

Rules of Procedure: Benzonia Village Council

The Village of Benzonia is engaged in the Redevelopment Ready Communities (RRC) Program, which is administered by the Michigan Economic Development Corporation (MEDC). The following are rules of procedure which have been adopted by the Village Council on February 6, 2023.

The General Law Village Act requires the Village to adopt rules of its own proceedings. These Rules of Procedure are a tool to assist and enhance the orderly, cooperative conduct of Village business by the Council. As such, the Rules are not intended and shall not be applied as a basis to invalidate good faith action by the Council and/or its members, as long as such action does not violate the laws of the State of Michigan. The absence of a timely objection that a Rule of Procedure is being violated demonstrates good faith in the action taken.

These rules shall govern the Council proceedings unless amended or suspended by a vote of four (4) Council members. No amendment of a rule shall be effective until the next regularly scheduled meeting of the Council. An amendment of these rules shall appear in the minutes of the meeting at which adopted, and the text of the amendment and its date shall be certified by the Clerk on an addendum to the official set of rules held by that official. Copies of the amended text shall be furnished to each Council member and the Village President.

1. COUNCIL MEETINGS

- A. All meetings of the Village Council will be held in compliance with state statutes, including the Open Meetings Act, PA 267 of 1976, as amended, and with these rules.
- B. Regular Meetings. Regular Meetings shall be held on the 1st Monday of each month. This will occur unless adjourned by the Council or unless that day is a legal holiday, in which case the meeting shall be held on the following Monday.
- C. Special Meetings. Special meetings may be called by the President or by a majority of the members of the Council. The call for a special meeting shall be filed with the Clerk in written form, except that an announcement of a special meeting during any regular meeting at which a majority of members are present shall be sufficient notice of such special meeting. The call for a special meeting shall specify the day, the hour, and the location of the special meeting and shall list the subject or subjects to be considered. No special meeting shall be held until at least eighteen (18) hours after the call is issued. Only such business may be transacted at a special meeting as may be listed in the call for said meeting or an incident thereto.
- D. Adjourned Meetings: Any meeting of the Council may be adjourned to a later date and time, provided that no adjournment shall be for a longer period than until the next Regular Meeting.
- E. Recessed Meetings: To carry on business from a previous meeting that was recessed, only matters appearing on the agenda at the previous meeting may be considered. A meeting which is

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recessed for more than 36 hours shall be reconvened only after a public notice stating the date, time and place of the meeting has been posted for at least 18 hours prior to the meeting. If a public meeting has been adjourned or recessed for less than 18 hours, the aforementioned requirement for posting shall not apply.

- i. A recess during the meeting shall be called at the discretion of the President, presiding officer or by a vote of the Council.
- F. Work Sessions: The Council may meet in a Work Session, at the call of the President or designee or of any two members of the Council, to serve in an advisory capacity to provide general guidance and to consider items such as: review forthcoming programs of the Village, receive progress reports on current programs or projects, or receive other similar information from the Village President or designee. Official Council action cannot be taken in a Work Session. All Work Sessions will be open to the public. The agenda will be posted on the front window of the Village Hall and on the website. Failure to post an agenda will not invalidate the holding of the meeting if proper notice has been provided to the public pursuant to the Michigan Open Meetings Act. No formal business shall be conducted nor shall motions be made at a Work Session. Discussion may take place even in the absence of a quorum or the meeting may be adjourned. Work Sessions shall be devoted to a limited number of priority items, preferably a maximum of five (5). Work Sessions shall include time for public comment.
- G. Place: All regular meetings of the Council shall be held in the Council room. Any change in meeting location shall be in accordance with the Michigan Open Meetings Act.
- H. Time of Meetings: All regular meetings of the Council shall begin at 6:00 p.m., unless the Council, by majority vote, sets a different starting time. The time of any special meeting shall be included in the meeting notice.
- I. Ending of Meetings: All meetings of the Council shall end at or before 9:00 p.m. At the appointed hour Council shall complete that item of business and immediately adjourn unless Council, by majority vote, extends the meeting.
- i. A motion to adjourn shall always be in order and decided without debate. It will require a motion and second.
- J. Attendance at Meetings:
- i. President and Council. The President and members of the Village Council shall attend all meetings of the Council, unless excused.
 - ii. Clerk: The Clerk shall attend all meetings of the Council, unless excused, and shall keep the minutes of the meeting and perform such other duties, as may be requested by the Council.

