

CITY OF EAST LANSING

EAST LANSING CITY COUNCIL

POLICY RESOLUTION 2019-5
(Amends Policy Resolution 2015-11)

A RESOLUTION ESTABLISHING PROCEDURES FOR COUNCIL MEETINGS, RESOLUTIONS AND THE PREPARATION AND CONTENT OF THE COUNCIL AGENDA

WHEREAS, the East Lansing City Council wishes to amend its procedures which provide for the orderly conduct of Council Meetings, for a standard process for preparing and maintaining Council Resolutions, and for a methodology for the preparation and content of the City Council Agenda; and,

WHEREAS, these items at present are encompassed in Policy Resolution 2015-11; and,

NOW, THEREFORE, BE IT RESOLVED, that the East Lansing City Council adopts this Policy as procedures for the conduct of Council meetings, the Codification of Resolutions, and the Preparation and Content of the City Council Agenda, as follows:

I. COUNCIL MEETINGS

1. Meetings of the City Council shall be of two types: Regular or Discussion Only. The annual schedule of meetings shall be adopted by Council and published in accordance with the Open Meetings Act. Such meetings shall ordinarily begin at 7:00 p.m. However, the Council may by majority vote, establish a different time for a specific meeting.
2. A Discussion Only Meeting shall be for the purpose of hearing staff reports and discussing policy issues.
3. The Council shall hold Discussion Only Meetings no less than four times a year.
4. Regular Meetings of the City Council shall be conducted in accordance with all applicable laws and at a Regular Meeting of the City Council any permissible matter of any kind or nature may be considered and acted upon by the City Council.
5. All meetings of the City Council shall be televised. However, for good cause the City Council may make exceptions.
6. The Council may meet in special meetings as provided for in the City Charter.
7. At each regular Council meeting, the Mayor shall encourage members of the public to limit their comments to a five minute presentation and to try to avoid duplicating arguments already presented on each agenda item.
8. In addition to formal minutes, the proceedings of the Council shall be published by displaying a synopsis of such proceedings showing the substance of each separate action of the Council on

the City's Web site, broadcasting a video of the meeting on P.E.G. television stations, and providing access to the video on the City website.

9. No Council meeting shall proceed past midnight except upon the majority vote of the Council members present and voting.
10. Action on any agenda item may be postponed to a date certain or tabled by majority vote of the Council members present and voting at any Council meeting.
11. Agenda items not acted upon prior to the adjournment of a Council meeting shall be placed on the agenda for the next meeting of the same type.

II. RESOLUTIONS

1. Resolutions shall be adopted in the form of a motion and shall be of three types:
 - a. Written Policy Resolutions which pertain to the internal affairs or concerns of City government.
 - b. Written Resolutions which are required by Charter, Ordinance, State, or Federal law to be passed by Council in order to permit the City to act or which adopts a Resolution which approves written rules which are permitted by the Charter or required by Ordinance to be passed by Council.
 - c. Verbal Resolutions made at a council meeting which direct the City Manager or City Attorney to act or not to act or which approve or disapprove a proposed activity of Council or other person, body or commission for which no written resolution is required.
2. All written policy resolutions shall be signed by the Mayor and certified by the City Clerk and shall indicate:
 - a. The type of resolution and the year of adoption;
 - b. In a series of "WHEREAS" paragraphs, the reason(s) for the resolution;
 - c. In one or more "NOW THEREFORE" paragraphs the specifically resolved matters;
 - d. The date upon which the resolution was adopted;
 - e. And the vote by "yeas" or "nays."

Each policy resolution shall be numbered in order of adoption and, compiled and maintained in chronological order in the Clerk's office in a manner reviewable by the public during regular business hours.

3. A cumulative index of all Policy Resolutions adopted by the Council, arranged by type and year, shall be published on the City's web site.

III. PREPARATION AND CONTENT OF THE AGENDA

1. The agenda for regular meetings and discussion only meetings of the Council shall be prepared and distributed to Council and made available to the Public by the City Manager by noon on the Friday immediately preceding a scheduled Council meeting. The agenda shall also be published on the City's web site and/or P.E.G. television stations at least 24 hours prior to the meeting.
2. Prior to 5:00 p.m. on the Thursday prior to a discussion only meeting, any Council member or the City Attorney may request that any item be placed on an agenda by communicating that request to the City Manager. Prior to 5:00 p.m. on the Thursday prior to a regular meeting, any item may be added to the agenda if requested in writing by the Mayor, or any two Council members. If so requested, the item shall be placed on the agenda.
3. At a regular meeting, items may be added to the agenda by unanimous consent of Council members present and voting. The City Manager may also request that items requiring prompt action be added to a regular meeting agenda.
4. At a discussion only meeting, items may be added to the agenda by majority vote of the Council members present and voting.
5. Items may be added to the agenda of a special meeting only by the unanimous consent of all of the Council members.
6. Any number of items may be presented to the City Council at a business meeting for approval by single action and be labeled the Consent Agenda. An item listed on the Consent Agenda must be voted on separately if requested by any member of the Council.
7. The agenda shall be approved at the beginning of each regular or special meeting, following the roll call and approval of the previous minutes, by majority vote of the Council members present and voting.
8. Every agenda shall provide a time for public comment on any agenda item or non-agenda topic.
9. Every agenda shall provide a time for Council member comments.
10. Written policy resolutions and verbal resolutions of the Council may be placed on the agenda at a discussion only meeting and voted on in accordance with the provisions of this policy.


VI. MAYORAL RESPONSIBILITIES

1. The Mayor, at a mutually agreeable time, shall communicate with each member of Council no less than monthly to discuss the business of the Council. Such communication may be waived by the Council member.
2. The Mayor shall review with the City Manager the staff resources available to achieve all Council initiated and/or Council supported activities in order to assure their timely

completion, and report to the rest of the Council on the result of that review. Any Council member may communicate directly with the City Manager to obtain this information.

VII. COUNCIL MEMBER AUTHORITY

1. Any Council member may request the City Attorney to provide retainer services regarding City business. Other Council members should be advised of a request for the preparation of an ordinance, for a formal written legal opinion, or for the City Attorney's participation in a meeting.


Mark S. Meadows, Mayor
City of East Lansing

Moved by Councilmember: Meadows

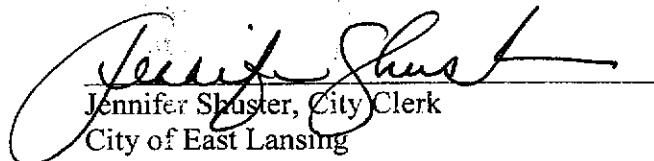
Supported by Councilmember: Stephens

YEAS: 5

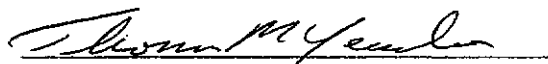
NAYS: 0

ABSENT: 0

CLERK'S CERTIFICATION: I hereby certify the foregoing is a true and complete copy of a Resolution adopted by the City of East Lansing City Council at its regular meeting held on September 17, 2019, the original of which is a part of the Council minutes.


Jennifer Shuster, City Clerk
City of East Lansing

Approved as to form:


Thomas M. Yeadon
East Lansing City Attorney