

**RULES OF ORDER
FOR THE
DETROIT CITY COUNCIL**



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1
2
3 1.0 AUTHORITY

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

10
11 2.0 COMPOSITION OF COUNCIL

12
13 Pursuant to the authority set forth in Section 4-105 of the 2012 Detroit City Charter, The Detroit
14 City Council is the City's legislative body composed of nine (9) Council Members. There shall be
15 seven (7) non-at-large districts, and one (1) at-large district established in the City and one (1)
16 member shall be elected from each of the seven (7) non-at-large district and two (2) members shall
17 be elected from the at-large district. The two at-large members shall represent the whole City. All
18 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 3.5 Committees: Shall mean a committee composed of a portion of the City Council Members
44 serving.
45

46 3.5.1 Standing Committees: A committee that meets on a regular basis and is a major
47 vehicle through which the City Council performs its duties.

1 3.5.3 Special Committees: Shall mean a committee created by resolution of the City
2 Council to perform a specific function or task. It may be composed of only Council
3 Members or a combination of Council Members and non-Members. Special Committees
4 shall have staff support as needed.

5
6 3.5.3.1 Special Council Committee: Special Council Committees shall be
7 composed of Council Members.

8
9 3.5.3.2 Taskforce: A taskforce is a special Council Committee, which may include
10 non-council members, formed expressly for studying a particular problem or issue
11 and are advisory to the Detroit City Council. A Taskforce shall be composed of up
12 to three Council Members. Each Council member shall be limited to chairing up
13 to four (4) Task Forces.

14
15 3.5.2.2.1 Creation: Taskforces are created by Council resolution. The
16 original resolution creating the Taskforce shall include the purpose, goals,
17 objectives, and end date of the proposed Taskforce.

18
19 3.5.2.2.2 Duration: A Taskforce shall be limited to one year but may be
20 renewed annually by resolution.

21
22 3.5.2.2.3 Reporting: A Taskforce shall submit a report with its annual
23 renewal resolution indicating how its goals and objectives have been met in
24 the previous calendar year and any other relevant information to the Detroit
25 City Council and to the City Clerk's office. A Taskforce not renewed shall
26 present a Final Report of its achievements to the Detroit City Council and
27 to the City Clerk's office at the end of the calendar year.

28
29
30 4.0 LEGISLATIVE BOARDS, COMMISSIONS, AND APPOINTMENTS

31
32 4.1 Appointments: All City Council appointments to Boards and Commissions are appointments
33 of the full Body.

34
35 4.2 Board of Review: Pursuant to Section 9-401 of the 2012 Detroit City Charter, there shall be a
36 Board known as the Property Assessment Board of Review to hear and determine appeals from
37 property tax assessments.

38
39 4.2.1 Members: The Property Assessment Board of Review consists of nine members with
40 at least seven (7) members appointed from each of the non-at-large districts. No more than
41 two (2) members shall be appointed from any one district.

42
43 4.2.2 Appointments: Each Council Member shall recommend a person to sit on the Board.
44 The City Council shall appoint at least seven (7) members, one each from the non-at-large
45 districts.

46
47 4.2.3 Residency Requirement: A member must be a resident of the City.
48

1 4.2.4 Duties And Powers: The Board of Review shall have all the duties and powers
2 provided by law and that may be exercised by the entire Board or a sub-committee of the
3 board.
4

5 4.3 Board Of Zoning Appeals: The City Council shall establish, by ordinance, a Board of Zoning
6 Appeals. The powers and duties of the Board shall be in compliance with state law to (1) hear
7 appeals from administrative decisions either of the Buildings and Safety Engineering, and
8 Environmental Department or Planning and Development Department; and (2) hold hearings on
9 non-conforming uses and structures and requests for variances from the City Zoning Code.
10

11 4.3.1 Appointment: The City Council shall appoint a nine-member Board. There shall be
12 at least one member appointed from each of City Council's non-at-large districts.
13