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- iii. Other Officers and Staff. The Council may also require the attendance of any department head or employee of the Village upon the request of two (2) of its members. The determination of which staff members will be in attendance, or conversely, excused from attendance at a meeting of the Council will be the responsibility of the Village President.
- iv. To the extent possible prospective absences and the reason for absence shall be reported to the Clerk or President before the meeting, who shall record the reason with the minutes of the meeting. The Council by resolution may decline to excuse the absence of any elective official or appointive officer from a meeting.

2. PUBLIC NOTICES

- A. On or before the regular Council meeting scheduled in December, the council shall determine the dates, times and places of the regular Village Council meetings for the following calendar year to be posted at the Village Office.
- B. For a rescheduled regular or a special meeting of the Council, a public notice stating the date, time, and place of the meeting shall be posted at least 18 hours before the meeting at the Village Office. Such notice is not required for a meeting of the Council in emergency session in the event of a severe and imminent threat to the health, safety or welfare of the public when two-thirds of the members of the Council determine that delay would be detrimental to the Village's efforts in responding to the threat.
- C. An agenda shall be prepared by the Village Clerk or their designate and approved by the President for all regular meetings.
 - i. The agenda for all regular meetings shall be posted on the Village Website and on the front window Village Hall. The notice of all work sessions shall be posted on the front window of the Village Hall and the Village website.
- D. Pre-Meeting Packet: The Village Clerk shall prepare a pre-meeting packet for each regular Council meeting to be delivered via email to each council member and Village staff. The packet pertaining to a special Council meeting shall be delivered (via email) by at least the day before the meeting. The packet for all meetings shall contain the proposed meeting agenda and all matters proposed to be considered at the meeting plus their supporting documents. In order to give each Agenda item its due consideration, the President and Village Council members are expected to thoroughly review the Agenda packets prior to the meeting.
 - i. Any Village staff reports (Treasurer, Zoning Administrator, other special reports, etc.) that are to be included in the pre-meeting packet should be delivered to the clerk at least 5 days

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before the upcoming Council Meeting. If not included in the pre-meeting packet the reports should be presented by said staff at the meeting.

3. MINUTES OF REGULAR AND SPECIAL MEETINGS

- A. The Clerk shall be responsible for maintaining the official record and minutes of each meeting of the Council. The minutes shall include all actions of the Council with respect to motions, including the name of the member who made the motion and the member who supported it. Highlights of discussions will be included. If the vote is a roll call, the minutes shall show who voted "Yes," "No" or "Abstained".
- B. The Clerk shall not be responsible for maintaining a verbatim report of all the discussion or comments of the Council or members of the public made at Council meetings.
- C. In the absence of the Clerk, the Council may appoint one of its own members or another person to temporarily perform this duty.
- D. Minutes:
 - i. Draft of minutes (synopsis) of each Work Session, Regular and Special Meeting shall be prepared by the Clerk and posted in the Village Office, within 8 business days following the meeting to which they refer.
 - ii. Draft minutes (synopsis) shall be clearly labeled as such.
 - iii. Draft minutes will be included in the email notification to Council Members ahead of the upcoming Council meeting. Council Members shall refer all typographical, grammatical or corrections of the draft minutes at the meeting and the Clerk will make the approved amendments and prepare the final draft.
 - iv. Approved minutes showing corrections shall be posted on the Village website and available in hard copy at the Village Office within 10 business days following the meeting at which they were approved by Council. Approved minutes shall be clearly labeled as such.

4. CONDUCT OF MEETINGS

- A. All regular and special meetings of the Council shall be open to the public, and citizens shall have a reasonable opportunity to be heard in accordance with such rules and regulations as the Council may determine, except that the meetings may be closed to the public and the media in accordance with the Open Meetings Act.

