

RULES OF ORDER

FOR THE

DETROIT CITY COUNCIL

**Adopted by resolution on
February 28, 2007: effective September 1, 2007.
Amended and effective February 5, 2008.
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1.0 COMPOSITION OF COUNCIL

The Detroit City Council is the city’s legislative body composed of nine (9) Council Members. One member is elected from each of the seven (7) non-at-large districts and two (2) members are elected at-large. All members serve a concurrent four-year term.

2.0 AUTHORITY

Pursuant to the authority set forth in Section 4-105 of the 2012 Detroit City Charter, City Council shall be reorganized from a Committee of the Whole dominant structure into a Standing Committee Structure. Accordingly, these procedural rules of the Detroit City Council are adopted pursuant to the authority set forth in Section 4-105 of the Detroit City Charter in order to assist the Council in the orderly conduct of City business.

3.0 ASSEMBLIES

The Detroit City Council shall perform its duties and conduct its business through Formal Sessions, Committee of the Whole, Special Session, Standing Committees, and Special Committees. Official actions by City Council are taken at the Formal Session. All official actions of City Council shall be by motion in the form of an ordinance or resolution at a Formal Session or at a Special Session.

3.1 Committee of the Whole: Committee of the Whole shall consist of all members currently serving.

3.2 Formal Session: Formal Session shall mean the regular weekly meeting of the City Council. Formal Session shall be the time when the City Council takes formal action on any item on their agenda. The formal actions of City Council shall be recorded in the Journal of the City Council.

3.3 Adjourned Session: Shall mean a Session that is a continuation of the immediately preceding Formal or Special Session.

3.4 Special Session: Shall mean a meeting of the City Council held at a time different from that of any regular meeting, and convened only to consider one or more items of business specified in the call of the meeting. The reason for a special session is to deal with important matters that may arise between Formal Sessions or during Council’s recess period.

3.5 Committees: Shall mean a committee composed of a portion of the City Council Members serving.

3.5.1 Standing Committees: A committee that meets on a regular basis and is a major vehicle through which the City Council performs its duties.

1 3.5.2 Joint Committees: Joint committees are created by City Council from two or more
2 standing committees to perform a specific task for a limited duration. In the case of a joint
3 committee, the Chair of the committee designated first by the President in order of referral shall
4 serve as Chair of the joint committee and the Chair of the committee designated second shall
5 serve as the vice Chair of the joint committee subject to the approval of the City Council.
6

7 3.5.3 Special Committees: Shall mean a committee created by resolution of the City Council to
8 perform a specific function or task. It may be composed of only Council Members or a
9 combination of Council Members and non-Members. Special Committees shall have staff
10 support as needed.
11

12 3.5.3.1 Special Council Committee: Special Council Committees shall be composed of
13 Council Members.
14

15 3.5.3.2 Taskforce: A taskforce is a special Council Committee, which may include non-
16 council members, formed expressly for studying a particular problem or issue and are
17 advisory to the Detroit City Council. A Taskforce shall be composed of up to three
18 Council Members. Each Council member shall be limited to chairing up to four (4) Task
19 Forces.
20

21 3.5.3.2.1 Creation: Taskforces are created by Council resolution. The original resolution
22 creating the Taskforce shall include the purpose, goals, objectives, and end date of the
23 proposed Taskforce.
24

25 3.5.3.2.2 Duration: A Taskforce shall be limited to one year but may be renewed annually
26 by resolution.
27

28 3.5.3.2.3 Reporting: A Taskforce shall submit a report with its annual renewal resolution
29 indicating how its goals and objectives have been met in the previous calendar year and
30 any other relevant information to the Detroit City Council and to the City Clerk's office.
31 A Taskforce not renewed shall present a Final Report of its achievements to the Detroit
32 City Council and to the City Clerk's office at the end of the calendar year.
33
34

35 4.0 LEGISLATIVE BOARDS, COMMISSIONS, AND APPOINTMENTS 36

37 4.1 Appointments: All City Council appointments to Boards and Commissions are appointments
38 of the full Body.
39

40 4.2 Board Of Review: Pursuant to Section 9-401 of the 2012 Detroit City Charter, there shall be
41 a Board known as the Property Assessment Board of Review to hear and determine appeals from
42 property tax assessments.
43

44 4.2.1 Members: The Property Assessment Board of Review consists of nine members with at
45 least seven (7) members appointed from each of the non-at-large districts.
46

1 4.2.2 Appointments: Each Council Member shall recommend a person to sit on the Board.
2 The City Council shall appoint at least seven (7) members, one each from the non-at-large
3 districts.

4
5 4.2.3 Residency Requirement: A member must be a resident of the City.
6

7 4.2.4 Duties And Powers: The Board of Review shall have all the duties and powers as
8 provided by law ~~and~~ that may be exercised by the entire Board or a sub-committee of the
9 board.
10

11 4.3. Board Of Zoning Appeals: The City Council shall establish, by ordinance, a Board of
12 Zoning Appeals. The powers and duties of the Board shall be in compliance with state law to (1)
13 hear appeals from administrative decisions either of the Buildings and Safety Engineering, and
14 Environmental Department or Planning and Development Department; and (2) hold hearings on
15 non-conforming uses and structures and requests for variances from the City Zoning Code.
16

17 4.3.1 Appointment: The City Council shall appoint a nine-member Board with at least one
18 each from the non-at-large districts.
19

20 4.3.2 Residency Requirement: Board members must be residents of the City.
21

22 4.3.3 Term: Members are appointed for a three-year term on a staggered term basis.
23

24 4.3.4 Role of Board: The Board of Zoning Appeals is empowered by the State of Michigan
25 Zoning Enabling Law to act as an appeals body to hear the appeals of property owners for
26 land uses rejected by the Building Safety and Engineering Department, Environmental
27 Department, or Planning and Development Department, or in accordance with the City
28 Zoning Code.
29

30 4.3.5 Review Proceeding: In any review proceeding, the Buildings and Safety Engineering
31 Department shall file a written statement and may appear before the Appeals Board in support
32 of its decision.
33

34 4.4. City Planning Commission: Pursuant to Section 4-301 of the 2012 Detroit City Charter, the
35 City Council shall establish a nine (9) member City Planning Commission.
36

37 4.4.1 Appointment: The nine-member City Planning Commission shall be appointed by and
38 serve at the pleasure of the City Council. Seven (7) of the members shall be appointed, one (1)
39 each, from the non-at-large district. No more than two (2) members shall be appointed from
40 any one district. As far as possible, different professions and occupations shall be represented
41 on the Commission.
42

43 4.4.2 Residency Requirement: Commission members must be residents of the City.
44

1 4.4.3 Term: The term of office is three (3) years and the terms of three (3) members expire
2 each year.

3
4 4.4.4 Role Of Commission: Pursuant to Section 4-302 of the 2012 Detroit City Charter, the
5 Commission shall advise the City Council on development matters as defined in Section 6-
6 204, and perform other functions as directed by the City Council.

7
8 4.4.5 Commission Resolutions: Any resolution adopted by the Commission is advisory.

9
10 4.4.6 Council Member Service: City Council Members are eligible for appointment to the
11 Commission as ex-officio members.

12
13 4.5 Historic Designation Advisory Board: Pursuant to Section 25-2-34 of the Detroit City Code,
14 the City Council shall establish a Historic Designation Advisory Board.

15
16 4.5.1 Appointment: The nine (9) permanent members of the 12-member Board shall be
17 appointed by City Council.

18
19 4.5.2 Residency Requirement: A member of the Board must be a resident of the City.

20
21 4.5.3 Term: The term of appointment for permanent members is three (3) years on a staggered
22 term basis.

23
24 4.5.4 Role Of Board: The Board shall advise the City Council on matters relating to historic
25 preservation, and in particular, proposals for the designation of local historic districts.

26
27 4.6 Board of Ethics: Pursuant to Section 2-106.8 of the 2012 Detroit City Charter, an
28 independent seven (7) member Board of Ethics shall be created.

29
30 4.6.1 Appointment: The Board shall consist of seven (7) members of the public including
31 three (3) who are appointed by the Mayor, three (3) who are appointed by the City Council,
32 and one (1) who shall be jointly appointed by the Mayor and the City Council. The members
33 shall serve without compensation and may be removed for cause only.

34
35 4.6.2 Residency Requirement: Members of the Board shall be residents of the City who are
36 not elective officers, appointees, or employees of the City at any time during their Board
37 membership.

38
39 4.6.3 Term: Members shall serve for a term of five (5) years, up to two (2) consecutive terms
40 not to exceed 10 years. Such terms shall be staggered. Not more than two (2) members' terms
41 shall expire in any one (1) year.

42
43 4.6.4 Role of the Board: The Board of Ethics was created pursuant to Section 2-106.8 of the
44 2012 Detroit City Charter, for the following reasons: to render advisory opinions regarding
45 the meaning and application of provisions of the Charter, city ordinances or other laws or
46 regulations establishing standards of conduct of public servants; to conduct investigations

1 based upon a complaint or its own initiative to ensure the integrity of city government; and to
2 recommend improvements in the standards of conduct to ensure the ethical behavior of public
3 servants, all in a manner consistent with the provisions of the 2012 Detroit City Charter and
4 the provisions of the Detroit City Code sections 2-6-1 et seq.
5

6 4.7 Procedure to Fill Vacancies: 7

8 4.7.1 Candidates: Candidates shall be interviewed by the appropriate Standing Committee.
9 The names of potential appointees shall be forwarded to the Formal Session for consideration
10 by the whole Council. The Standing Committee shall move all potential appointees to the
11 Formal Session at the same time.
12

13 4.7.2 Appointment Procedure at Formal Session: 14

15 4.7.2.1 Multiple Candidates: If there are more candidates than available positions,
16 Council shall use a paper ballot process to determine the final appointee(s). At the
17 appropriate time during Formal Session, the Clerk shall give each Council Member a
18 paper ballot listing the candidates. Each Council Member will write his or her name on
19 the ballot and circle the name(s) of the candidate they wish to be appointed to the
20 available position(s). The number of names circled is determined by the number of
21 positions available. Each Council member shall vote for the total number of positions
22 available. Voting for only one candidate when two or more positions are available is not
23 permitted. Votes may only be cast from the list of candidates before Council for
24 consideration. Write-in candidates are not permitted.
25

26 The completed ballots shall be given to the Clerk who will tally and announce the vote.
27 The announcement shall include the name of the Council Member, the name(s) circled on
28 their ballot, and the total number of votes for each candidate.¹ The candidate receiving the
29 majority of votes from those present and voting shall fill the first vacancy. The candidate
30 receiving the second highest majority of votes from those present and voting shall fill the
31 second vacancy; and so on until all vacancies are filled.
32

33 If the second, or any additional candidates, do not receive a majority of votes from those
34 present and voting, or in the case of a tie vote, additional ballots shall be taken until they
35 do receive that majority. In the case of a tie vote, only candidates receiving the tie vote
36 shall move forward for consideration. If the tie cannot be broken after three rounds, or if a
37 candidate does not receive a majority of votes of those present and voting, the vacant
38 position shall be sent back to the Standing Committee
39

40 Once the voting has finished, the Chair shall announce the appointees and Council shall
41 formalize the appointments through resolution.

