining to the establishment of assessment policy or taxation problems shall be referred to the Committee by the City Manager with a factual report as to facts pertaining thereto. The City Manager shall dispose of such matters when policy has been established. When establishment of policy is involved, or said Committee deems referral advisable, it shall refer such matters to the City Commission with its comments.
- f) Budget and Budget Amendments - The proposed budget and amendments thereto, shall be considered by the Fiscal Committee.
- g) Salary and personnel requests shall be considered by this Committee.
- h) Reports - Financial - Reports relative to financial position and other fiscal matters shall be referred by the City Manager directly to the City Commission. However, when in his or her judgment Committee, review is advisable; such matters should be referred through the Committee. This Committee shall consider travel expenditures.

C. Committee on Appointments

- 1) Purpose -- To consider and make recommendations on appointments to Boards and Commissions as set forth in these rules and the City Charter.

D. Committee on Public Safety

- 1) Purpose -- To consider and make recommendations on all matters concerning public safety, except those matters that historically have fallen within the jurisdiction of the Fiscal Committee, unless invited to do so by the Fiscal Committee, or directed to do so by the Committee of the Whole.
- 2) Procedures
 - a) Agenda - All matters to be brought before the Public Safety Committee shall be with the knowledge and consent of the City Manager, the Police Chief and the Fire Chief, except upon the request of a City Commissioner.
 - b) Meeting Schedule - The Public Safety Committee shall meet once monthly, or at the call of the Public Safety Committee Chair, or at the request of either the Committee of the Whole or the City Manager. Twice annually, the Committee shall meet with the Chiefs of both the Fire and Police Departments and the City Manager for informational updates on public safety matters.

E. Committee of the Whole

- 1) Purpose -- To consider ordinances, licenses and all matters not assigned to another committee. When for any reason it is desirable for the entire City Commission to consider a subject with all the freedom of an ordinary committee, the City Commission shall refer the matter to the Committee of the Whole.

2) Procedures

- a) Debate - If no limit on debate is established prior to the subject being advanced, any member may speak as often as he or she desires with unlimited debate.
- b) Chairmanship - The Chairmanship of the Committee of the Whole shall be the Mayor.
- c) Rules - Rules of the City Commission shall be observed in the Committee of the Whole insofar as possible.
- d) Reports - the City Manager or his or her designated representative shall file all staff reports with the Committee of the Whole.
- e) Referrals - Matters may be referred to a Standing Committee, or any City Commission-appointed officer. However, no referrals shall be made to a staff employee except through the City Manager.

Rule 4 -- Standing Committees may act as special committees when so requested by the City Commission.

SECTION IV -- DECORUM AND DEBATE

Rule 1 -- Speaking -- When a member wishes to speak, he or she shall address himself or herself to the Chair and shall wait to speak until he or she has been recognized by the Chair.

Rule 2 -- Precedence in speaking -- When two or more members address the Chair at or about the same time, the Chair shall designate by recognition, the first speaker.

Rule 3 -- Voting

- A. All members of the City Commission present shall vote on a question when his or her name is called, unless excused by consent of a majority of the remaining members present; however,
- B. No member of the City Commission shall vote on any question in which he or she has a conflict of interest, or on any question concerning his or her conduct.

- C. Any member of the City Commission may demand a roll call vote on any question before the decision is announced by the Chair.
- D. The City Commission may consider and enact all routine agenda items by one motion. There will be no separate discussion of these agenda items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.

Rule 4 -- Motions and Resolutions

- A. Every motion or resolution, except to adjourn, postpone, table, remove from table, commit or take from Committee shall be in writing, or submitted electronically and entered on MinuteTraQ or a comparable program.
- B. Non-agenda matters shall not be discussed without the consent of a majority of the Commissioners elect.
- C. When a motion has been made, the Chair shall immediately state the question or shall have such question read by the Clerk.
- D. The Chair, or any member of the City Commission, on any motion, may request a second.

Rule 5 -- Debating a Motion

- A. In the debate, each member has a right to speak twice on the same question on the same day (except on an appeal), but cannot make a second speech on the same day (except on an appeal), on the same question so long as any other member who has not spoken on the question desires the floor. No one shall speak longer than five minutes without permission of the City Commission.
- B. While a question is under debate, no motion shall be received unless to postpone, table, amend, substitute, commit or adjourn, which motion shall require a second.

Rule 6 -- Question -- When the debate appears to have closed, the Chair shall ask, "Are you ready for the question?" In all such cases, the Chair shall state the question.

Rule 7 -- Division of a Question -- On demand of any member before the question is put, a question may be divided if it includes propositions so distinct in substance that on being taken away a proposition shall remain. The motion may be amended, or a subsidiary motion applied to it, but such amendment or subsidiary motions are not debatable.

Rule 8 -- Reconsidering a Question -- When a question has been taken, it shall be in order for any member who voted with the prevailing side to move for reconsideration thereof at the same or succeeding meeting, but no question shall be reconsidered without the consent of five members of the City Commission.

Rule 9 -- Adjournment -- A motion to adjourn takes precedence over all others; it is not debatable, nor can it be amended or have any other subsidiary motion applied to it, nor can a vote on it be reconsidered. It may be withdrawn.

Rule 10 -- Suspension of the Rules -- A motion to suspend the rules may be made at any time when no question is pending, or while a question is pending, provided it is for a purpose connected with the question. Suspension of the rules may be accomplished by a majority vote of the City Commission present. A motion to suspend shall require a second.