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- B. All official meetings of the Council and its committees shall be open to the media, freely subject to recording by radio, television and photographic services at any time, provided that such arrangements do not interfere with the orderly conduct of the meetings.
- C. Presiding Official. The President shall preside at all Council meetings. The President Pro Temp shall preside in the absence of the President. If neither person is present at a meeting, the Council shall select one of its members to preside until the President or President Pro Temp is present and seated. All matters to come before the meeting shall be addressed to the presiding official.
- D. Duties of the Presiding Official: The presiding official shall endeavor to conduct the meeting in an orderly and businesslike fashion. The presiding officer shall state every question coming before the Council, announce the decision of the Council on all subjects, and decide all questions of order. The presiding officer or individual council member will normally address questions to staff through the Village President. With the permission of the presiding officer, questions may be addressed directly to staff in attendance.
- E. Right to Tape Record, Videotape, Broadcast or Telecast Meeting: Pursuant to the Michigan Open Meetings Act, the right to attend a public meeting includes the right to tape record, videotape, broadcast or telecast the proceedings. However, the Council may establish reasonable rules so that the meeting is not unduly disrupted.
- F. Agenda Approval:
 - i. At the beginning of each meeting, the presiding officer will entertain a motion to adopt the agenda as printed. At this time the agenda can be finalized or amended by a majority vote of the Council present, any additions to the agenda must have majority approval.
 - ii. However, no business will be brought to the Council that relates to the normal duties of the Village President unless that item has been previously directed to the attention of the Village President. The item will be heard if placed on the agenda by a majority vote.
- G. Quorum: A majority of the entire elected or appointed and sworn members of the Village Council shall constitute a quorum for the transaction of business at all Village Council meetings. In the absence of a quorum, a lesser number may adjourn any meeting to a later time or date with appropriate public notice.
- H. Attendance: Election to the 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.
 - i. No member of the Council may be absent from a Regular or Work Session meeting without first notifying the Village Office, President or Clerk. Members who are unable to attend a

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Special Meeting shall inform the person planning the meeting, so it can be ensured that a quorum will be present at the meeting.

I. Council Civility:

- i. Regardless of the actual relationships among Council Members outside of Council meetings, the general atmosphere of any Council meeting should be relaxed, friendly, efficient, and dignified. Sarcasm, innuendos, exclamations, and name calling are not appropriate. This does not mean misinterpretations, distortions, and challenges should be left unanswered. They should be answered. However, they should address the facts rather than the qualities, or lack of them, of the person being addressed. No performance issues of any officer or staff member shall be discussed unless the issue is properly noticed on the agenda and the officer or staff member has been given proper notice and the option to request a closed session.

J. Council Discussion:

- i. During Council discussion and debate, the member shall confine discussion to the question at hand and to its merits and shall not be interrupted except by a point of order or privilege raised by another member.
- ii. Council Members shall refrain from introducing a new topic or issue during discussion of the question at hand. As the public has not been properly noticed of this new topic or issue, no discussion or action may occur.
- iii. No member shall be recognized to speak a second time until all members wishing to speak a first time have been recognized.
- iv. Speakers should maintain a professional demeanor.
- v. If Council Members have a question for a Department Head (or anyone else) during Council discussion of an agenda item (other than Department Head reports), the President shall decide, after all Council Members have had an opportunity to speak, if the Department Head will be recognized to answer any questions raised by Council.

K. Public Comment:

- i. A person may address the Council at the time it is considering public comments and may address the Council, at the discretion of the President, during Council's consideration of an item of business. Members of the public at a meeting shall not speak unless recognized by the President; when addressing the Council, the speaker may state their name for the public record. Comments should be confined to the question at hand and addressed to the Council in a courteous tone. A person shall limit their remarks to 5 minutes unless prior arrangements have been made. Communications of greater length shall be submitted in writing. The President or a designated Council Member may maintain the official time and notify the

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speakers when their time is up. It shall not be the practice of Council to respond directly to questions during these portions of the meeting, unless directed to do so by the President. The opportunity for Council Members to respond may occur during the business portions of the meeting or during the Council Comment section of the meeting.

L. Disorderly Conduct:

- i. The President may call to order any person who is being disorderly by speaking out of order or otherwise disrupting the proceedings, failing to be germane, speaking longer than the allotted time or speaking vulgarities. Such person shall be seated until the President determines whether the person is in order.
- ii. If the person so engaged in presentation is called out of order, he or she shall not be permitted to continue to speak at the same meeting except by special leave of the council. If the person shall continue to be disorderly and disrupt the meeting, the President may order a representative to remove the person from the meeting. No person shall be removed from a public meeting except for an actual breach of the peace committed at the meeting.

