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**TO:** Council Administration

**FROM:** David Whitaker, Director  
Legislative Policy Division



**DATE:** July 9, 2025

**RE:** Amendments to the Rules of Order for the Detroit City Council

The Legislative Policy Division has drafted the attached amendments to the Rules of Order for Detroit City Council. Also attached for your consideration, is a resolution to set a public hearing to make such amendments pursuant to Section 2-111 *Promulgation of Administrative Rules* of the 2021 Detroit City Charter.

## Resolution By the Detroit City Council

### RE: Setting A Public Hearing To Amend The Rules of Order of the Detroit City Council

**Whereas:** Section 4-105 of the 2012 Detroit City Charter states that “The City Council shall determine its own rules and order of business and shall provide for keeping a journal of its proceedings in the English language. The journal shall be a public record.” And,

**Whereas:** Section 2-111 (2) of the 2012 Detroit City Charter states that “Before adopting any rule governing dealings between the City and the public, or establishing hearing procedures for resolving matters in dispute, a city department director, agency head or multi-member body shall give notice of a hearing by publication in a daily newspaper of general circulation and by electronic posting available to the public, at least four (4) weeks in advance of the scheduled hearing. The notice of hearing shall:

- a. Contain the proposed rule or procedure, or a statement of its substance; etc.

And,

**Whereas:** The following amendments are being made to the Rules of Order of the Detroit City Council:

## 2.0 COMPOSITION OF COUNCIL

Pursuant to the authority set forth in Section ~~4-106~~ ~~4-105~~ 3-108 of the 2012 Detroit City Charter, the Detroit City Council is the City’s legislative body composed of nine (9) Council Members. There shall be seven (7) non-at-large districts, and one (1) at-large district established in the City and one (1) member shall be elected from each of the seven (7) non at-large district and two (2) members shall be elected from the at-large district. The two at-large members shall represent the whole City. 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.

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

~~3.6 Electronic Meeting: Any scheduled meeting of the Detroit City Council may be held as an electronic meeting, subject to the following:~~

~~3.6.1 Agenda: The agenda for every scheduled meeting shall state:~~

~~3.6.1.1 Rational: The reason why the meeting is being held electronically.~~

~~3.6.1.2 Public Participation: How members of the public may participate in the meeting electronically. If a telephone number, internet address, or both are needed to participate, that information must be provided specifically.~~

~~3.6.1.3 Persons With Disabilities: How persons with disabilities may participate in the meeting.~~

~~3.6.1.4 Posting: Be posted to the official City of Detroit, City's Clerk's, website at least 18 hours before the electronic meeting begins and made available to the public at least 2 hours before the electronic meeting begins. This publication of the agenda does not prohibit subsequent amendment of the agenda at the meeting.~~

~~3.6.2.1 Quorum: A quorum shall consist of a majority of members serving on City Council or on a Standing Committee. Once a quorum has been announced, the continued presence of a quorum during the meeting shall be determined by the member's video and audio connection. No member shall leave the meeting, while in session, if that member's departure will cause the loss of a quorum.~~

~~3.6.2.2 Attendance: Members are expected to remain in the meeting for its duration. Members shall maintain video and audio access throughout the meeting whenever present. If a member's audio and/or video is turned off, that member will be considered no longer in attendance. Any member wishing to leave the meeting, temporarily or permanently, shall inform the Chair who shall announce the member's departure.~~

~~3.6.2.3 Assignment to the Floor: To seek recognition by the Chair, a member shall use the electronic meeting's "hand raise" function. If, after a reasonable amount of time, the Chair has not noticed the electronic raised hand the member may physically raise their hand or speak out to get the Chair's attention.~~

~~3.6.2.4 Voting: In order to avoid any questions about how each member votes, any member objecting to the motion will state their name and their nay vote.~~

~~3.6.2.5 Technical: No action shall be invalidated on the grounds that the loss of, or poor quality of, a member's individual connection prevented participation in the meeting.~~

~~3.6.2.6 Public Participation: Persons wishing to participate in the meeting during the Public Comment section of the agenda, shall follow the procedures outlined at the beginning of the meeting and included on the agenda. Although a public body may not require a person to provide their name or other information to participate, the electronic meeting provider may require such information to participate through their service.~~

~~3.6.2.7 Two-way communication: All meetings held electronically must be conducted in a manner that permits two-way communications so that members of the body and members of the public can hear each other during the Public Comment section of the meeting.~~

~~3.6.3 Closed Sessions: Detroit City Council shall be permitted to conduct closed session meetings electronically when circumstances allow such electronic closed session meetings under the authority of the Michigan Open Meetings Act, subject to the following:~~

~~3.6.3.1 Notice: Notice of a meeting of a public body held electronically must clearly explain why the public body is meeting electronically.~~

~~3.6.3.2 Quorum Required: A quorum of the City Council shall be required to hold a Closed Session for representation and indemnification hearings.~~

~~3.6.3.3 Members of the Public Excluded: Members of the general public otherwise participating in a meeting of a public body held electronically under this section are to be excluded from participation in a closed session of the public body held electronically during that meeting if the closed session is convened and held in compliance with the requirements of this act applicable to a closed session.~~

~~3.6.3.4 Independent of Public Meeting: Closed sessions will be scheduled independently of public sessions to prevent inadvertent recording. Electronic “invitations” to attend the closed session will be issued to individual participants.~~

~~3.6.3.5 Participants: Participation in a virtual closed session shall be limited to Council Members, essential participants/witnesses, one designated staff member per Council office, and limited departmental staff (Law, Legislative Policy Division, etc.).~~

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

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

4.4.1 Appointment: The nine-member City Planning Commission shall be appointed by and serve at the pleasure of the City Council.

There shall be at least one member appointed from each of City Council's non-at-large districts. ~~Seven (7) of the members shall be appointed, one (1) each, from the non-at-large districts.~~ No more than two (2) members shall be appointed from any one district. As far as possible, different professions and occupations shall be represented on the Commission.

4.5.1 Appointment: ~~The nine (9)~~ Historic Designation Advisory Board consists of twelve members, nine of whom are appointed to three year terms by the Detroit City Council; the other three are City Department heads (or their designee) serving as ex-officio and members. The Historic Designation Advisory Board has a permanent staff of four FTEs. ~~(12) permanent members of the 12 member Board shall be appointed by City Council.~~

4.5.3 Term: ~~The term of appointment for permanent members is three (3) years on a staggered term basis.~~ The nine appointed members shall serve three-year terms.

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

### **Public Health and Safety Standing Committee**

Airport  
Buildings, Safety Engineering and Environmental (*BSEED*)  
Department of Appeals and Administrative Hearings  
Department of Public Works (*DPW*)  
Regional Transit Authority of Southeast Michigan  
Detroit Transportation Corporation (DTC)  
Detroit Water and Sewerage Department (DWSD)  
Detroit Wayne County Health Authority  
Environmental Affairs  
Fire Department  
Greater Detroit Resource Recovery Authority (GDRRA)  
Health Department  
*Homeland Security & Emergency Management*  
Municipal Parking  
Police Department  
Public Lighting  
Traffic and Parking Control  
Transportation

## **Internal Operations Standing Committee**

36<sup>th</sup> District Court  
Board of Ethics  
Board of Review  
~~Cable Commission and Other Broadcast Operations~~  
Citizen Advisory Councils  
City Clerk  
Civil Rights, Inclusion, and Opportunity (*CRIO*)  
Council Appointed Boards and Commissions  
Department of Innovation and Technology (DoIT)  
~~Detroit Building Authority~~  
Detroit City Council  
Detroit Wayne Joint Building Authority  
Elections or Election Commission  
~~General Services~~  
Human Resources  
Inspector General  
Law  
Mayor's Office  
Pension and Retirement Systems  
Retirement Protection Fund Investment Committee

## **Budget, Finance and Audit Standing Committee**

Assessment  
Auditor General  
Budget  
Finance  
Financial Review Board  
Grants Management  
Income and Property Taxes  
Office of the Chief Financial Officer

## **Neighborhoods and Community Services Standing Committee**

Arts  
Belle Isle  
Detroit Building Authority  
~~Cable Commission and Other Broadcast Operations~~  
Citizens Radio Patrol  
Community Advisory Councils  
Cultural Affairs  
Department of Neighborhoods (DON)  
Eastern Market  
General Services

Historical  
Homeless Coordination  
Human Services  
Library  
Media Services  
Museums  
Neighborhood City Halls  
Ombudsman  
Parks and Recreation  
Riverfront Conservancy  
Senior Citizens  
Southeast Michigan Council of Government (SEMCOG)  
Special Events (including those with street closures)  
Youth  
Zoo

### **Planning & Economic Development Standing Committee**

Citizens District Council  
Convention Authority  
Detroit Brownfield Redevelopment Authority (DBRA)  
Detroit Building Authority  
Detroit Economic Growth Corporation (*DEGC*)  
Detroit Employment Solutions Corporation  
Detroit Landbank Authority (DLBA)  
Detroit Wayne County Port Authority (DWCPA)  
Detroit Wayne County Stadium Authority (DWCSA)  
Downtown Development Authority (*DDA*)  
Economic Development Corporation (*EDC*)  
Empowerment Zone  
Housing and Revitalization  
Licensing and Consumer Protection  
Local Development Finance Authority (LDFA)  
Planning and Development  
Workforce Development  
Zoning

*10.14.2.1 Motion to Waive Reconsideration:* A motion to waive reconsideration of a vote may be applied to any main motion that passes with a vote of two-thirds of the members serving. A motion that fails shall not have a waiver of reconsideration attached. If any member objects to placing a waiver of reconsideration on a vote, the waiver shall not be attached. If adopted, no member may reconsider a vote on the motion to which it is attached. For items approved to have a waiver of reconsideration, those waivers shall take effect upon the adjournment of the meeting.

15.5.3.1 Resolutions in the Name of the Council: Resolutions in the name of the Council must be approved through a motion, requested by the Chair, at Formal Session. If a majority of those present indicate that they want to join the sponsor on the Resolution, then a motion may be made to put it in the name of the Council.

15.5.13 Honors: The City Council shall award citizens, visiting dignitaries and others as determined by the City Council with testimonial resolutions, testimonial memorial resolutions, awards of recognition, Spirit of Detroit awards, and the Distinguished Service Award. Testimonial Resolutions and Spirit of Detroit Resolutions shall only be awarded to individuals deserving higher honors. Individuals deserving higher honors shall be defined as performing an act, an accomplishment, being involved in a socially beneficial unique event, or living a life devoted to social well being and the betterment of humankind and society

All Testimonial resolutions shall have original signatures by the Council member or their designee.

18.3 Completed Assignments: All completed assignments will be directed to the Standing Committee whose jurisdiction covers the issue, for review and consideration. The assignments will be addressed to the Chair of the Committee, members of the Committee, the President as ex officio, all City Council members, and the Clerk's Office. Completed assignments shall not go back to the Formal Session for referral to a Standing Committee.

18.5 Annual City Council Calendar. Each year the Legislative Policy Division shall prepare an Annual Calendar for City Council. This annual calendar shall be approved by City Council no later than October 31<sup>st</sup> of the previous year. Changes to the approved Annual Calendar shall be done through resolution approved by the City Council.

18.6 Legislative Agenda. In the first year of a new four-year term, the Preliminary Legislative Agenda shall be completed by the end of the third-quarter of that first year. City Council shall vote to approve the final Legislative Agenda by January 31<sup>st</sup> of the second year.

In the subsequent years of the four year term, City Council shall review and determine if changes are needed to the Legislative Agenda. If changes are needed , they shall be approved by January 31<sup>st</sup> of those years.

## **22.0 PROCEDURES FOR PERSONS WISHING TO ADDRESS COUNCIL**

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

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



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

The petitioner shall include a paragraph stating the subject matter, their standing and/or interest in the subject matter, the relief expected, what they want, and the number of times they have previously petitioned to speak before Council and the issue associated with each petition request.

Council may request the Law Department to opine on whether the petitioner is currently in litigation with the City of Detroit or otherwise has a pending claim against the City.

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

After the request has been processed by the Clerk's Office, it shall appear as a line item on a Formal Session agenda. The request shall then be voted upon by the Committee of the Whole. A majority of the members present must approve the request for the petitioner to present at a Formal Session. Approval by the Committee of the Whole is also required for a presentation at a Standing Committee meeting. If approved, the Standing Committee presentation petition shall be referred to the appropriate Standing Committee.

The Chair of the Formal Session or of the Standing Committee may determine when the petitioner may be heard and may also have the discretion to impose a reasonable limitation on the time allotted to hear such person.

