

City of Albion
Study Session Minutes
June 25, 2018

I. CALL TO ORDER

Mayor Brown called the meeting to order at 6:30 p.m.

II. ROLL CALL

PRESENT: Council Members Maurice Barnes (1), Lenn Reid (2), Sonya Brown (3) and Jeanette Spicer (5) and Mayor Brown.

ABSENT: Council Members Marcola Lawler (4) and Andrew French (6)

STAFF PRESENT:

Cullen Harkness, City Attorney and Jill Domingo, City Clerk.

III. PUBLIC COMMENTS (Persons addressing the City Council shall limit their comments to **agenda items only** and to no more than three (3) minutes. Proper decorum is required).

No public comments were received.

IV. ITEMS FOR INDIVIDUAL DISCUSSION

A. Council Rules & Procedures-Attorney Scott Smith

Mayor and Council discussed Council Rules of Procedure with Attorney Scott Smith with the following questions/comments:

- The current rules were taken from Port Huron and modified.
- Rule 1-Do definitions need to be placed in the Council Rules? It is ok to have definitions in the Council Rules but not necessary.
- Unanimous should be all members present not the total members of the Council
- Study Sessions are to work toward a consensus of the Council and although a formal vote is not taken, it is ok to poll the Council
- Rule 1 (c) This sentence should be removed-The failure to strictly observe any such rules shall not affect the jurisdiction of, or invalidate any action taken by the City Council.
- Rule 1 (f)-The Mayor and City Manager meetings should be in person if possible; should set specific dates/times for meetings and should include the one the following depending on the agenda items:
 - Mayor Pro-Tem

- City Clerk
- Council Member on a rotating basis
- Department Head

**** Council Member Barnes left at 7:10 p.m.**

- Notice times for meeting can't be less notice than the City Charter or Open Meetings Act states.
- Who has the authority to change the venue? A policy can be established in the Council Rules for how this is handled. Generally, the City Manager or City Clerk will notify the Mayor if a large turnout is expected. A notice should be posted on the City's website and the door of the meeting and try to get the word out to the public.
- Rule 3 (d)- Should be Closed Sessions not Executive Sessions
- Rule 5-Conduct of the meeting:
 - Recommendations:
 - The Chair or presiding officer facilitates the orderly conduct of the meeting. The Chair determines the seating order of the body but should get consensus from Council.
 - Rule 5 (b) and (d) are conflicting. The City Attorney should be the advisor of the Chair on any point of order or procedure.
 - Rule 5 (c) Language should be modified so Council Members may only speak for a total of ten (10) minutes on an agenda item.
 - Rules 5 (c 1) Only the Chair can call a member to order. The Mayor should check with legal counsel on question of order.
 - Rule 5 (C2) Preserving Order-the following should be removed-entertain private discourse. Add language stating there are only three (3) circumstances in which a Council Member should be interrupted: 1. Point of Order 2. Called out of order and 3. Request to yield.
 - Rule 5 (d) Modify Language-City Attorney should be the advisor of the Chair on any point of order or procedure.
 - Sub-section should be added for the City Attorney role.
 - Possible actions for disruption of meetings:
 - Take immediate action with the following
 - Recess the meeting
 - Adjourn the Meeting
 - During Council comments, may call out the Council member for the disruption by stating disruptions hurt the process of taking care of City business.
 - Mayor or Council Member may follow up with Council Member after the meeting.
 - May also apply a censure to Council Members for bad behavior.

- Can a penalty be added to a censure?
- Council Member making the motion should speak first during the discussion period. Should also determine an order of which Council Members should speak after that.
- Council rules should be enforced.
- Rule 5 (e) City Manager is able to attend meetings and participate in discussion but is not a Member of Council.
- Rule 7 (a & c) Mayor may introduce a deviation of time for public comments and request Council approval.
- Add to Rule 7-one public comment at the end of the agenda for study sessions.
- Rule 8-need to determine agenda procedure
- Rule 8 (a) #1-2-4 Attorney Smith will provide language for these sections.
- Approval of the agenda should be added right after roll call
- Place a 3-5-time limit on presentations
- Consent Calendar should include minutes and miscellaneous
- Change Council comments and City Manager report to the end of the agenda right before adjournment
- It is ok to respond to public comments in council comments at the end of the meeting.
- Rules 9-all resolutions should be written
- Remove Rule 11 and follow chart of motions
- Ok to do voice vote versus roll call vote
- Rule 16-Attorney Smith will send language for reconsideration
- Rule 17-Allow for voice vote instead of roll call vote
- Attorney Smith will add a rule for Appendix A

Comments were received from Council Members Spicer, Brown and Reid and Mayor¹Brown.

- V. PUBLIC COMMENTS (Persons addressing the City Council shall limit their comments to no more than three (3) minutes. Proper decorum is required).

No public comments were received.

- VI. ADJOURNMENT

Brown moved, Spicer supported, CARRIED, to ADJOURN Study Session. (5-0, vv).

Mayor Brown adjourned the Study Session at 8:45 p.m.

Date

Jill Domingo
City Clerk