¹ Michigan's Open Meetings Act, MCL 15.263, requires that all decisions of a public body shall be made at a meeting open to the public. Announcement of the contents of the written ballots serves to further the spirit of openness and intent of the Act. In any event, the ballots can be obtained by the public through Freedom of Information Act (FOIA) procedures.

1 4.7.2.2 Single Candidate: If there is only one candidate for an available position, Council
2 may appoint the candidate through resolution.
3
4

5 5.0 COMPLIANCE WITH OPEN MEETINGS ACT 6

7 5.1 Open Meetings: All meetings of the Detroit City Council shall be open to the public and held
8 in accordance with the Michigan Open Meetings Act, 1976. P.A., MCLA 15.261 et seq; MSA
9 4.1800 et seq.
10

11 5.2 Calendar Posting: Within ten (10) days after the first Formal Session of a calendar year
12 public notice shall be posted stating the dates, times and places of Formal Sessions. A similar
13 posting shall be made listing the dates and times of all Standing Committee meetings. An annual
14 calendar may be adopted by resolution for all known exceptions to the general Council calendar.
15

16 5.3 Rescheduling Of Meetings: If a Formal Session, Committee of the Whole, Standing
17 Committee, Committee, or Taskforce must be rescheduled, this change shall be posted at least
18 eighteen (18) hours before the meeting.
19

20 5.4 Public Notices: All public notices shall include the name, address and telephone number of
21 the City Council and shall also be posted in the office of the City Clerk.
22

23 5.5 Emergency Session: Notwithstanding the notice requirements of these rules, the City Council
24 may meet in Emergency Session as permitted under Michigan Public Act No. 267 of 1976.¹
25 When meeting in an Emergency Session, the Council President shall notify each Council
26 member of the date, time, and place for the meeting. At the beginning of the meeting, the Chair
27 shall explain the purpose of the Emergency Session.
28
29

30 6.0 President and President Pro-Tempore 31

32 6.1 Selection and Terms: City Council shall select its President and President Pro-Tempore from
33 among its members by majority vote of the members serving at its first regular session in
34 January. The term for City Council President and President Pro-Tempore shall be four (4) years.
35

36 6.1.1 Chair of Meeting For Election of President and President Pro-tempore: The City Clerk,
37 or her/his designee, shall chair the meeting at which the President and President Pro-Tempore
38 are elected.
39

40 6.1.2 Selection Process: The Chair shall take nominations for the office from the members
41 present; self-nomination is permissible. All members shall then write his or her name on the
42 ballot and shall vote for a member from the list of nominated individuals. If no nominee

¹ MCLA 15-265(5). *Public bodies may hold emergency sessions without a written notice or time constraints. "Nothing in this section shall bar a public body from meeting in emergency session in the event of a severe and imminent threat to the health, safety, or welfare of the public when 2/3 of the members serving on the body decide that delay would be detrimental to efforts to lessen or respond to the threat."*

1 receives a majority vote, then the Council may utilize voting strategies that will lessen the
2 number of candidates including but not limited to weighted voting.

3 6.2 Presidential Succession To Office: If a vacancy occurs in the office of Mayor, the City
4 Council President shall succeed to the office until a new Mayor is elected. In the event of a
5 vacancy in the office of President, including by removal or temporary absence, the President Pro-
6 Tempore shall serve as President for the unexpired term in the case of vacancy or removal, or
7 until the return of the President in the case of absence due to succession under Section 5-109 or
8 otherwise. Any vacancy in the office of President Pro-Tempore shall be filled by majority vote of
9 members serving on the City Council for the unexpired term. However, if the office of President
10 Pro-Tempore becomes available because of succession under Section 5-109, City Council shall
11 select a President Pro-Tempore to serve until the return of the President and resulting resumption
12 of the office by the President Pro-Tempore.

13
14 If a vacancy occurs in the office of Mayor, the City Council President shall succeed to the office
15 until a new Mayor is elected. If a dispute arises concerning whether a vacancy in the office of
16 Mayor has occurred, the City Council President or any three (3) members of the City Council
17 may petition the appropriate court for a determination of this fact question.¹
18

19 6.3 Powers and Duties of the President:

20
21 6.3.1 Referrals To Standing Committees: The President shall report at each Formal Session all
22 items being referred to the Standing Committees.
23

24 6.3.2 Chair Of City Council Sessions: The President shall Chair all Sessions (Formal, Special,
25 Executive, Community, Emergency, and Closed) of the City Council and the Committee of
26 the Whole.
27

28 6.3.3 Calling Meeting To Order: The President shall take the Chair at the time the meeting has
29 been scheduled. The President shall immediately call the members to order and request the
30 Clerk to call the role.
31

32 6.3.4 Preserving Decorum: The President shall preserve order and decorum and may speak on
33 points of order during Formal Sessions. The President shall decide questions of order, with
34 the aid and assistance of the Parliamentarian, subject to an appeal to the Council. Such appeal
35 must be made and seconded, and on which appeal no member shall speak more than once
36 except by consensus of the members present.
37

38 6.3.5 Appointment Of Standing Committees: The President shall appoint the Chair and the
39 members of each Standing Committee with the consent of the Detroit City Council. The term
40 of each Standing Committee Chair is four years. At the end of four years, the President may
41 appoint a new Chair unless it is determined otherwise by a majority of the Council.
42

¹ 2012 Detroit City Charter, Section 5-109

1 6.3.6 Removal Of Standing Committee Chairs: The President shall remove Committee Chairs
2 with the vote of a two-thirds majority of the City Council Members serving.

3
4 6.3.7 Compelling Attendance: The President shall have the power to compel the attendance of
5 an absent member.

6
7 6.3.8 Administrative Council Duties: The office of the President shall perform other
8 administrative duties of the Council as necessary.

9
10 6.3.9 Convening Committee Of The Whole Meetings: The President of the Detroit City
11 Council or a majority of Council Members serving shall have the authority to convene a
12 meeting of the Committee of the Whole when the subject matter is of importance and
13 sensitivity.

14
15 6.3.10 Ex-Officio Member on All Committees: The President shall be an ex-officio member
16 of all Council Committees.

17
18 6.3.11 Absence Of President and the President Pro Tempore: In the event that both the
19 President and President Pro Tempore are absent, the two at-large members shall serve as
20 Chair on a rotational basis. If the President, President Pro Tempore and the at-large members
21 are absent, then the longest serving member present will serve as Chair. If there is more than
22 one longest serving member, then the Chair will rotate numerically by District from 7 through
23 1.

24 25 6.4 Powers and Duties of the President Pro-Tempore

26
27 6.4.1 Serve In Absence Of The President: The President Pro-Tempore shall, during an
28 extended absence of the President, exercise the administrative duties of the office of the
29 President.

30
31 6.4.2 Administrative Duties of the President: The Administrative duties of the President shall
32 not pass to any other Council Member unless both the President and the Pro Tempore are
33 absent for an extended period of time. In which case, the administrative duties of the President
34 shall pass to the to the longest serving Council member.

35
36 6.4.3 Serve As Ex-Officio Member on All Committees in the Absence of the President: The
37 President Pro-Tempore shall serve as ex-officio on all Council Committees in the absence of
38 the President. The status of ex-officio shall not pass to any other Council member.

39 40 41 7.0 City Council Vacancy

42
43 7.1 Selection Process To Fill a Vacant City Council Seat: If a vacancy occurs on City Council it
44 shall be filled by appointment, based on a two-thirds vote of the members serving. A new
45 Council member must be appointed within sixty (60) days after the seat becomes vacant. The
46 Body may use a nominating or application process, which shall be approved through resolution.

1 If an application process is chosen, the position must be posted for a minimum of 14 days. Each
2 Council member can refer up to two resumes for an at-large seat and one resume for a district
3 seat for a formal interview at a Committee of the Whole
4

5 7.2 Voting. All candidates chosen for an interview shall be considered in the first round of
6 voting. If necessary, City Council may, by majority vote, implement other voting strategies to
7 further narrow the number of finalists, including implementation of a weighted voting system to
8 narrow the pool of candidates to three. City Council shall vote to appoint a new council
9 member from the remaining candidates until a single candidate obtains a two-thirds (2/3)
10 majority vote.
11

12 7.3 Office Transition: The President shall determine the person responsible for management of
13 the staff until the new Council member assumes the responsibilities of the office
14

15 7.4 Length of Term: The person appointed shall begin duties within seven (7) days after selection
16 and serve until an elected member takes office. The election to fill the vacant position shall
17 occur at the next general election to be held not sooner than one hundred eighty (180) days after
18 occurrence of the vacancy.
19
20

21 8.0 COMMITTEE OF THE WHOLE 22

23 8.1 Meeting Guidelines: Council may meet as a Committee of the Whole. The Committee of
24 the Whole shall only meet on matters of importance or sensitivity.
25

26 8.2 Meetings Called By The President: Committee of the Whole Meetings are determined by the
27 President or by a majority of City Council Members serving.
28

29 8.3 Compliance With Notice And Open Meetings Act: The Committee of the Whole shall adhere
30 to all the rules for public notice and shall comply with all of the provisions of the open meetings
31 act.
32

33 8.4 Committee Members Defined: All Council Members serving shall constitute the Committee
34 of the Whole.
35

36 8.5 Committee of the Whole Quorum Defined: A quorum of the Committee of the Whole shall
37 consist of a majority of Council Members serving.
38

39 8.6 Member Attendance: Council Members are expected to be present at all Committee of the
40 Whole meetings.
41

42 8.6.1 Notice: When a Council Member is unable to attend a Committee of the Whole, he/she
43 shall notify the President and the City Clerk, in writing at least 24 hours prior to the session.
44 The City Clerk shall record the attendance roster for each Committee of the Whole.
45

1 8.7 City Council Evening Community Meetings: On at least eight occasions during the year, for
2 the purpose of hearing public testimony, the City Council shall hold meetings in different areas
3 of the city; these meetings shall begin at 7:00 PM and end at 8:30 PM. The President shall chair
4 these meetings. In the absence of the President and the President pro tempore, the Council
5 Member in whose district the meeting is held shall chair.

