



VILLAGE OF STOCKBRIDGE COUNCIL MEETING RULES OF PROCEDURE

1. Regular Meetings

Regular Meetings of the Stockbridge Village Council will be held on the first Monday of each month beginning at 7:00 p.m. at the *Village Office, 210 Wood Street, Room #3, Stockbridge, Michigan 49285*, unless otherwise rescheduled by resolution or motion of the Council.

2. Special Meetings

A Special Meeting shall be called by the Village Clerk upon written request of the Village President or any three Trustees of the Council with at least 18 hours notice before the time of the requested meeting. Special Meeting notices shall state the purpose of the meeting. No official action shall be transacted at any Special Meeting of the Council unless the item has been stated in the notice of said meeting.

3. Council Workshops

The Village Council may schedule Council Workshops as a platform for in-depth discussions, planning or education of members. No motions for final passage or adoption of any measure, resolution or ordinance shall be made or binding votes taken at a Council Workshop. Any recommendations that come from a Council Workshop shall be voted on in a Regular or Special Council Meeting.

4. Council Committees and Other Boards, Councils And Commissions

Standing Committees are appointed by the Village President at the first meeting of the Council following the Village election. The Chair of a Standing Committee shall be appointed by the Village President at the same meeting the committees are appointed. In the absence of the Committee Chair the most senior member of the Council present will preside at the meeting. Standing Committee membership shall consist of no more than three (3) Council members. Council members who are not a member of the committee holding the meeting may attend the Committee meeting so long as the nonmember does not engage in deliberations or render decisions. Standing Committees are merely advisory or only capable of making recommendations concerning the exercise of governmental authority.

Standing Committees:

Budget & Finance
Cemetery
Personnel

Other Committees: Nothing here in shall prevent or limit the Village President from appointing an Ad-hoc or other Special Committee to deal with a specific issue when the Village President determines in his/her sole discretion as necessary. Special or Ad-hoc Committees may consist of Council members and/or citizens. Special or Ad-hoc Committees shall comply with all the rules of Standing Committees.

5. Conduct of Meetings

Agenda Preparation

An agenda for the Regular Council Meeting of each month shall be prepared by the Village Clerk. All items for agenda consideration must be turned into the Village Clerk by noon on the Wednesday prior to a Regular meeting. Any Council member may make a motion to amend, add to, or delete from the agenda of a Regular meeting prior to Council approval of the agenda. The agenda of a Special Meeting may not have anything added to the agenda. Each Regular Meeting shall consist of the following orders of business:

- a. Meeting Called to Order
- b. Roll Call
- c. Pledge of Allegiance
- d. Approval of Agenda
- e. Approval of Minutes
- f. Public Comment – Limited to Agenda Items
- g. Financial Reports
- h. Consent Agenda
- i. Communications
- j. Unfinished Business
- k. New Business
- l. Public Comment
- m. Adjourn

Notices

The Village Clerk is responsible for posting all meeting notices. Posted notices for all meetings shall include the address of the meeting place, the telephone number of the Village Office, and any and all other informational items required by law, ordinance or policy.

6. Attendance at Council Meetings

Election to the Village Council is a privilege freely sought by the nominee. It carries with it the responsibility to participate in Council activities and represent the residents of the Village. Attendance at Council meetings is critical to fulfilling this responsibility. If a Council member has more than three successive absences for Regular or Special Council meetings, the Council may enact a Resolution of Official Neglect of Duty or request the member's resignation, or both.

7. Recording of Meetings

The Village Clerk shall not be responsible for maintaining a transcript of the meeting, but a record of all official actions taken at a public meeting.

A separate set of minutes shall be taken by the Village Clerk or the designated secretary of the Council at a closed session. These minutes will be retained by the Village Clerk, shall not be available to the public, and shall only be disclosed if required by a civil action. Closed session meetings shall not be tape recorded by anyone.

8. Discussion and Voting

Duty to Vote

Election to a deliberative body carries with it the obligation to vote. Council members present at a Council meeting shall vote on every matter before the body, unless prohibited from voting by law. Conflict of interest, as defined by law, shall be a reason for a member to abstain from voting. The opinion of the Village Attorney shall be binding on the Council with respect to the existence of a conflict of interest. A vote may be postponed, if necessary, to obtain the opinion of the Village Attorney. The right to vote is limited to the members of the Council present at the time the vote is taken. Voting by proxy or by telephone is not permitted.

Results of Voting

In all cases where a vote is taken, the Chair shall declare the result. A majority of the members elected and serving is required for final passage or adoption of resolutions or allowance of claims or other routine business. Any Council member may request a roll call vote.

Two-thirds (2/3) vote shall be required on the following procedural motions:

Suspend the Rules
Move or Call the Question

9. Citizen Participation

During public comment the President will ask if anyone wishes to make public comment and will then call upon individuals one at a time. When a person addresses the Village Council, he or she shall speak from the podium and state his or her name and place of residence. Any person who addresses the Village Council during the public comment portion of a Council meeting or public hearing shall be limited to three (3) minutes in length per presentation. Persons recognized by the President to speak must address their remarks to the President.

10. Miscellaneous

The Council may alter or amend its rules at any time by a vote of a majority of its members after written notice describing the proposed alteration or amendment has been provided to the Council and made available to the public. This written notice can be provided at any time before the vote on the alteration or amendment.

If the Council shall fail to place these rules of procedure on its agenda for the 1st meeting of the Council following the seating of the newly elected Council Members for review and adoption, the previously approved rules of procedure shall continue to control, until new rules are adopted or the old rules are rescinded by a majority vote of the Council.