Rule 11 -- Speaking from the Floor

- A. At each meeting of the City Commission, persons shall be provided up to three opportunities for public comment. Such public comment shall be subject to Rule 11 and Rule 12 of this Section. Requesting or expecting comment from the City Commission during public comment is not permitted.
 - 1) Prior to the City Commission's consideration of official business, persons shall be permitted to address the City Commission on any item that is before the City Commission for a vote at that meeting. Persons may address the City Commission only once during this public comment period.
 - 2) During scheduled public hearings, persons shall be permitted to address the City Commission on the matter that is the subject of the public hearing. Persons may address the City Commission once during each scheduled public hearing, if

multiple public hearings are scheduled during the same City Commission meeting.

- 3) After the City Commission's consideration of official business, persons shall be permitted to address the City Commission on any other matter they may wish to bring to the attention of the City Commission.
- B. No person shall address the City Commission without the recognition and approval of the Mayor or Presiding Officer.
 - C. Each person receiving permission to address the City Commission shall proceed to the speaker's podium and clearly give his or her name and place of residence, if applicable.
 - D. Each person addressing the City Commission shall limit his or her remarks to no longer than three minutes.
 - E. During the public comment period that occurs prior to the City Commission's consideration of official business and the public comment period that occurs after the City Commission's consideration of official business, the following applies:
 - 1) At his or her discretion, the Mayor or Presiding Officer can limit the total amount of time devoted to the public comment period. The public comment shall be limited to the time specified by the Mayor or Presiding Officer, which shall not be less than 30 minutes.
 - 2) At his or her discretion, the Mayor or Presiding Officer can limit the total number of speakers addressing a single topic during the public comment period, if it appears that prior speakers have adequately covered the topic. This rule applies regardless of the number of speakers desiring to speak upon a topic during a particular public comment period.

Rule 12 -- Disorderly Conduct at Meetings

- A. The City Commission hereby determines that the following conduct during a meeting of the City Commission constitutes disorderly conduct and a breach of the peace:
 - 1) Clapping, applauding, cheering, booing or catcalls;

- 2) Displaying signs of any size, regardless of content;
 - 3) Addressing the audience rather than the City Commission;
 - 4) Talking on a cell phone or allowing a cell phone to ring audibly;
 - 5) Speaking more than once on the same topic;
 - 6) Failing to be germane to the topic or issue being considered;
 - 7) Making impertinent, slanderous, or profane remarks; or
 - 8) Engaging in threatening or abusive language or conduct
- B. Any person who commits any of the above conduct shall be in breach of proper decorum. The Mayor or Presiding Officer may call to order any person who is in breach of proper decorum, or violating any of the rules set forth in Rule 11 and Rule 12 of this Section.
- C. If the person fails to come to order after being called to order by the Mayor or Presiding Officer, he or she may be removed or excluded from the City Commission meeting room for the duration of the meeting in accordance with the Michigan Open Meetings Act and shall be guilty of a misdemeanor pursuant to state statute, being MCL 750.170 et seq., and pursuant to Section 9.137 of the Grand Rapids City Code.

SECTION V -- ORDINANCES

Rule 1 -- Introduction

- A. Introduction by initiatory petition shall be as provided by City Charter and pursuant to State Law.

Rule 2 -- Reading

- A. An ordinance may be introduced, but shall not be passed at the session at which first presented, nor for seven days after publication of same, unless it is given earlier effect by five votes of the City Commission.

- B. No ordinance shall be enforced prior to 30 days from the date of its passage, unless it is given immediate effect by five votes of the City Commission.
- C. On final passage, a roll call vote shall be taken and entered in the minutes.

Rule 3 -- Recording

- A. After an ordinance has been passed, a written or printed copy shall be prepared under the direction of the City Clerk and shall be maintained as a permanent record in the office of the City Clerk. The City Clerk may also cause to be prepared sufficient additional copies to be made available for public use.

SECTION VI -- PETITIONS, COMMUNICATIONS AND RESOLUTIONS

Rule 1 -- Introduction -- All petitions, communications, and resolutions to be considered by the City Commission shall be filed with the City Clerk or City Manager no later than 2:00 p.m. on the Wednesday prior to the City Commission meeting and in accordance with these rules.

Rule 2 -- Referral

- A. All petitions and resolutions shall be presented to the City Commission for consideration or received and filed.
- B. Communications addressed to the City Commission shall be presented to the City Commission for consideration or proper referral; however, communications not specifically addressed to the City Commission may be referred directly to the City Manager.

Rule 3 -- Identification -- All petitions and communications to be identified in the official proceedings may be so identified by a proceeding number, name of person filing, organization, interest or person represented, and such other information, as the City Clerk may deem necessary.

SECTION VII -- SUSPENSION, AMENDMENT, OR RESCINDING OF THE RULES

Rule 1 -- At any legal meeting, these rules may be suspended by a majority vote of members present or they may be amended or rescinded by a majority of the members elect.

Rule 2 -- The Roberts Rules of Order, revised, may be consulted and considered rules of the City Commission on matters not specifically covered by these rules.

SECTION VIII -- CONSENT AGENDA

Rule 1 -- Following Standing Committee meetings and on the advice of each Committee Chair, the City Clerk shall prepare the Consent Agenda and the Regular Agenda for the formal City Commission session.

Rule 2 -- All matters listed as Consent Agenda items are considered routine by the City Commission and may be enacted by one motion. There will be no separate discussion of these items. If discussion is desired, any member of the City Commission may remove an item from the Consent Agenda and it will be considered as a separate item on the agenda.

Rule 3 -- Any agenda matter with less than a unanimous vote in a Standing Committee may not be considered under the Consent Agenda.

Rule 4 -- The City Commission agenda provided to the public shall contain an explanation of the consent agenda in substantially the following form:

All matters under the consent agenda are considered routine or matters of unanimous consent by the City Commission and will be enacted by one motion. There will be no separate discussion of these matters.