14 4.3.2 Residency Requirement: Board members must be residents of the City.
15

16 4.3.3 Term: Members are appointed for a three-year term on a staggered term basis.
17

18 4.3.4 Role of Board: The Board of Zoning Appeals is empowered by the State of Michigan
19 Zoning Enabling Act to act as an appeals body to hear the appeals of property owners for
20 land uses rejected by the Building Safety and Engineering Department, Environmental
21 Department, or Planning and Development Department, or in accordance with the
22 Michigan Zoning Code Act, MCL 125.3101, et. Seq. and Chapter 50 of the 2019 Detroit
23 City Code – Zoning.
24

25 4.3.5 Members: There shall be seven (7) non-at-large districts and one (1) at-large district
26 established in the City and one (1) member shall be elected from each non-at-large district
27 and two (2) members shall be elected from the at-large district. There shall be at least one
28 member appointed from each of City Council's non-at-large districts. No more than two
29 (2) members shall be appointed from any one district.
30

31 4.3.6 Review Proceeding: In any review proceeding, the Buildings and Safety Engineering
32 & Environmental Department shall file a written statement and may appear before the
33 Appeals Board in support of its decision.
34

35 4.4 City Planning Commission: Pursuant to Section 4-301 of the 2012 Detroit City Charter, the
36 City Council shall establish a nine (9) member City Planning Commission.
37

38 4.4.1 Appointment: The nine-member City Planning Commission shall be appointed by
39 and serve at the pleasure of the City Council.
40

41 There shall be at least one member appointed from each of City Council's non-at-large
42 districts. No more than two (2) members shall be appointed from any one district. As far
43 as possible, different professions and occupations shall be represented on the
44 Commission.
45

46 4.4.2 Residency Requirement: Commission members must be residents of the City.
47

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

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

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

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

12
13 4.5 Historic Designation Advisory Board: Pursuant to Section 21-2-21 of the 2019 Detroit City
14 Code, the City Council shall establish the Historic Designation Advisory Board.

15
16 4.5.1 Appointment: The Historic Designation Advisory Board consists of twelve members,
17 nine of whom are appointed to three-year terms by the Detroit City Council. There shall be
18 at least one member appointed from each of City Council's non-at-large districts. No more
19 than two (2) members shall be appointed from any one district. The other three members
20 are City Department heads (or their representatives) serving as ex-officio. The Historic
21 Designation Advisory Board has a permanent staff of four FTEs

22
23 4.5.2 Residency Requirement: A member of the Board must be a resident of the City.

24
25 4.5.3 Term: Nine of the members are appointed to three-year terms by the Detroit City
26 Council.

27
28 4.5.4 Role of Board: The Board shall advise the City Council on matters relating to historic
29 preservation, and in particular, proposals for the designation of local historic districts.

30
31 4.6 Board of Ethics: Pursuant to Section 2-106.8 of the 2012 Detroit City Charter, an independent
32 seven (7) member Board of Ethics shall be created.

33
34 4.6.1 Appointment: The Board shall consist of seven (7) members of the public including
35 three (3) who are appointed by the Mayor, three (3) who are appointed by the City Council,
36 and one (1) who shall be jointly appointed by the Mayor and the City Council. The
37 members shall serve without compensation and may be removed for cause only.

38
39 4.6.2 Residency Requirement: Members of the Board shall be residents of the City who
40 are not elective officers, appointees, or employees of the City at any time during their Board
41 membership.

42
43 4.6.3 Term: Members shall serve for a term of five (5) years, up to two (2) consecutive
44 terms not to exceed 10 years. Such terms shall be staggered. Not more than two (2)
45 members' terms shall expire in any one (1) year.

