City of Traverse City

Office of the City Clerk

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RESOLUTION ADOPTING RULES OF THE CITY COMMISSION

Adopted May 7, 2007
Amended October 1, 2007, Rule 11
Amended December 6, 2010, Rule 13(b)
Amended December 5, 2011, Rule 2(f)
Amended June 18, 2012, Rule 2(f)(2)
Amended October 1, 2012, Rule 10
Amended May 6, 2013, Rules 12, 19
Amended December 18, 2017, Rules 2, 13, (deleted former rule 14), 15, 18, 19
Amended August 6, 2018, Rule 16
Amended April 20, 2020, Rule 2, 3 and 14
Amended August 2, 2021, Rule 2
Amended November 9, 2026, Rule 14 and 17

WHEREAS the City Charter Section 30 and the Traverse City Code of Ordinances Section 220.01 provide that the City Commission adopt Rules; and

WHEREAS the City Commission wishes to fulfill this mandate and provide for Rules that govern its procedure and consideration of business in the most orderly, efficient, and open manner; now, therefore, be it

RESOLVED that the following Rules of the City Commission are in the best interest of the public health, safety, and welfare and are hereby adopted:

Rule 1. **Regular Meetings.** Pursuant to Traverse City Code of Ordinances Section 220.04, regular meetings shall be held on the first and third Mondays of each month in the Commission Chambers. Meetings shall begin at 7:00 pm.

Rule 2. **Order of Business and Agenda for Regular Meetings.** The order of business and agenda for Regular Meetings of the City Commission shall be as follows:

(a) Roll Call
(b) Announcements from the City Manager.
(c) Announcements from the City Clerk.
(c) Consent Calendar
(d) Items Removed from the Consent Calendar.
(e) Old Business
(f) New Business
    (1) From the City Manager
    (2) From other City officials, boards and committees
(g) Appointments
(h) Reports, Announcements and Correspondence

(1) Reports and Correspondence from the City Manager
(2) Reports, Announcements and Correspondence from the Mayor and City Commissioners
(3) Reports and Correspondence from other City officials, boards and committees
(4) Reports and Correspondence from non-city officials

(i) Public Comment
(1) Reserved (if any)
(2) General
(3) Mayor and City Commissioners

A written agenda shall be prepared by the City Clerk for every Regular Meeting, and shall be completed and made available to the news media, and released for delivery to the members of the City Commission and public not later than 11:59 PM on the Thursday immediately preceding the date of said Regular Meeting.

Rule 3. **Consent Calendar.** When the City Manager determines that any item of business requires action by the City Commission but is of a routine and non-controversial nature, the City Manager may cause such item to be presented at a Regular Meeting of the City Commission as part of a Consent Calendar, subject to the following procedure:

(a) On objection by any City Commissioner or any member of the public who is present to inclusion of any item on the Consent Calendar, that item shall be removed from the Consent Calendar forthwith. During remote participation meetings, members of the public may not remove items from the Consent Calendar. Such objection may be recorded at any time prior to the taking of a vote on the motion to approve the Consent Calendar. All such items shall be considered individually at a place on the agenda determined by the presiding officer.

(b) The Consent Calendar shall be introduced by a motion to approve the Consent Calendar and shall be considered by the City Commission as a single item.

(c) There shall be no debate or discussion by any member of the City Commission regarding any item on the Consent Calendar, beyond asking questions for simple clarification. A Commissioner may abstain from any item on the Consent Calendar by identifying the agenda item number and subject, stating the reason for the abstention, and that the Commissioner abstains from voting on that item. The abstention for that item shall be noted in the minutes.

(d) Approval of the motion to approve the Consent Calendar shall be fully equivalent to approval, adoption, or enactment of each motion, resolution, ordinance, or other item of business thereon, exactly as if each had been acted upon individually.

Rule 4. **Order of Business and Agenda at Special Meetings.** Special Meetings shall consider only such matters as are specified in the notice of the meeting, unless all members of the Commission are present and consent, or unless there is an emergency pursuant to these rules.

Rule 5. **Presiding Officer.** The Mayor shall preside at all meetings and in the absence of the Mayor, the Mayor Pro Tem shall preside, and if both the Mayor and the Mayor Pro Tem are absent, the City Clerk shall call the City Commission to order and shall preside until a presiding officer is chosen. The presiding officer may express an opinion on any subject under debate without substitution of another presiding officer.

Rule 6. **Rules of Order.** The conduct of City Commission business shall be governed by the current edition of Robert's Rules of Order unless otherwise modified by law, ordinance, or these rules of the City Commission. The presiding officer shall decide all questions arising under these rules and general parliamentary practice subject to appeal, which appeal shall be determined by a majority of the members present. In the event an appeal is taken by any member from the ruling of the presiding officer, the Commissioner desiring to appeal shall state that a claim of appeal is being taken and shall state briefly what in that Commissioner's opinion the ruling should have been. If this appeal is seconded, the presiding officer shall state clearly the question at issue, and then shall call for the vote of the Commission on the question: "Shall the decision of the presiding officer be sustained?" The presiding officer shall preserve order and decorum and may speak to points of order in preference to other questions.