6
7 8.7.1 At-large City Council Evening Community Meetings: In the absence of the President
8 and the President pro tempore at an at-large evening community meeting, an at-large member
9 shall chair the meeting. In the event that the President and the President pro tempore are at-
10 large members, the Council member in whose district the meeting is being held shall chair the
11 meeting.

12
13 8.8 Chair: For Committee of the Whole meetings, the Chair shall:

14 8.8.1 Decide all questions of order

15 8.8.2 Determine the order of business

16 8.8.3 Determine the speaking order of members

17 8.8.4 Limit debate

18 8.8.5 Determine if a member of the public shall address the committee

19 8.8.6 Maintain order

20
21 8.9 Speaking Time Limits: All Council Members who wish to speak shall be accorded equal
22 speaking time. For each round of discussion, Council Members shall be limited to two (2)
23 minutes for any questions or statements. The Chair has the discretion to alter the speaking time
24 allotted. Yielding of floor time to another Member is not permitted.

25 26 27 9.0 STANDING COMMITTEES

28
29 9.1 Standing Committee Authority: Standing Committees shall consider items that have been
30 referred to them, by the President at the Formal Session and to matters generally described in
31 these rules for each committee. The basic function of each committee is to inquire and to
32 recommend actions to the Formal Session for official action. Additional committee authority
33 exists only when specifically authorized by ordinance or by the City Council. Committees shall
34 provide an opportunity for public comment. No committee member or combination of
35 committee members shall employ or engage the services of any person, or authorize or incur
36 costs or expenses or accept gifts or services to a committee unless authorized by the City Council
37 in a Formal Session or as provided by law.

38
39 9.2 Committee Creation: The following Standing Committees are hereby created: Budget,
40 Finance, and Audit; Internal Operations; Planning and Economic Development; Neighborhood
41 and Community Services; and Public Health and Safety. The following committees are
42 responsible for the associated departments. Line items and issues pertaining to various City
43 departments and agencies will be directed to the Council committees as outlined below.

1	<u>Budget, Finance and Audit</u>	<u>Internal Operations</u>	
2			
3	Budget	City Council	Mayor's Office
4	Finance	City Clerk	Election Commission
5	Auditor General	36 th District Court	Law
6	Assessment	Human Resources	Board of Ethics
7	Income and Property Taxes	Civil Rights, Inclusion, and Opportunity	
8	Financial Review Board	Board of Review	
9	Grants Management	Department of Innovation and Technology	
10	Office of the Chief Financial Officer	Cable and other Broadcast Operations	
11		Council Appointed Boards and Commissions	
12		Pension and Retirement Systems	
13		Retirement Protection Fund Investment Committee	
14		Detroit Wayne Joint Building Authority	
15			
16			
17	<u>Planning & Economic Development</u>	<u>Neighborhoods and Community Services</u>	
18			
19	Planning & Development	Arts	Municipal Parking
20	Empowerment Zone	Museums	Parks and Recreation
21	Workforce Development	Library	Ombudsman
22	Citizen District Council	Youth	Citizens Radio Patrol
23	Economic Development Corporation	Historical	Zoological Society
24	Downtown Development Authority	Homeless Coordination	
25	DWCPA	Senior Citizens	
26	Detroit Economic Growth Corporation	Neighborhood City Halls	
27	LDFA	River Front Conservancy	
28	DBRA	Eastern Market	
29	DWCSA	Southeast Michigan Council of Governments	
30	Zoning	General Services	
31	Licensing and Consumer Protection	Community Advisory Councils	
32	Detroit Bldg. Authority	Belle Isle	
33	Land Bank		
34	Cobo Authority		
35	Detroit Employment Solutions Corporation		
36	Housing and Revitalization Department		
37			
38			
39	<u>Public Health and Safety</u>		
40			
41	Airport		
42	Buildings & Safety Engineering and Environmental Department		
43	Fire		
44	Greater Detroit Resource Recovery Authority		
45	Health Department		
46	Detroit Wayne City Health Authority		

- 1 Homeland Security
- 2 Dept. of Appeals and Administrative Hearings
- 3 Water and Sewerage
- 4 Public Works
- 5 Public Lighting
- 6 Police
- 7 Transportation
- 8 Detroit Transportation Corporation
- 9 SEMCOG
- 10 Municipal Parking

11
12

13 9.2.1 Budget, Finance And Audit Committee: The Budget, Finance and Audit Standing
14 Committee shall be referred all matters pertaining to and concerning bond issues, taxes, fees
15 and other revenue measures. The Budget, Finance and Audit Committee shall be referred the
16 annual budget and official compensation schedule. The Budget, Finance and Audit
17 Committee may hold a public hearing on the Mayor’s and finance department’s directives to
18 each department for the annual budget after the instructions are released. The following shall
19 be under the jurisdiction of this committee: Budget, Finance, Financial Review Commission,
20 Office of Chief Financial Officer, Auditor General, and all other departments and issues listed
21 in Section 9.2.

22

23 9.2.1.1 Committee Composition: The Budget, Finance and Audit Committee shall be
24 comprised of at least three Council Members.

25

26 9.2.1.2 Jurisdiction Of Committee: The following departments, boards and commissions
27 shall be under the jurisdiction of this committee: Budget, Finance, Auditor General,
28 Assessment, Income and Property Taxes, Grants Management, Office of the Chief
29 Financial Officer, and issues listed in Section 9.2.

30

31

32 9.2.1.3 Committee Expansion: The Budget, Finance and Audit Committee shall be
33 comprised of three members except during the Budget Review period. After the Mayor
34 delivers his annual budget message, the Budget, Finance, and Audit Committee shall
35 expand and be comprised of all City Council Members serving. During the Budget
36 Review period, the expanded Budget, Finance, and Audit Committee may meet daily to
37 review and conduct departmental budget hearings and to hold Executive Sessions to
38 finalize City Council’s changes to the proposed Budget. The President shall chair these
39 expanded Committee meetings.

40

41 9.2.1.3.1 Public Comment During Budget Departmental Hearings: Each departmental
42 budget hearing will include an opportunity for public comment following the
43 department presentation and deliberation by Council members.

44

45 9.2.1.4 Regular Meetings During Budget Review Period: During the Budget Review
46 period, the Budget, Finance and Audit Committee may continue to meet as the regular

1 three-member committee in order to deal with items that are referred to the Committee
2 during this time.

3
4 9.2.1.5 Documents For Committee Review: The Budget, Finance and Audit Committee
5 shall receive copies of audits of city departments and agencies as prepared by the Auditor
6 General, the Comprehensive Annual Financial Report (CAFR), the Management Letter
7 and the Single Audit Report; for review, analysis and report to the City Council.
8

9 9.2.2 Internal Operations: The Internal Operations Standing Committee shall be referred all
10 matters pertaining to and concerning City Council and its Division(s), the City Clerk, the
11 Election Commission, the Mayor's Office, Law and litigation settlements and requests for
12 legal representations, and all other departments and issues listed in Section 9.2.2.2.
13

14 9.2.2.1 Documents From Law Department: This Standing Committee shall review all
15 collective bargaining agreements and all documents from the Law Department and shall
16 provide a report and recommendation to the City Council.
17

18 9.2.2.2 Jurisdiction Of Committee: The following departments, boards and commissions
19 shall be under the jurisdiction of this Standing Committee; City Clerk, City Council And
20 Its Division(s), The Election Commission, Human Resources Civil Rights, Inclusion, and
21 Opportunity, Human Rights, Law, General Services, Mayor's Office, 36th District Court,
22 Department of Innovation and Technology, Citizens Advisory Councils, Detroit Building
23 Authority, Pension and Retirement Systems, Detroit Wayne Joint Building Authority,
24 Council Appointed Boards and Commissions, Risk Management, and the Board of
25 Ethics.
26

27 9.2.2.3 Risk Management: This Committee shall conduct a quarterly review of all risk
28 management matters and issue a report to the City Council. This Committee shall review
29 the annual report from the Risk Management Council.
30

31 9.2.2.4 Technology Related Matters: Technology related matters and the operations of the
32 Department of Innovation and Technology will be monitored and reported to the City
33 Council as necessary.
34

35 9.2.2.5 Human Rights Department: This Committee shall review the annual report from
36 the Human Rights Department.
37

38 9.2.2.6 The Detroit Wayne County Joint Building Authority: This committee shall
39 monitor the Detroit Wayne County Building Authority as necessary for the smooth
40 operation of the Coleman A. Young Municipal Center facility.
41

42 9.2.2.7 Review And Provide Recommendations On Contracts: The Internal Operations
43 Standing Committee shall review and provide recommendations for all related contracts
44 and appropriation transfers in any fiscal year.
45

1 9.2.3 Planning And Economic Development: The Planning and Economic Development
2 Standing Committee shall review, as appropriate, proposed resolutions, proposed ordinances
3 and additional policy matters related to housing policy, land use and sales, zoning matters,
4 planning and economic development, resident employment, workforce training, and all other
5 departments and issues listed in Section 9.2.3.1.
6

7 9.2.3.1 Jurisdiction Of Committee: The following departments, boards and commissions
8 shall be under the jurisdiction of this Standing Committee; Planning and Economic
9 Development Department, Empowerment Zone, Workforce Development, Downtown
10 Development Authority (DDA), Downtown Economic Growth Corporation (DEGC),
11 Economic Development Corporation (EDC), DBRA, DWCPA, DWCSA, LDFA, DESC,
12 Zoning, Licensing and Consumer Protection, Housing Revitalization Department, Detroit
13 Building Authority, Citizens District Councils, and issues listed in Section 9.2.
14

15 9.2.3.2 Committee Expansion: The Planning and Economic Development Standing
16 Committee shall be comprised of three members except during the Budget review process
17 period. During the Budget period review period, while the annual Block Grant and
18 Neighborhood Opportunity Fund hearings are under consideration, the Planning and
19 Economic Development Standing Committee shall expand to include all nine City
20 Council members serving for the purpose of these Budget deliberations. The expanded
21 Planning and Economic Development Committee may meet daily to hold these hearings.
22 The Council President shall chair these meetings
23

24 9.2.3.3 Regular Meetings During Budget Review Period: During the Budget Review
25 period, the Planning and Economic Development Standing Committee may continue to
26 meet as the regular three-member committee in order to deal with items that are referred
27 to the Committee during this time.
28