5. CLOSED MEETINGS

A. Purpose: Closed meetings may be held only for the reasons authorized in the Open Meetings Act, which are the following:

- i. To consider the dismissal, suspension, or disciplining of, or to hear complaints or charges brought against a public officer, employee, staff member or individual agent when the named person requests a closed meeting.
- ii. For strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement when either negotiating party requests a closed hearing.
- iii. To consider the purchase or lease of real property up to the time an option to purchase or lease that real property is obtained.
- iv. To consult with the municipal attorney or another attorney regarding trial or settlement strategy in connection with specific pending litigation, but only when an open meeting would have a detrimental financial effect on the litigating or settlement position of the council.
- v. To review the specific contents of an application for employment or appointment to a public office when a candidate requests that the application remain confidential. However, all interviews by a public body for employment or appointment to a public office shall be held in an open meeting.
- vi. To consider material exempt from discussion or disclosure by state or federal statute.

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- B. Calling a Closed Meeting: At a regular or special meeting, the council members elected or appointed and serving, by a two-thirds roll call vote may call a closed session under the conditions outlined in Section C.1 of the Open Meetings Act. The roll call vote and purpose(s) for calling the closed meeting shall be entered into the minutes of the public part of the meeting at which the vote is taken.
- C. Minutes of a Closed Meeting: The clerk or the designated secretary of the council shall take a separate set of minutes at the closed session. These minutes will be retained by the clerk, shall not be available to the public, and shall only be disclosed if required by a civil action, as authorized by the Michigan Open Meetings Act. These minutes may be destroyed one (1) year and one (1) day after approval of the minutes of the regular meeting at which the closed session was approved.
- D. Confidentiality of Closed Meeting Information: A Village Council member shall not divulge to an unauthorized person confidential information discussed in a closed session in advance of the time prescribed for its authorized release to the public by the Village Council. Council members shall honor the confidentiality of the debate, discussion, and preliminary action taken in closed session, and be aware of the potential financial liability and/or harm to the reputation of the Village by premature disclosure.

6. DISCUSSION AND VOTING

- A. Rules of Parliamentary Procedure:
 - i. The rules of parliamentary practice as contained in the latest edition of Robert's Rules of Order shall govern the Council in all cases to which they are applicable, provided that they are not in conflict with these rules, Village Ordinances or applicable State Statutes.
 - ii. The presiding officer shall preserve order and decorum and may speak to points of order in preference to other Council members. The presiding officer shall decide all questions arising under this parliamentary authority, subject to appeal and reversal by a majority of the Council members present.
 - iii. Any member may appeal to the Council a ruling of the presiding officer. If the appeal is seconded, the member making the appeal may briefly state the reason for the appeal and the presiding officer may briefly state the ruling. There shall be no debate on the appeal and no other member shall participate in the discussion. The question shall be, "Shall the decision of the presiding officer be sustained?" If the majority of the members present vote "yes," the ruling of the presiding officer is sustained; otherwise it is overruled.
- B. Conduct of Discussion:
 - i. During the Council discussion and debate, members may speak in turn to the question or topic at hand and shall not be interrupted except by a point of order or privilege raised by

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another Council member. Speakers should maintain a courteous tone and avoid interjecting a personal note into debate. The presiding officer, at their discretion, may establish and require a more formal method of discussion as dictated by the rules of parliamentary practice as contained in the latest edition of Robert's Rules of Order.

- ii. Any member of the Council or other officer who shall fail to conduct themselves in an orderly manner at any meeting shall be deemed guilty of misconduct of office.
- iii. No Council member shall speak more than once on the same question unless every Council member desiring to speak to that question shall have had the opportunity to do so. Council members should be mindful of not speaking to an issue in which they have a financial interest and will not be allowed to vote.
- iv. The presiding officer, at their discretion and subject to the appeal process mentioned herein, may permit any person to address the Council during its deliberations.

C. Voting by Council members:

- i. A vote upon all motions, ordinances and resolutions shall be taken by a "Yes" and "No" (roll call) vote and entered upon the records, except that where the vote is unanimous it shall only be necessary to so state.
- ii. Roll Call
 - a. For all roll call votes, the Village Clerk shall rotate the roll call.

