

RULES OF ORDER
OF THE
DEARBORN CITY COUNCIL

Rule 1 – PUBLIC MEETINGS

1.1 GENERAL PROVISION

All meetings of the Council shall take place in the Council Chambers, Dearborn Administrative Center, 16901 Michigan Ave., Dearborn, Michigan, or as otherwise designated, and shall be open to the public in accordance with the Open Meetings Act, MCL § 15.261, et. seq. All deliberations of the Council constituting a quorum of its members, including e-mail communications (See Rule 10) and all decisions of the Council shall take place at a meeting open to the public, except as specifically otherwise provided in the Open Meetings Act. No person shall be excluded from a public meeting except for a breach of the peace actually committed at the meeting.

1.2 NOTICE

Regular Meetings. For regular meetings of the Council, and the Council sitting as a Committee of the Whole, public notice stating the schedule of dates, times and places of such meetings shall be published in the City calendar for the upcoming year, if a calendar is to be printed, in accordance with Section 7.5 of the City Charter. All public notices required to be posted pursuant to this rule shall include the name, address and telephone number of the Council and shall be posted in the office of the Clerk. In addition, the public notice may be posted in other locations considered appropriate by the Council. Cable television and the City's website, www.cityofdearborn.org, may also be utilized for purposes of posting public notice.

Special Meetings. When a special meeting is called, no less than eighteen (18) hours notice shall be given to each Council member and to the public. Special meetings shall be called by the Clerk on request of the Mayor or any two Councilmembers. Written notice stating each matter to be considered shall be given each Council member and the Mayor, unless the entire Council and the Mayor are present and waive notice of new or additional agenda item(s).

Rescheduled Meetings. For a rescheduled regular or special meeting of the Council, a public notice stating the date, time and place of the meeting shall be posted at least eighteen (18) hours before the meeting. No meeting of the Council recessed or adjourned for more than thirty-six (36) hours shall be reconvened sooner than eighteen (18) hours following posting public notice of the reconvening.

Briefing and Study Sessions. For a briefing or study session of the Council, a public notice stating the date, time, place and purpose of the meeting shall be posted at least eighteen (18) hours before the meeting. A briefing or study session shall be called by the Clerk on request of the Mayor or any two Councilmembers. The Council shall not take formal action at any briefing or study session. Attendance by the public is welcome, but public comment shall only be submitted to the Council President in writing with no verbal presentation.

Rule 2 - OFFICERS

2.1 COUNCIL PRESIDENT AND COUNCIL PRESIDENT PRO TEM

The candidate for Council receiving the highest number of votes at the regular City election shall serve as President of the Council and preside over all meetings of the Council and speaks for the Council. The candidate for Council receiving the second highest number of votes at the same general City-wide election shall serve as President Pro Tem of the Council and preside over meetings of the Council when, on account of absence or disability, the President is temporarily unavailable to perform the duties of his/her office. In the event of a vacancy occurring in the office of the President, the President Pro Tem shall serve the remainder of the President's term. Subsequent vacancies shall be filled on the basis of the relative standing of the Council members in terms of the number of votes received at the last regular City-wide general election. The term of office for such Council officers shall correspond with the term of office of the Council member whose position was vacated.

The Council President shall be the appointing authority for purposes of personnel and administrative matters pertaining to the Council office, in accordance with Section 10.15 and civil service provisions of the City Charter. Administrative matters shall include any action requested to be taken on behalf of the Council by any particular Council member(s), including requesting or inviting an individual to attend/speak to an item at a Council meeting. Hiring and discharge of personnel in the Council office will be communicated to all Council members within a reasonable time prior to that type of action being taken by the Council President. Additionally, the Council President shall chair all meetings; prepare the Council administrative budget; approve meeting dates; recommend commissioners to various boards (final approval of the Council is still required); sign the official minutes and synopsis of meetings; and execute documents pertaining to payroll, the Council P.R. Fund, cash disbursements and petty cash.

The Council President or presiding officer shall determine which Councilmember, or other person in attendance, has the floor to speak during all meetings.

Rule 3 - MEETINGS

3.1 MEETING COMPENSATION

The compensation of Councilmembers is determined by the Local Officials Compensation Commission, in accordance with Section 6.6 of the City Charter.

