

CITY OF ALPENA

COUNCIL POLICY STATEMENT

General Subject:	MEETINGS AND AGENDAS	Policy No.	<u>19</u>
Specific Subject:	COUNCIL MEETING RULES OF PROCEDURE, CITIZEN INPUT, AGENDA ITEMS, AND ADDITIONS	Date Issued	<u>5-15-95</u>
		Effective Date	<u>5-16-95</u>
		Revised	<u>11-16-99</u>
		Revised	<u>6-02-03</u>
		Revised	<u>9-21-15</u>

Copies to: City Council, City Manager, City Clerk/Treasurer/Finance Director, City Attorney,
Department Heads, Administrative Staff, File

PURPOSE:

The purpose of this policy is to establish standard rules of procedure for the Council agenda, citizen input, additions to the agenda, and approval of the agenda.

STATEMENT OF POLICY:

1. City Council members, City staff, and citizens are requested to submit written requests to be on the Council's meeting agenda by the appropriate deadline. The deadline for City staff is 12:00 noon Wednesday prior to the Monday Council meeting. The deadline for City Council members and citizens is 12:00 noon Thursday prior to the Monday Council meeting.
2. In the event that the above procedure cannot be followed, the following procedures for adding items to the Council's meeting agenda shall be followed.
 - A. At the beginning of each Council meeting, there will be an agenda item titled, "Additions to the Agenda."
 - B. City Council members, City Manager, or City Clerk can request items to be added to the agenda. Three affirmative votes of the Council shall be required to add a new item to the agenda. Pursuant to City Charter provisions, no additional items may be added to a special meeting agenda unless all Council members are present.
 - C. Action Permitted on Added Agenda Items
 - (1) no action or discussion only, or
 - (2) refer to City staff for study and report back to Council, or

- (3) schedule added item as an action item for a future Council meeting, or
- (4) act on added item if all Council members are present and all Council members agree that immediate action on the item would be in the best interests of the City.

3. Agenda Item – Consent Agenda

When the City Manager and City Clerk/Treasurer/Finance Director determine that any item of business requires action by the City Council but is of a routine and non-controversial nature such as, approval of agenda, bills to be allowed, monthly financial report, routine correspondence, and informational items, the City Manager and City Clerk may cause such item to be presented at a regular meeting of the City Council as part of a Consent Agenda subject to the following procedure.

- A. On the objection of only City Council members to inclusion of any item on the Consent Agenda, that item shall be removed from the Consent Agenda. Such objection may be recorded at any time prior to the taking of a vote on the motion to approve the Consent Agenda. All such items shall be considered individually at a place on the agenda to be determined by the Mayor.
- B. The Consent Agenda shall be introduced by a motion to approve the Consent Agenda and shall be considered by the City Council as a single item.
- C. There shall be no debate or discussion by any member of the City Council regarding any item on the Consent Agenda beyond asking questions for simple clarification.
- D. Approval of the motion to approve the Consent Agenda shall be fully equivalent to approval, adoption, or enactment of each motion, resolution, ordinance, or any other item of business thereon exactly as if each item had been acted upon individually.

4. Rules for Addressing a Meeting of the City Council

A. Purpose

The purpose of these rules is to establish procedures to be followed when persons desire to address a meeting of the City Council so as to ensure that all persons who wish to do so are afforded an adequate opportunity to exercise their right to address their City government while conducting the public business in an orderly and professional manner.

B. Addressing the Council by Citizens

- (1) Citizens wishing to address the City Council shall stand, raise their hand, or otherwise signal a desire to speak and wait to be recognized by the Mayor. When so recognized, the person shall give their name, address, and organization represented, if any, and address comments to the Mayor. All public citizen comment shall only be allowed at the beginning of each Council meeting. This shall be noted on the Council agenda. Citizens

may address either agenda or non-agenda items at this time. Citizens shall be allowed a maximum of five (5) minutes each to address their concerns. A citizen shall have only one speaking opportunity. At the discretion of the Council, the Council may waive the five-minute maximum time limit for special presentations.

- (2) Council will not take action on non-agenda items other than those actions specified in paragraphs 2C(2), and 2C(3), or 2C(4).
- (3) When the Mayor and Council believe that the number of persons who might wish to address a meeting of the City Council is so large as to make it difficult to efficiently receive all public comments, the Mayor and City Council may modify Rule 4B(1) to ensure that the meeting is conducted in an orderly manner and that the rights of citizens to address the City Council are protected.
- (4) The Mayor will close the public comment period after all persons have spoken.
- (5) After the public comment period is closed, the City Council will deliberate and act on the agenda items. During this time period, citizen comment shall not be permitted unless the Mayor and Council have questions for specific members of the audience, or during a published public hearing or input session, or Council allows public input at the time of a specific agenda item, if considered in the best interest of the Council and the public

C. City Staff Reports

City staff reports, if any, will be allowed when an agenda item is presented to Council. There will be no time limit for the City staff reports.

5. Advance Notification of Special Presentations

Persons placing an item on the City Council's printed agenda are limited to a five (5) minute maximum presentation. A person requesting an item to be placed on the City Council's printed agenda may ask in advance for additional time for the purpose of a special presentation. The City Manager and City Clerk shall have the authority to grant additional time for special presentations which may be of general interest to the entire Council and community or of an educational nature. The City Manager and City Clerk shall note the special presentation on the printed agenda.

6. Council Agenda Packets

Council agenda packets including correspondence, staff reports, etc., will be made available for public review by 4:00 p.m. the first business day prior to the Council meeting in the office of the City Clerk/Treasurer/Finance Director and on the City website.

7. This policy shall be effective immediately upon adoption by the City Council.