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

### **Now Therefore Be It**

**Resolved:** That the Detroit City Council sets the required Public Hearing to amend the Rules of Order for the Detroit City Council on ....., at ....., **And Be It Finally**

**Resolved:** That the City Clerk's Office publish this notice as requested.

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  
Amended September 28, 2010: effective December 1, 2010  
Amended November 22, 2011: effective February 1, 2012  
Amended July 3, 2012; effective October 16, 2012  
Amended June 26, 2018; effective September 4, 2018  
Amended June 8, 2021; effective September 7, 2021  
Amended September ?, 2025; effective September ?, 2025

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1 1.0 AUTHORITY

2  
3 Pursuant to the authority set forth in Section 4-106 of the 2012 Detroit City Charter, City Council  
4 shall be reorganized from a Committee of the Whole dominant structure into a Standing  
5 Committee Structure. Accordingly, these procedural rules of the Detroit City Council are adopted  
6 pursuant to the authority set forth in Section 4-105 of the Detroit City Charter to assist the Council  
7 in the orderly conduct of City business.  
8  
9

10  
11 2.0 COMPOSITION OF COUNCIL  
12

13 Pursuant to the authority set forth in Section ~~4-106~~ ~~4-105~~ 3-108 of the 2012 Detroit City Charter,  
14 the Detroit City Council is the City's legislative body composed of nine (9) Council Members.  
15 There shall be seven (7) non-at-large districts, and one (1) at-large district established in the City  
16 and one (1) member shall be elected from each of the seven (7) non at-large district and two (2)  
17 members shall be elected from the at-large district. The two at-large members shall represent the  
18 whole City. All members serve a concurrent four year term.  
19

20  
21 3.0 ASSEMBLIES  
22

23 The Detroit City Council shall perform its duties and conduct its business through Formal Sessions,  
24 Committee of the Whole, Standing Committees, Special Sessions and Special *Committees*. Official  
25 actions by City Council are taken at the Formal Session. All official actions of City Council shall  
26 be by motion in the form of an ordinance or resolution at a Formal Session or at a Special Session.  
27

28 3.1 Committee of the Whole: Committee of the Whole shall consist of all members currently  
29 serving.  
30

31 3.2 Formal Session: Formal Session shall mean the regular weekly meeting of the City Council.  
32 Formal Session shall be the time when the City Council takes formal action on any item on their  
33 agenda. The formal actions of City Council shall be recorded in the Journal of the City Council.  
34

35 3.3 Adjourned Session: Shall mean a Session that is a continuation of the immediately preceding  
36 a Formal or Special Session.  
37

38 3.4 Special Session: Shall mean a meeting of the City Council held at a time different from that  
39 of any regular meeting and convened only to consider one or more items of business specified in  
40 the call of the meeting. The reason for a special session is to deal with important matters that may  
41 arise between Formal Sessions or during Council's recess period.  
42

43  
44 3.5 Committees: Shall mean a committee composed of a portion of the City Council Members  
45 serving.  
46

47 3.5.1 Standing Committees: A committee that meets on a regular basis and is a major  
48 vehicle through which the City Council performs its duties.

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

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

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

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

22  
23 3.5.2.2.1 Creation: Taskforces are created by Council resolution. The  
24 original resolution creating the Taskforce shall include the purpose, goals,  
25 objectives, and end date of the proposed Taskforce.

26  
27 3.5.2.2.2 Duration: A Taskforce shall be limited to one year but may be  
28 renewed annually by resolution.

29  
30 3.5.2.2.3 Reporting: A Taskforce shall submit a report with its annual  
31 renewal resolution indicating how its goals and objectives have been met in  
32 the previous calendar year and any other relevant information to the Detroit  
33 City Council and to the City Clerk's office. A Taskforce not renewed shall  
34 present a Final Report of its achievements to the Detroit City Council and  
35 to the City Clerk's office at the end of the calendar year.

36  
37 ~~3.6 Electronic Meeting: Any scheduled meeting of the Detroit City Council may be held as an~~  
38 ~~electronic meeting, subject to the following:~~

39  
40 ~~3.6.1 Agenda: The agenda for every scheduled meeting shall state:~~

41  
42 ~~3.6.1.1 Rational: The reason why the meeting is being held electronically.~~

43  
44 ~~3.6.1.2 Public Participation: How members of the public may participate in the~~  
45 ~~meeting electronically. If a telephone number, internet address, or both are needed~~  
46 ~~to participate, that information must be provided specifically.~~  
47

1 ~~3.6.1.3 Persons With Disabilities: How persons with disabilities may~~  
2 ~~participate in the meeting.~~

3  
4 ~~3.6.1.4 Posting: Be posted to the official City of Detroit, City's Clerk's,~~  
5 ~~website at least 18 hours before the electronic meeting begins and made~~  
6 ~~available to the public at least 2 hours before the electronic meeting begins.~~  
7 ~~This publication of the agenda does not prohibit subsequent amendment of~~  
8 ~~the agenda at the meeting.~~

9 \_\_\_\_\_  
10 ~~3.6.2 Meetings.~~

11  
12 ~~3.6.2.1 Quorum: A quorum shall consist of a majority of members serving~~  
13 ~~on City Council or on a Standing Committee. Once a quorum has been~~  
14 ~~announced, the continued presence of a quorum during the meeting shall be~~  
15 ~~determined by the member's video and audio connection. No member shall~~  
16 ~~leave the meeting, while in session, if that member's departure will cause~~  
17 ~~the loss of a quorum.~~

18  
19 ~~3.6.2.2 Attendance: Members are expected to remain in the meeting for its~~  
20 ~~duration. Members shall maintain video and audio access throughout the~~  
21 ~~meeting whenever present. If a member's audio and/or video is turned off,~~  
22 ~~that member will be considered no longer in attendance. Any member~~  
23 ~~wishing to leave the meeting, temporarily or permanently, shall inform the~~  
24 ~~Chair who shall announce the member's departure.~~

25  
26 ~~3.6.2.3 Assignment to the Floor: To seek recognition by the Chair, a~~  
27 ~~member shall use the electronic meeting's "hand raise" function. If, after a~~  
28 ~~reasonable amount of time, the Chair has not noticed the electronic raised~~  
29 ~~hand the member may physically raise their hand or speak out to get the~~  
30 ~~Chair's attention.~~

31  
32 ~~3.6.2.4 Voting: In order to avoid any questions about how each member~~  
33 ~~votes, any member objecting to the motion will state their name and their~~  
34 ~~may vote.~~

35  
36 ~~3.6.2.5 Technical: No action shall be invalidated on the grounds that the loss~~  
37 ~~of, or poor quality of, a member's individual connection prevented~~  
38 ~~participation in the meeting.~~

39  
40 ~~3.6.2.6 Public Participation: Persons wishing to participate in the meeting~~  
41 ~~during the Public Comment section of the agenda, shall follow the~~  
42 ~~procedures outlined at the beginning of the meeting and included on the~~  
43 ~~agenda. Although a public body may not require a person to provide their~~  
44 ~~name or other information to participate, the electronic meeting provider~~  
45 ~~may require such information to participate through their service.~~  
46

1                   ~~3.6.2.7 Two-way communication: All meetings held electronically must be~~  
2                   ~~conducted in a manner that permits two-way communications so that~~  
3                   ~~members of the body and members of the public can hear each other during~~  
4                   ~~the Public Comment section of the meeting.~~

5  
6                   ~~3.6.3 Closed Sessions: Detroit City Council shall be permitted to conduct closed session~~  
7                   ~~meetings electronically when circumstances allow such electronic closed session meetings~~  
8                   ~~under the authority of the Michigan Open Meetings Act, subject to the following:~~  
9

10                   ~~3.6.3.1 Notice: Notice of a meeting of a public body held electronically must~~  
11                   ~~clearly explain why the public body is meeting electronically.~~  
12

13                   ~~3.6.3.2 Quorum Required: A quorum of the City Council shall be required~~  
14                   ~~to hold a Closed Session for representation and indemnification hearings.~~  
15

16                   ~~3.6.3.3 Members of the Public Excluded: Members of the general public~~  
17                   ~~otherwise participating in a meeting of a public body held electronically~~  
18                   ~~under this section are to be excluded from participation in a closed session~~  
19                   ~~of the public body held electronically during that meeting if the closed~~  
20                   ~~session is convened and held in compliance with the requirements of this~~  
21                   ~~act applicable to a closed session.~~  
22

23                   ~~3.6.3.4 Independent of Public Meeting: Closed sessions will be scheduled~~  
24                   ~~independently of public sessions to prevent inadvertent recording.~~  
25                   ~~Electronic “invitations” to attend the closed session will be issued to~~  
26                   ~~individual participants.~~  
27

28                   ~~3.6.3.5 Participants: Participation in a virtual closed session shall be limited~~  
29                   ~~to Council Members, essential participants/witnesses, one designated staff~~  
30                   ~~member per Council office, and limited departmental staff (Law,~~  
31                   ~~Legislative Policy Division, etc.).~~  
32

33                   ~~3.6.3.6 Technical Assistance: Department of Innovation and Technology~~  
34                   ~~(DoIT) staff will be requested to assist with security, including, end to end~~  
35                   ~~encryption, providing a link to closed session participants, assisting with~~  
36                   ~~authentication protocols, moderating process to guard against cloud~~  
37                   ~~recording, live streaming, disabling of transcripts and the electronic signing~~  
38                   ~~of confidentiality agreements.~~  
39

40                   ~~3.6.3.7 Confidentiality Agreement: All public servants (including Council~~  
41                   ~~Members, staff, and other participants defined as public servants under the~~  
42                   ~~Charter of the City of Detroit) shall electronically sign the *Public Servant’s*~~  
43                   ~~*Acknowledgment of Obligation to Maintain Strict Confidentiality for Closed*~~  
44                   ~~*Sessions of Detroit City Council*, specifically acknowledging the City~~  
45                   ~~Charter’s prohibition on use or disclosure of confidential information and~~  
46                   ~~the potential penalties for violation.~~  
47

1                   ~~3.6.3.8 Security of Member's Environment During Meeting: Participants~~  
2                   ~~shall attend the closed session from a secure, private room, with no~~  
3                   ~~unauthorized individuals in proximity, and ideally, using a headset to avoid~~  
4                   ~~the session being overheard.~~

5  
6                   ~~3.6.3.9 Recording and Communicating with Others Prohibited: Consistent~~  
7                   ~~with the rules governing in person closed sessions, participants shall not use~~  
8                   ~~electronic recording devices, cell phones, etc., to record or communicate~~  
9                   ~~with others during the closed session.~~

#### 12                   4.0 LEGISLATIVE BOARDS, COMMISSIONS, AND APPOINTMENTS

14           4.1 Appointments: All City Council appointments to Boards and Commissions are appointments  
15           of the full Body.

17           4.2 Board of Review: Pursuant to Section 9-401 of the 2012 Detroit City Charter, there shall be a  
18           Board known as the Property Assessment Board of Review to hear and determine appeals from  
19           property tax assessments.

21                 4.2.1 Members: The Property Assessment Board of Review consists of nine members with  
22                 at least seven (7) members appointed from each of the non-at-large districts

24                 4.2.2 Appointments: Each Council Member shall recommend a person to sit on the Board.  
25                 The City Council shall appoint at least seven (7) members, one each from the non-at-large  
26                 districts.

28                 4.2.3 Residency Requirement: A member must be a resident of the City.

30                 4.2.4 Duties And Powers: The Board of Review shall have all the duties and powers  
31                 provided by law and that may be exercised by the entire Board or a sub-committee of the  
32                 board.

34           4.3 Board Of Zoning Appeals: The City Council shall establish, by ordinance, a Board of Zoning  
35           Appeals. The powers and duties of the Board shall be in compliance with state law to (1) hear  
36           appeals from administrative decisions either of the Buildings and Safety Engineering, and  
37           Environmental Department or Planning and Development Department; and (2) hold hearings on  
38           non-conforming uses and structures and requests for variances from the City Zoning Code.

40                 4.3.1 Appointment: The City Council shall appoint a nine-member Board with at least one  
41                 each from the non-at-large districts

43                 4.3.2 Residency Requirement: Board members must be residents of the City.

45                 4.3.3 Term: Members are appointed for a three-year term on a staggered term basis.