3.2 CLOSED SESSIONS

A 2/3 roll call vote is required to call a closed session, except in certain circumstances set forth in the Open Meetings Act, MCL § 15.267. The Council may meet in closed session for purposes set forth in the Open Meetings Act, MCL § 15.268. Telephonic or electronic participation by a Councilmember shall not be permitted during a closed session. The roll call vote and the purpose or purposes for calling the closed session shall be entered into the minutes of the meeting at which the vote is taken. A separate set of minutes shall be taken by the Clerk or the designated secretary of the Council at the closed session. Discussions during a closed session are strictly confidential and cannot be disseminated or discussed with any unauthorized person, except as provided for by law. No recording or other listening devices are permitted to be used by anyone in attendance, except for by the Clerk to assist with the preparation of the minutes. These minutes shall be retained by the Clerk of the Council, are not available to the public, and shall only be disclosed if required by civil action filed under the provisions of the Open Meetings Act. These minutes and any recording made by the Clerk 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.

A violation of the Open Meetings Act is punishable as a misdemeanor in accordance with MCL § 15.272 and may result in civil liability in accordance with MCL § 15.273.

3.3 COMMITTEE OF THE WHOLE

The Council shall meet as a Committee of the Whole at 7:30 p.m. on the Thursday preceding the regular Tuesday night Council meetings. Beginning January 1, 2023, Council shall meet as a Committee of the Whole at 7:00 p.m. on the Thursday preceding the regular Tuesday night Council meetings. All administrative matters shall be referred from the Committee of the Whole directly to the departments concerned. The Clerk shall keep a monthly record of all unanswered referrals and supply a copy of same to each member of the Council. Referred items shall not be included on the Council Agenda for the next regular meeting. On items referred which require Council action, the departments concerned shall report back to the Council at the next Committee of the Whole meeting or as soon thereafter as practical. The Council President shall

indicate which items need not be responded to by the administrative departments.

Any member of the Council may independently request that a specific item be responded to by an administrative department, regardless of whether the item has been referred by the Council or is on the agenda. All responses shall be provided within a reasonable time to the requesting Council member.

The Council shall not vote on a resolution or ordinance at any Committee of the Whole meeting. The Council shall use the Committee of the Whole meeting for purposes of reviewing agenda items for the next regularly scheduled Council Meeting.

Public Comment:

A reasonable opportunity shall be given for members of the public to be heard at the Committee of the Whole meeting on items of City business. In the interest of ensuring the orderly processing of items of business before the Council at the Committee of the Whole meeting, while safeguarding the opportunity of members of the public to address the Council, the following procedure for public comment shall be used:

- 1 Participants who complete a Speaker Card may be permitted to speak for up to three (3) minutes at the beginning of the meeting, prior to the business agenda. Up to, but no more than, thirty (30) minutes will be allowed for this public comment period.
- 2 Any member of the public, who did not already speak during the first public comment period, shall be given a reasonable opportunity to address Council concerning an item listed on its business agenda at the time Council has taken up the item. The meeting Chairperson may impose a three (3) minute time limitation for each person.
- 3 An additional public comment period shall be provided for participants who did not already speak during a previous public comment period at the conclusion of the business agenda. The meeting Chairperson may impose a three (3) minute time limitation for each person.
- 4 If a person wishes to expand on either an item of new business, an issue that is not on the Council agenda,

or an item appearing on the Council agenda beyond the time allotted for verbal presentation, then the matter shall be reduced to writing and filed with the Council and Clerk.

- 5 The Clerk shall provide a 30 second warning prior to the speaker's time ending.

3.4 REGULAR OR SPECIAL COUNCIL MEETINGS

Regular meetings as determined by Council at its first meeting of the calendar year shall be held at 7:30 p.m. in Council Chambers. Beginning January 1, 2023, regular meetings as determined by Council shall start at 7:00 p.m. A special meeting of the Council shall be held on a date, time, and at a place as determined by the Council.

Council participation and voting by telephone shall be permitted as provided by the Local Officials Compensation Commission or state law. Telephonic or electronic participation shall not be permitted at special or regular meetings held in the Council Chambers, except as permitted by the Open Meetings Act. Participation by telephone shall be indicated on the attendance sheet.

