**OWOSSO CITY COUNCIL**
**ORGANIZATIONAL MEETING**
**MONDAY, NOVEMBER 14, 2011**
**7:30 P.M.**

**AGENDA**

*The Oath of Office will be administered to newly elected Councilmembers immediately prior to the commencement of the meeting.*

*City Manager to explain custom for chair of meeting*

1. Call to Order
   - Pledge to Flag
   - Roll Call

2. Approval of Agenda

3. Adoption of rules of order

4. Election of Mayor
   - Oath of Office

5. Election of Mayor Pro-Tem
   - Oath of Office

6. Consideration of City Council Rules of Procedure

7. Citizen Comments and Questions

8. Adjournment

The City of Owosso will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audiotapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting/hearing upon seventy-two (72) hours notice to the City of Owosso. Individuals with disabilities requiring auxiliary aids or services should contact the City of Owosso by writing or calling the following: Amy K. Kirkland, City Clerk, 301 West Main Street, Owosso, MI 48867 or at (989) 725-0500. The City website is: www.ci.owosso.mi.us

## Rules of Order

Traditionally the City Council has elected to use Robert's Rules of Order, 9<sup>th</sup> edition to govern the conduct of its meetings.

## Election of Mayor and Mayor Pro-Tem

Election of the Mayor and Mayor Pro-Tem will be handled as follows:

The Chair will call for nominations.  Nominations need not be supported.  When no further nominations are forthcoming the Chair will close nominations.

If there is only one candidate for office each member will be polled and their choice will be indicated by saying **YES** or **NO**.

If there is more than one candidate, each member will be polled and their choice will be indicated by saying the **NAME OF THE CANDIDATE** they wish to elect or **NONE**.

Upon the election of the Mayor the current Chair of the meeting will give up the post in favor of the Mayor.

**CITY COUNCIL RULES OF PROCEDURE**

### *Rules for Roll Call Votes*

1. *These rules are adopted pursuant to Section 5.4(j) of the Charter of the City of Owosso.*

2. *The purpose of these rules is to establish the procedure to be followed when conducting a roll call vote of City Council members.*

3. *When requested by the Mayor or, in his or her absence, the presiding officer, to conduct a roll call vote, the City Clerk shall call the names of all Council members except the Mayor in a random order followed by the name of the Mayor.*

4. *The City Clerk shall implement these rules in such a manner as to insure that the order in which names of Council members is called shall vary from one roll call vote to the next.*

5. *The City Clerk shall use a computer randomization program or other similar method to insure that each Council member's name has a statistically equal probability of appearing in any given position in the order of the roll call.*

6. *If a member of the Council is absent from a meeting, the City Clerk may strike his or her name from the roll call and such striking shall not constitute a violation of the procedure for random roll call voting. If the Mayor is absent from a meeting, the name of the presiding officer shall be included in the random roll call vote.*

### *Rules for Addressing A Meeting of the City Council*

1. *These rules are adopted pursuant to Section 3(5) of P.A. 267 of 1976, commonly known as the Open Meetings Act.*

2. *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 insure that all persons who wish to do so are afforded an adequate opportunity to exercise the right to address their city government while conducting the public business in an orderly, professional manner.*

3. *Persons wishing to address a meeting of the City Council shall do so during times set aside on the agenda for that purpose and at other times when recognized by the Mayor for the purpose of addressing the meeting.*

4. *Persons wishing to address the City Council and attending officials shall stand, raise a hand, or otherwise signal a desire to speak, and wait to be recognized by the Mayor. When so recognized, persons shall give their names and addresses, and address their comments and/or questions to any City official attending the council meeting.*

5. *Each person wishing to address the City Council shall be afforded one opportunity of up to four (4) minutes duration during the first occasion provided for citizen comments and questions, one opportunity of up to three (3) minutes duration during the last occasion provide for citizen comments and questions and one opportunity of up to two (2) minutes duration during each public hearing; provided, however, that comments made during public hearings shall be relevant to the subject for which the public hearings are held.*

6. *In addition to the opportunities to address the City Council described above, a citizen may respond to questions posed to him or her by the Mayor or members of the Council provided that members of the Council have been given the floor by the Mayor to pose such questions.*

7. *Each citizen comment and question period described in paragraph 6 excluding public hearings shall last up to thirty minutes. If time expires for the comment and question period and additional time appears necessary to accommodate citizens wishing to address city officials, the council may vote to extend the period for a specific length of time. Only one such extension of each comment and question period shall be permitted during a Council meeting.*

### *Rule of Civility*

1. *Council members, City staff, and members of the public will communicate respectfully with each other in their conversations, reports, debates, and testimony. All present will listen attentively to others when they are speaking, not interrupt others or carry on side conversations; and when given the floor will speak to the issues at hand, not engage in personal attacks or use derogatory language, and will honor the right of all to contribute to public policy deliberation.*