

**CITY OF OWOSSO  
ORGANIZATIONAL MEETING OF THE CITY COUNCIL  
MONDAY, NOVEMBER 21, 2022  
7:00 P.M.**

**AGENDA**

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

*The City Manager will explain the 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. Consideration of Date and Time of Meetings
8. Citizen Comments and Questions
9. Adjournment

The City of Owosso will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio recordings 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](http://www.ci.owosso.mi.us)

***PLEASE TAKE NOTICE THAT THE FOLLOWING MEETING CAN ONLY BE VIEWED VIRTUALLY***

The Owosso City Council will conduct an in-person meeting on November 21, 2022. Citizens may view and listen to the meeting using the following link and phone numbers.

**OWOSSO CITY COUNCIL**  
**Monday, November 21, 2022**  
at **7:00** p.m.

Please note  
earlier start time.

***The public joining the meeting via Zoom CANNOT participate in public comment.***

- **Join Zoom Meeting:**  
<https://us02web.zoom.us/j/84924186607?pwd=SFFHelAxV1FEQ2FSaWorc1BjMFhQdz09>
- **Meeting ID: 849 2418 6607**
- **Password: 772723**
- **One tap mobile**

+16469313860,,84924186607#,,,,\*772723# US  
+13017158592,,84924186607#,,,,\*772723# US (Washington DC)

**Dial by your location**

+1 312 626 6799 US (Chicago)  
+1 646 558 8656 US (New York)  
+1 301 715 8592 US (Washington DC)  
+1 346 248 7799 US (Houston)  
+1 669 900 9128 US (San Jose)  
+1 253 215 8782 US (Tacoma)

- **For video instructions visit:**
  - o Signing up and Downloading Zoom <https://youtu.be/qsy2Ph6kSf8>
  - o Joining a Zoom Meeting <https://youtu.be/hlkCmbvAHQQ>
  - o Joining and Configuring Audio and Video <https://youtu.be/-s76QHshQnY>
- **Helpful notes for participants:** [Helpful Hints](#)
- **Meeting packets are published on the City of Owosso website** <http://www.ci.owosso.mi.us>

Any person who wishes to contact members of the City Council to provide input or ask questions on any business coming before the Council on November 21, 2022 may do so by calling or e-mailing the City Clerk's Office prior to the meeting at (989)725-0500 or [city.clerk@ci.owosso.mi.us](mailto:city.clerk@ci.owosso.mi.us). Contact information for individual Council members can be found on the City website at: <http://www.ci.owosso.mi.us/Government/City-Council>

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## **Rules of Order**

Traditionally, the City Council has elected to use Robert's Rules of Order as the basis for the rules governing meetings. Typically, the Council loosely follows these rules, preferring instead to have a more open discussion and adhering strictly to the rules only when an impasse is reached or an out-of-the-ordinary situation arises.

## **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 can come from any member of Council and need not be supported. When no further nominations are forthcoming the Chair will close nominations.

- If there is only one candidate for the office in question 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 ensure 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 ensure 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 ensure 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 name and address, and address their comments and/or questions to any City official attending the council meeting.*
5. *Each person wishing to address the City Council at an in-person meeting 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 provided for citizen comments and questions, and one opportunity of up to three (3) 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.*

*Each person wishing to address the City Council at a virtual meeting shall be afforded one opportunity of up to five (5) minutes duration during the occasion provided for citizen comments and questions, and one opportunity of up to three (3) 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.*

**Day and Time of Meetings**

Traditionally Council meetings have been held the first and third Mondays of the month at 7:30 p.m. On occasions when there are five Mondays in a month the 5<sup>th</sup> Monday is typically used as a planning session or no meeting is held.

The dates of the remaining meetings for the remainder of 2022 are listed below along with a tentative schedule of Council meetings for 2023.

<b>CITY COUNCIL 2022</b>		
The 1 <sup>st</sup> and 3 <sup>rd</sup> Monday of each month, except as noted – 7:30 p.m., local prevailing time		
Owosso City Hall, Council Chamber		
	DEC 05	
	DEC 19	

<b>CITY COUNCIL 2023</b>		
The 1 <sup>st</sup> and 3 <sup>rd</sup> Monday of each month, except as noted – 7:30 p.m., local prevailing time		
Owosso City Hall, Council Chamber		
JAN 03*	MAY 01	SEP 05*
JAN 17*	MAY 15	SEP 18
FEB 06	JUN 05	OCT 02
FEB 21*	JUN 20*	OCT 16
MAR 06	JUL 03	NOV 06
MAR 20	JUL 17	NOV 20
APR 03	AUG 07	DEC 04
APR 17	AUG 21	DEC 18

\* Indicates the meeting was rescheduled due to legal holiday on the regular meeting date