46
47 4.6.4 Role of the Board: The Board of Ethics was created pursuant to Section 2-106.8 of
48 the 2012 Detroit City Charter, for the following reasons: to render advisory opinions

1 regarding the meaning and application of provisions of the Charter, city ordinances or other
2 laws or regulations establishing standards of conduct of public servants; to conduct
3 investigations based upon a complaint or its own initiative to ensure the integrity of city
4 government; and to recommend improvements in the standards of conduct to ensure the
5 ethical behavior of public servants, all in a manner consistent with the provisions of the
6 2012 Detroit City Charter and the provisions of the Detroit City Code sections 2-5-1 et seq.
7

8 4.7 Procedure To Fill Vacancies:
9

10 4.7.1 Candidates: Candidates shall be interviewed by the appropriate Standing Committee.
11 The names of potential appointees shall be forwarded to the Formal Session for
12 consideration by the whole Council. The Standing Committee shall move all potential
13 appointees to the Formal Session at the same time.
14

15 4.7.2 Appointment Procedure At Formal Session:
16

17 4.7.2.1 Multiple Candidates: If there are more candidates than available positions,
18 Council shall use a paper ballot process to determine the final appointee(s). At the
19 appropriate time during Formal Session, the Clerk shall give each Council Member
20 a paper ballot listing the candidates. Each Council Member will write his or her
21 name on the ballot and circle the name(s) of the candidate they wish to be appointed
22 to the available position(s). The number of names circled is determined by the
23 number of positions available. Each Council member shall vote for the total number
24 of positions available. Voting for only one candidate when two or more positions
25 are available is not permitted. Votes may only be cast from the list of candidates
26 before Council for consideration. Write-in candidates are not permitted.
27

28 The completed ballots shall be given to the Clerk who will tally and announce the
29 vote. The announcement shall include the name of the Council Member, the
30 name(s) circled on their ballot, and the total number of votes for each candidate.¹
31 The candidate receiving the majority of votes from those present and voting shall
32 fill the first vacancy. The candidate receiving the second highest majority of votes
33 from those present and voting shall fill the second vacancy; and so on until all
34 vacancies are filled.
35

36 If the second, or any additional candidates, do not receive a majority of votes from
37 those present and voting, or in the case of a tie vote, additional ballots shall be taken
38 until they do receive that majority. In the case of a tie vote, only candidates
39 receiving the tie vote shall move forward for consideration. If the tie cannot be
40 broken after three rounds, or if a candidate does not receive a majority of votes of
41 those present and voting, the vacant position shall be sent back to the Standing
42 Committee.
43

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

1 6.1.2 Selection Process: The Chair shall take nominations for the office from the members
2 present; self-nomination is permissible. All members shall then write his or her name on
3 the ballot and shall vote for a member from the list of nominated individuals. If no nominee
4 receives a majority vote, then the Council may utilize voting strategies that will lessen the
5 number of candidates including but not limited to weighted voting.
6

7 6.2 Presidential Succession To Office: If a vacancy occurs in the office of Mayor, the City Council
8 President shall succeed to the office until a new Mayor is elected. In the event of a vacancy in the
9 office of President, including by removal or temporary absence, the President Pro-Tempore shall
10 serve as President for the unexpired term in the case of vacancy or removal, or until the return of
11 the President in the case of absence due to succession under Section 5-109 or otherwise. Any
12 vacancy in the office of President Pro-Tempore shall be filled by majority vote of members serving
13 on the City Council for the unexpired term. However, if the office of President Pro-Tempore
14 becomes available because of succession under Section 5-109, City Council shall select a President
15 Pro-Tempore to serve until the return of the President and resulting resumption of the office by the
16 President Pro-Tempore.
17

18 If a vacancy occurs in the office of Mayor, the City Council President shall succeed to the office
19 until a new Mayor is elected. If a dispute arises concerning whether a vacancy in the office of
20 Mayor has occurred, the City Council President or any three (3) members of the City Council may
21 petition the appropriate court for a determination of this fact question.¹
22

23 6.3 Powers And Duties Of The President: 24

25 6.3.1 Referrals To Standing Committees: The President shall report at each Formal Session
26 all items being referred to the Standing Committees.
27

