

**12.050**

**COUNCIL RULES OF ORDER  
CITY OF GAYLORD, MICHIGAN**

**12.051**

**Sec. 2101. TIME OF REGULAR MEETINGS.**

The Council shall hold meetings at 7:00 o'clock P.M. on the second (2nd) and fourth (4th) Mondays of each month and in accordance with the provisions of Section 3.4 (see 10.304) of the City Charter, provided however, that whenever a regular meeting falls on an election day or other holiday it shall be held instead on the next secular day at 7:00 o'clock P.M.

(Amend. by ord. no. 1988-3 eff. July 5, 1988; further amend. by ord. no. 1990-1 eff. April 23, 1990)

**12.052**

**Sec. 2102. AGENDA AND ORDER OF BUSINESS.**

At each regular meeting of the Council, the business to be considered shall be taken up for consideration and disposition in the following order:

1. Call to Order
2. Invocation
3. Pledge of Allegiance
4. Roll Call
5. Approval of Minutes
6. Public Hearings (When Necessary)
7. Communications
8. Mayor's Report
9. Council Member's Report
10. City Manager's Report
11. City Attorney's Report
12. Chief of Police Report
13. City Clerk's Report
14. City Treasurer's Report
15. Unfinished Business
16. New Business
17. Adjournment

The Mayor or Chairman may deviate from the order of the agenda if necessary.

Every item of business to come before the Council shall be filed with the City Clerk by noon on the Thursday preceding the Monday on which the Council meets. It shall be the duty of the City Clerk to have delivered, as soon as practical, to each member of the Council a complete agenda of the items to be considered at the following meeting. Each item on the agenda shall have sufficient explanation to indicate its intent. All questions introduced that do not appear on the agenda may be tabled and referred for study and recommendation upon the request of any one Council Member, except that by a majority vote of the Council Members elect, said

matter may be acted upon at that time.

The minutes will be distributed to the Council prior to their approval as there shall not be a reading of the minutes at the meeting.  
(Amended by ord. eff. March 19, 1995)

**12.053**      **Sec. 2102.1. ORDINANCES, MOTIONS AND RESOLUTIONS.**

Ordinances, motions and resolutions appropriate to communications, petitions or reports shall be considered with the appropriate communication, petition or report.

**12.054**      **Sec. 2102.2. ANY MEMBER OF THE COUNCIL MAY PLACE ANY MOTION, RESOLUTION OR ORDINANCE ON THE AGENDA.**

Any member of the Council may place any motion, resolution or ordinance on the agenda by notifying the City Clerk before noon on the Thursday preceding the Council meeting. No matter not on the agenda shall be taken up at any Council meeting except by unanimous consent of those members of the Council present.  
(Amended by ord. eff. March 19, 1995)

**12.055**      **Sec. 2103. SPEAKER RECOGNITION - LIMITS ON DEBATE.**

Any person not a member of Council may address the Council with the permission of the Mayor, only after giving his/her name and address, and clearly stating the nature of his/her inquiry. Any such matter may be deferred to another time or referred for study and recommendation upon the request of any one Council Member except that by a majority vote of the Council Members elect, said matter may be acted upon immediately. The Mayor may require that such inquiries or comments be heard at such time as the related subject might appear on the prepared Agenda. No person not a member of the Council shall be allowed to speak more than twice or longer than five (5) minutes on any question. The Council may waive the requirements of this Section by a majority of the Council Members elect.

**12.056**      **Sec. 2104. RESOLUTIONS - FORM - STATED - WITHDRAW.**

Every resolution shall be in writing and read by the clerk or a member of the Council, and every motion, except to adjourn, lay on the table, for the previous question, postpone or commit, shall be reduced to writing if required by any member. When any motion or resolution has been made and seconded, it shall be stated by the chair or read, as the case may be, and being stated or read shall not be withdrawn except by consent of a majority of the Council.

**12.057**      **Sec. 2105. MOTION TO ADJOURN.**

Any motion to adjourn shall always be in order, except when the last preceding

business was a motion to adjourn. That, and a motion to lay on the table, to postpone indefinitely and all motions relating to order shall be decided without debate.

**12.058**      **Sec. 2106. PRECEDENCE OF MOTIONS.**

When any question is under debate, no motion shall be received but the following, and they shall have precedence in the order in which they stand arranged:

1. Motion to Adjourn
2. To Lay on Table
3. For Previous Question
4. To Postpone To a Day Certain
5. To Commit
6. To Amend
7. Other Usual or Traditionally Recognized Motions

**12.059**      **Sec. 2107. DEMANDING VOTE ON MAIN QUESTION.**

The previous question shall be put in these or similar words: "Shall the main question now be put?" It shall only be admitted when demanded by the majority of the members present and its effect shall be to put an end to all debate and to bring the Council to direct vote upon a motion.