47                 4.3.4 Role of Board: The Board of Zoning Appeals is empowered by the State of Michigan  
48                 Zoning Enabling ~~Act~~ Law to act as an appeals body to hear the appeals of property owners

1 for land uses rejected by the Building Safety and Engineering Department, Environmental  
2 Department, or Planning and Development Department, or in accordance with the  
3 Michigan Zoning ~~Code Act~~, MCL 125.3101, et. Seq. and Chapter 50 of the 2019 Detroit  
4 City Code – Zoning.  
5

6 4.3.5 Members: There shall be seven (7) non at-large districts and one (1) at-large district  
7 established in the City and one (1) member shall be elected from each non at-large district  
8 and two (2) members shall be elected from the at-large district.  
9

10 4.3.6 Review Proceeding: In any review proceeding, the Buildings and Safety Engineering  
11 & *Environmental* Department shall file a written statement and may appear before the  
12 Appeals Board in support of its decision.  
13

14 4.4 City Planning Commission: Pursuant to Section 4-301 of the 2012 Detroit City Charter, the  
15 City Council shall establish a nine (9) member City Planning Commission.  
16

17 4.4.1 Appointment: The nine-member City Planning Commission shall be appointed by  
18 and serve at the pleasure of the City Council.  
19

20 There shall be at least one member appointed from each of City Council’s non-at-large  
21 districts. No more than two (2) members shall be appointed from any one district. As far  
22 as possible, different professions and occupations shall be represented on the  
23 Commission.  
24

25 4.4.2 Residency Requirement: Commission members must be residents of the City.  
26

27 4.4.3 Term: The term of office is three (3) years and the terms of three (3) members expire  
28 each year.  
29

30 4.4.4 Role Of Commission: Pursuant to Section 4-302 of the 2012 Detroit City Charter, the  
31 Commission shall advise the City Council on development matters as defined in Section  
32 6-204, and perform other functions as directed by the City Council.  
33

34 4.4.5 Commission Resolutions: Any resolution adopted by the Commission is advisory.  
35

36 4.4.6 Council Member Service: City Council Members are eligible for appointment to the  
37 Commission as ex-officio members.  
38

39 4.5 Historic Designation Advisory Board: Pursuant to Section ~~25-2-34~~ 21-2-21 of the 2019 Detroit  
40 City Code, the City Council shall establish the Historic Designation Advisory Board.  
41

42 4.5.1 Appointment: The ~~nine (9)~~ Historic Designation Advisory Board consists of twelve  
43 members, nine of whom are appointed to three year terms by the Detroit City Council; the  
44 other three are City Department heads (or their designee) serving as ex-officio and,  
45 members. The Historic Designation Advisory Board has a permanent staff of four FTEs.  
46 (12) permanent members of the 12 member Board shall be appointed by City Council.  
47

48 4.5.2 Residency Requirement: A member of the Board must be a resident of the City.



1  
2 4.5.3 Term: ~~The term of appointment for permanent members is three (3) years on a~~  
3 ~~staggered term basis. The nine appointed members shall serve three-year terms.~~

4  
5 4.5.4 Role of Board: The Board shall advise the City Council on matters relating to historic  
6 preservation, and in particular, proposals for the designation of local historic districts.  
7

8 4.6 Board of Ethics: Pursuant to Section 2-106.8 of the 2012 Detroit City Charter, an independent  
9 seven (7) member Board of Ethics shall be created.  
10

11 4.6.1 Appointment: The Board shall consist of seven (7) members of the public including  
12 three (3) who are appointed by the Mayor, three (3) who are appointed by the City Council,  
13 and one (1) who shall be jointly appointed by the Mayor and the City Council. The  
14 members shall serve without compensation and may be removed for cause only.  
15

16 4.6.2 Residency Requirement: Members of the Board shall be residents of the City who  
17 are not elective officers, appointees, or employees of the City at any time during their Board  
18 membership.  
19

20 4.6.3 Term: Members shall serve for a term of five (5) years, up to two (2) consecutive  
21 terms not to exceed 10 years. Such terms shall be staggered. Not more than two (2)  
22 members' terms shall expire in any one (1) year.  
23

24 4.6.4 Role of the Board: The Board of Ethics was created pursuant to Section 2-106.8 of  
25 the 2012 Detroit City Charter, for the following reasons: to render advisory opinions  
26 regarding the meaning and application of provisions of the Charter, city ordinances or other  
27 laws or regulations establishing standards of conduct of public servants; to conduct  
28 investigations based upon a complaint or its own initiative to ensure the integrity of city  
29 government; and to recommend improvements in the standards of conduct to ensure the  
30 ethical behavior of public servants, all in a manner consistent with the provisions of the  
31 2012 Detroit City Charter and the provisions of the Detroit City Code sections 2-5-1 ~~2-6-1~~  
32 et seq.  
33

#### 34 4.7 Procedure To Fill Vacancies:

35

36 4.7.1 Candidates: Candidates shall be interviewed by the appropriate Standing Committee.  
37 The names of potential appointees shall be forwarded to the Formal Session for  
38 consideration by the whole Council. The Standing Committee shall move all potential  
39 appointees to the Formal Session at the same time.  
40

#### 41 4.7.2 Appointment Procedure At Formal Session:

42

43 4.7.2.1 Multiple Candidates: If there are more candidates than available positions,  
44 Council shall use a paper ballot process to determine the final appointee(s). At the  
45 appropriate time during Formal Session, the Clerk shall give each Council Member  
46 a paper ballot listing the candidates. Each Council Member will write his or her  
47 name on the ballot and circle the name(s) of the candidate they wish to be appointed  
48 to the available position(s). The number of names circled is determined by the

number of positions available. Each Council member shall vote for the total number of positions available. Voting for only one candidate when two or more positions are available is not permitted. Votes may only be cast from the list of candidates before Council for consideration. Write-in candidates are not permitted.

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

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

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

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

## 5.0 COMPLIANCE WITH OPEN MEETINGS ACT

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

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

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

---

<sup>1</sup> 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 5.4 Public Notices: All public notices shall include the name, address and telephone number of  
2 the City Council and shall also be posted in the office of the City Clerk.

3  
4 5.5 Emergency Session: Notwithstanding the notice requirements of these rules, the City Council  
5 may meet in Emergency Session as permitted under Michigan Public Act No. 267 of 1976.<sup>1</sup> When  
6 meeting in an Emergency Session, the Council President shall notify each Council member of the  
7 date, time, and place for the meeting. At the beginning of the meeting, the Chair shall explain the  
8 purpose of the Emergency Session.

## 11 6.0 PRESIDENT AND PRESIDENT PRO-TEMPORE

13 6.1 Selection and Terms: City Council shall select its President and President Pro-Tempore from  
14 among its members by majority vote of the members serving at its first regular session in January.  
15 The term for City Council President and President Pro-Tempore shall be four (4) years.

17 6.1.1 Chair of Meeting For Election of President and President Pro-tempore: The City  
18 Clerk, or her/his designee, shall chair the meeting at which the President and President Pro-  
19 Tempore are elected.

21 6.1.2 Selection Process: The Chair shall take nominations for the office from the members  
22 present; self-nomination is permissible. All members shall then write his or her name on  
23 the ballot and shall vote for a member from the list of nominated individuals. If no nominee  
24 receives a majority vote, then the Council may utilize voting strategies that will lessen the  
25 number of candidates including but not limited to weighted voting.

27 6.2 Presidential Succession To Office: If a vacancy occurs in the office of Mayor, the City Council  
28 President shall succeed to the office until a new Mayor is elected. In the event of a vacancy in the  
29 office of President, including by removal or temporary absence, the President Pro-Tempore shall  
30 serve as President for the unexpired term in the case of vacancy or removal, or until the return of  
31 the President in the case of absence due to succession under Section 5-109 or otherwise. Any  
32 vacancy in the office of President Pro-Tempore shall be filled by majority vote of members serving  
33 on the City Council for the unexpired term. However, if the office of President Pro-Tempore  
34 becomes available because of succession under Section 5-109, City Council shall select a President  
35 Pro-Tempore to serve until the return of the President and resulting resumption of the office by the  
36 President Pro-Tempore.

38 If a vacancy occurs in the office of Mayor, the City Council President shall succeed to the office  
39 until a new Mayor is elected. If a dispute arises concerning whether a vacancy in the office of  
40 Mayor has occurred, the City Council President or any three (3) members of the City Council may  
41 petition the appropriate court for a determination of this fact question.<sup>1</sup>

43 6.3 Powers And Duties Of The President:

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<sup>1</sup> 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."*

<sup>1</sup> 2012 Detroit City Charter, Section 5-109

1  
2 6.3.1 Referrals To Standing Committees: The President shall report at each Formal Session  
3 all items being referred to the Standing Committees.  
4

5 6.3.2 Chair Of City Council Sessions: The President shall Chair all Sessions (Formal,  
6 Committee of the Whole.  
7

8 6.3.3 Calling Meeting To Order: The President shall take the Chair at the time the meeting  
9 has been scheduled. The President shall immediately call the members to order and request  
10 the Clerk to call the role.  
11

12 6.3.4 Preserving Decorum: The President shall preserve order and decorum and may speak  
13 on points of order during Formal Sessions. The President shall decide questions of order,  
14 with the aid and assistance of the Parliamentarian, subject to an appeal to the Council. Such  
15 appeal must be made and seconded, and on which appeal no member shall speak more than  
16 once except by consensus of the members present.  
17

18 6.3.5 Appointment Of Standing Committees: The President shall appoint the Chair and the  
19 members of each Standing Committee with the consent of the Detroit City Council. The  
20 term of each Standing Committee Chair is four years. At the end of four years, the President  
21 may appoint a new Chair unless it is determined otherwise by a majority of the Council.  
22

23 6.3.6 Removal Of Standing Committee Chairs: The President shall remove Committee  
24 Chairs with a two-thirds affirmative vote of the City Council Members serving.  
25

26 6.3.7 Compelling Attendance: The President shall have the power to compel the attendance  
27 of an absent member.  
28

29 6.3.8 Administrative Council Duties: The office of the President shall perform other  
30 administrative duties of the Council as necessary.  
31

32 6.3.9 Convening Committee Of The Whole Meetings: The President of the Detroit City  
33 Council or a majority of Council Members serving shall have the authority to convene a  
34 meeting of the Committee of the Whole when the subject matter is of importance and  
35 sensitivity.  
36

37 6.3.10 Ex-Officio Member on All Committees: The President shall be an ex-officio  
38 member of all Council Committees.  
39

40 6.3.11 Absence Of President and the President Pro Tempore: In the event that both the  
41 President and President Pro Tempore are absent, the two at-large members shall serve as  
42 Chair on a rotational basis. If the President, President Pro Tempore and the at-large  
43 members are absent, then the longest serving member present will serve as Chair. If there  
44 is more than one longest serving member, then the Chair will rotate numerically by District  
45 from 7 through 1.  
46

1 6.4 Powers And Duties Of The President Pro-Tempore

2  
3 6.4.1 Serve In Absence Of The President: During an extended absence of the President, the  
4 President Pro Tempore shall exercise the administrative duties of the office of the  
5 President.  
6

7 6.4.2 Administrative Duties of the President: The Administrative duties of the President  
8 shall not pass to any other Council Member unless both the President and the Pro Tempore  
9 are absent for an extended period of time. In which case, the administrative duties of the  
10 President shall pass to the to the longest serving Council member.  
11

12 6.4.3 Serve As Ex-Officio Member on All Committees in the Absence of the President:  
13 The President Pro-Tempore shall serve as ex-officio on all Council Committees in the  
14 extended absence of the President. The status of ex-officio shall not pass to any other  
15 Council member.  
16

17  
18 7.0 CITY COUNCIL VACANCY  
19

20 7.1 Selection Process To Fill a Vacant City Council Seat: If a vacancy occurs on City Council it  
21 shall be filled by appointment, based on a two-thirds affirmative vote of the members serving. A  
22 new Council member must be appointed within sixty (60) days after the seat becomes vacant. The  
23 Body may use a nominating or application process, which shall be approved through resolution.  
24

25 If an application process is chosen, the position must be posted for a minimum of 14 days. Each  
26 Council member can refer up to two resumes for an at-large seat and one resume for a district seat  
27 for a formal interview at a Committee of the Whole  
28

29 7.2 Voting: All candidates chosen for an interview shall be considered in the first round of  
30 voting. If necessary, City Council may, by majority vote, implement other voting strategies to  
31 further narrow the number of finalists, including implementation of a weighted voting system to  
32 narrow the pool of candidates to three. City Council shall vote to appoint a new council member  
33 from the remaining candidates until a single candidate obtains a two-thirds affirmative vote.  
34

35 7.3 Office Transition: The President shall determine the person responsible for management of  
36 the staff until the new Council member assumes the responsibilities of the office  
37

38 7.4 Length of Term: The person appointed shall begin duties within seven (7) days after selection  
39 and serve until an elected member takes office. The election to fill the vacant position shall occur  
40 at the next general election to be held not sooner than one hundred eighty (180) days after  
41 occurrence of the vacancy.  
42

43  
44 8.0 COMMITTEE OF THE WHOLE  
45

46 8.1 Meeting Guidelines: Council may meet as a Committee of the Whole. The Committee of the  
47 Whole shall only meet on matters of importance or sensitivity.  
48

1 8.2 Calling a Committee of the Whole: Committee of the Whole Meetings are determined by the  
2 President or by a majority of City Council Members serving through a motion at a properly called  
3 Council meeting or by obtaining four Council Members' signature.