Rule 7. **Motions.** Every Motion or Resolution shall require a second before being put to a vote, and it shall not be debated until it shall be reduced to writing if requested by the presiding officer or any Commissioner, but it may be withdrawn by the Commissioners moving and seconding the motion at anytime before decision or amendment. No motion to reconsider shall be entertained unless made by a member voting with the majority.

Rule 8. **Agenda modification.** The presiding officer may modify the order of the agenda at any Regular or Special Meeting of the City Commission to expedite the business of the City Commission. Such modification may be challenged by a City Commissioner in the same manner as appeals from rulings of the presiding officer.

Rule 9. **Consideration of referred matters at Regular Meetings.**

(a) Notice. Except as provided in the following subsection, at a regular meeting the City Commission shall not consider any matter referred or submitted to it by any City official or officials acting as such unless the same shall appear on the written agenda for said regular meeting as made available to the news media and released for delivery to the members of the City Commission.

(b) Emergency items. At a Regular Meeting as the first item after Roll Call, any City official acting as such, may ask orally or in writing that a certain matter be added to the agenda for consideration by the Commission at that meeting. By motion made that the matter in question is an emergency, and that it be added to the agenda of that meeting, passed by the concurring vote of not less than five Commissioners, any such matter may be added to the agenda under the appropriate order of business and may be considered at that regular meeting.

Rule 10. Procedure for calling Special Meetings.

As provided by City Charter Section 25, Special Meetings shall be called by the City Clerk on the written request of the Mayor or Manager or any three (3) Commissioners. When the request to call a Special Meeting is initiated by a Commissioner, the initiating Commissioner shall submit a written request to the City Clerk requesting the Special Meeting; the request shall contain the item(s) to be considered. The City Clerk shall then forward the request to the City Commission and request if there are two (2) additional Commissioners who would like to call the Special Meeting; and any Commissioner who would like to join in making the request shall respond directly to the City Clerk.

Rule 11. Consideration of referred matters at Special Meetings.

(a) Notice. Except as provided in the following subsection, the City Commission shall not consider at a Special Meeting any matter referred or submitted to it unless by a City official or officials acting as such which appears on the written notice of said Special Meeting as posted and released for delivery to the members of the City Commission.

(b) Emergency items. At a Special Meeting as the first item of business after taking the roll, any City official acting as such may ask orally or in writing that a certain matter not appearing in the notice of that Special Meeting as posted and released for delivery to the members of the City Commission be considered at the Special Meeting. Any such matter may be considered at that Special Meeting if all Commissioners elected and serving are present and if a motion is adopted by vote of not less than five Commissioners that the matter in question is an emergency and that it should be considered at the meeting.

Rule 12. Procedure for calling Emergency Meetings.

As required by Michigan Law, emergency meetings of the City Commission may be held only with the approval of two-thirds (2/3) of the members of the City Commission, which approval shall be coordinated by the City Clerk; and only if delay would be detrimental in the city's efforts to lessen the impact of a severe and imminent threat to the health, safety and welfare of the public. A meeting is defined as an emergency meeting only if it must be held before an eighteen hour prior notice of the meeting can be given.

A written agenda shall be prepared by the City Clerk for every Emergency Meeting and shall be completed and made available to the news media, released for delivery to the members of the City Commission, posted on the website and at the physical location of the meeting.

Within 48 hours of an emergency meeting, the City Clerk shall send official correspondence to the Grand Traverse County Board of Commissioners and Leelanau County Board of Commissioners; the notice shall include an explanation of why eighteen hours prior notice of the meeting could not have been given; such notice shall be sent by either first class mail or emailed to the respective County Board of Commissioners in care of the County Clerk.

Rule 13. **Reconsideration of Matters.** The City Commission shall not consider substantially the same matter upon which it has voted for a period of 180 days from date of said vote, unless two Commissioners, at least one of whom voted on the prevailing side in the prior vote, shall submit a written request to the City Clerk for such matter to be placed on the agenda of a specific regular or special meeting. An email request is considered a written request for purposes of this rule. This rule does not apply to motions which resulted in a tie vote, or which failed but received a majority of votes from those Commissioners actually voting. The City Clerk shall determine whether a matter is substantially the same as a prior matter and that determination is final and not reviewable by the City Commission or City Manager.

Rule 14. **Public Comment at Regular Meetings.** The City Commission welcomes public comment and has prescribed the following to facilitate the conduct of public business.

(a) **Public Comment during Agenda Items.** Except during remote participation meetings, a person may address the City Commission during discussion of an agenda item prior to action recognized by the presiding officer or upon request of any Commissioner. All persons are encouraged to identify themselves and their address and shall direct their comments to the Commission. The comment of any member of the public or any special interest group may be limited in time to three minutes except as provided in subsection (e). As part of its deliberation, the City Commission may clarify, answer questions and ask questions as a result of public comment.