Public Comment:

A reasonable opportunity shall be given for members of the public to be heard at the Committee of the Whole meeting on items of City business. In the interest of ensuring the orderly processing of items of business before the Council at the Committee of the Whole meeting, while safeguarding the opportunity of members of the public to address the Council, the following procedure for public comment shall be used:

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- 2 Any member of the public, who did not already speak during the first public comment period, shall be given a reasonable opportunity to address Council concerning an item listed on its business agenda at the time Council has taken up the item. The meeting Chairperson may impose a three (3) minute time limitation for each person.

- 3 An additional public comment period shall be provided for participants who did not already speak during a previous public comment period at the conclusion of the business agenda. The meeting Chairperson may impose a three (3) minute time limitation for each person.
- 4 If a person wishes to expand on either an item of new business, an issue that is not on the Council agenda, or an item appearing on the Council agenda beyond the time allotted for verbal presentation, then the matter shall be reduced to writing and filed with the Council and Clerk.
- 5 The Clerk shall provide a 30 second warning prior to the speaker's time ending.

3.5 ATTENDANCE REQUIRED

The Corporation Counsel or his/her representative shall attend all meetings and hearings of the Council, unless notified that attendance is not necessary. The Council may require the attendance at Council meetings of the Mayor and of any other appointive officer of the City. The Mayor may satisfy attendance at meetings by sending a personal representative.

3.6 ADJOURNMENTS

The Council shall have the power to adjourn any regular or special meeting to a day and time certain, which adjustments shall not be on the time of the next regular meeting, and the adjourned meeting shall be considered as a continuation of the same regular or special meeting. Any business which would have been proper for the Council to consider at such meeting may be considered and acted upon at the adjourned meeting. Any postponement of deliberations of the Council of less than one (1) day shall be considered a recess. Notice shall be given by the Clerk in accordance with the provisions of Rule 1.2.

3.7 SIGNS, PLACARDS, AND BANNERS

Signs, placards, banners, or similar items shall not be permitted at any time in Council Chambers. This rule does not apply to a display board pertaining to an agenda item.

Rule 4 - VOTING

4.1 QUORUM

Four (4) members of the Council shall be a quorum for the transaction of business, but, in the absence of a quorum, two (2) or more members may adjourn any regular or special meeting to a later date. Since no business is transacted at Committee of the Whole, Study Sessions and Briefing Sessions, at those meetings a quorum shall consist of those who attend the meeting. Each member of the Council, who shall be recorded as present, shall vote on all questions decided by the Council, unless the matter creates a conflict of interest.

No ordinance or resolution shall be adopted or passed except by the affirmative vote of at least four (4) members of the Council, except as otherwise provided by law, in accordance with section 7.8 of the City Charter. Five (5) affirmative votes of the Council are needed to give a resolution immediate effect, provided the Mayor shall waive the right of veto, in accordance with Section 9.1 of the City Charter.

4.2 MANNER OF VOTING

The vote upon the passage of all ordinances, and upon the adoption of all resolutions, shall be taken by “yes” and “no” votes and entered upon the record, except that where the vote is unanimous, it shall only be necessary to so state.

Unanimous approval shall attach to all Council acknowledgments, awards, citations, and/or condolences, unless there is an objection from a Councilmember.

4.3 CONFLICT OF INTEREST

No member of the Council shall vote upon any matter which personally affects such member as prohibited by Public Acts 1968, No. 317; MCL § 15.321, et. seq. Any member so affected shall immediately disclose any pecuniary interest in the contract or matter appearing before the Council, which disclosure shall be made a matter of record in the official minutes of the Council. Any such contract or matter coming before the Council shall be approved by vote of two-thirds (2/3) of the full membership of the Council without the vote of a member thereof, if any, making such disclosure. The provisions of Chapter 3 of the City Charter concerning Standards of Conduct are hereby incorporated by reference.

Rule 5 – PUBLIC HEARINGS

5.1 PUBLIC HEARINGS

In the event that the Council determines to hold a public hearing upon any matter requiring a determination, action, vote or disposition by the Council by way of ordinance or resolution, the Clerk shall give notice of such public hearing by publication at least once in the official City newspaper at least five days prior to the scheduled hearing date and as otherwise required by state statute. The notice of such public hearing shall contain the date, time, place and description of the subject matter to be considered by the Council at the public hearing. In addition to such publication, the Clerk shall give notice by mail to all individuals within 300 feet of any property scheduled for a zoning hearing in accord with the original petition or application for a zoning change or as directed by the Council. The Planning Division of the Department of Economic Development shall provide the Clerk with a list of lots in the district and within 300 feet of the proposed zoning change and, upon request by the Clerk, the Finance Department shall provide addresses appropriate for mailing and a master list of property owners in the affected district.