4  
5 8.2.1 Obtaining Required Signatures: At the direction of the City Council, either the  
6 President's Office or the Legislative Policy Division will be responsible for obtaining the  
7 signatures required to hold a Committee of the Whole. Electronic signatures are permitted  
8 when not practical or possible to obtain written signatures.

9  
10 8.3 Compliance With Notice And Open Meetings Act: The Committee of the Whole shall adhere  
11 to all the rules for public notice and shall comply with all of the provisions of the open meetings  
12 act.

13  
14 8.4 Committee Members Defined: All Council Members serving shall constitute the Committee  
15 of the Whole.

16  
17 8.5 Committee of the Whole Quorum Defined: A quorum of the Committee of the Whole shall  
18 consist of a majority of Council Members serving.

19  
20 8.6 Member Attendance: Council Members are expected to be present at all Committee of the  
21 Whole meetings.

22  
23 8.6.1 Notice: When a Council Member is unable to attend a Committee of the Whole,  
24 he/she shall notify the President and the City Clerk, in writing at least 24 hours prior to the  
25 session. The City Clerk shall record the attendance roster for each Committee of the Whole.

26  
27 8.7 City Council Evening Community Meetings: On at least eight occasions during the year, for  
28 the purpose of hearing public testimony, the City Council shall hold meetings in different areas of  
29 the city; these meetings shall begin at 7:00 PM and end at 8:30 PM. The President shall chair these  
30 meetings. In the absence of the President and the President pro tempore, the Council Member in  
31 whose district the meeting is held shall chair.

32  
33 8.7.1. Special Presentations: Each person who wishes to make a special presentation shall  
34 contact the Legislative Policy Division. The deadline for requests is the previous Friday at  
35 4:00 p.m. The individual will give their name and the topic on which they want to present.  
36 The Legislative Policy Division will work with the President's office to schedule the  
37 presentations on the agenda. Special Presentations are separate from general public  
38 comment.

39  
40 8.7.2 Special Presentations Limits: Each person who wishes to make a special presentation  
41 shall be given a maximum of three minutes, unless otherwise determined by the Chair. The  
42 maximum number of special presentations at the meetings is five.

43  
44 8.7.3. At-Large City Council Evening Community Meetings: In the absence of the  
45 President and the President Pro Tempore at an at-large evening community meeting, an at-  
46 large member shall chair the meeting. In the event that the President and the President Pro  
47 Tempore are at-large members, the Council member in whose district the meeting is being  
48 held shall chair the meeting.

1  
2 8.8 Chair: For Committee of the Whole meetings, the Chair shall:

- 3 (1) Decide all questions of order  
4 (2) Determine the order of business  
5 (3) Determine the speaking order of members  
6 (4) Limit debate  
7 (5) Determine if a member of the public shall address the committee  
8 (6) Maintain order  
9

10 8.9 Speaking Time Limits: All Council Members who wish to speak shall be accorded equal  
11 speaking time. For each round of discussion, Council Members shall be limited to two (2) minutes  
12 for any questions or statements. The Chair has the discretion to alter the speaking time allotted.  
13 Yielding of floor time to another Member is not permitted.  
14

## 15 16 9.0 STANDING COMMITTEES 17

18 9.1 Standing Committee Authority: Standing Committees shall consider items that have been  
19 referred to them, by the President at the Formal Session and to matters generally described in these  
20 rules for each committee. The basic function of each committee is to inquire and to recommend  
21 actions to the Formal Session for official action. Additional committee authority exists only when  
22 specifically authorized by ordinance or by the City Council. Committees shall provide an  
23 opportunity for public comment. No committee member or combination of committee members  
24 shall employ or engage the services of any person, or authorize or incur costs or expenses or accept  
25 gifts or services to a committee unless authorized by the City Council in a Formal Session or as  
26 provided by law.  
27

28 9.2 Committee Creation: The following Standing Committees are hereby created: Budget,  
29 Finance, and Audit; Internal Operations; Planning and Economic Development; Neighborhood  
30 and Community Services; and Public Health and Safety. The following committees are  
31 responsible for the associated departments. Line items and issues pertaining to various City  
32 departments and agencies will be directed to the Council committees as outlined below.  
33

### 34 Public Health and Safety Standing Committee 35

36 Airport  
37 Buildings, Safety Engineering and Environmental (*BSEED*)  
38 Department of Appeals and Administrative Hearings  
39 Department of Public Works (*DPW*)  
40 Regional Transit Authority of Southeast Michigan  
41 Detroit Transportation Corporation (DTC)  
42 Detroit Water and Sewerage Department (DWSD)  
43 Detroit Wayne County Health Authority  
44 Environmental Affairs  
45 Fire Department  
46 Greater Detroit Resource Recovery Authority (GDRRA)  
47 Health Department  
48 Homeland Security & Emergency Management  
49 Municipal Parking

1 Police Department  
 2 Public Lighting  
 3 Traffic and Parking Control  
 4 Transportation  
 5  
 6 Internal Operations Standing Committee  
 7  
 8 36<sup>th</sup> District Court  
 9 Board of Ethics  
 10 Board of Review  
 11 ~~Cable Commission and Other Broadcast Operations~~  
 12 Citizen Advisory Councils  
 13 City Clerk  
 14 Civil Rights, Inclusion, and Opportunity (*CRIO*)  
 15 Council Appointed Boards and Commissions  
 16 Department of Innovation and Technology (DoIT)  
 17 ~~Detroit Building Authority~~  
 18 Detroit City Council  
 19 Detroit Wayne Joint Building Authority  
 20 Elections or Election Commission  
 21 ~~General Services~~  
 22 Human Resources  
 23 Inspector General  
 24 Law  
 25 Mayor's Office  
 26 Pension and Retirement Systems  
 27 Retirement Protection Fund Investment Committee  
 28  
 29 Budget, Finance and Audit Standing Committee  
 30  
 31 Assessment  
 32 Auditor General  
 33 Budget  
 34 Finance  
 35 Financial Review Board  
 36 Grants Management  
 37 Income and Property Taxes  
 38 Office of the Chief Financial Officer  
 39  
 40 Neighborhoods and Community Services Standing Committee  
 41  
 42 Arts  
 43 Belle Isle  
 44 Detroit Building Authority  
 45 ~~Cable Commission and Other Broadcast Operations~~  
 46 Citizens Radio Patrol  
 47 Community Advisory Councils  
 48 Cultural Affairs  
 49 Department of Neighborhoods (DON)  
 50 Eastern Market  
 51 General Services



1 Historical  
2 Homeless Coordination  
3 Human Services  
4 Library  
5 Media Services  
6 Museums  
7 Neighborhood City Halls  
8 Ombudsman  
9 Parks and Recreation  
10 Riverfront Conservancy  
11 Senior Citizens  
12 Southeast Michigan Council of Government (SEMCOG)  
13 Special Events (including those with street closures)  
14 Youth  
15 Zoo

16  
17 Planning & Economic Development Standing Committee

18  
19 Citizens District Council  
20 Convention Authority  
21 Detroit Brownfield Redevelopment Authority (DBRA)  
22 Detroit Building Authority  
23 Detroit Economic Growth Corporation (*DEGC*)  
24 Detroit Employment Solutions Corporation  
25 Detroit Landbank Authority (DLBA)  
26 Detroit Wayne County Port Authority (DWCPA)  
27 Detroit Wayne County Stadium Authority (DWCSA)  
28 Downtown Development Authority (*DDA*)  
29 Economic Development Corporation (*EDC*)  
30 Empowerment Zone  
31 Housing and Revitalization  
32 Licensing and Consumer Protection  
33 Local Development Finance Authority (LDFA)  
34 Planning and Development  
35 Workforce Development  
36 Zoning

37  
38 9.2.1 Budget, Finance And Audit Committee: The Budget, Finance and Audit Standing  
39 Committee shall be referred all matters pertaining to and concerning bond issues, taxes,  
40 fees and other revenue measures. The Budget, Finance and Audit Committee shall be  
41 referred the annual budget and official compensation schedule. The Budget, Finance and  
42 Audit Committee may hold a public hearing on the Mayor's and finance department's  
43 directives to each department for the annual budget after the instructions are released. The  
44 following shall be under the jurisdiction of this committee: Budget, Finance, Financial  
45 Review Commission, Office of Chief Financial Officer, Auditor General, and all other  
46 departments and issues listed in Section 9.2.

47  
48 9.2.1.1 Committee Composition: The Budget, Finance and Audit Committee shall  
49 be comprised of at least three Council Members.  
50

1 9.2.1.2 Jurisdiction Of Committee: The following departments, boards and  
2 commissions shall be under the jurisdiction of this committee: Budget, Finance,  
3 Auditor General, Assessment, Income and Property Taxes, Grants Management,  
4 Office of the Chief Financial Officer, and issues listed in Section 9.2.

5  
6 9.2.1.3 Committee Expansion: The Budget, Finance and Audit Committee shall be  
7 comprised of three members except during the Budget Review period. After the  
8 Mayor delivers his annual budget message, the Budget, Finance, and Audit  
9 Committee shall expand and be comprised of all City Council Members serving.  
10 During the Budget Review period, the expanded Budget, Finance, and Audit  
11 Committee may meet daily to review and conduct departmental budget hearings  
12 and to hold Executive Sessions to finalize City Council's changes to the proposed  
13 Budget. The President shall chair these expanded Committee meetings.

14  
15 9.2.1.3.1 Public Comment During Budget Departmental Hearings: Each  
16 departmental budget hearing will include an opportunity for public  
17 comment following the department presentation and deliberation by  
18 Council members.

19  
20 9.2.1.4 Regular Meetings During Budget Review Period: During the Budget  
21 Review period, the Budget, Finance and Audit Committee may continue to meet as  
22 the regular three-member committee in order to deal with items that are referred to  
23 the Committee during this time.

24  
25 9.2.1.5 Documents For Committee Review: The Budget, Finance and Audit  
26 Committee shall receive copies of audits of city departments and agencies as  
27 prepared by the Auditor General, the Comprehensive Annual Financial Report  
28 (CAFR), the Management Letter and the Single Audit Report; for review, analysis  
29 and report to the City Council.

30  
31 9.2.2 Internal Operations: The Internal Operations Standing Committee shall be referred  
32 all matters pertaining to and concerning City Council and its Division(s), the City Clerk,  
33 the Election Commission, the Mayor's Office, Law and litigation settlements and requests  
34 for legal representations, and all other departments and issues listed in Section 9.2.2.2.

35  
36 9.2.2.1 Documents From Law Department: This Standing Committee shall review  
37 all collective bargaining agreements and all documents from the Law Department  
38 and shall provide a report and recommendation to the City Council.

39  
40 9.2.2.2 Jurisdiction Of Committee: The following departments, boards and  
41 commissions shall be under the jurisdiction of this Standing Committee; City Clerk,  
42 City Council And Its Division(s), The Election Commission, Human Resources  
43 Civil Rights, Inclusion, and Opportunity, Human Rights, Law, General Services,  
44 Mayor's Office, 36th District Court, Department of Innovation and Technology,  
45 Citizens Advisory Councils, Detroit Building Authority, Pension and Retirement  
46 Systems, Detroit Wayne Joint Building Authority, Council Appointed Boards and  
47 Commissions, Risk Management, and the Board of Ethics.