29 9.2.3.4 Review And Provide Recommendations On Contracts: The Planning and
30 Economic Development Standing Committee shall review and provide recommendations
31 for all related contracts and appropriation transfers in any fiscal year.
32

33 9.2.4 Neighborhood And Community Services: The Neighborhood and Community Services
34 Standing Committee shall be referred all matters related to Parks And Recreation, Youth And
35 Senior Citizens, Historic issues, Municipal Parking, museums, Zoological Society,
36 homelessness issues, and all other departments and issues listed in Section 9.2.4.1.
37

38 9.2.4.1 Committee Jurisdiction: The following Departments, Boards and Commissions
39 shall be under the jurisdiction of this Standing Committee; Human Services,
40 Neighborhood City Halls, Recreation, Youth, Zoological Society, Senior Citizens, Arts,
41 Library, Historical, Homeless Coordination, Cultural Affairs, Museums, Ombudsman,
42 Detroit Wayne County Health Authority, Health Department, Citizens Radio Patrol,
43 Southeast Michigan Council of Governments, cable and other broadcast Operations, and
44 issues listed in Section 9.2.
45

1 9.2.4.2 Review And Provide Recommendations On Contracts: The Neighborhood and
2 Community Services Standing Committee shall review and provide recommendations for
3 all relative contracts and appropriation transfers in any fiscal year.
4

5 9.2.5 Public Health And Safety: The Public Health and Safety Standing Committee shall be
6 referred all matters related to public works, infrastructure, transportation, traffic and parking
7 control, public protection, utilities, emergency services, homeland security, pandemic and
8 other natural disasters and environmental quality issues, and all other departments and issues
9 listed in Section 9.2.5.1.
10

11 9.2.5.1 Committee Jurisdiction: The Following Departments, Boards and Commissions
12 shall be under the jurisdiction of this Standing Committee: Airport, Buildings, Safety
13 Engineering and Environmental Department, Fire, Parking, Police, Detroit Transportation
14 Corporation, Homeland Security, Transportation, Public Works, Public Lighting, Water
15 and Sewerage, Department of Administrative Hearings, Greater Detroit Resource
16 Recovery Authority, and issues listed in Section 9.2.
17

18 9.2.5.2 Review And Provide Recommendations On Contracts: The Public Health and
19 Safety Standing Committee shall review and provide recommendations for all related
20 contracts and appropriation transfers in any fiscal year.
21

22 9.2.6 Rules Committee: This Committee is a special committee that shall be appointed by the
23 President with the consent of the City Council.
24

25 9.2.6.1 Committee Meetings: The Rules Committee shall be required to meet within the
26 first 60 days of each calendar year. Subsequent meetings will be held as determined by
27 the Chair.
28

29 9.2.6.2 Committee Jurisdiction: The Rules Committee shall have jurisdiction over the
30 following matters: proposed ballot measures, proposed charter amendments, and the
31 Rules of Order of the Detroit City Council.
32

33 9.2.7 Personnel Committee: The Personnel Committee is a special committee that shall be
34 appointed by the President with the consent of City Council. The Personnel Committee shall
35 meet at least two times every year. The Committee shall provide regular updates to the Detroit
36 City Council.
37

38 9.2.7.1 Committee Composition: The Personnel Committee shall be comprised of three
39 Council members.
40

41 9.2.7.2 Committee Jurisdiction: The Personnel Committee shall have jurisdiction over the
42 following matters:

43 9.2.7.2.1 Annual performance review of Division Director

44 9.2.7.2.2 Salary adjustments for Division Directors

45 9.2.7.2.3 Disciplinary actions

46 9.2.7.2.4 Staff complaints

- 1 9.2.7.2.5 Codifying the duties of Division Directors
- 2 9.2.7.2.6 Solicit and review applications for Division Directors
- 3 9.2.7.2.7 Draft and revise performance reviews
- 4 9.2.7.2.8 Develop a new hire booklet of policies and procedures

5
6 9.2.7.3 Division Personnel:

7 9.2.7.3.1 Director. Division Directors are appointed and removed by a majority of City
8 Council.

9 9.2.7.3.2 Deputy Director. Deputy Directors are appointed by and serve at the discretion
10 of the Division Director.

11 9.2.7.3.3 Staff. Division Staff are appointed by and serve at the discretion of the
12 Division Director.

13
14 9.2.7.4 City Council Member Personnel: City Council Members shall be responsible for
15 the appointment and dismissal of personnel within their respective offices.

16
17 9.2.7.5 Staff Complaints: In the event that Council staff, the Director of a Division, or
18 Division staff has a complaint against a Council Member, a Division Director, or other
19 staff member, the person shall try to resolve the issue with their immediate supervisor. If
20 unable to resolve the issue, the person shall submit a written request, addressed to the
21 Chair of the Personnel Committee, requesting a meeting of the Personnel Committee to
22 discuss the complaint. This meeting may be held either in an open forum or in a Closed
23 Session in accordance with the Open Meetings Act, M.C.L.A. §15.268(a).

24
25 9.2.7.6 Report on Actions and Recommendations: The Personnel Committee shall submit
26 a report to the whole Body on actions taken by the Committee and shall provide the Body
27 with any recommendations it may have.

28
29 9.3 Operation Of Committees: All committees shall operate under these rules and other uniform
30 committee rules as determined and adopted by the City Council. Each Standing Committee shall
31 only review matters within its area of responsibility. The Standing Committee may make a
32 recommendation on the item referred but a recommendation is not necessary for placement on
33 the formal agenda.

34
35 9.4 Committee Size: Each Standing Committee shall be comprised of three City Council
36 Members unless otherwise specified in these rules or by action of the City Council.

37
38 9.5 Committee Appointments: The President shall appoint, with the approval of the City Council,
39 the membership of all Standing Committees and Special Committees and their respective Chairs
40 and Vice Chairs.

41
42 9.6 Removal Of Chairs And Vice Chairs: Standing Committee Chairs and Vice Chairs may be
43 removed by a two-thirds vote of the City Council members serving.

1 9.7 Member Attendance: Council Members are expected to be present at all Standing
2 Committees to which they have been appointed.

3
4 9.7.1 Notice: When a member is unable to attend their respective standing committee
5 meeting, s/he shall notify the City Clerk and the Chair of the Standing Committee, in writing,
6 at least 24 hours prior to the Committee meeting, whenever possible. If the Chair of the
7 Committee is to be absent, s/he shall notify the Vice-Chair at least 24 hours prior to the
8 Committee meeting, whenever possible. The City Clerk shall record the attendance roster for
9 each Standing Committee.

10
11 9.7.2 Biannual Reporting of Attendance: A biannual report of member attendance shall be
12 published by the Clerk for each Formal Session, Adjourned Session, Committee of the Whole,
13 Standing Committee, and Special Committee. Statements by Council Members may be
14 included in the published reports.

15
16 9.8 The Chair of the Standing Committee Meeting: The Chair of the Standing Committee
17 meeting shall also have the following duties:

- 18 9.8.1 decide all questions of order
- 19 9.8.2 determine the order of business
- 20 9.8.3 determine the speaking order of members
- 21 9.8.4 limit debate

22
23 9.9 Meeting Schedule: The Committee Chair shall establish, in consultation with the President, a
24 meeting schedule at the commencement of each year. The days and times for Committee
25 meetings shall be approved through resolution of the Detroit City Council and published by the
26 City Clerk.

27
28 9.10 Corporation Counsel Attendance: The City Clerk shall annually request the Corporation
29 Counsel to send a designee, who shall be an Assistant Corporation Counsel, to attend all
30 Standing Committee meetings.

31
32 9.11 Standing Committee Quorum Requirement: A majority of Council Members serving on a
33 Standing Committee shall constitute a quorum for the transaction of business. The Committee
34 may, however, take testimony without a quorum and may also provide a report on this testimony
35 in order for action to be taken during a Formal Session.

36
37 9.12 Agenda: The agenda for each Standing Committee shall be composed of items referred by
38 the President and items added at the discretion of the Chair of that committee. The Chair shall
39 determine the order of the items on the agenda. All items referred to a standing committee shall
40 appear on the agenda within 30 days of being referred. Walk-ons shall be permitted at the
41 discretion of the chair.

42
43 9.13 Distribution Of Material At Committee Meetings: The Chair of the Standing Committee and
44 their staff shall be responsible for copying and distributing items received at the table.

1 9.14 Information Received For Standing Committee Line Items: All written responses regarding
2 line items shall be distributed to all Council Members by 3:00 pm of the business day prior to the
3 Committee meeting. Reports not received by the 3:00 p.m. deadline shall be considered at the
4 next Standing Committee meeting.

5
6 9.15 Committee Action: Matters assigned to a Standing Committee shall require a majority vote
7 of the members in order to be sent to the Formal Session, as introduced or amended by the
8 committee. A committee may send matters to the Formal Session with: 1) its recommendation to
9 approve; 2) without a recommendation; or 3) with a recommendation not to approve. Other
10 committee actions include: continue to a specified future meeting date or continue to the call of
11 the Chair.

12
13 9.16 Failure Of A Committee To Act Within 30 Calendar Days: Should the committee to which
14 a proposed resolution, ordinance, petition, or other policy matter has been referred not report out
15 such measure to the City Council within 30 calendar days from the date it appears on the
16 committee agenda, a majority of Council Members may call for said measure to be presented to
17 the City Council by inclusion on the agenda of its next Formal Session following that at which
18 the call is made. Council must then vote to approve or not approved the matter at that time.

19
20 9.17 The City Council May Pull A Measure From Committee: The City Council, by majority
21 vote, may order that a measure that has been referred to a committee be returned to the City
22 Council at its Formal Sessions. A motion to refer any item back to a committee shall include a
23 time limit for action by the committee.

24
25 9.18 Rights Of Members To Attend Standing Committee Meetings: Council Members may
26 attend any Standing Committee meeting but shall only have voting rights within the committee
27 to which he or she is assigned.

28
29 9.19 Committee Report Preparation: The chair of each committee shall be responsible for the
30 preparation of any report or resolution that is sent to the City Council.

31
32 9.20 Preparation Of Material For City Formal Sessions: The Chair of the Standing Committee,
33 with the assistance of Division Staff, shall prepare the recommendations for the proposed
34 resolutions, ordinances, petitions and other policy matters for the Standing Committee meeting.

35
36 9.21 Committee Assistance: The Chair may request assistance from any Council Staff Division.
37 Each Council Division and the City Clerk shall identify staff that will be assigned to each
38 Standing Committee on a regular basis.