(b) **Public Comment during the designated Public Comment Section - Reserved**. Any interested person or any special interest group wishing to address the City Commission for a reserved time shall submit a written request to the City Clerk no later than 5:00 p.m. of the Monday immediately preceding the date of said Regular Meeting. The communication may (1) identify the writer's name and address and (2) identify with reasonable specificity the subject matter. The same shall appear on the written agenda under the designated "Public Comment" section for said Regular Meeting as made available to the news media and released for delivery to the members of the City Commission. All persons are encouraged to themselves and their address and direct their comments to the Commission. The comment of any member of the public or special interest group may be limited in time to 15 minutes except as provided in subsection (e). Questions posed may be answered at the meeting or may be referred to staff for response at a later time.

Such requests shall be limited, per person, to two (2) per calendar year and shall appear on the written agenda. A city resident request shall take precedence over a non-city resident request. In such case, the non-city resident request shall be postponed and placed on the written agenda of a future meeting as selected by the non-city resident. In no case shall the non-city resident request be postponed more than one time.

(c) **Public Comment during the designated Public Comment Section - General**. Any

interested person wishing to address the City Commission regarding other matters may do so under the designated Public Comment section. All persons are encouraged to identify themselves and their address and direct their comments to the Commission. The comment of any member of the public or any special interest group may be limited in time to five three minutes except as provided in subsection (e). Questions posed may be answered at the meeting or may be referred to staff for response at a later time. For remote participation meetings, for the general public comment at the beginning of the agenda, time will be limited to five minutes per speaker; and for general public comment at the end of the agenda, time will be limited to three minutes per speaker, except as provided in subsection (e).

(d) **Public Comment during the designated Public Comment Section - Mayor and City Commissioners**. The Mayor and City Commissioners interested in making a public comment may do so under the designated Public Comment section. Further, the Mayor and City Commissioners may briefly respond for clarification purposes as a result of public comment.

(e) **Order and Duration of any Public Comment**. The presiding officer shall control the order and duration of any public comment subject to appeal. The presiding officer shall have the authority to limit and terminate any public comment that becomes disruptive, unduly repetitive, or impedes the orderly progress of the meeting. Items not appearing on the agenda will not be acted upon by the City Commission except in accordance with these rules.

Rule 15. **Organizational Meeting**. For purposes of these Rules, the Organizational meeting of the City Commission shall be considered a special meeting.

Rule 16. **Procedure for calling Study Sessions**. Study Sessions may be called by the City Clerk on the request of the Mayor, the City Manager, or any three Commissioners. Study Sessions when needed shall normally be called for the second and/or fourth Monday in each month in the City Commission Chambers or such other place as designated in the notice of the meeting. Study Sessions shall normally begin at 7:00 pm. Different starting times may be established in the notice of the meeting.

Notice of Study Sessions shall be delivered to all Commissioners and to the City Manager and posted in compliance with the Open Meetings Act by the City Clerk at least 18 hours prior to the study session; however, for Study Sessions held on the second and fourth Monday, the agenda and meeting packet shall be published by the City Clerk no later than 5 p.m. on the Thursday preceding such Study Session. Such notice shall include the time and place of the Study Session. City Commissioners and the City Manager shall also be given notice of the intended purpose of the Study Session. Additional matters may be considered at the Study Session in the discretion of the City Commission. In the event invitations or requests for attendance by other than the City Manager, Mayor or City Clerk are transmitted to the City Commissioners, the Mayor shall immediately notify the City Manager.

Rule 17. **Public Comment at Study Sessions and Special Meetings**. A person may address the City Commission during discussion of an agenda item if recognized by the presiding officer or upon request of any Commissioner or during the designated Public Comment Section. The comment of any member of the public or any special interest group may be limited in time to three minutes. As part of its deliberation, the City Commission may clarify, answer questions and ask questions as a result of public comment.

The presiding officer shall control the order and duration of any public comment. The presiding officer shall have the authority to limit and terminate any public comment that becomes disruptive, unduly repetitive, or impedes the orderly progress of the meeting. All persons addressing the Commission are encouraged to identify themselves and their address.

Rule 18. **Suspension of Rules**. Unless otherwise provided by these rules, the rules may be suspended upon the vote of five Commissioners. However, the following rules may be suspended only upon the vote of six Commissioners:

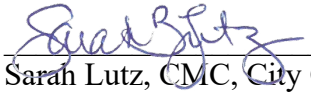
Rule 9. Consideration of referred matters at Regular Meetings.
Rule 11. Consideration of referred matters at Special Meetings.
Rule 18. Suspension of Rules.

City Commission Rule 12 cannot be suspended as it is required by Michigan Law.

Rule 19. **Amendment of Rules.** These Rules may be amended upon concurring vote of not less than that required for their suspension.

BE IT FURTHER RESOLVED that these Rules shall be effective immediately and shall supersede the Resolution adopting the Rules as amended adopted February 6, 1995.

I hereby certify that the above Resolution was adopted at the regular meeting of the City Commission held on May 6, 2013, and amended May 6, 2013, May 7, 2007, October 1, 2007, December 6, 2010, December 5, 2011, June 18, 2012, October 1, 2012, and December 18, 2017, August 6, 2018, April 20, 2020, August 2, 2021, and November 9, 2026, in the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.



Sarah Lutz, CMC, City Clerk