D. Duty to Vote:

- i. 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 otherwise excused or prohibited from voting by law. No member of Council shall vote on any question in which he has a financial interest, other than the common public interest, or on any question concerning his own conduct, but on all other questions each member who is present shall vote when his name is called unless excused by the unanimous consent of the remaining members presents.
- ii. A Council member who is present and does not respond to a roll call vote shall be counted as voting with the prevailing side and shall be so recorded, unless otherwise excused or prohibited by law from voting. Any member refusing to vote, except when excused or prohibited from voting, shall be guilty of misconduct of office.
- iii. The question of whether or not a Council member has a conflict of interest on a matter may be decided by the remaining members present, by which they give their unanimous consent. A vote may be tabled, if necessary, to obtain the opinion of the Village's legal counsel. The

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opinion of the Village's legal counsel shall be binding on the Council with respect to the existence of a conflict of interest.

- iv. The right to vote is limited to the members of Council present at the time the vote is taken. Voting by proxy or telephone is not permitted.

E. Results of Voting:

- i. In all cases where a roll call vote is taken, the Village Clerk, or their appointed Deputy, shall declare the result. Motions and resolutions may be adopted by the affirmative vote of a majority of the quorum present. Ordinances may be enacted by the affirmative vote of not less than three (3) members of the Council.
- ii. It shall be in order for any Council member voting on the prevailing side to move for a reconsideration of the vote on any question at that meeting or at the next succeeding meeting of the Council. When a motion to reconsider fails, it cannot be renewed.

7. CITIZEN PARTICIPATION

A. General: Each regular council meeting agenda shall provide for reserved time for audience participation. If requested by a member of the council, the presiding officer shall have discretion to allow a member of the audience to speak at times other than reserved time for audience participation

B. Length of Presentation:

- i. Any person who addresses the council during a council meeting or public hearing shall be limited to five (5) minutes in length per individual presentation.

C. Addressing the Council:

- i. When a person addresses the council, he or she shall state his or her name and home address. Remarks should be confined to the question at hand and addressed to the president in a courteous tone. No person shall have the right to speak more than once on any particular subject until all other persons wishing to be heard on that subject have had the opportunity to speak.

8. VILLAGE COUNCIL CONDUCT

A. Continuing Education and Training: The President and Council members are encouraged to participate in and take advantage of available education seminars, conferences, and training to keep abreast of the latest issues affecting local government.

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- B. Adherence to Village's Email Policy: Upon adoption, the President and Council members are required to adhere to the Village's electronic mail policy.
- C. Except for purposes of inquiries and investigations, the Council and its members shall deal with Village officers and employees who are subject to the direction and supervision of the President solely through the Village President, and neither the Council nor its members shall give orders to any such officer or employee either publicly or privately.

9. VILLAGE COUNCIL RELATIONS WITH VILLAGE STAFF

- A. Village staff and Council should not debate each other during a Council meeting.
- B. There shall be mutual respect from both Staff and Council members of their respective roles and responsibilities when and if expressing criticism in public session.
- C. Village staff shall acknowledge the Council as policy makers and the Council shall acknowledge Staff as administering the Council's policies.
- D. All requests for information or questions by the Council shall be directed to the Village President. All complaints should be submitted to the Village President.
- E. All written informational material requested by individual Council members shall be submitted by Staff to the Village President who will transmit them to all Council members with the notation indicating which Council member requested the information.
- F. An individual Council member shall not attempt to coerce or influence Staff in the hiring of employees, the selection of consultants, the processing of development applications, the granting of Village licenses or permits or other Village business.
- G. Mail that is addressed to the President and Village Council shall be circulated by the Village Clerk to the Council with a comment as to which Staff person will be assisting the President in preparing a response. The President's response, in addition to the original communication, will be submitted to the Council for their information.
- H. Incoming personal mail shall not be opened when addressed confidentially to individual Council members or staff.
- I. A Council member shall not direct Staff to initiate any action or prepare any report that is significant in nature or initiate any project or study without the approval of a majority of the Council. All such requests will be first directed to the President.

