

RULES OF ORDER FOR THE CITY COMMISSION
ADOPTED MAY 18, 1959
Amended as of this date: September 17, 2012

1. Robert's Rules of Order and regular Parliamentary Procedure shall be used as far as applicable in conducting the business of the City Commission.
2. Regular voice vote shall be used while voting on all motions except where a roll call vote is required by the City Charter, provided, however, that a roll call vote shall be taken if requested by any member of the Commission.
3. In order to provide the members of the City Commission with sufficient time to become acquainted with the business that may come before the City Commission it shall be the duty of the City Clerk to provide an agenda for all regular meetings. The agenda cut-off time shall be 3:00 p.m. on Wednesday preceding the City Commission meeting and supporting packets be e-mailed to the City Commissioners by 5:00 p.m. on Thursday preceding the meeting. Commissioners shall be provided with a City issued laptop computer to receive the agenda and supporting materials. Other supporting written materials may be delivered to the City Commission no later than 5:00 p.m. on Friday before the regular City Commission meeting.
4. Any Commissioner may, before a vote is taken upon the items listed in the Consent portion of the agenda, request that any such item be removed from the Consent Agenda and be acted upon by separate motion and vote of the Commission. The Consent agenda may be used for any item of a non-controversial nature such as but not limited to lease renewals, minutes, lot splits, liquor control approvals, bids under \$10,000 and scheduling of public hearings.
5. Items of a non-controversial nature such as letters of acknowledgment or letters of thanks and reports of a purely informative nature may, at the discretion of the City Manager or City Clerk, be placed on the agenda after the 3:00 p.m. Wednesday deadline prior to the convening of the Commission.
6. No item of business, not listed on the agenda, shall be considered by the commission, except with the unanimous consent of every member of the Commission present. The City Manager, any member of the Commission, or any person may request the City Clerk to put an item on the agenda, and when requested, it shall become the duty of the City Clerk to insert such item on the agenda.
7. Any person that shall request an item be placed on the agenda shall be given the privilege of introducing this item when it is considered by the Commission. Total presentation shall not exceed ten (10) minutes.

Citizens shall be permitted to present digital presentations during City Commission meetings on their scheduled agenda items under the following conditions:

- A. Materials to be presented shall be submitted to the City Clerk by 3:00 p.m. on the Wednesday preceding the City Commission meeting on a compatible media storage device, as designated by the City.

The material(s) shall be reviewed by the IS Director or designee for technical compatibility; the City Clerk shall review content for compliance with the following requirements. Material(s) that include the following content shall not be permitted:

- Nudity or pornography, profanity and/or hate language
 - Encouragement of hostility or violence
 - Attacks on individuals based on ethnicity, race, religion, or sexual orientation
 - Illegal discrimination against any group
 - Sexual, obscene, indecent or explicit messages including those with sexual overtone or innuendo
 - Deliberate false, misleading or deceptive messages (i.e. material(s) that have been manipulated by editing software)
 - Publication of information of a personal nature which constitutes invasion of privacy
 - Language or information that is obscene, foul, vulgar, or abusive in any way
 - Cruelty to animals
 - Or other similar offensive content
- B. In the event that the presentation is deemed to be non-compliant with these rules the City Clerk will contact the individual regarding the materials submitted for review by 3:00 p.m. on the Thursday prior to the City Commission.
- C. Original materials denied for use by the City Clerk will be forwarded to the members of the City Commission for their review.
- D. Appeals shall be made in writing to the City Commission by 3:00 p.m. on the Friday prior to the City Commission meeting and addressed at the meeting in which the person requested that the digital materials be presented. If the Commission deems appropriate the presentation can be utilized during scheduled agenda item. The decision of the City Commission is final.
- E. Materials approved for use during the City Commission meeting will be retained by the IS Director and placed on the overhead monitors by the IS Director or designee at the appropriate time during the individual presentation. No additions or deletions to the materials may be made after approval has been given.
- F. The City of Sault Ste. Marie reserves the right to superimpose the words *Citizen Presentation* including the City's official logo on the bottom of all digital presentations to differentiate between information provided by the City of Sault Ste. Marie and information provided by any person.