Rule 6 - COMMITTEES

6.1 COMMITTEES

There shall be no standing committees of the Council. This rule does not prohibit the Council from forming a subcommittee composed of less than a quorum of Council members if they are merely advising or only capable of making recommendations concerning the exercise of governmental authority.

Rule 7 - COMMUNICATIONS

7.1 RECEIPT OF COMMUNICATIONS

The Clerk shall serve as the Council's Clerk. The Clerk shall receive all petitions, communications and complaints addressed officially to the City. The Clerk and all City Departments shall send all Councilmembers a copy of any correspondence received from the State of Michigan, the federal government, or any of their agencies concerning any violations of laws or other concerns pertaining to the City.

7.2 CLAIMS AND PUBLIC UTILITY RATE HEARINGS AND ADJUSTMENTS

All lawsuits against the City of every kind shall be referred immediately to the Corporation Counsel for report, recommendation or appropriate action thereon, except that the Council shall be advised of receipt of such lawsuits. All items and documents concerning public utility rates shall be

referred immediately to the Departments of Public Works and Facilities and Finance for report, recommendation or appropriate action thereon, except that the Council shall be advised of receipt of such items and documents.

7.3 COUNCIL MEETING AGENDA

The Clerk shall prepare in advance of every regular, special and Committee of the Whole meeting of the Council, and whenever practical before any closed session of the Council, an agenda of business to come before the Council at each such meeting. The agenda shall contain for each item the Department from which the request originated, a brief description of the project and whether the item has been budgeted for or involves a transfer of contingent fund monies.

Consent Agenda:

The Council may use a consent agenda to process routine non-controversial business items. The entire group of items will be approved in one motion and one roll call vote. In the minutes, the actions passed in the consent agenda will be recorded individually and in full. There will be no separate discussion of the items on the consent agenda. If discussion of an item is desired by a Council member, then it shall be removed from the consent agenda and considered separately by being placed on the regular agenda.

At the beginning of the regular Council meeting, the Council President shall ask the Council members if any items wish to be removed from the consent agenda and discussed individually. The Clerk shall not permit any ordinances to be placed on the consent agenda.

Committee of the Whole:

All matters submitted by the Administration must be provided to the Clerk by 5:00 p.m. on the Friday before the Committee of the Whole meeting. The Clerk shall prepare an agenda with appropriate back-up materials of administrative matters filed before 5:00 p.m. on Tuesday for consideration and review by the Council for the Committee of the Whole meeting. Private citizens and/or outside agencies or groups cannot unilaterally place items on the meeting agenda. Such requests to be added to the meeting agenda must be submitted to the Council Office by the 5:00pm Tuesday deadline and have the support of at least one Council Member. In addition to these agenda items and administrative matters filed after the 5:00 p.m. Tuesday deadline and reviewed by the administrative department at the Committee of the Whole meeting, only emergency administrative matters requiring immediate action by the Council, as requested by the Mayor, shall be heard by the Council at its next regularly scheduled meeting. These "emergency administrative" items shall not appear on the Council's agenda and shall be orally reviewed by the Mayor or appropriate

department head at the regularly scheduled Council meeting. If Monday falls on a legal holiday that results in the closure of the Council Office, then the deadline shall be Wednesday by 5:00 p.m.

The Clerk shall prepare a supplemental written agenda for those matters submitted by private citizens and/or outside agencies or groups for Council consideration after the preparation of the formal agenda contemplated herein and list same under “new business.” The Clerk shall prepare the agenda of administrative matters and those matters designated at the Committee of the Whole meeting for inclusion on the Council’s formal agenda by Friday at 1:00 p.m. preceding the next regularly scheduled Council meeting and same shall be posted online for the public. Condolences shall be added to the end of Regular Council Meeting agendas, NOT Committee of the Whole agendas.

Notwithstanding the above, any member of the Council with support of another member may add an item to the agenda at any time. The Clerk and Council Office shall be made aware of the addition at the earliest opportunity.