1 9.2.2.3 Risk Management: This Committee shall conduct a quarterly review of all  
2 risk management matters and issue a report to the City Council. This Committee  
3 shall review the annual report from the Risk Management Council.  
4

5 9.2.2.4 Technology Related Matters: Technology related matters and the operations  
6 of the Department of Innovation and Technology will be monitored and reported to  
7 the City Council as necessary.  
8

9 9.2.2.5 Human Rights Department: This Committee shall review the annual report  
10 from the Human Rights Department.  
11

12 9.2.2.6 The Detroit Wayne County Joint Building Authority: This committee shall  
13 monitor the Detroit Wayne County Building Authority as necessary for the smooth  
14 operation of the Coleman A. Young Municipal Center facility.  
15

16 9.2.2.7 Review And Provide Recommendations On Contracts: The Internal  
17 Operations Standing Committee shall review and provide recommendations for all  
18 related contracts and appropriation transfers in any fiscal year.  
19

20 9.2.3 Planning And Economic Development: The Planning and Economic Development  
21 Standing Committee shall review, as appropriate, proposed resolutions, proposed  
22 ordinances and additional policy matters related to housing policy, land use and sales,  
23 zoning matters, planning and economic development, resident employment, workforce  
24 training, and all other departments and issues listed in Section 9.2.3.1.  
25

26 9.2.3.1 Jurisdiction Of Committee: The following departments, boards and  
27 commissions shall be under the jurisdiction of this Standing Committee; Planning  
28 and Economic Development Department, Empowerment Zone, Workforce  
29 Development, Downtown Development Authority (DDA), Downtown Economic  
30 Growth Corporation (DEGC), Economic Development Corporation (EDC),  
31 DBRA, DWCPA, DWCSA, LDFA, DESC, Zoning, Licensing and Consumer  
32 Protection, Housing Revitalization Department, Detroit Building Authority,  
33 Citizens District Councils, and issues listed in Section 9.2.  
34

35 9.2.3.2 Committee Expansion: The Planning and Economic Development Standing  
36 Committee shall be comprised of three members except during the Budget review  
37 process period. During the Budget period review period, while the annual Block  
38 Grant and Neighborhood Opportunity Fund hearings are under consideration, the  
39 Planning and Economic Development Standing Committee shall expand to include  
40 all nine City Council members serving for the purpose of these Budget  
41 deliberations. The expanded Planning and Economic Development Committee  
42 may meet daily to hold these hearings. The Council President shall chair these  
43 meetings  
44

45 9.2.3.3 Regular Meetings During Budget Review Period: During the Budget  
46 Review period, the Planning and Economic Development Standing Committee may  
47 continue to meet as the regular three-member committee in order to deal with items  
48 that are referred to the Committee during this time.

1  
2 9.2.3.4 Review And Provide Recommendations On Contracts: The Planning and  
3 Economic Development Standing Committee shall review and provide  
4 recommendations for all related contracts and appropriation transfers in any fiscal  
5 year.  
6

7 9.2.4 Neighborhood And Community Services: The Neighborhood and Community  
8 Services Standing Committee shall be referred all matters related to Parks And Recreation,  
9 Youth And Senior Citizens, Historic issues, museums, Zoological Society, homelessness  
10 issues, all special events, including those with street closures, and all other departments  
11 and issues listed in Section 9.2.4.1.  
12

13 9.2.4.1 Committee Jurisdiction: The following Departments, Boards and  
14 Commissions shall be under the jurisdiction of this Standing Committee; Human  
15 Services, Neighborhood City Halls, Recreation, Youth, Zoological Society, Senior  
16 Citizens, Arts, Library, Historical, Homeless Coordination, Cultural Affairs,  
17 Museums, Ombudsman, Detroit Wayne County Health Authority, Health  
18 Department, Citizens Radio Patrol, Southeast Michigan Council of Governments,  
19 cable and other broadcast Operations, and issues listed in Section 9.2.  
20

21 9.2.4.2 Review And Provide Recommendations On Contracts: The Neighborhood  
22 and Community Services Standing Committee shall review and provide  
23 recommendations for all relative contracts and appropriation transfers in any fiscal  
24 year.  
25

26 9.2.5 Public Health And Safety: The Public Health and Safety Standing Committee shall  
27 be referred all matters related to public works, infrastructure, transportation, traffic and  
28 parking control, public protection, utilities, emergency services, homeland security,  
29 pandemic and other natural disasters and environmental quality issues, and all other  
30 departments and issues listed in Section 9.2.5.1.  
31

32 9.2.5.1 Committee Jurisdiction: The Following Departments, Boards and  
33 Commissions shall be under the jurisdiction of this Standing Committee: Airport,  
34 Buildings, Safety Engineering and Environmental Department, Fire, Parking,  
35 Police, Detroit Transportation Corporation, Homeland Security, Transportation,  
36 Public Works, Public Lighting, Water and Sewerage, Department of Administrative  
37 Hearings, Greater Detroit Resource Recovery Authority, and issues listed in  
38 Section 9.2.  
39

40 9.2.5.2 Review And Provide Recommendations On Contracts: The Public Health  
41 and Safety Standing Committee shall review and provide recommendations for all  
42 related contracts and appropriation transfers in any fiscal year.  
43

44 9.2.6 Rules Committee: This Committee is a special committee that shall be appointed by  
45 the President with the consent of the City Council.  
46

1 9.2.6.1 Committee Meetings: The Rules Committee shall be required to meet within  
2 the first 60 days of each calendar year. Subsequent meetings will be held as  
3 determined by the Chair.

4  
5 9.2.6.2 Committee Jurisdiction: The Rules Committee shall have jurisdiction over  
6 the following matters: proposed ballot measures, proposed charter amendments,  
7 and the Rules of Order of the Detroit City Council.

8  
9 9.2.7 Personnel Committee: The Personnel Committee is a special committee that shall be  
10 appointed by the President with the consent of City Council. The Personnel Committee  
11 shall meet at least two times every year. The Committee shall provide regular updates to  
12 the Detroit City Council.

13  
14 9.2.7.1 Committee Composition: The Personnel Committee shall be comprised of  
15 three Council members.

16  
17 9.2.7.2 Committee Jurisdiction: The Personnel Committee shall have jurisdiction  
18 over the following matters:

- 19  
20 (1) Annual performance review of Division Director  
21 (2) Salary adjustments for Division Directors  
22 (3) Disciplinary actions  
23 (4) Staff complaints  
24 (5) Codifying the duties of Division Directors  
25 (6) Solicit and review applications for Division Directors  
26 (7) Draft and revise performance reviews  
27 (8) Develop a new hire booklet of policies and procedures

28  
29 9.2.7.3 Division Personnel:

30  
31 9.2.7.3.1 Director. Division Directors are appointed and removed by a  
32 majority of City Council.

33  
34 9.2.7.3.2 Deputy Director. Deputy Directors are appointed by and serve at  
35 the discretion of the Division Director

36  
37 9.2.7.3.3 Staff. Division Staff are appointed by and serve at the discretion  
38 of the Division Director

39  
40 9.2.7.4 City Council Member Personnel: City Council Members shall be  
41 responsible for the appointment and dismissal of personnel within their respective  
42 offices.

43  
44 9.2.7.5 Staff Complaints: In the event that Council staff, the Director of a Division,  
45 or Division staff has a complaint against a Council Member, a Division Director,  
46 or other staff member, the person shall try to resolve the issue with their immediate  
47 supervisor. If unable to resolve the issue, the person shall submit a written request,  
48 addressed to the Chair of the Personnel Committee, requesting a meeting of the

Personnel Committee to discuss the complaint. This meeting may be held either in an open forum or in a Closed Session in accordance with the Open Meetings Act, M.C.L.A. §15.268(a).

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

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

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

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

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

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

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

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

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

- (1) Decide all questions of order
- (2) Determine the order of business
- (3) Determine the speaking order of members
- (4) Limit debate
- (5) Determine the order and the length of time for speakers during Public Comment

1 9.9 Meeting Schedule: The Committee Chair shall establish, in consultation with the President, a  
2 meeting schedule at the commencement of each year. The days and times for Committee meetings  
3 shall be approved through resolution of the Detroit City Council and published by the City Clerk.  
4

5 9.10 Corporation Counsel Attendance: The City Clerk shall annually request the Corporation  
6 Counsel to send a designee, who shall be an Assistant Corporation Counsel, to attend all Standing  
7 Committee meetings.  
8

9 9.11 Standing Committee Quorum Requirement: A majority of Council Members serving on a  
10 Standing Committee shall constitute a quorum for the transaction of business. The Committee  
11 may, however, take testimony without a quorum and may also provide a report on this testimony  
12 in order for action to be taken during a Formal Session.  
13

14 9.12 Agenda: The agenda for each Standing Committee shall be composed of items referred by  
15 the President and items added at the discretion of the Chair of that committee. The Chair shall  
16 determine the order of the items on the agenda. All items referred to a standing committee shall  
17 appear on the agenda within 30 days of being referred. Walk-ons shall be permitted at the  
18 discretion of the chair.  
19

20 9.13 Distribution Of Material At Committee Meetings: The Chair of the Standing Committee and  
21 their staff shall be responsible for copying and distributing items received at the table.  
22

23 9.14 Information Received For Standing Committee Line Items: All written responses regarding  
24 line items shall be distributed to all Council Members by 3:00 pm of the business day prior to the  
25 Committee meeting. Reports not received by the 3:00 p.m. deadline shall be considered at the next  
26 Standing Committee meeting.  
27

28 9.15 Committee Action: Matters assigned to a Standing Committee shall require a majority vote  
29 of the members in order to be sent to the Formal Session, as introduced or amended by the  
30 committee. A committee may send matters to the Formal Session with: 1) its recommendation to  
31 approve; 2) without a recommendation; or 3) with a recommendation not to approve. Other  
32 committee actions include: continue to a specified future meeting date or continue to the call of  
33 the Chair.  
34

35 9.16 Failure Of A Committee To Act Within 30 Calendar Days: Should the committee to which  
36 a proposed resolution, ordinance, petition, or other policy matter has been referred not report out  
37 such measure to the City Council within 30 calendar days from the date it appears on the committee  
38 agenda, a majority of Council Members may call for said measure to be presented to the City  
39 Council by inclusion on the agenda of its next Formal Session following that at which the call is  
40 made. Council must then vote to approve or not approved the matter at that time.  
41

42 9.17 The City Council May Pull A Measure From Committee: The City Council, by majority vote,  
43 may order that a measure that has been referred to a committee be returned to the City Council at  
44 its Formal Sessions. A motion to refer any item back to a committee shall include a time limit for  
45 action by the committee.  
46

1 9.18 Rights Of Members To Attend Standing Committee Meetings: Council Members may attend  
2 any Standing Committee meeting but shall only have voting rights within the committee to which  
3 he or she is assigned.

4  
5 9.19 Committee Report Preparation: The chair of each committee shall be responsible for the  
6 preparation of any report or resolution that is sent to the City Council.

7  
8 9.20 Preparation Of Material For City Formal Sessions: The Chair of the Standing Committee,  
9 with the assistance of Division Staff, shall prepare the recommendations for the proposed  
10 resolutions, ordinances, petitions and other policy matters for the Standing Committee meeting.

11  
12 9.21 Committee Assistance: The Chair may request assistance from any Council Staff Division.  
13 Each Council Division and the City Clerk shall identify staff that will be assigned to each Standing  
14 Committee on a regular basis.

15  
16 9.22 Requests To Address Standing Committee: All petitions to address the committee must be  
17 filed in writing with the City Clerk. The written notice shall identify the person or group making  
18 the request and shall state the subject matter to be addressed. If the Committee chooses to hear  
19 the presentation, it shall take place outside of the public comment section of the agenda.

20  
21 9.23 Public Comment At Standing Committee Meetings: The Committee System of the City  
22 Council is designed to hear effective public testimony for and against proposed legislation and to  
23 hear suggestions for amendments. At every Standing Committee meeting, there shall be a period  
24 set aside for public comment. The Chair shall determine the order of speakers and the length of  
25 time they may speak.

26  
27 9.24 Committee Action On Contracts: The Purchasing Division of the Finance Department shall  
28 provide a list of contracts including contract numbers to the City Clerk's office and the City  
29 Council President's office for referral by the President.

30  
31 9.24.1 Referral To Committees: The President shall refer the contracts to the various  
32 Standing Committees for their review and recommendation. Neighborhood Opportunity  
33 Fund/Block Grants and City Council personal services contracts shall not be referred to a  
34 Standing Committee but shall be placed on the next Formal Session agenda.

35  
36 9.24.2 Legislative Policy Division Contract Report: The Legislative Policy Division of the  
37 Detroit City Council shall create a weekly report regarding the list of contracts for the  
38 Standing Committees and the City Council.

39  
40 9.24.3 Notice Of Contracts As Calendar Item: After the President has assigned contracts to  
41 the various Standing Committees, they shall appear on the next agenda of the respective  
42 committees.

43  
44 9.24.4 Contracts Prior To Recess: At the last Formal Session prior to a scheduled City  
45 Council recess, no contracts shall appear on City Council's agenda for referral to a Standing  
46 Committee. Contracts needing immediate action prior to Council recess should either  
47 appear on the Formal Session agenda of a previous week or be placed on the New Business  
48 agenda for immediate consideration and action. Any contracts not previously referred and



not acted upon at the last Formal Session prior to recess shall be submitted through the established procedure for contracts during a recess.

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

## 10.0 FORMAL SESSIONS

10.1 Presiding Officer: Formal Sessions of the Detroit City Council will be held on Tuesday at 10:00 AM in the City Council chambers on the 13th floor of the Coleman A. Young Municipal Center. If Tuesday is a legal holiday, the meeting shall be held at the same time and place on the next business day or other time as set by Council resolution. The Council President, or in the absence of the Council President, the Pro Tempore, shall preside at the Formal Session. In the event that both the President and President Pro Tempore are absent, the two at-large members shall serve as Chair on a rotational basis. If the President, President Pro Tempore and the at-large members are absent, then the longest serving member present will serve as Chair. If there is more than one longest serving member, then the Chair will rotate numerically by District from 7 through 1.