- G. The City of Sault Ste. Marie reserves the right to air the following disclaimer before and/or after *Citizen Presentation*: “The views and opinions expressed under *Citizen Presentation* are those of the individual presenter only and do not necessarily represent the views and opinions of the Mayor, City Commission or Administration of the City of Sault Ste. Marie.”
- H. When a person requests that an item be placed on the agenda for a City Commission meeting, the purpose of this presentation is to inform the City Commission. Digital presentations may or may not be broadcast in their entirety as part of the televised coverage of the City Commission meeting. Digital information provided as part of the agenda packet will be available for public inspection in accordance with the posting requirements for City Commission agenda packets.
- I. Section 7 of the Rules of Order pertains to any person placing an item on the City Commission agenda for compliance with the content and technical compatibility requirements for individual presentations. Digital presentations by City staff or consultants/contractors to support a scheduled agenda item are not governed by the time or submittal requirements of this section.
8. Any person may speak on an agenda item identified as a public hearing or when public comments are requested on the agenda. Five minutes will be provided for each person speaking. Digital presentations may be used in accordance with the criteria identified in Section 7 which describes the use of digital presentations.
9. Any person may reserve time to speak on a scheduled agenda item at the beginning of the City Commission meeting. Three minutes will be provided to speak to that agenda item. Any person will be able to provide other comments at the end of the City Commission meeting for a time not to exceed five minutes. No digital presentations will be permitted during these presentations.
10. The City Commission, at its regular meeting shall follow the agenda as prepared by the City Clerk, except that on motion, regularly made, and passed, an item on the agenda may be considered outside of its regular turn.
11. Nothing in the preceding paragraphs shall preclude any person from bringing up a new matter, not on the agenda, after all of the business on the agenda has been disposed of, but shall preclude the Commission from acting on any matter not on the agenda, except to refer the new matter to the City Manager or to a committee for investigation and report at the next regular meeting of the Commission.
12. After the agenda has been prepared by the City Clerk, a copy of the agenda shall be posted at City Hall and on the City’s website. Furthermore, a public copy of the agenda and supporting materials shall be placed on file in the office of the City Clerk and shall be available on the City’s website on Friday preceding the City Commission meeting including digital presentations.

13. Special Meetings of the City Commission shall be posted a minimum of 18 hours prior to the scheduled meeting in accordance with the Michigan Open Meetings Act (MCL 15.261 *et. seq.*). Members of the City Commission shall be provided written notice by email (confirmed by telephone) of the Special Meeting 24 hours in advance except as provided in Section 6.2 of the City Charter. If practical, supporting materials will be emailed to the members of the City Commission prior to the Special Meeting.

14. Use of City-Issued Laptop Computers by Members of the City Commission

City Commission Members shall have the use, for City business and for City Commission meetings, of a City-issued laptop computer. Agenda materials will primarily be provided to the Commission by electronic delivery.

City-issued laptop computers are intended to be used for City business and City-related purposes. Personal use shall be incidental to the intended use of the laptop. The following rules shall apply to Commission members' use of City-issued laptops:

- A. The City shall supply the laptop and all associated hardware and software. Commission members shall not download any programs or install any hardware or software on the computer without prior approval through the City's Information Systems Director.
- B. The laptop shall be equipped to allow internet access and e-mail capabilities; however, the Commission members shall not have access to the Internet, unless so directed by the Mayor, or to e-mail accounts during any Commission meetings, and the laptop shall not be used by members to communicate with each other or any member of the public during any Commission meeting. If a Commissioner believes an internet site is pertinent to an agenda item that internet site address shall be submitted to City Clerk prior to 3:00 p.m. the day of the meeting for distribution to the rest of the Commission members.
- C. Commission members shall have the use of the laptop computer during the member's term of office, and such right shall terminate at the same time as the member's term of office ends, at which time the laptop and all associated equipment shall be returned to the City.
- D. Commission members shall be responsible for maintaining the laptop in good condition, and to reasonably protect it from theft, loss, or damage. City policies applicable to City staff with regard to damaged or lost equipment shall apply.
- E. Commission members may not use the laptop in connection with election or re-election efforts or campaigning, either for the member or any other candidate for public office.
- F. Commission members shall not use the laptop, or the internet access or e-mail provided with it, for any commercial, illegal, or illicit purpose or activity, or for financial gain.

Commission members shall not use the laptop to download or store inappropriate or obscene material. Commission members shall not knowingly use the laptop, or the internet access or e-mail provided with it, to propagate any virus, worm, "Trojan horse," "trap door," or back door" program code or to knowingly disable, disrupt, or overload the computer system or network, or to circumvent any system designed to protect the privacy or security of another user, computer system, communications network, or organization.

- G. Commission members should recognize that many, and perhaps most, of the documents that exist on the laptop or that are created during internet usage or while using the e-mail function are subject to the Freedom of Information Act, MCL 15.231 *et seq.*, or other means of discovery, and should govern their use accordingly.
 - H. Commission members shall not use the laptop for any purpose that violates the Open Meetings Act, MCL 15.261, *et seq.*
 - I. The laptop shall at all times remain City property, and therefore subject to return to the City upon request, for inspection, repair, installation of additional hardware or software or other applications, and the like, or to ensure compliance with these rules.
 - J. The Commission member to whom a laptop is issued is responsible to insure the proper use of the laptop in accordance with these rules.
 - K. The Commission members shall be responsible for costs relating to internet connectivity outside of City Hall at their home or office.
15. The purpose of these rules is to provide an orderly method of conducting the business of the City Commission, and may be amended from time to time in the regular manner. The vote of five (5) members of the Commission shall be necessary for the adoption or the amendment of these rules.

Previously Amended:

December 18, 1961
October 20, 1975
February 3, 1992
May 2, 1994
April 26, 1999
June 18, 2007
January 07, 2008
May 3, 2010
May 17, 2010