Regular Meetings:

The agenda prepared by the Clerk for a regularly scheduled Council meeting shall follow the form and substance identified by Rule 8 hereinafter. With reference to regular meetings of the Council, the Clerk shall file with the Council by 5:00 p.m. on Tuesday before each regularly scheduled meeting of the Council all items of business with the appropriate back-up materials. If an administrative department desires to place additional business before the Council at the regularly scheduled meeting, then the administrative department shall file the original written document with the Clerk and appear at the regularly scheduled meeting to explain the nature of the business to be considered. Every reasonable effort shall be made by the Clerk to comply with the 5:00 p.m. Tuesday deadline.

Notwithstanding the above, any member of the Council with support of another member may add an item to the agenda at any time. The Clerk and Council Office shall be made aware of the addition at the earliest opportunity.

Order of Business:

The Clerk shall prepare the business items for the Committee of the Whole meeting and regular Council meeting agendas in the following order:

1. Any Council or Mayor acknowledgments or awards
2. Condolences
3. Public Comment (up to 30 minutes)
4. Consent Agenda Items

5. Resolution approving previous minutes
6. Ordinances
 - a. Resolution on the table
 - b. Ordinance on the table (2nd reading)
 - c. Ordinance to be introduced (1st reading)
7. Economic Development/City Planning/Planning Commission
8. Public Works and Facilities/Engineering
9. Purchasing
10. Assessor
11. Police
12. Fire
13. Recreation
14. Library
15. Finance/Treasury/Philanthropy and Grants
16. Law/Courts
17. Communications/Community Relations
18. Innovation and Technology/Historical Museum
19. Human Resources/Civil Service Commission
20. Council
21. Clerk
22. Mayor
23. All Other City Departments
24. Public Comment

Supporting documentation for each business item shall be numbered to correspond with the agenda item number. Condolences shall be added to the regular Council meeting agendas, not Committee of the Whole agendas.

7.4 REFERRALS

The Clerk shall prepare a record of the Committee of the Whole referrals and other Council actions requiring administrative follow-up and periodically advise the Council of any outstanding matters. Department heads shall notify the Clerk in writing when matters referred by Council have been

completed. The record so prepared by the Clerk shall contain a complete list of all matters referred for departmental action or administrative follow-up and whether or not the action has been taken to date. The list so prepared shall be given to all members of the Council by the fifteenth of each month by delivering a copy to each Councilmember's mail box at the Dearborn Administrative Center.

The Council President or presiding officer may refer administrative matters directly to the departments concerned prior to the Committee of the Whole or Regular Council meetings provided they give notice to all Council members of the referral.

7.5 NOTICE REQUIREMENTS

The Clerk shall be the agent responsible for posting any notices required by these rules and Public Acts 1976, No. 267; MCL § 15.261,. (Open Meetings Act).
et. seq.

7.6 MINUTES

The Clerk, or his/her designee, shall attend all Committee of the Whole, Special and Regular meetings of the Council and shall keep a correct journal of the proceedings. The Clerk shall keep minutes of those meetings showing the date, time, place, members present, members absent, any decisions made at a meeting open to the public, and the purpose or purposes for which a closed session is held. The minutes shall include all roll call votes taken at the meeting and matters upon which the Council has taken formal action. The minutes shall be public records open to public inspection and shall be available at the office of the Clerk. Copies of the minutes shall be available to the public at the reasonable estimated cost for printing and copying. The proposed minutes shall be available for public inspection not more than eight (8) business days after the meeting to which the minutes refer. Approved minutes shall be available for public inspection not later than five (5) business days after the meeting at which the minutes are approved. The minutes, so prepared by the Clerk, shall be signed by the President of the Council and the City Clerk. The Clerk shall electronically record each regular meeting of the Council. For purposes of ensuring the accuracy of the official minutes kept by the Clerk and for purposes of public inspection, the tapes shall be kept until such time that the minutes are approved by Council. The Council may direct that any tape or tapes dealing with a specific meeting be retained for a further length of time. The Council secretary or designee shall be responsible for keeping minutes of study sessions and briefing sessions. Since no action is taken at those meetings, the minutes shall show the date, time, place, purpose, members present, members absent and others in attendance.

Rule 8 – COUNCIL MEETING PROCEDURE

8.1 ORDER OF BUSINESS

The order of business at all regular Tuesday night meetings shall be:

1. Call to order.
2. Roll Call.
3. Invocation.
4. Pledge of Allegiance.
5. Any Council or Mayor acknowledgments or awards
6. Condolences
7. Public Comment.
8. Disposing of the Journal of the preceding meeting or meetings.
9. Scheduled hearings on all matters required by law or deemed necessary by the Council.
10. Council Agenda.
11. Open Referrals
12. New Business.
13. Reports and communications from the Mayor and other City officials.
14. Public Comment.
15. Adjournment.