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

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

10.4 Duties Of The President As Chair: The Chair shall have the following duties:

- (1) Decide all questions of order
- (2) Determine the order of business
- (3) Determine the speaking order of members
- (4) Limit debate
- (5) Determine the order and the length of time for speakers during Public Comment

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

10.6 Call For Absent Council Member: In order to achieve a quorum in a situation deemed an emergency by the President, and if supported by a majority of the members present, the President shall have the power to send a member of the City Council's Executive Protection Detail with a written order defining the emergency and a request that the member come to the meeting. In this

instance “emergency” is defined as any vote, which delayed, will threaten the public health, safety, or welfare of the citizens of Detroit. This rule shall not apply to a Council Member who has been excused. Before an officer is dispatched every other method shall be used to contact the member.

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

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

10.8 Member Voting: Members must be present to vote.

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

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

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

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

10.13 Order Of Business For Formal Session:

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

10.13.2 Approval Of The Journal Of The Last Session. An annotated agenda of the vote taken on each item shall be available from the City Clerk no later than the next business day after each Formal Session. A written report of ordinances introduced, resolutions passed, and resolutions having the effect of law shall be normally available no later than two days following Mayoral action on said items. A draft of the meeting minutes shall be

1 prepared within 10 working days of each Formal Session. At a subsequent Formal Session,  
2 the City Council shall approve, by motion, the Formal Session minutes.

3  
4 10.13.3 Reconsiderations.

5  
6 10.13.4 Unfinished Business.

7  
8 10.13.5 President's Report On Standing Committee Referrals And Other Matters: The  
9 President shall make a report of all resolutions, ordinances, petitions, contracts and any  
10 other policy matters that are to be referred to a Standing Committee.

11  
12 10.13.6 Communications From Mayor And Other Governmental Officials And Agencies:  
13 Includes items that need to be immediately noticed to City Council, or for which immediate  
14 action needs to be taken by Council.

15  
16 10.13.7 Public Comment: See Section 22.3 for Public Comment policy.

17  
18 10.13.8 Standing Committee Reports, Items for Approval: Includes ordinances,  
19 resolutions, contracts, appropriations, transfers, communications, and other matters  
20 considered by the committees.

21  
22 10.13.9 New Business: Includes procedures for placing items on the agenda that did not  
23 make it to the Clerk by the deadline established for placement on the Formal Session  
24 Agenda.

25  
26 10.13.9.1: Items considered for placement on the Formal Session Agenda under  
27 the Section "New Business" shall be presented in type written form and  
28 accompanied by the required resolution(s).

29  
30 10.13.9.2: These items shall be presented to the Council President, in consultation  
31 with the affected Standing Committee Chair, prior to the Formal Session's Call to  
32 Order. Any item not following these procedures will only be considered at the  
33 discretion of the chair.

34  
35 10.13.9.3: Two-thirds of Council Members present must vote in the affirmative to  
36 have the item placed on the Formal Session Agenda for consideration. Once the  
37 item is approved for placement on the Formal Session agenda, a majority vote is  
38 required for approval of the item except where State Law, the City Charter, City  
39 Ordinance, or City Council Rules require a two-thirds affirmative vote.

40  
41 10.13.10 Consent Agenda: Includes testimonial resolutions and ordinances that require  
42 amendments due to Scrivener's error or any non-controversial items received from the  
43 Standing Committees.

44  
45 10.13.11 Member Reports: Council Members shall be permitted to make announcements  
46 or provide Council Members with information from their offices. Statements shall be  
47 limited to two minutes per Council Member.

1 10.13.12 Adoption Without Committee Reference: The Council may consider items for  
2 immediate adoption without reference to committee that are presented to the President by  
3 the Mayor at the previous week's Formal Session. The President shall inquire whether any  
4 Council Members wishes to discuss or object to any of the items presented. If so, then the  
5 item shall be properly placed on the New Business section of the current Formal Session  
6 or referred to the appropriate Standing Committee.  
7

8 10.13.13 Communications From The Clerk.  
9

10 10.13.14 Report Of The Approval Of The Proceedings By The Mayor.  
11

12 10.13.15 Testimonials and Special Privilege: Council Members shall be permitted to  
13 present testimonial resolutions and ask for special privilege.  
14

15 10.13.16 Adjournment:  
16

17 10.14 Parliamentary Procedure: The most recent edition of Robert's Rules of Order, Newly  
18 Revised, will govern the procedures of the Council in all situations not otherwise provided for by  
19 statute, charter, ordinance, or the adopted Rules of this body.  
20

21 10.14.1 No Second Required: Seconds to motions, resolutions or ordinances cannot be  
22 required and no proposal can be ruled out of order for want of a second, except a motion  
23 to suspend the rules that must be seconded.  
24

25 10.14.2 Motion Of Reconsideration: Any Council Member may move that a vote be  
26 reconsidered. The vote on any main motion, whether carried or lost, can be reconsidered  
27 at the same meeting except when an action was taken, as a result of the vote, which cannot  
28 be undone. If the meeting has already adjourned, the member wishing to reconsider shall  
29 adhere to the following procedure: Prior to 4:00 PM of the fourth business day after the  
30 vote was taken, the member wishing to reconsider shall file a notice of intention with the  
31 City Clerk. A motion to reconsider a vote on any question shall not be in order after one  
32 Formal Session has intervened between the vote and the motion for reconsideration.  
33

34 10.14.2.1 Motion to Waive Reconsideration: A motion to waive reconsideration of a vote may be  
35 applied to any main motion that passes with a vote of two-thirds of the members serving. A motion  
36 that fails shall not have a waiver of reconsideration attached. If any member objects to placing a  
37 waiver of reconsideration on a vote, the waiver shall not be attached. If adopted, no member may  
38 reconsider a vote on the motion to which it is attached. For items approved to have a waiver of  
39 reconsideration, those waivers shall take effect upon the adjournment of the meeting.  
40

41 10.14.2.2 Reconsideration of Vote During an Extended Recess: If a member  
42 chooses to reconsider the vote for an item without a waiver, from the last Formal  
43 Session before an extended recess, the member must file a notice of intention with  
44 the City Clerk according to Section 9.14.2, Motion of Reconsideration. A Special  
45 Session must be called to reconsider the vote, according to Section 10.0 Special  
46 Session. That Special Session, being a substitute for what would otherwise be a  
47 Formal Session the following week, shall take place no later than five business days

1 following the last Formal Session prior to Council recess. If the Special Session  
2 does not occur, the reconsideration of the vote expires.

3  
4 10.14.2.3 Votes Required For Reconsideration: The same number of votes shall be  
5 required to reconsider any action as was required to pass or adopt the same.

6  
7 10.14.2.4 Only Reconsideration Of Main Motion: The motion to reconsider can be  
8 applied only to the main motion. Other motions that have lost can be proposed  
9 again or renewed when, in the judgment of the presiding officer, the vote might  
10 result differently. Some motions that carried can be changed by procedural motions  
11 (i.e., a motion that has referred an item to a committee, can be recalled).

12  
13 10.14.2.5 Limitation On Debate For Reconsideration: Any debate on the motion to  
14 reconsider is limited to reasons for reconsidering the motion.

15  
16 10.14.3 Motion To Close Debate: The presiding officer or chair may not order debate  
17 stopped on his/her own volition; he/she may suggest that continued debate is no longer  
18 productive. The motion to close debate is not debatable, is not amendable and requires a  
19 two-thirds vote for passage. It can be moved on the immediately pending motion, on all  
20 pending motions or on any combination of pending motions by starting with the  
21 immediately pending motions and not skipping any in the grouping.

22  
23 10.14.4: Division Of The Question: On the call of any member, a division of any question  
24 shall be made when it is possible to make a division so distinct that once divided each  
25 divided part will stand as an entire question for decision.

26  
27 10.14.5 Motion To Adjourn: A motion to adjourn shall always be in order, except when a  
28 vote is being taken on any question before the Council or Committee, or when a member  
29 has the floor, provided that there shall be some intervening business proposed between two  
30 motions to adjourn, and that the motions to lie on the table, and all motions relating to  
31 questions of order shall be decided without debate.

32  
33 10.14.6 Acceptable Motions While Question Under Debate: When any question is under  
34 debate, no motions shall be received but the following, and they shall have precedence in  
35 the following order:

- 36  
37 (1) Motion to adjourn  
38 (2) To lay on the table  
39 (3) Motion to return to committee  
40 (4) For the previous question  
41 (5) To postpone to a day certain  
42 (6) To commit  
43 (7) To amend  
44 (8) To postpone indefinitely.

45  
46 10.14.7 No Motion Allowed That Is Off Topic: No motion or proposition on a subject  
47 different from that under consideration shall be admitted under color of amendment.  
48

1 10.14.8 Times When No Debate Allowed: While the President is calling the question or  
2 while the Clerk is calling the roll, no debate shall be in order, except by unanimous consent  
3 of the Council.  
4

5 10.14.9 Resolutions Must Be In Writing: All resolutions shall be reduced to writing and  
6 may be withdrawn before a vote is taken or the resolution is amended.  
7

## 8 9 11.0 SPECIAL SESSIONS

10  
11 11.1 Votes Needed To Call A Special Session: Special Sessions may be called at any time by the  
12 Mayor or by four (4) or more members of the City Council.  
13

14 11.1.1 Obtaining Required Signatures: The Legislative Policy Division will obtain the  
15 signatures necessary to hold a Special Session when called by City Council. Electronic  
16 signatures are permitted when not practical or possible to obtain written signatures.  
17

18 11.2 Notice For Special Session: Whenever practicable, no less than 24 hours notice shall be given  
19 to each Member and the public. Council Members shall each receive a copy of the written notice.  
20 The City Clerk shall notify each Council Member, by letter and phone call, whenever a Special  
21 Session is called. The City Clerk shall notify the Director and Deputy Director of the Legislative  
22 Policy Division, by letter and phone call, whenever a Special Session is called. Each Council  
23 Member shall name a staff person to act as his or her designee to receive the written notice in the  
24 event of the Council Member's absence. Council Members shall provide the Legislative Policy  
25 Division the name of the designee. The Legislative Policy Division will contact each Council  
26 Member or their designee to ensure they have received notification of the Special Session.  
27

28 11.3 Proceedings Limited To Notice Of Special Session: The proceedings of special sessions shall  
29 be limited to the objects set forth in the notice.<sup>1</sup>  
30

31 11.4 Attendance: Council Members are expected to be present at all Special Sessions.  
32

33 11.4.1 Notice: When a Council Member is unable to attend a Special Session, he/she shall  
34 notify the President and the City Clerk, in writing at least 24 hours prior to the session. The  
35 City Clerk shall record the attendance roster for each Special Session.  
36  
37

## 38 12.0 CLOSED SESSIONS

39  
40 12.1 Closed Session: Closed sessions of the City Council shall be permitted in the manner  
41 prescribed under Michigan Public Act no, 267 of 1976 and shall be called in the manner prescribed  
42 in said Public Act.  
43

44 12.2 Closed Session Purposes: The City Council shall meet in Closed Sessions for the following  
45 purposes only<sup>2</sup>:

---

<sup>1</sup> M.C.L.A. §15.265(4)

<sup>2</sup> M.C.L.A. §15.261 et seq.

- (1) To consider the dismissal, suspension, disciplining of, or to hear complaints or charges brought against, or to consider a periodic personnel evaluation of an employee or staff person and if the party involved requests a closed hearing.
- (2) For strategy and negotiation sessions connected with specific pending litigation.  
To consider the purchase or lease of real property up to the time an option to purchase or lease that real property is obtained.
- (3) To review the specific contents of an application for employment or appointment to a public office if the candidate requests that the application remain confidential.
- (4) To consider material exempt from discussion or disclosure by federal or state statute.
- (5) In addition to the above exemptions City Council may meet in Closed Session for any other purposes permitted by state law.

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

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

12.4.1 Notice: The Clerk shall indicate, on the agenda, the requester for the Closed Session.

When a Council Member is unable to attend a closed session, she/he shall notify the President and the City Clerk, in writing, at least 24 hours prior to the session. The City Clerk shall record the attendance roster for each closed session.