39
40 9.22 Requests To Address Standing Committee: All petitions to address the committee must be
41 filed in writing with the City Clerk. The written notice shall identify the person or group making
42 the request and shall state the subject matter to be addressed. If the Committee chooses to hear
43 the presentation, it shall take place outside of the public comment section of the agenda.

44
45 9.23 Public Comment At Standing Committee Meetings: The Committee System of the City
46 Council is designed to hear effective public testimony for and against proposed legislation and to

1 hear suggestions for amendments. At every Standing Committee meeting, there shall be a period
2 set aside for public comment. The Chair shall determine the order of speakers and the length of
3 time they may speak.

4
5 9.24 Committee Action On Contracts: The Purchasing Division of the Finance Department shall
6 provide a list of contracts including contract numbers to the City Clerk's office and the City
7 Council President's office for referral by the President.

8
9 9.24.1 Referral To Committees: The President shall refer the contracts to the various Standing
10 Committees for their review and recommendation. Neighborhood Opportunity Fund/Block
11 Grants and City Council personal services contracts shall not be referred to a Standing
12 Committee but shall be placed on the next Formal Session agenda.

13
14 9.24.2 Legislative Policy Division Contract Report: The Legislative Policy Division of the
15 Detroit City Council shall create a weekly report regarding the list of contracts for the
16 Standing Committees and the City Council.

17
18 9.24.3 Notice Of Contracts As Calendar Item: After the President has assigned contracts to
19 the various Standing Committees, they shall appear on the next agenda of the respective
20 committees.

21
22 9.24.4 Contracts Prior To Recess: At the last Formal Session prior to a scheduled City
23 Council recess, no contracts shall appear on City Council's agenda for referral to a Standing
24 Committee. Contracts needing immediate action prior to Council recess should either appear
25 on the Formal Session agenda of a previous week or be placed on the New Business agenda
26 for immediate consideration and action. Any contracts not previously referred and not acted
27 upon at the last Formal Session prior to recess shall be submitted through the established
28 procedure for contracts during a recess.

29
30 9.25 Committee Actions: A majority of Standing Committee members serving must agree to
31 keep a contract in Committee. When reviewing a contract, the Committee Chair shall present all
32 questions in writing to the City Clerk for referral to the appropriate department (s). If there are
33 no outstanding issues, the contracts, along with a recommendation for approval or denial, shall
34 be referred to the City Clerk for inclusion on the next Formal Session agenda. Any contract
35 subsequently determined to be of a significant or sensitive nature shall be referred to the
36 Committee of the Whole. After 30 days, any contract still in committee shall automatically be
37 sent to the full Council for a vote.

38 39 40 10.0 FORMAL SESSIONS

41
42 10.1 Presiding Officer: Formal Sessions of the Detroit City Council will be held on Tuesday at
43 10:00 AM in the City Council chambers on the 13th floor of the Coleman A. Young Municipal
44 Center. If Tuesday is a legal holiday, the meeting shall be held at the same time and place on the
45 next business day or other time as set by Council resolution. The Council President, or in the
46 absence of the Council President, the Pro Tempore, shall preside at the Formal Session. In the

1 event that both the President and President Pro Tempore are absent, the two at-large members
2 shall serve as Chair on a rotational basis. If the President, President Pro Tempore and the at-
3 large members are absent, then the longest serving member present will serve as Chair. If there
4 is more than one longest serving member, then the Chair will rotate numerically by District from
5 7 through 1.
6

7 10.2 Corporation Counsel Requested to Attend: The City Clerk shall annually request the
8 Corporation Counsel, or his or her designee who shall be an Assistant Corporation Counsel, to
9 attend all Formal Sessions.
10

11 10.3 Decorum: All Formal Sessions must follow Section 16.0, "Decorum and Civility".
12

13 10.4 Duties Of The Chair:

14 10.4.1 Decide all questions of order

15 10.4.2 Determine the order of business

16 10.4.3 Determine the speaking order of members

17 10.4.4 Limit debate

18 10.4.5 Determine the order and the length of time for speakers during Public Comment
19

20 10.5 Quorum: A quorum, for the purpose of conducting the business of the Council, shall consist
21 of a majority of the members serving. No member shall leave the meeting while in session if
22 that member's departure will cause the loss of a quorum.
23

24 10.6 Call For Absent Council Member: In order to achieve a quorum in a situation deemed an
25 emergency by the President, and if supported by a majority of the members present, the President
26 shall have the power to send a member of the City Council's Executive Protection Detail with a
27 written order defining the emergency and a request that the member come to the meeting. In this
28 instance "emergency" is defined as any vote, which delayed, will threaten the public health,
29 safety or welfare of the citizens of Detroit. This rule shall not apply to a Council Member who
30 has been excused. Before an officer is dispatched every other method shall be used to contact
31 the member.
32

33 10.7 Member Attendance: Council Members are expected to attend all Formal Sessions.
34

35 10.7.1 Notice: When a Council Member is unable to attend a Formal Session, he/she shall
36 notify the President and the City Clerk, in writing at least 24 hours prior to the session. The
37 City Clerk shall record the attendance roster for each Formal Session.
38

39 10.8 Member Voting: Members must be present to vote.
40

41 10.9 Recording The Vote: The Clerk shall record all votes.
42

43 10.10 Council Member Must Vote Unless Prohibited: Every member present when a question is
44 put shall vote for or against it unless prohibited from voting by provision of state law, charter or
45 because of a conflict of interest, which interest shall be disclosed. If there is a tie vote in such a
46 case, the question shall be lost.
47

1 10.11 Financial Interest Of Council Member: No Council Member shall vote on any question in
2 which the member has a financial interest, as defined by law, charter or ordinance.

3
4 10.12 Roll Call Request: A Council Member has the right to request a roll call vote on matters
5 properly before the City Council. At the first Formal Session in January, members shall be called
6 in alphabetical order. Thereafter, the names shall be rotated with the name called first at the
7 previous session being called last at the next session.

8
9 10.13 Order Of Business For Formal Session:

10
11 10.13.1 Call To Order And Roll Call. The President of the City Council shall preside at all
12 meetings, and shall call each regular, adjourned, recessed or special meeting to order at the
13 appointed hour. Immediately after the call to order, the Clerk shall call the roll of the City
14 Council and record those present, and those absent, and shall enter into the minutes the names
15 of those Council Members that are present and absent at the first roll call as well as the names
16 and time of appearance of those Council Members who arrive subsequent to the first roll call.
17 In the absence of the President, the President Pro Tempore shall call the meeting to order. In
18 the event that both the President and President Pro Tempore are absent, the two at-large
19 members shall serve as Chair on a rotational basis. If the President, President Pro Tempore
20 and the at-large members are absent, then the longest serving member present will serve as
21 Chair. If there is more than one longest serving member, then the Chair will rotate
22 numerically by District from 7 through 1.

23
24 10.13.2 Approval Of The Journal Of The Last Session. An annotated agenda of the vote
25 taken on each item shall be available from the City Clerk no later than the next business day
26 after each Formal Session. A written report of ordinances introduced, resolutions passed, and
27 resolutions having the effect of law shall be normally available no later than two days
28 following Mayoral action on said items. A draft of the meeting minutes shall be prepared
29 within 10 working days of each Formal Session. At a subsequent Formal Session, the City
30 Council shall approve, by motion, the Formal Session minutes.

31
32 10.13.3 Reconsiderations.

33
34 10.13.4 Unfinished Business.

35
36 10.13.5 President's Report On Standing Committee Referrals And Other Matters: The
37 President shall make a report of all resolutions, ordinances, petitions, contracts and any other
38 policy matters that are to be referred to a Standing Committee.

39
40 10.13.6 Communications From Mayor And Other Governmental Officials And Agencies:
41 Includes items that need to be immediately noticed to City Council, or for which immediate
42 action needs to be taken by Council.

43
44 10.13.7 Public Comment: See Section 22.3 for Public Comment policy.
45

1 10.13.8 Standing Committee Reports, Items for Approval: Includes ordinances, resolutions,
2 contracts, appropriations, transfers, communications, and other matters considered by the
3 committees.
4

5 10.13.9 New Business: Includes procedures for placing items on the agenda that did not make
6 it to the Clerk by the deadline established for placement on the Formal Session Agenda.
7

8 10.13.9.1: Items considered for placement on the Formal Session Agenda under the
9 Section "New Business" shall be presented in type written form and accompanied by the
10 required resolution(s).
11

12 10.13.9.2: These items shall be presented to the Council President, in consultation with
13 the affected Standing Committee Chair, prior to the Formal Session's Call to Order. Any
14 item not following these procedures will only be considered at the discretion of the chair.
15

16 10.13.9.3: A two-thirds majority vote of Council Members present must vote in the
17 affirmative to have the item placed on the Formal Session Agenda for consideration.
18 Once the item is approved for placement on the Formal Session agenda, a majority vote is
19 required for approval of the item except where State Law, the City Charter, City
20 Ordinance, or City Council Rules require a two-thirds majority.
21

22 10.13.10 Consent Agenda: Includes testimonial resolutions and ordinances that require
23 amendments due to Scribner's error or any non-controversial items received from the
24 Standing Committees.
25

26 10.13.11 Member Reports: Council Members shall be permitted to make announcements or
27 provide Council Members with information from their offices. Statements shall be limited to
28 two minutes per Council Member.
29

30 10.13.12 Adoption Without Committee Reference: The Council may consider items for
31 immediate adoption without reference to committee that are presented to the President by the
32 Mayor at the previous week's Formal Session. The President shall inquire whether any
33 Council Members wishes to discuss or object to any of the items presented. If so, then the
34 item shall be properly placed on the New Business section of the current Formal Session or
35 referred to the appropriate Standing Committee.
36

37 10.13.13 Communications From The Clerk.
38

39 10.13.14 Report Of The Approval Of The Proceedings By The Mayor.
40

41 10.13.15 Testimonials and Special Privilege: Council Members shall be permitted to present
42 testimonial resolutions and ask for special privilege.
43

44 10.13.16 Adjournment:
45

1 10.14 Parliamentary Procedure: The most recent edition of Robert’s Rules of Order will govern
2 the procedures of the Council in all situations not otherwise provided for by statute, charter,
3 ordinance or the adopted rules of this body.
4

5 10.14.1 No Second Required: Seconds to motions, resolutions or ordinances cannot be
6 required and no proposal can be ruled out of order for want of a second, except a motion to
7 suspend the rules that must be seconded.
8