8.2 PRECEDENCE OF MOTIONS

When any question is under debate, no motions shall be received except the following, and they shall have precedence in the following order:

NOT DEBATABLE

1. To adjourn.
2. To recess for a definite time.
3. To lay on the table.
4. To call for the previous question.

DEBATABLE

5. To postpone to a day certain.
6. To amend.
7. To amend the resolution to amend.
8. To postpone indefinitely.
9. To declare waiver of attorney-client privilege.

8.3 DIVISION OF THE QUESTION

A motion for the division of any question may be made when the question will admit of a division so distinct that if one part be taken away, the other will stand as an entire question for decision. The motion shall require support and the outcome shall be decided by a majority vote.

8.4 WITHDRAWAL OF MOTION

A member may withdraw their motion at any time before it is put to a vote, provided there are no objections.

8.5 WAIVING ORDER OF PROCEDURE

The presiding officer may at any time, by a majority vote of the Councilmembers present, permit a member to introduce an ordinance or resolution out of the regular order of business.

8.6 TAKE FROM THE TABLE

A question may be taken from the table at the same meeting at which it was laid on the table either before or after business has intervened or at a subsequent meeting. The Clerk shall list any questions or resolutions tabled at subsequent meetings of the Council on an appropriate agenda until taken from the table or terminated in accordance with this rule.

If a question or resolution is not taken from the table within forty-five (45) calendar days from the meeting at which it was tabled, it shall terminate by operation of these rules and the Clerk shall not list any such item beyond a forty-five (45) calendar day period from which it was tabled.

Any member of the Council shall be permitted to reintroduce a question or subject matter terminating by operation of the provisions of this rule in accord with the motion practice of the Council.

8.7 RESOLUTION TO RECONSIDER

A resolution to reconsider a vote on any question shall be in order for any member of the prevailing side to move for such reconsideration at any time after such action has been taken, as hereinafter set forth; provided, however, that if the meeting at which such action was taken has been adjourned, such member must file with the Clerk before 4:00 p.m. of the third business day after the session at which the resolution being reconsidered was passed, a notice of his/her intention to move to reconsider it.

A member who was either absent for the vote on the original motion or abstained due to a conflict of interest from voting is precluded from making a motion to reconsider the original motion. The motion must be supported, is debatable, and requires a majority vote. In the absence of the member who had filed such notice of reconsideration, at the regular meeting of the Council next following the filing thereof, at which such motion of reconsideration could be properly presented, it shall, by virtue of said notice, be in order for any other member of the prevailing side to move for reconsideration of the resolution identified in such notice.

8.8 RESCIND OR APPEAL

A motion to rescind or appeal some previous action may be made at any time at any regular or special meeting of the Council.

8.9 MOTION TO DECLARE WAIVER OF ATTORNEY-CLIENT PRIVILEGE

A motion to declare waiver of the attorney-client privilege as to an opinion or document is a privileged motion of the assembly that can be debated, but debate must not disclose the conclusions of the opinion or the nature of the document, and may not be amended. The motion shall require support and the outcome shall be decided by a two-thirds vote.

8.10 APPEAL FROM RULING OF THE CHAIR

Members have no right to criticize a ruling of the chair unless they appeal from their decision. If a member believes the chair has ruled incorrectly, an appeal may be made. However, an appeal may not be made if the chair has expressed only an opinion.

An appeal must be made at the time of the ruling and must be seconded; is debatable, unless the matter appealed from is not debatable. The chair may vote on the appeal and the outcome shall be decided by a majority vote. A majority vote in favor or tie sustains the decision of the chair.

8.11 CALLING THE QUESTION

A council member must have the floor in order to make a motion and the outcome shall be decided by a two-thirds vote.

8.12 PROCEDURE TO ENACT ORDINANCES AND RESOLUTIONS

Every ordinance shall receive two readings by title only. The second reading of an ordinance shall not take place at the same session unless there has been a suspension of the rules and an emergency declared by the Council. Ordinances may be introduced by one member and debated. All petitions, communications, reports and ordinances presented to the Council shall be in writing, in accordance with Section 9.2 of the Charter. Every ordinance shall require a roll call vote.

