



# Memorandum

To: John Szerlag, City Manager  
From: John M Lamerato, Assistant City Manager/Finance and Administration  
Tonni L. Bartholomew, City Clerk  
Date: January 18, 2006  
Subject: Agenda Item: Council Rules of Procedure Proposed Amendment

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In response to City Council's request regarding the limitation of electronic communications during City Council meetings, an altered version of Council Rules with proposed changes in red was prepared.

The proposed Rules provide a new Rule Number 28, Electronic Communications. Rule 28 cites the Open Meetings Act and prohibition to electronic communications by City Council members during City Council meetings.

A recommended motion to incorporate this change would be as follows:

RESOLVED, That Council Rules be **AMENDED** as recommended by City Administration by incorporating Rule Number 28, Electronic Communications.

Reviewed and Approved:  
Lori Grigg Bluhm, City Attorney

- B. Detailed and receipted expenses, not to exceed \$150.00, to attend legislative committee hearings, legislative meetings, etc., may be authorized for payment by the City Manager without prior authorization by the Council, and a copy of the expense report form, along with receipts, will be placed on the Council agenda under Reports and Communications.

**21. ABSENCES AT COUNCIL MEETINGS**

In the event of an absence of a Council Member at a meeting, the City Manager is directed to supply such absent Council Member with information about any special meetings that may have been scheduled.

**22. SUSPEND RULES**

The Rules of Procedure may be waived by a simple majority.

**23. COUNCIL DISCUSSION**

No member of Council shall speak a second time on any item under discussion until all other members desiring to speak on that item have been heard. No member of Council shall be allowed to speak for more than five (5)-minutes at a time.

**24. AGENDA ITEMS SUBMITTED BY COUNCIL MEMBERS:**

Mayor and Council Members submitting an item for a vote shall send the item to the City Manager in a timely manner in writing. Staff professional opinion will be written to accompany the item for discussion and a vote on the matter. Presentations at the Council table shall be limited to 15 minutes.

**25. VIDEO AND AUDIO PRESENTATIONS**

Video and Audio Presentations may not be submitted for presentation at a Council meeting unless submitted by 12:00 Noon prior to the meeting. Inappropriate material will be prohibited.

**26. CONTINUED AGENDA ITEMS NOT CONSIDERED BEFORE 12:00 AM**

Any item on the Council agenda that has not been discussed by 12:00 AM of the morning following the beginning of the meeting shall be continued to the next regular meeting as a Carryover Item, unless City Council takes action to the contrary.

**27. VIOLATIONS**

The City Clerk shall be responsible for reporting violations of time limitations or speaking sequence to the Chair.

**28. ELECTRONIC COMMUNICATIONS**

All communications between Council Members are subject to the Michigan Open Meetings Act, therefore the City Council shall not engage in any form of electronic communication during any meeting of the Council.