9 10.14.2 Motion Of Reconsideration: Any Council Member may move that a vote be
10 reconsidered. The vote on any main motion, whether carried or lost, can be reconsidered at
11 the same meeting except when an action was taken, as a result of the vote, which cannot be
12 undone. If the meeting has already adjourned, the member wishing to reconsider shall adhere
13 to the following procedure: Prior to 4:00 PM of the fourth business day after the vote was
14 taken, the member wishing to reconsider shall file a notice of intention with the City Clerk. A
15 motion to reconsider a vote on any question shall not be in order after one Formal Session has
16 intervened between the vote and the motion for reconsideration.
17

18 10.14.2.1 Motion to Waive Reconsideration: A motion to waive reconsideration of a vote
19 may be applied to any main motion that passes with a vote of two-thirds of the members
20 serving. If any member objects to placing a waiver of reconsideration on a vote, the
21 waiver shall not be attached. If adopted, no member may reconsider a vote on the motion
22 to which it is attached.
23

24 10.14.2.2 Reconsideration of Vote During an Extended Recess: If a member chooses to
25 reconsider the vote for an item without a waiver, from the last Formal Session before an
26 extended recess, the member must file a notice of intention with the City Clerk according
27 to Section 10.14.2, Motion of Reconsideration. A Special Session must be called to
28 reconsider the vote, according to Section 11.0 Special Session. That Special Session,
29 being a substitute for what would otherwise be a Formal Session the following week,
30 shall take place no later than five business days following the last Formal Session prior to
31 Council recess. If the Special Session does not occur, the reconsideration of the vote
32 expires.
33

34 10.14.2.3 Votes Required For Reconsideration: The same number of votes shall be
35 required to reconsider any action as was required to pass or adopt the same.
36

37 10.14.2.4 Only Reconsideration Of Main Motion: The motion to reconsider can be
38 applied only to the main motion. Other motions that have lost can be proposed again or
39 renewed when, in the judgment of the presiding officer, the vote might result differently.
40 Some motions that carried can be changed by procedural motions (i.e., a motion that has
41 referred an item to a committee, can be recalled).
42

43 10.14.2.5 Limitation On Debate For Reconsideration: Any debate on the motion to
44 reconsider is limited to reasons for reconsidering the motion.
45

1 10.14.3 Motion To Close Debate: The presiding officer or chair may not order debate stopped
2 on his/her own volition; he/she may suggest that continued debate is no longer productive.
3 The motion to close debate is not debatable, is not amendable and requires a two-thirds vote
4 for passage. It can be moved on the immediately pending motion, on all pending motions or
5 on any combination of pending motions by starting with the immediately pending motions
6 and not skipping any in the grouping.
7

8 10.14.4 Division Of The Question: On the call of any member, a division of any question
9 shall be made when it is possible to make a division so distinct that once divided each divided
10 part will stand as an entire question for decision.
11

12 10.14.5 Motion To Adjourn: A motion to adjourn shall always be in order, except when a vote
13 is being taken on any question before the Council or Committee, or when a member has the
14 floor, provided that there shall be some intervening business proposed between two motions
15 to adjourn, and that the motions to lie on the table, and all motions relating to questions of
16 order shall be decided without debate.
17

18 10.14.6 Acceptable Motions While Question Under Debate: When any question is under
19 debate, no motions shall be received but the following, and they shall have precedence in the
20 following order:

- 21 10.14.6.1 Motion to adjourn
- 22 10.14.6.2 To lie on the table
- 23 10.14.6.3 Motion to return to committee
- 24 10.14.6.4 For the previous question
- 25 10.14.6.5 To postpone to a day certain
- 26 10.14.6.6 To commit
- 27 10.14.6.7 To amend
- 28 10.14.6.8 To postpone indefinitely.
29

30 10.14.7 No Motion Allowed That Is Off Topic: No motion or proposition on a subject
31 different from that under consideration shall be admitted under color of amendment.
32

33 10.14.8 Times When No Debate Allowed: While the President is calling the question or while
34 the Clerk is calling the roll, no debate shall be in order, except by unanimous consent of the
35 Council.
36

37 10.14.9 Resolutions Must Be In Writing: All resolutions shall be reduced to writing and may
38 be withdrawn before a vote is taken or the resolution is amended.
39
40

41 11.0 SPECIAL SESSIONS 42

43 11.1 Votes Needed To Call A Special Session: Special Sessions may be called at any time by the
44 Mayor or by four (4) or more members of the City Council.
45

1 11.2 Notice For Special Session: Whenever practicable, no less than 24 hours notice shall be
2 given to each Member and the public. Council Members shall each receive a copy of the written
3 notice. The City Clerk shall notify each Council Member, by letter and phone call, whenever a
4 Special Session is called. The City Clerk shall notify the Director and Deputy Director of the
5 Legislative Policy Division, by letter and phone call, whenever a Special Session is called. Each
6 Council Member shall name a staff person to act as his or her designee to receive the written
7 notice in the event of the Council Member's absence. Council Members shall provide the
8 Legislative Policy Division the name of the designee. The Legislative Policy Division will
9 contact each Council Member or their designee to ensure they have received notification of the
10 Special Session.

11
12 11.3 Proceedings Limited To Notice Of Special Session: The proceedings of special sessions
13 shall be limited to the objects set forth in the notice.¹

14
15 11.4 Attendance: Council Members are expected to be present at all Special Sessions.

16
17 11.4.1 Notice: When a Council Member is unable to attend a Special Session, he/she shall
18 notify the President and the City Clerk, in writing at least 24 hours prior to the session. The
19 City Clerk shall record the attendance roster for each Special Session.

20 21 22 12.0 CLOSED SESSIONS

23
24 12.1 Closed Session: Closed sessions of the City Council shall be permitted in the manner
25 prescribed under Michigan Public Act no, 267 of 1976 and shall be called in the manner
26 prescribed in said Public Act.

27
28 12.2 Closed Session Purposes: The City Council shall meet in Closed Sessions for the following
29 purposes only²:

30
31 12.2.1 To consider the dismissal, suspension, disciplining of, or to hear complaints or charges
32 brought against, or to consider a periodic personnel evaluation of an employee or staff
33 person and if the party involved requests a closed hearing.

34 12.2.2 For strategy and negotiation sessions connected with specific pending litigation.

35 12.2.3 To consider the purchase or lease of real property up to the time an option to purchase
36 or lease that real property is obtained.

37 12.2.4 To review the specific contents of an application for employment or appointment to a
38 public office if the candidate requests that the application remain confidential.

39 12.2.5 To consider material exempt from discussion or disclosure by federal or state statute.

40 12.2.6 In addition to the above exemptions City Council may meet in Closed Session for any
41 other purposes permitted by state law.
42

¹ M.C.L.A. §15.265(4)

² M.C.L.A. §15.261 et seq.

1 12.3 Vote For Closed Session: A Closed Session shall be scheduled only after the passage, by a
2 two-thirds roll call vote, of a resolution approving the session.

3
4 12.4 Attendance: Council Members are expected to be present at all Closed Sessions.

5
6 12.4.1 Notice: When a Council Member is unable to attend a Closed Session, she/he shall
7 notify the President and the City Clerk, in writing, at least 24 hours prior to the session. The
8 City Clerk shall record the attendance roster for each Closed Session.

9
10 12.5 Council Staff: Council Members shall be permitted to have one staff person attend a Closed
11 Session. Each Council Member may choose which staff person they wish to attend a particular
12 Closed Session. Any staff person attending a Closed Session must sign a confidentiality
13 agreement before attending a Closed Session. A copy of the signed agreement shall be placed on
14 file with the Legislative Policy Division. Council Members may invite other necessary parties to
15 attend a Closed Session provided the necessary parties agree to keep confidential any matters
16 discussed. All staff and necessary parties are required to sign an attendance sheet for the Closed
17 Session that shall be placed on file with the Legislative Policy Division.

18
19 12.6 Remaining In Closed Session: Council staff and necessary parties attending the Closed
20 Session must be in the room prior to the start of the Closed Session. All persons are expected to
21 remain in the Closed Session for the duration of the meeting. Any staff person or necessary
22 party who leaves the room will not be permitted to re-enter the Closed Session. Upon request,
23 the Council President may excuse a Council Member who needs to leave. The Council President
24 may waive the re-entering prohibition for staff or necessary parties at her/his discretion.

25
26 12.7 No Communications Devices Allowed: No communications devices or recording devices
27 other than those belonging to the court reporter shall be permitted within the Closed Session.

28
29
30 13.0 DUTIES OF THE CLERK

31
32 13.1 Records of Meetings: The Clerk shall attend all meetings of the Council and shall keep a
33 record of the proceedings to be included in the Journal of the City Council. The Clerk shall note
34 the date, time, place, members present, members absent, any actions taken and any
35 determinations.

36
37 13.2 Attendance at Formal Session: The City Clerk shall serve as Clerk for all Tuesday Formal
38 Sessions, and not a designee, unless physically incapacitated or out of town. In which case notice
39 shall be given to Council that a substitute will take his/her place. During election periods the
40 Deputy Clerk shall perform this duty.

1 13.3 Standing Committee Referrals: It shall be the responsibility of the Clerk to process items to
2 the Standing Committees upon referral of the President. The Clerk shall provide all Council
3 Members the agenda items and all supporting documentation by the Friday prior to the Formal
4 Session.

5
6 13.4 Standing Committee Chair Review of Draft Agenda: It shall be the responsibility of each
7 chair, or their staff, to review and approve the draft agenda provided by the Clerk for the next
8 standing committee meeting. The approval shall be in an email sent from the chair, or their staff,
9 to the Clerk. Until the written approval is received by the Clerk, the agenda will not be
10 distributed.

11
12 13.5 Verbal Requests: All verbal requests and directions to the Clerk shall be followed up with a
13 written memo within 24 hours of the request.

14
15 13.6 Closed Sessions: It shall be the duty of the Clerk to arrange for the presence of a court
16 reporter for closed sessions. It shall be the duty of the Clerk to provide for the recording of the
17 minutes in the event a court reporter is not available.

18
19 13.7 Council Minutes: Minutes from any Council shall not be edited for content and corrections
20 shall be made for purposes of accuracy only. Corrections shall only be made after the passage of
21 a resolution noting the change and reason for the change. Council minutes shall be available in
22 ten (10) business days.

23
24 13.8 Council Calendar: It shall be the duty of the City Clerk to maintain the Council's calendar.
25 The Clerk shall also be responsible for notifying all pertinent City agencies, departments and
26 interested persons whenever a scheduled discussion or hearing has been scheduled, postponed or
27 rescheduled. Only the Chair of a Standing Committee or the President may make changes to
28 their respective calendars.