All resolutions shall require support prior to debate. A roll call vote is required to adopt a resolution, if requested by a member; otherwise, the Council President may announce that the resolution was unanimously adopted.

To conduct a roll call vote, the Clerk shall call the names of all Council members starting with the Council member receiving the lowest number of votes received at the last regular City-wide general election and continuing in chronological order to the Council President. This order will repeat continuously, but reset each calendar year beginning with the first meeting in January.

The Clerk and/or their designee shall adopt a process to track the roll-call voting order at each Council meeting.

The Clerk shall make every reasonable effort to provide the final adopted resolutions and ordinances to the Council Office prior to the next regular Council meeting after which they were adopted.

8.13 AMENDMENT, SUSPENSION OR ALTERATION OF RULES

These rules may be altered or amended or temporarily suspended for a specific purpose by an affirmative vote of five (5) Council members voting thereon. The Council shall review these rules within 120 days of each general municipal election every 4 years and also if a vacancy occurs in the office of Council President.

8.14 PARLIAMENTARY AUTHORITY

Robert's Rules of Order shall govern the Council in all cases where the rules of the Council are not applicable. The Corporation Counsel shall serve as parliamentarian to the Council.

To introduce a new piece of business or propose a decision or action, a motion must be made by a Council member. The motion must receive support and after limited discussion the group then votes on the motion. A majority vote is required for the motion to pass, unless stated otherwise.

8.15 ORDINANCE AND RESOLUTION(S)

The Council shall act only by ordinance or resolution. A "resolution" shall be official action in the form of a motion (1) limited to matters required or permitted to be done by resolution by the City Charter or by state law; (2) matters pertaining to the internal affairs or concerns of the City government; (3) ministerial in character, relating to the administrative business of the City; or (4) such other actions commonly recognized in law as subject to adopting by resolution for a specific and/or temporary purpose. All other acts of the Council, and all acts carrying a penalty for the violation thereof, shall be by ordinance. All legislation of the City of Dearborn shall be by ordinance.

Rule 9 – ETIQUETTE

9.1 MEETING PROCEDURE

1. A Council member who desires to speak in debate must first be recognized by the President or presiding officer.
2. The Council member who makes the original motion is entitled to speak first.

3. A Council member is not entitled to speak for a second time on an item until all other members who wish to speak for the first time have the opportunity to do so.

Rule 10 – ELECTRONIC COMMUNICATIONS

10.1 DURING AN OPEN MEETING

E-mail, group texting (consisting of a quorum), or other forms of electronic communications among group members during the course of an open meeting that constitutes deliberations toward decision-making or actual decisions violates the Open Meetings Act. Members are prohibited from participating in such communications during an open meeting.

10.2 OUTSIDE OF AN OPEN MEETING

E-mail, group texting (consisting of a quorum), or other forms of electronic communications among group members outside of the course of an open meeting can create a violation under the Open Meetings Act. E-mail communications among members where a quorum of the Council is on the communication and/or response is prohibited.

ADOPTION HISTORY

Adopted by CR 2-80-82 of February 2, 1982

Amended/adopted by CR 1-5-86 of January 7, 1986

Amended by CR 9-618-87 of September 1, 1987

Amended by CR 10-716-87 of October 20, 1987

Amended by CR 1-4-90 of January 2, 1990

Adopted/amended by CR 1-60-02 of January 15, 2002

Amended by CR 12-1183-02 of December 17, 2002

Amended by CR 11-988-03 of Special Meeting November 13, 2003

Amended by CR 12-874-04 of December 21, 2004

Amended/Adopted by C.R. 11-797-06 of November 6, 2006

Amended by C.R. 5-290-08 at a Special Meeting on May 7, 2008

Amended by C.R. 2-65-15 at the Regular Meeting of February 10, 2015

Amended by C.R. 7-433-22 at the Special Meeting on July 27, 2022

Amended by C.R. 2-65-15 at the Regular Meeting of September 27, 2022

Amended by C.R. 10-582-22 at the Regular Meeting of October 11, 2022

Amended by C.R. 6-304-23 at the Regular Meeting of June 13, 2023

Amended by C.R. 2-82-24 at the Regular Meeting of February 28, 2024

Amended by C.R. ____ - ____ -25 at the Regular Meeting of April 8, 2025