10. COMMITTEES AND COMMISSIONS

- A. Committees:

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- i. Standing Committees Of Council.
 - a. The Village shall have the following standing committees:
 - 1. Finance
 - 2. Motor Vehicle/Equipment
 - 3. Parks
 - 4. Streets
 - 5. Water
 - 6. Zoning/Planning
 - b. The president will nominate committee members. They shall be members of the council. The committee member shall serve for a term of two (2) years and may be re-appointed.
 - ii. Special committees may be established for a specific period of time by the president or by a resolution of the council, which specifies the task of the special committee and the date of its dissolution.
 - iii. The president is an ex-officio member of all committees.
 - iv. Committee Authority
 - a. Committee Chairs shall:
 - 1. Work with the Clerk to properly notice the meeting to the public.
 - 2. Make sure minutes are taken and provided to the Village Office for posting on the website, and
 - 3. Preside over the meeting.
 - b. Neither the Chair of a Committee nor any member of the Committee shall have any authority to take any action on behalf of the Village Council, unless instructed by the Council. A Committee may only make reports and recommendations to the Council on matters referred to it.
- B. Citizens Task Forces: The Council may create committees, boards, and commissions to assist in the conduct of the operation of the Village government with such duties as the Council may specify not inconsistent with law.
- i. A member of the Council should not attempt to unduly influence commission or committee recommendations, or to influence or lobby individual commission or committee members on any item under their consideration. It is important for commissions and committees to be able to make objective recommendations to the Council on items before them. Members of

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Council that attempt to strongly influence commission positions on an item may prejudice or hinder their role in reviewing the commission's recommendation as a member of the Council.

- ii. Individual Council members shall have the right to attend meetings but are cautioned about becoming involved in the meeting's discussions.
 - iii. If a member of the Council represents the Village before another governmental agency or organization, the Council member should first indicate the majority position as an opinion of the Council. Personal opinions and comments may be expressed only if the Council member clarifies that these statements do not represent the position of the Council.
- C. Rules of Procedure: All Council appointed Committees (Standing, Special and Citizen's Task Force) shall be conducted in accordance with the Open Meetings Act and are subject to these Rules of Procedure and other applicable laws of the State.

11. AUTHORIZATIONS

- A. Authorization for Contacting Service Providers: Except as provided in this Rule, no member of Council, including the President, is authorized, on behalf of the Village, to contact any professional service provider, including the Village Attorney.
- i. Contact with the Village Attorney, on Village matters, shall be limited to the Village President or other Village Staff (in consultation with the President or the Council).
 - ii. Unless there is an immediate need, neither the President nor Village staff shall contact the Attorney on issues of law or procedure without Council approval. This will ensure the Council is aware of and has authorized the expenditure of funds.
 - iii. The President or Village Staff may contact the Village Attorney on administrative issues such as following up on correspondence, ensuring attendance of the Village Attorney at a meeting or providing clarity related to meeting recordings or minutes without prior Council approval.
 - iv. All responses from the Village Attorney on issues of law or procedure shall be in writing and provided to the Village Council and the Village Office for filing.
 - v. The President or the Council by majority vote may move to authorize a council member to contact the Village attorney or a particular professional service provider.
 - vi. The Superintendent and the Water Commissioner (in the case of an emergency) shall be authorized to contact professional service providers in fulfilling their statutory duties without prior approval of the Council.
 - vii. All Council Members who have been authorized to contact a professional service provider will provide a report (verbally or in writing) to the Council on the discussion including any

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request for additional information or action needed to move forward. Any and all electronic or written documentation related to those discussions – including bids, quotes or authorizations – will be made available to the Village Office and the Council.

12. SUSPENSION AND AMENDMENT OF THESE RULES

A. Adoption And Amendment Of Rules Of Procedure:

- i. These rules of procedure of the council will be placed on the agenda of the first meeting of the council following the seating of the newly elected council members for review and adoption. A copy of the rules adopted shall be distributed to each council member.
- ii. The council may alter or amend its rules at any time by vote of a majority of its members after notice has been given of the proposed alteration or amendment.

B. Suspension Of Rules:

- i. The rules of the council may be suspended for a specified portion of a meeting by an affirmative vote of two-thirds of the members present except that council actions shall conform to state statutes and to the Michigan and the United States Constitutions.

These rules were adopted by resolution of the Village Council pursuant to the authority of the General Law Village Act. None of these rules may supersede the General Law Village Act or the laws of the State of Michigan.

- i. Adopted: February 6, 2023
- ii. Last Amended: _____