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

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

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

## 13.0 DUTIES OF THE CLERK

1 13.1 Records of Meetings: The Clerk shall attend all meetings of the Council and shall keep a  
2 record of the proceedings to be included in the Journal of the City Council. The Clerk shall note  
3 the date, time, place, members present, members absent, any actions taken and any determinations.  
4

5 13.2 Attendance at Formal Session: The City Clerk shall serve as Clerk for all Tuesday Formal  
6 Sessions, and not a designee, unless physically incapacitated or out of town. In which case notice  
7 shall be given to Council that a substitute will take his/her place. During election periods the  
8 Deputy Clerk shall perform this duty.  
9

10 13.3 Standing Committee Referrals: It shall be the responsibility of the Clerk to process items to  
11 the Standing Committees upon referral of the President. The Clerk shall provide all Council  
12 Members the agenda items and all supporting documentation by the Friday prior to the Formal  
13 Session.  
14

15 13.4 Standing Committee Chair Review of Draft Agenda: It shall be the responsibility of each  
16 chair, or their staff, to review and approve the draft agenda provided by the Clerk for the next  
17 standing committee meeting. The approval shall be in an email sent from the chair, or their staff,  
18 to the Clerk. Until the written approval is received by the Clerk, the agenda will not be distributed.  
19

20 13.5 Verbal Requests: All verbal requests and directions to the Clerk shall be followed up with a  
21 written memo within 24 hours of the request.  
22

23 13.6 Closed Sessions: It shall be the duty of the Clerk to arrange for the presence of a court reporter  
24 for closed sessions. It shall be the duty of the Clerk to provide for the recording of the minutes in  
25 the event a court reporter is not available.  
26

27 13.7 Council Minutes: Minutes from any Council shall not be edited for content and corrections  
28 shall be made for purposes of accuracy only. Corrections shall only be made after the passage of  
29 a resolution noting the change and reason for the change. Council minutes shall be available in  
30 ten (10) business days.  
31

32 13.8 Council Calendar: It shall be the duty of the City Clerk to maintain the Council's calendar.  
33 The Clerk shall also be responsible for notifying all pertinent City agencies, departments and  
34 interested persons whenever a scheduled discussion or hearing has been scheduled, postponed or  
35 rescheduled. Only the Chair of a Standing Committee or the President may make changes to their  
36 respective calendars.  
37

38 13.9 Transmission of Ordinances and Resolutions After Adoption: The City Clerk shall transmit  
39 items to the Mayor according to Sections 4-118 and 4-119 of the 2012 Detroit City Charter.  
40

41 13.10 Publication Duty: It shall be the duty of the Clerk to publish all ordinances and resolutions  
42 having the effect of law and other matters ordered to be published by the Council. The Clerk shall  
43 cause to be published the Journal of the City Council on an annual basis. The Journal of the City  
44 Council shall be available, in bound form, by July 1st of the following year.  
45

46 13.11 Ordinances Without Action: It shall be the duty of the Clerk to notify the City Council of  
47 any ordinance pending on the table after one calendar year. The Clerk shall also make this  
48 notification for ordinances that have not yet been introduced. In such cases the author of the



1 ordinance shall bring to the table a memo requesting the attendance of the involved departments  
2 to address and resolve the specifics in a working meeting within one week from that date.

3  
4 13.12 Notice Responsibility: The City Clerk is hereby designated to post all public notices of  
5 meetings as required by the Open Meetings Act.

6  
7 13.13 Advance Calendar: It shall be the duty of the Clerk to provide each Council and division  
8 office with a copy of the advance calendar every two weeks and shall also be notified of any  
9 subsequent changes in the schedule as soon as possible.

#### 10 11 12 14.0 PUBLIC NOTICE OF COUNCIL ACTIONS

13  
14 14.1 Publication As Public Notice: The publication of actions taken during Formal Sessions shall  
15 serve as public notice of any action taken by the City Council.

16  
17 14.2 Publication Of Formal Session: All actions taken by the Council during Formal Sessions  
18 shall be published in the Journal of the Detroit City Council.

19  
20 14.3 Publication Of Proceedings: The Proceedings of the City Council shall be published in  
21 pamphlet form in sufficient numbers to supply any reasonable demand as may be made upon the  
22 City Clerk.

23  
24 14.4 Official Journal: A copy of the same, certified by the President of the City Council and the  
25 City Clerk shall constitute the official Journal of the City Council of the City of Detroit.

26  
27 14.5 Mailing Of Weekly Proceedings: The City Clerk shall mail or e-mail a copy of the weekly  
28 proceedings each week to any person desiring the same and who shall deposit with the City Clerk  
29 a reasonable amount for the expense of mailing. The City Clerk shall determine the amount of  
30 this expense.

#### 31 32 33 15.0 ORDINANCES, RESOLUTIONS AND MOTIONS, 34 AND OTHER LEGISLATIVE PROCESSES

35  
36 15.1 Authority: The procedures for drafting and adoption of city ordinances shall remain as  
37 prescribed in Sections 4-114 through 4-118 of the 2012 Detroit City Charter. The Corporation  
38 Counsel shall approve all ordinances as to form prior to consideration by the Council or Standing  
39 Committee unless approval is waived by the City Council.

40  
41 15.2 Forwarding To Standing Committees: All ordinances, resolutions with the effect of law,  
42 petitions, requests for authorization or approval and any other business to come before Council  
43 shall be forwarded to the proper Standing Committee prior to any action by the City Council.  
44 Urgent matters or items needing immediate action may be referred, by the President, to a  
45 Committee of the Whole or the Formal Session.

46  
47 15.3 Year-End Reporting: At the end of the calendar year, Council may request a report from the  
48 City Clerk listing all pending ordinances.

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

5  
6 (1) Adopt the ordinance before the end of the four-year term; or

7  
8 (2) The Ordinance will be Postponed Indefinitely. Nothing in this rule shall prevent the City  
9 Council from reintroducing as a new ordinance any ordinance that has been indefinitely  
10 postponed.

11  
12 15.4 Resolutions With The Effect Of Law: Upon notice from the City Clerk that a resolution with  
13 the effect of law has been returned by the Mayor “neither approved nor vetoed” such resolution  
14 shall be deemed effective. This resolution shall then be printed in the Journal of the City Council  
15 and the Detroit City Code under Resolutions with the Effect of Law with the date of adoption and  
16 indexed by subject.

17  
18 15.5 Council Actions By Ordinance, Resolution And Motion: The Council takes action in the form  
19 of ordinances, resolutions and motions.

20  
21 15.5.1 Referral Of Ordinances, Resolutions And Motions: All ordinances, resolutions, and  
22 formal motions shall be referred to Standing Committees by the President during the  
23 Formal Session.

24  
25 15.5.2 Preparation Of Ordinances: The Corporation Counsel and the Legislative Policy  
26 Division generally prepare proposed ordinances. Requests to prepare proposed ordinances  
27 are submitted by the Mayor, department heads and the Council. The request may include  
28 draft language.

29  
30 15.5.3 Resolution Writing: Resolutions shall be prepared by the individual Council  
31 Member’s office, by the requesting department, or by the Legislative Policy Division.

32  
33 15.5.3.1 Resolutions in the Name of the Council: Resolutions in the name of the  
34 Council must be approved through a motion, requested by the Chair, at Formal  
35 Session. If a majority of those present indicate that they want to join the sponsor  
36 on the Resolution, then a motion may be made to put it in the name of the Council.

37  
38 15.5.4 Grant Applications: Grant application submissions and grant application fund  
39 acceptances are approved by the Council subject to the recommendation of the appropriate  
40 Standing Committee and sign off by Budget and Finance Departments.

41  
42 15.5.5 Legislative Introductions: Council Members may introduce measures and other  
43 matters during the portion of the Formal Session designated for member reports or at any  
44 time by presenting them to the Clerk with the signature of the sponsoring Council Member,  
45 in which case titles of the legislation will be printed at the end of the next available agenda  
46 of Council and will be introduced by the sponsoring Member.

1 15.5.6 Subject Hearings: A Council Member may introduce, by resolution, a request for a  
2 Standing Committee hearing on a subject matter without having legislation.

3  
4 15.5.7 Committee Reference: The President of the City Council shall refer proposed  
5 legislation and subject matter hearing requests to the appropriate Standing Committee for  
6 a public hearing.

7  
8 15.5.8 Authors And Sponsors: The Clerk shall include, on every measure introduced, the  
9 name of the author, the topic and title of the measure, and any sponsors or co-sponsors.  
10 When a discussion or public hearing for a proposed ordinance is held in a Standing  
11 Committee, that Standing Committee shall be noticed as “A Quorum of the City Council  
12 may be Present”.

13  
14 15.5.9 Pending Legislation: Unless otherwise provided, legislation shall be referred to a  
15 Standing Committee and placed, by the Clerk, on the assigned committee’s pending list  
16 and placed on a committee agenda. Committee Chairs have wide latitude on whether and  
17 when to calendar legislation for hearing. Legislation to be heard at a committee meeting  
18 is to be noticed. Standing Committees may not consider legislation that has not been  
19 noticed pursuant to these rules or legislation that has not been assigned to the Standing  
20 Committees by the President.

21  
22 15.5.10 Transmittal And Actions By The Mayor: Every ordinance or resolution of the City  
23 Council, except quasi-judicial acts of the City Council, shall be presented by the City Clerk  
24 to the Mayor within four (4) business days after adjournment of the meeting at which the  
25 ordinance or resolution is adopted.

26  
27 15.5.10.1 Return By Mayor: The Mayor, within seven (7) days of receipt of an  
28 ordinance or resolution, shall return it to the City Clerk with or without approval,  
29 or with a veto and a written statement explaining the veto.<sup>1</sup>

30  
31 15.5.10.2 Emergency Ordinance: With respect to an emergency ordinance, the  
32 Mayor shall notify the City Clerk of a veto in any reasonable manner within twenty-  
33 four (24) hours after the Mayor’s office received written notice from the City Clerk  
34 that the emergency ordinance has been adopted.<sup>1</sup>

35 15.5.10.3 Mayoral Approval: An ordinance approved by the Mayor shall be deemed  
36 enacted thereupon.<sup>1</sup>

37  
38 15.5.10.4 Neither Approved Nor Vetoed: An ordinance returned to the City Clerk  
39 neither approved nor vetoed by the Mayor shall be deemed enacted upon receipt by  
40 the City Clerk. The Mayor shall return any resolution neither approved nor vetoed

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<sup>1</sup> 2012 Detroit City Charter, Section 4-117

1 to the City Clerk with a written statement explaining the reason the resolution was  
2 neither approved nor vetoed.<sup>1</sup>  
3

4 15.5.10.5 Not Returned By Mayor: An ordinance or resolution not returned to the  
5 City Clerk within seven (7) days of receipt by the Mayor shall be deemed enacted  
6 upon expiration of the seven (7) day period; however, with respect to an emergency  
7 ordinance, should the Mayor fail to notify the City Clerk of a veto within twenty-  
8 four hours of receipt by the Mayor's office of notice that the ordinance has been  
9 adopted, the ordinance shall be deemed enacted upon expiration of the twenty-four  
10 hour period.<sup>1</sup>  
11

12 15.5.10.6 Veto By Mayor: An ordinance or resolution vetoed by the Mayor can be  
13 reconsidered by the City Council only at a Formal Session within one (1) week after  
14 receipt of the Mayor's veto. A two-thirds affirmative vote of City Council  
15 Members serving may pass the ordinance or resolution over the Mayor's veto.<sup>1</sup>  
16

17 15.5.11 Effective Dates: A two-thirds affirmative vote of City Council Members serving  
18 may give immediate effect to any ordinance.<sup>2</sup>  
19

20 15.5.12 Immediate Effect: An ordinance given immediate effect shall become effective  
21 upon publication or at any later date specified therein.<sup>2</sup>  
22

23 15.5.13 Honors: The City Council shall award citizens, visiting dignitaries and others as  
24 determined by the City Council with testimonial resolutions, testimonial memorial  
25 resolutions, awards of recognition, Spirit of Detroit awards, and the Distinguished Service  
26 Award.  
27

28 15.5.13.1 Testimonial Resolutions and Spirit of Detroit Resolutions shall only be  
29 awarded to individuals deserving higher honors. Individuals deserving higher  
30 honors shall be defined as performing an act, an accomplishment, being involved  
31 in a socially beneficial unique event, or living a life devoted to social well being  
32 and the betterment of humankind and society  
33

34 All Testimonial resolutions shall have original signatures by the Council member or their  
35 designee.  
36

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<sup>1</sup> 2012 Detroit City Charter, Section 4-117

<sup>2</sup> 2012 Detroit City Charter, Section 4-118

**15.5.13.1 Resolutions in the Name of the Council:** Resolutions in the name of the Council must be approved through a motion, requested by the Chair, at Formal Session. If a majority of those present indicate that they want to join the sponsor on the Resolution, then a motion may be made to put it in the name of the Council.