**12.060**      **Sec. 2108. RECONSIDERATION.**

When a question has been taken, it shall be in order for any member voting with the majority to move a reconsideration thereof at the same or the next regular meeting but no question shall a second time be reconsidered.

**12.061**      **Sec. 2109. INTRODUCTION OF ORDINANCE.**

Proposed Ordinances may be introduced by a committee of Council or one or more individual councilmen. Proposed Ordinances may be referred to any one or all of the following: City Attorney, City Manager, appropriate agencies, and Council Committees for study and recommendation. Proposed Ordinances shall be reported back to the Council for final action and disposition.

**12.062**      **Sec. 2110. PASSING ORDINANCES.**

Every Proposed Ordinance shall receive two readings and shall be voted upon after each reading. The first reading shall be given at the time the Proposed Ordinance is introduced. The second reading shall not be given earlier than the next succeeding regular Council meeting after the first reading. The first reading shall be by title only unless a reading of the entire Proposed Ordinance is demanded by a member of the Council. A reading by title shall consist of an

accurate statement or summary by the title and body of the Proposed Ordinance made by a member of the Council, Mayor, City Clerk, City Attorney or member of the City Administrative Staff. At the first reading the Clerk shall number each Proposed Ordinance, and the Proposed Ordinance as numbered shall be duplicated and distributed to all members of the Council within seven days from the date of the first reading. The second reading shall be by title number only, providing that a reading of the complete Proposed Ordinance or any part thereof shall be given if so ordered by the Council. After each reading the proposed Ordinance shall be brought to vote by an appropriate motion. On the passage of an Ordinance the question shall be, "Shall this Ordinance pass?", upon which the yeas and nays shall be taken and recorded.

It shall be in order to amend at any time before the final passage of the Ordinance.

**12.063**            **Sec. 2111. RIGHT OF ANY MEMBER TO DELAY CERTAIN PROCEEDINGS.**

No resolution or proceeding of the Council imposing taxes or assessments or requiring the payment, expenditure or disposition of money or property or creating a debt or liability thereof shall be allowed at the same meeting at which it was introduced, if objection be made by one member unless by a vote of five or more members of the Council.

**12.064**            **Sec. 2112. SERGEANT AT ARMS.**

The Chief of Police shall, at the request of the Council, attend its meetings, and shall under the direction of the chair, keep order in the Council meeting room.

**12.065**            **Sec. 2113. OTHER GOVERNING RULES.**

The Rules of Parliamentary Practice, in Robert's Rules of Order, shall govern the Council in all cases to which they are applicable, provided they are not in conflict with these rules or with the City Charter.

**12.066**            **Sec. 2114. NEW RULES AND AMENDMENTS.**

These rules may be altered, amended or supplemented by a vote of the members-elect, if notice of the changes or new rules proposed shall have been given to the Council at a preceding regular meeting, and a written copy of the proposed change or new rule distributed to all members of the Council. The Rules of Procedure may be waived by unanimous consent, which shall be assumed, unless objected to by any member of Council in attendance.

**12.067**            **Sec. 2115. FAILURE TO OBSERVE RULES.**

The failure to observe any rule hereinbefore stated shall be deemed immaterial for

all purposes whatsoever unless an objection to the alleged irregularity is raised and entered in the Council minutes not later than the next regular meeting as herein provided.

**12.068**

**Sec. 2116. APPOINTMENTS.**

Gaylord City Council appointments to Boards, Commissions and Committees.

The City Clerk will contact incumbents to determine their interest in being nominated for reappointment.

The Mayor or any Council member desiring to nominate a person for appointment to a Board, Commission, or Committee shall submit such name, along with a brief summary of background and personal data as to nominee's qualifications, except that such a summary shall not be required for the renomination of a current member or if the Council unanimously agrees that a summary is not necessary. Summaries will be submitted on or before the time of voting.

Nominations may be made during the "Regular Business" portion of the agenda. All nominations are subject to Section "Method of Voting on Nominees" which appears below.

Voting on Nominees will occur at the next regular meeting of the Council following nominations.

Method of Voting on Nominees:

1. Where the number of nominees does not exceed the number of positions to be filled, a roll call vote shall be used.
2. Where the number of nominations exceed the number of positions to be filled, voting shall take place by the City Clerk calling the roll of the Council and each Council member is to indicate the names of the individuals he/she wishes to fill the vacancies.
3. When no candidate receives a majority vote, the candidate(s) with the least number of votes shall be eliminated from the ensuing ballot.
4. The appointment of the person receiving a majority vote shall be effective upon the adoption of a formal resolution.

Upon request by any Council Member at the time of nominations, the nominating Council Member will request his/her nominee to appear at the following Council meeting when appointments are to be considered for possible action.

(ord. amend. eff. Sept. 29, 1991)