29
30 13.9 Ordinances and Resolutions After Adoption: The City Clerk shall transmit items to the
31 Mayor according to Sections 4-118 and 4-119 of the 2012 Detroit City Charter.

32
33 13.10 Publication Duty: It shall be the duty of the Clerk to publish all ordinances and resolutions
34 having the effect of law and other matters ordered to be published by the Council. The Clerk
35 shall cause to be published the Journal of the City Council on an annual basis. The Journal of the
36 City Council shall be available, in bound form, by July 1st of the following year.

37
38 13.11 Ordinances Without Action: It shall be the duty of the Clerk to notify the City Council of
39 any ordinance pending on the table after one calendar year. The Clerk shall also make this
40 notification for ordinances that have not yet been introduced. In such cases the author of the
41 ordinance shall bring to the table a memo requesting the attendance of the involved departments
42 to address and resolve the specifics in a working meeting within one week from that date.

43
44 13.12 Notice Responsibility: The City Clerk is hereby designated to post all public notices of
45 meetings as required by the Open Meetings Act.

1 13.13 Advance Calendar: It shall be the duty of the Clerk to provide each Council and division
2 office with a copy of the advance calendar every two weeks and shall also be notified of any
3 subsequent changes in the schedule as soon as possible.
4

5 6 14.0 PUBLIC NOTICE OF COUNCIL ACTIONS 7

8 14.1 Publication As Public Notice: The publication of actions taken during Formal Sessions shall
9 serve as public notice of any action taken by the City Council.
10

11 14.2 Publication Of Formal Session: All actions taken by the Council during Formal Sessions
12 shall be published in the Journal of the Detroit City Council.
13

14 14.3 Publication Of Proceedings: The Proceedings of the City Council shall be published in
15 pamphlet form in sufficient numbers to supply any reasonable demand as may be made upon the
16 City Clerk.
17

18 14.4 Official Journal: A copy of the same, certified by the President of the City Council and the
19 City Clerk shall constitute the official Journal of the City Council of the City of Detroit.
20

21 14.5 Mailing Of Weekly Proceedings: The City Clerk shall mail or e-mail a copy of the weekly
22 proceedings each week to any person desiring the same and who shall deposit with the City
23 Clerk a reasonable amount for the expense of mailing. The City Clerk shall determine the
24 amount of this expense.
25

26 27 15.0 ORDINANCES, RESOLUTIONS AND MOTIONS, 28 AND OTHER LEGISLATIVE PROCESSES 29

30 15.1 Authority: The procedures for drafting and adoption of city ordinances shall remain as
31 prescribed in Sections 4-114 through 4-118 of the 2012 Detroit City Charter. The Corporation
32 Counsel shall approve all ordinances as to form prior to consideration by the Council or
33 Standing Committee unless approval is waived by the City Council.
34

35 15.2 Forwarding To Standing Committees: All ordinances, resolutions with the effect of law,
36 petitions, requests for authorization or approval and any other business to come before Council
37 shall be forwarded to the proper Standing Committee prior to any action by the City Council.
38 Urgent matters or items needing immediate action may be referred, by the President, to a
39 Committee of the Whole or the Formal Session.
40

41 15.3 Year-End Reporting: At the end of the calendar year, Council may request a report from the
42 City Clerk listing all pending ordinances.
43

44 By October 1st of the final year of the four-year term, the City Clerk shall provide to the City
45 Council a list of any ordinances that are pending on the Table. At the next Formal Session of the
46 City Council following such report, the President shall bring the ordinance for a motion to:

1 15.3.1 Adopt the ordinance before the end of the four-year term; or

2 15.3.2 The Ordinance will be Postponed Indefinitely. Nothing in this rule shall prevent the
3 City Council from reintroducing as a new ordinance any ordinance that has been indefinitely
4 postponed.

5
6 15.4 Resolutions With The Effect Of Law: Upon notice from the City Clerk that a resolution
7 with the effect of law has been returned by the Mayor “neither approved nor vetoed” such
8 resolution shall be deemed effective. This resolution shall then be printed in the Journal of the
9 City Council and the Detroit City Code under Resolutions with the Effect of Law with the date
10 of adoption and indexed by subject.

11
12 15.5 Council Actions By Ordinance, Resolution And Motion: The Council takes action in
13 the form of ordinances, resolutions and motions.

14
15 15.5.1 Referral Of Ordinances, Resolutions And Motions: All ordinances, resolutions,
16 and formal motions shall be referred to Standing Committees by the President during the
17 Formal Session.

18
19 15.5.2 Preparation Of Ordinances: The Corporation Counsel and the Legislative Policy
20 Division generally prepare proposed ordinances. Requests to prepare proposed
21 ordinances are submitted by the Mayor, department heads and the Council. The request
22 may include draft language.

23
24 15.5.3 Resolution Writing: Resolutions shall be prepared by the individual Council
25 Member’s office, by the requesting department, or by the Legislative Policy Division.

26
27 15.5.4 Grant Applications: Grant application submissions and grant application fund
28 acceptances are approved by the Council subject to the recommendation of the
29 appropriate Standing Committee and sign off by Budget and Finance Departments.

30
31 15.5.5 Legislative Introductions: Council Members may introduce measures and other
32 matters during the portion of the Formal Session designated for member reports or at any time
33 by presenting them to the Clerk with the signature of the sponsoring Council Member, in
34 which case titles of the legislation will be printed at the end of the next available agenda of
35 Council and will be introduced by the sponsoring Member.

36
37 15.5.6 Subject Hearings: A Council Member may introduce, by resolution, a request for a
38 Standing Committee hearing on a subject matter without having legislation.

39
40 15.5.7 Committee Reference: The President of the City Council shall refer proposed
41 legislation and subject matter hearing requests to the appropriate Standing Committee
42 for a public hearing.

43
44 15.5.8 Authors And Sponsors: The Clerk shall include, on every measure introduced, the
45 name of the author, the topic and title of the measure, and any sponsors or co-sponsors.
46

1 15.5.9 Pending Legislation: Unless otherwise provided, legislation shall be referred to a
2 Standing Committee and placed, by the Clerk, on the assigned committee's pending list
3 and placed on a committee agenda. Committee Chairs have wide latitude on whether
4 and when to calendar legislation for hearing. Legislation to be heard at a committee
5 meeting is to be noticed. Standing Committees may not consider legislation that has not
6 been noticed pursuant to these rules or legislation that has not been assigned to the
7 Standing Committees by the President.
8

9 15.5.10 Transmittal And Actions By The Mayor: Every ordinance or resolution of the City
10 Council, except quasi-judicial acts of the City Council, shall be presented by the City Clerk to
11 the Mayor within four (4) business days after adjournment of the meeting at which the
12 ordinance or resolution is adopted.
13

14 15.5.10.1 Return By Mayor: The Mayor, within seven (7) days of receipt of an ordinance
15 or resolution, shall return it to the City Clerk with or without approval, or with a veto and
16 a written statement explaining the veto.¹
17

18 15.5.10.2 Emergency Ordinance: With respect to an emergency ordinance, the Mayor
19 shall notify the City Clerk of a veto in any reasonable manner within twenty-four (24)
20 hours after the Mayor's office received written notice from the City Clerk that the
21 emergency ordinance has been adopted.¹
22

23 15.5.10.3 Mayoral Approval: An ordinance approved by the Mayor shall be deemed
24 enacted thereupon.¹
25

26 15.5.10.4 Neither Approved Nor Vetoed: An ordinance returned to the City Clerk neither
27 approved nor vetoed by the Mayor shall be deemed enacted upon receipt by the City
28 Clerk. The Mayor shall return any resolution neither approved nor vetoed to the City
29 Clerk with a written statement explaining the reason the resolution was neither approved
30 nor vetoed.¹
31

32 15.5.10.5 Not Returned By Mayor: An ordinance or resolution not returned to the City
33 Clerk within seven (7) days of receipt by the Mayor shall be deemed enacted upon
34 expiration of the seven (7) day period; however, with respect to an emergency ordinance,
35 should the Mayor fail to notify the City Clerk of a veto within twenty-four hours of
36 receipt by the Mayor's office of notice that the ordinance has been adopted, the ordinance
37 shall be deemed enacted upon expiration of the twenty-four hour period.¹
38

39 15.5.10.6 Veto By Mayor: An ordinance or resolution vetoed by the Mayor can be
40 reconsidered by the City Council only at a Formal Session within one (1) week after

1 receipt of the Mayor's veto. A two-thirds majority of City Council Members serving
2 may pass the ordinance or resolution over the Mayor's veto.¹
3

4 15.5.11 Effective Dates: A two-thirds majority of City Council Members serving may
5 give immediate effect to any ordinance.²
6

7 15.5.12 Immediate Effect: An ordinance given immediate effect shall become effective
8 upon publication or at any later date specified therein.²
9

10 15.5.13 Honors: The City Council shall award citizens, visiting dignitaries and others
11 as determined by the City Council with testimonial resolutions, testimonial memoriam
12 resolutions, awards of recognition, Spirit of Detroit awards, and the Distinguished
13 Service Award.
14

15 15.5.14 Appointment Consideration: Mayoral appointments to boards and commissions
16 whose appointments are subject to approval by City Council shall be referred to the
17 appropriate Standing Committee for interviews and recommendations.
18

19 15.5.15 Master Plan Amendments: When proposed Master Plan amendments are received
20 by City Planning Commission, the Clerk shall promptly consult with the President, and
21 refer the amendments to the Standing Committee that considers land use issues.
22

23 15.5.16 Proposed Charter Amendments: Any proposal for amendment of the Charter
24 ordered submitted to the electors by the City Council on its own shall be ordered pursuant
25 to the provisions of applicable state law.
26

27 15.5.17 Non-Profit Organizations: Any request concerning public access to records and
28 minutes of non-profit organizations created, affiliated, or funded by City government shall
29 be forwarded to the Law Department FOIA coordinator.
30

31 32 16.0 Decorum and Civility 33

34 16.1 Duty of the Chair: It shall be the duty of the Chair, in every Council meeting, to maintain
35 order and decorum.
36

37 16.2 Addressing Colleagues: Council Members shall address each other, through the Chair, with
38 respect and will not direct negative comments or gestures towards other Council Members.
39

40 16.2.1 Exceptions: A Member may request a colloquy with the permission of the Chair.
41 Council Members shall not interrupt one another; however, point-of-information or fact may
42 be allowed with permission of the Chair.
43

¹ 2012 Detroit City Charter, Section 4-117

² 2012 Detroit City Charter, Section 4-118

1 16.3 Refrain From Outbursts: Council Members will avoid public verbal, non-verbal or physical
2 reactions while other members are speaking, regardless of whether the public reaction is in
3 support of, or in opposition to, a colleague's point of view.
4