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

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

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

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

## 16.0 DECORUM AND CIVILITY

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

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

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

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

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

16.5 Table Decorum: Members are expected to maintain proper decorum while at the Table during a meeting. Proper decorum includes acting professionally, dressing appropriately, and not eating with utensils while at the Table. Liquid beverages are permitted as long as they are in an opaque container

## 17.0 HANDLING OF CITIZEN'S COMPLAINTS

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

## 18.0 ASSIGNMENTS TO THE LEGISLATIVE POLICY DIVISIONS

18.1 Assignment Procedure: All assignments to the Legislative Policy Division shall be made in the form of a motion and given in typewritten form, through the Committee of the Whole, Formal Session, Adjourned Session, Special Session, Special Committees, or Standing Committees.

If the assignment is not approved through a motion at the Table, the Division will discontinue working on the assignment until such time as it is approved at the Table. If the Legislative Policy Division receives duplicate assignments, they will be sent to City Council for a decision.

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

18.3 Completed Assignments: All completed assignments will be directed to the Standing Committee whose jurisdiction covers the issue, for review and consideration. The assignments will be addressed to the Chair of the Committee, members of the Committee, the President as ex officio, all City Council members, and the Clerk's Office. Completed assignments shall not go back to the Formal Session for referral to a Standing Committee.

18.4 Continuing Informational Reports: The Contract Reports, Tax Abatement Reports, Tax Incentives, and other continuing informational reports will be distributed directly to Council offices and the Clerk's Office.

18.5 Annual City Council Calendar. Each year the Legislative Policy Division shall prepare an Annual Calendar for City Council. This annual calendar shall be approved by City Council no later than October 31<sup>st</sup> of the previous year. Changes to the approved Annual Calendar shall be done through resolution approved by the City Council.

18.6 Legislative Agenda. In the first year of a new four-year term, the Preliminary Legislative Agenda shall be completed by the end of the third-quarter of that first year. City Council shall vote to approve the final Legislative Agenda by January 31<sup>st</sup> of the second year. In the subsequent years of the four year term, City Council shall review and determine if changes are needed to the Legislative Agenda. If changes are needed , they shall be approved by January 31<sup>st</sup> of those years.

## 19.0 CITY COUNCIL EXECUTIVE PROTECTION DETAIL

1 19.1 Executive Protection Detail Authority: The Detroit Police Department City Council  
2 Executive Protection Detail shall serve as the Sergeant-At-Arms for all Formal Sessions, Standing  
3 Committee meetings, and any other special meetings and taskforces, as requested, that are called  
4 by the Detroit City Council. All members of this detail are appointed by the Chief of Police.  
5

6 19.2 Removal For Breach Of Peace: At the direction of the President or the Chair of a Committee,  
7 the Sergeant-At-Arms will remove any person who, after a warning, commits a breach of the  
8 peace.<sup>1</sup>  
9

10 19.3 Signs Not Allowed To Block View: Signs or other items that block the view of any person  
11 attending a Council of the Whole, Formal Session, Standing Committee, sub-committee, special  
12 committee, task force, evening community or any other meeting are not permitted. Upon the  
13 direction of the President or the Chair, the Sergeant-At-Arms shall remove signs deemed  
14 disruptive.  
15

16 19.4 Duties Limited To Protection: The City Council Executive Protection Detail shall have no  
17 other responsibility during the City Council meetings other than to provide security to Council  
18 Members, Council staff and the public. All distribution of materials, dissemination of speaker  
19 cards, and related clerical duties, will be the responsibility of the staff of the President or the Chair  
20 of a Standing Committee.  
21

22 19.5 Authority To Take Control Of Situation: When circumstances warrant, the City Council  
23 Executive Protection Detail under the command of the Detroit Police Department sergeant or  
24 lieutenant appointed by the Chief of Police shall take command of any City Council location for  
25 purposes of ensuring the safety of the members of the Detroit City Council, Council staff, or the  
26 general public.  
27  
28

## 29 20.0 TAXES AND ASSESSMENTS 30

31 No resolution, ordinance or proceeding of the City Council imposing taxes or assessments, or  
32 requiring the payment, expenditure, disposition of money or property or creating a debt or liability  
33 shall be passed at the same meeting at which it was introduced.

34 No resolution or other proceeding confirming or rescinding any assessment roll shall be acted upon  
35 by the City Council unless the Corporation Counsel shall have certified the roll with the word  
36 "Approved" to indicate that the assessment roll as well as the preliminary proceedings are legally  
37 correct.  
38  
39

## 40 21.0 VIDEOTAPING OF COUNCIL SESSIONS 41

42 Videotaping of Council sessions, committees and meetings shall be from gavel-to-gavel and shall  
43 not be edited for content or length.<sup>1</sup>

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<sup>1</sup> 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).

<sup>1</sup> 2012 Detroit City Charter, Section 7-1403

1  
2 Requests for the videotaping of special committees, task forces and other events shall be in writing.  
3 The request shall be referred to the President and the City's Media Services at least two (2) weeks  
4 prior to the event for scheduling purposes.  
5

6 Members of the public who wish to take video or still pictures during Council meetings shall not  
7 use cameras, recording devices, or lighting devices that are disruptive to Council members, staff,  
8 or the general public.  
9

## 10 11 22.0 PROCEDURES FOR PERSONS WISHING TO ADDRESS COUNCIL 12

13 A person shall be permitted to address a meeting of the City Council subject to the following rules:  
14

15 A brief written notice of a request to address the City Council shall be filed with the City  
16 Clerk not later than 2:00 PM of the business day immediately preceding the day of the  
17 scheduled meeting to which the request pertains. The Clerk shall provide reasonable  
18 assistance in the preparation of such request to any person requesting assistance.  
19

20 A written notice of a request to address the City Council shall identify the person making  
21 the request. Identification shall include: full name, address (both resident and business),  
22 phone number. ~~and shall state the subject matter on which such person wishes to address~~  
23 ~~the City Council.~~  
24

25 The petitioner shall include a paragraph stating the subject matter, their standing and/or  
26 interest in the subject matter, the relief expected, what they want, and the number of times  
27 they have previously petitioned to speak before Council and the issue associated with each  
28 petition request.  
29

30 Council may request the Law Department to opine on whether the petitioner is currently in  
31 litigation with the City of Detroit or otherwise has a pending claim against the City.  
32

33 ~~Upon approval of the request by the Body, the Chair of the Standing Committee or~~  
34 ~~Committee of the Whole shall have the discretion as to when during the meeting the person~~  
35 ~~shall be heard and shall also have the discretion to impose a reasonable limitation on the~~  
36 ~~time allotted to hear such person.~~  
37

38 After the request has been processed by the Clerk's Office, it shall appear as a line item on  
39 a Formal Session agenda. The request shall then be voted upon by the Committee of the  
40 Whole. A majority of the members present must approve the request for the petitioner to  
41 present at a Formal Session. Approval by the Committee of the Whole is also required for  
42 a presentation at a Standing Committee meeting. If approved, the Standing Committee  
43 presentation petition shall be referred to the appropriate Standing Committee.  
44

45 The Chair of the Formal Session or of the Standing Committee may determine when the  
46 petitioner may be heard and may also have the discretion to impose a reasonable limitation  
47 on the time allotted to hear such person.  
48



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

3  
4 22.1 Vendor Protest Petitions: All vendor protest petitions, after having exhausted the Office of  
5 Contracting and Procurement protest procedures, shall be presented to the City Clerk in writing  
6 and follow the above petition process.

7  
8 22.2 Translators: The Council shall seek to provide translators at each of its Sessions, including  
9 evening community meetings, and all meetings of its Standing Committees for each language  
10 requested, including the hearing impaired, where the translation is necessary to enable Detroit  
11 residents with limited English proficiency, or hearing impairment, to participate in the  
12 proceedings. All requests for interpretation services shall be referred to Civil Rights, Inclusion,  
13 and Opportunity Department (CRIO).

14  
15 22.3 Public Testimony And Communications Encouraged: The policy of the City Council is to  
16 encourage and permit public testimony before the Council takes legislative action. Members of the  
17 public are encouraged to write to the City Council concerning municipal issues. all City Council  
18 meetings. During the Public Comments section of the meeting, each person shall be given 2  
19 minutes to speak, unless otherwise determined by the chair. Yielding of time to another speaker  
20 shall not be permitted at any City Council meeting. Persons in the audience shall not vocally  
21 express support or opposition to statements by City Council Members or by persons testifying.

22  
23 22.4 Speaker Cards: In order for the Chair to facilitate public comment in an orderly fashion, each  
24 person who wishes to speak must get a Speaker Card and identify themselves with at least a first  
25 or last name. No additional information is required in order to address Council. The Chair shall  
26 determine the order of speakers.

## 27 28 23.0 REPORTING

29  
30 23.1 Legislative Actions: By January 15th of each year the Legislative Policy Division shall  
31 provide the City Council with a report of its legislative actions for the previous calendar year. This  
32 report shall also be posted on the Council's Web site.

33  
34 23.2 Task Force Reporting: Each Taskforce created by the City Council shall provide the Council  
35 with a report every six months to the Detroit City Council and to City Clerk's office

36  
37 23.3 Awards: Each Council member is strongly encouraged to provide Council a report of awards  
38 presented to members of the public, organizations, and entities. Awards are defined as Testimonial  
39 Resolutions in Memoriam, Testimonial Resolutions, Spirit of Detroit Awards, Awards of  
40 Recognition, Distinguished Service Awards, and any future awards created by the Detroit City  
41 Council. This report shall be compiled quarterly by each Council member's office. The name of  
42 the recipient and the type of award received will be entered in the appropriate document. The  
43 quarterly report shall be submitted to all members of the Council and the Clerk's Office and placed  
44 under "Awards" on the City Council Web site. Each Council member's office shall be responsible  
45 for processing all award requests received.

## 46 47 48 24.0 OUTSIDE EMPLOYMENT POLICY

1  
2 24.1: Jurisdiction: All City Council staff, including Division Directors, appointed employees and  
3 contractual personnel shall be subject to the City of Detroit's Outside Employment Policy, as  
4 amended by Detroit City Council.  
5

6 24.1.1 Policy: Staff shall be subject to the City of Detroit's Outside Employment Policy,  
7 originally issued as Personnel Directive #77-7, published on May 23, 1977, and reissued  
8 with additional direction pursuant to an April 3, 2002 memorandum from the Human  
9 Resources Director, as amended by Detroit City Council with adoption of these Rules of  
10 Order, Section 24.0.  
11

12 24.1.2 Definitions:  
13

14 24.1.2.1: Incompatible Interest: A direct investment<sup>1</sup> in a financial, business,  
15 commercial or other private transaction which creates a conflict with, or adversely  
16 affects, the official duties of a city official or employee to the detriment of the city.  
17

18 24.1.2.2: Lobbyist: An individual or entity that advocates an interest or cause that  
19 is, or may be, affected by the decisions of government leaders.  
20

21 24.1.2.3: Political Consultant: An individual or entity that for a fee advises  
22 candidates and/or campaigns on matters of field strategy, including conducting  
23 voter, issue and candidate research.  
24

25 24.1.3 Incompatible Interest: Outside employment as a lobbyist or political consultant, or  
26 an ownership or managerial interest in a firm providing such services, shall constitute an  
27 incompatible interest and is prohibited.  
28

29 24.1.4 Annual Disclosure of All Outside Employment Required: All City Council staff,  
30 including Division Directors, engaged in outside employment shall submit a Disclosure  
31 Form regarding outside employment to his or her supervising Council Member at the start  
32 of each calendar year. Newly hired staff shall submit a Disclosure Form along with other  
33 employment forms at the beginning of their employment. A copy of the Disclosure Form  
34 indicating "Approved" or "Not Approved" and signed by the appropriate supervising  
35 Council Member in the case of Council staff, or Division Director for Division staff, shall  
36 be returned to the staff member within one month of submission. In the case of a Division  
37 Director or Administrative Staff, the President shall sign the Form and indicate "Approved"  
38 or "Not Approved". A copy of all signed Disclosure Forms shall be maintained by the City  
39 Council Administrative Office.  
40

## 41 25.0 Suspension and Revision of These Rules 42 43

44 25.1 Suspension of Rules: Upon a two-thirds affirmative vote of the members present, the Council  
45 may suspend any of the Rules of Order except a rule relating to the date, time or location of a

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<sup>1</sup> 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 meeting, which may be suspended upon a simple majority vote of the members present. The  
2 following cannot be suspended: Rules requiring the presence of a quorum and rules requiring the  
3 physical presence of members in order to vote. A motion to suspend the rules must be seconded  
4 and is not open to debate.

5  
6 25.2 Revision of Rules: These Rules shall be reviewed periodically and may be amended by a  
7 vote of the majority of Council Members serving.  
8