5 16.4 Maintaining Respect For Colleagues: Chairs shall maintain impartiality and treat all
6 colleagues with the respect that is due to the position of a Detroit City Council Member.
7

8 16.5 Table Decorum: Members are expected to maintain proper decorum while at the Table
9 during a meeting.
10

11 17.0 HANDLING OF CITIZEN'S COMPLAINTS

12
13
14 17.1 Citizen Complaints: If a member is unable to resolve a constituent complaint, it may be
15 referred to the Ombudsman, other City Departments, other governmental agencies, or the
16 appropriate Standing Committee for consideration.
17

18 19.0 ASSIGNMENTS TO THE LEGISLATIVE POLICY DIVISIONS

19
20
21 All assignments to the Legislative Policy Division shall be made in the form of a motion and
22 given in typewritten form, through the Committee of the Whole, Formal Session, Adjourned
23 Session, Special Session, Special Committees, or Standing Committees.
24

25 In unusual circumstances, if an assignment is given outside of the above rule, that assignment
26 shall be given to the Director of the Division, in verbal or typewritten form. When given away
27 from the Table, the assignment shall be presented in typewritten form at the next appropriate
28 Standing Committee, Formal Session, Adjourned Session, Special Session, Special Committees,
29 or Committee of the Whole and assigned through the Table.
30

31 If the assignment is not approved through a motion at the Table, the Division will discontinue
32 working on the assignment until such time as it is approved at the Table.
33

34 19.0 CITY COUNCIL EXECUTIVE PROTECTION DETAIL

35
36
37 19.1 Executive Protection Detail Authority: The Detroit Police Department City Council
38 Executive Protection Detail shall serve as the Sergeant-At-Arms for all Formal Sessions,
39 Standing Committee meetings, and any other special meetings and taskforces, as requested, that
40 are called by the Detroit City Council. All members of this detail are appointed by the Chief of
41 Police.
42

1 19.2 Removal For Breach Of Peace: At the direction of the President or the Chair of a
2 Committee, the Sergeant-At-Arms will remove any person who, after a warning, commits a
3 breach of the peace.¹
4

5 19.3 Signs Not Allowed To Block View: Signs or other items that block the view of any person
6 attending a Council of the Whole, Formal Session, Standing Committee, sub-committee, special
7 committee, task force, evening community or any other meeting are not permitted. Upon the
8 direction of the President or the Chair, the Sergeant-At-Arms shall remove signs deemed
9 disruptive.
10

11 19.4 Duties Limited To Protection: The City Council Executive Protection Detail shall have no
12 other responsibility during the City Council meetings other than to provide security to Council
13 Members, Council staff and the public. All distribution of materials, dissemination of speaker
14 cards, and related clerical duties, will be the responsibility of the staff of the President or the
15 Chair of a Standing Committee.
16

17 19.5 Authority To Take Control Of Situation: When circumstances warrant, the City Council
18 Executive Protection Detail under the command of the Detroit Police Department sergeant or
19 lieutenant appointed by the Chief of Police shall take command of any City Council location for
20 purposes of ensuring the safety of the members of the Detroit City Council, Council staff, or the
21 general public.
22

23 20.0 TAXES AND ASSESSMENTS

24
25
26 No resolution, ordinance or proceeding of the City Council imposing taxes or assessments, or
27 requiring the payment, expenditure, disposition of money or property or creating a debt or
28 liability shall be passed at the same meeting at which it was introduced.
29

30 No resolution or other proceeding confirming or rescinding any assessment roll shall be acted
31 upon by the City Council unless the Corporation Counsel shall have certified the roll with the
32 word "Approved" to indicate that the assessment roll as well as the preliminary proceedings are
33 legally correct.
34

35 21.0 VIDEOTAPING OF COUNCIL SESSIONS

36
37 Videotaping of Council sessions, committees and meetings shall be from gavel-to-gavel and
38 shall not be edited for content or length.¹

39 Requests for the videotaping of special committees, task forces and other events shall be in
40 writing. The request shall be referred to the President and the City's Media Services at least two
41 (2) weeks prior to the event for scheduling purposes.

¹ OMA, MCL 15.263(6), states "A person shall not be excluded from a meeting otherwise open to the public except for a breach of the peace actually committed at the meeting".

As used in the OMA, "breach of the peace" has been defined as an open disturbance in a public place. See In ReGosnell, 234 Mich App 326 (1999).

¹ 2012 Detroit City Charter, Section 7-1403

1
2 Members of the public who wish to take video or still pictures during Council meetings shall not
3 use cameras, recording devices, or lighting devices that are disruptive to Council members, staff,
4 or the general public.

5
6
7 22.0 PROCEDURES FOR PERSONS WISHING TO ADDRESS COUNCIL

8
9 A person shall be permitted to address a meeting of the City Council subject to the following
10 rules:

11 A brief written notice of a request to address the City Council shall be filed with the City
12 Clerk not later than 2:00 PM of the business day immediately preceding the day of the
13 scheduled meeting to which the request pertains. The Clerk shall provide reasonable
14 assistance in the preparation of such request to any person requesting assistance.

15
16 A written notice of a request to address the City Council shall identify the person making
17 the request. Identification shall include: full name, address (both resident and business),
18 phone number, and shall state the subject matter on which such person wishes to address
19 the City Council.

20
21 Upon approval of the request by the Body, the Chair of the Standing Committee or
22 Committee of the Whole shall have the discretion as to when during the meeting the
23 person shall be heard and shall also have the discretion to impose a reasonable limitation
24 on the time allotted to hear such person.

25
26 This procedure shall not apply to scheduled public hearings or to persons invited by the City
27 Council to participate in discussions before the City Council.

28
29 22.1 Vendor Protest Petitions: All vendor protest petitions, after having exhausted the Office of
30 Contracting and Procurement protest procedures, shall be presented to the City Clerk in writing
31 and follow the above petition process.

32
33 22.2 Translators: The Council shall seek to provide translators at each of its Sessions and all
34 meetings of its Standing Committees for each language requested, including the hearing
35 impaired, where the translation is necessary to enable Detroit residents with limited English
36 proficiency to participate in the proceedings. The service will be provided as long as the request
37 for such translation services is communicated to the Clerk of the Council at least 48 hours before
38 the meeting. For meetings on a Monday or a Tuesday, the request must be made by noon of the
39 last business day of the preceding week. The unavailability of a translator shall not affect the
40 ability of Council or its committees to deliberate or vote upon any matter presented to them.

41
42 22.3 Public Testimony And Communications Encouraged: The policy of the Detroit City
43 Council is to encourage and permit public testimony before the Council takes legislative action.
44 Members of the public are encouraged to write to the City Council concerning municipal issues.
45 Although the City Council welcomes public testimony at Formal Sessions and at Standing

1 Committee meetings, persons in the audience shall not vocally express support or opposition to
2 statements by Council Members or by persons testifying.

3
4 22.4 Speaker Cards: In order for the Chair to facilitate public comment in an orderly fashion,
5 each person who wishes to speak must get a Speaker Card and identify themselves with at least a
6 first or last name. No additional information is required in order to address Council. The Chair
7 shall determine the order of speakers.

8 9 10 23.0 REPORTING

11
12 23.1 Legislative Actions: By January 15th of each year the Legislative Policy Division shall
13 provide the City Council with a report of its legislative actions for the previous calendar year.
14 This report shall also be posted on the Council's Web site.

15
16 23.2 Task Force Reporting: Each Taskforce created by the City Council shall provide the
17 Council with a report every six months to the Detroit City Council and to City Clerk's office.

18 19 20 24.0 OUTSIDE EMPLOYMENT POLICY

21
22 24.1: Jurisdiction: All City Council staff, including Division Directors, appointed employees and
23 contractual personnel shall be subject to the City of Detroit's Outside Employment Policy, as
24 amended by Detroit City Council.

25
26 24.1.1 Policy: Staff shall be subject to the City of Detroit's Outside Employment Policy,
27 originally issued as Personnel Directive #77-7, published on May 23, 1977 and reissued with
28 additional direction pursuant to an April 3, 2002 memorandum from the Human Resources
29 Director, as amended by Detroit City Council with adoption of these Rules of Order, *Section*
30 *24.0*.

31
32 24.1.2 Definitions:

33
34 24.1.2.1: Incompatible Interest: A direct investment¹ in a financial, business, commercial
35 or other private transaction which creates a conflict with, or adversely affects, the official
36 duties of a city official or employee to the detriment of the city.

37
38 24.1.2.2: Lobbyist: An individual or entity that advocates an interest or cause that is, or
39 may be, affected by the decisions of government leaders.

40
41 24.1.2.3: Political Consultant: An individual or entity that for a fee advises candidates
42 and/or campaigns on matters of field strategy, including conducting voter, issue and
43 candidate research.

44

¹ Direct investment means the holding or possession of a personal pecuniary interest in an entity, activity, contract,
or other property by a staff member.

1 24.1.3 Incompatible Interest: Outside employment as a lobbyist or political consultant, or an
2 ownership or managerial interest in a firm providing such services, shall constitute an
3 incompatible interest and is prohibited.
4

5 24.1.4 Annual Disclosure of All Outside Employment Required: All City Council staff,
6 including Division Directors, engaged in outside employment shall submit a Disclosure Form
7 regarding outside employment to his or her supervising Council Member at the start of each
8 calendar year. Newly hired staff shall submit a Disclosure Form along with other
9 employment forms at the beginning of their employment. A copy of the Disclosure Form
10 indicating "Approved" or "Not Approved" and signed by the appropriate supervising Council
11 Member in the case of Council staff, or Division Director for Division staff, shall be returned
12 to the staff member within one month of submission. In the case of a Division Director or
13 Administrative Staff, the President shall sign the Form and indicate "Approved" or "Not
14 Approved". A copy of all signed Disclosure Forms shall be maintained by the City Council
15 Administrative Office.
16

17 25.0 Suspension and Revision of These Rules 18

19
20 25.1 Suspension of Rules: Upon a two-thirds majority of the members present, the Council may
21 suspend any of the Rules of Order except a rule relating to the date, time or location of a
22 meeting, which may be suspended upon a simple majority vote of the members present. The
23 following cannot be suspended: Rules requiring the presence of a quorum and rules requiring the
24 physical presence of members in order to vote. A motion to suspend the rules must be seconded
25 and is not open to debate.
26

27 25.2 Revision of Rules: These Rules shall be reviewed periodically and may be amended by a
28 vote of the majority of Council Members serving.