28 6.3.2 Chair Of City Council Sessions: The President shall Chair all Sessions (Formal,
29 Committee of the Whole.
30

31 6.3.3 Calling Meeting To Order: The President shall take the Chair at the time the meeting
32 has been scheduled. The President shall immediately call the members to order and request
33 the Clerk to call the role.
34

35 6.3.4 Preserving Decorum: The President shall preserve order and decorum and may speak
36 on points of order during Formal Sessions. The President shall decide questions of order,
37 with the aid and assistance of the Parliamentarian, subject to an appeal to the Council. Such
38 appeal must be made and seconded, and on which appeal no member shall speak more than
39 once except by consensus of the members present.
40

41 6.3.5 Appointment Of Standing Committees: The President shall appoint the Chair and the
42 members of each Standing Committee with the consent of the Detroit City Council. The
43 term of each Standing Committee Chair is four years. At the end of four years, the President
44 may appoint a new Chair unless it is determined otherwise by a majority of the Council.
45

¹ 2012 Detroit City Charter, Section 5-109

1 6.3.6 Removal Of Standing Committee Chairs: The President shall remove Committee
2 Chairs with a two-thirds affirmative vote of the City Council Members serving.
3

4 6.3.7 Compelling Attendance: The President shall have the power to compel the attendance
5 of an absent member.
6

7 6.3.8 Administrative Council Duties: The office of the President shall perform other
8 administrative duties of the Council as necessary.
9

10 6.3.9 Convening Committee Of The Whole Meetings: The President of the Detroit City
11 Council or a majority of Council Members serving shall have the authority to convene a
12 meeting of the Committee of the Whole when the subject matter is of importance and
13 sensitivity.
14

15 6.3.10 Ex-Officio Member on All Committees: The President shall be an ex-officio
16 member of all Council Committees.
17

18 6.3.11 Absence Of President and the President Pro Tempore: In the event that both the
19 President and President Pro Tempore are absent, the two at-large members shall serve as
20 Chair on a rotational basis. If the President, President Pro Tempore and the at-large
21 members are absent, then the longest serving member present will serve as Chair. If there
22 is more than one longest serving member, then the Chair will rotate numerically by District
23 from 7 through 1.
24

25 6.4 Powers And Duties Of The President Pro-Tempore 26

27 6.4.1 Serve In Absence Of The President: During an extended absence of the President, the
28 President Pro Tempore shall exercise the administrative duties of the office of the
29 President.
30

31 6.4.2 Administrative Duties of the President: The Administrative duties of the President
32 shall not pass to any other Council Member unless both the President and the Pro Tempore
33 are absent for an extended period of time. In which case, the administrative duties of the
34 President shall pass to the to the longest serving Council member.
35

36 6.4.3 Serve As Ex-Officio Member on All Committees in the Absence of the President:
37 The President Pro-Tempore shall serve as ex-officio on all Council Committees in the
38 extended absence of the President. The status of ex-officio shall not pass to any other
39 Council member.
40

41 7.0 CITY COUNCIL VACANCY 42 43

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

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

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

11 7.3 Office Transition: The President shall determine the person responsible for management of
12 the staff until the new Council member assumes the responsibilities of the office
13

14 7.4 Length of Term: The person appointed shall begin duties within seven (7) days after selection
15 and serve until an elected member takes office. The election to fill the vacant position shall occur
16 at the next general election to be held not sooner than one hundred eighty (180) days after
17 occurrence of the vacancy.
18

19 20 8.0 COMMITTEE OF THE WHOLE

21
22 8.1 Meeting Guidelines: Council may meet as a Committee of the Whole. The Committee of the
23 Whole shall only meet on matters of importance or sensitivity.
24

25 8.2 Calling a Committee of the Whole: Committee of the Whole Meetings are determined by the
26 President or by a majority of City Council Members serving through a motion at a properly called
27 Council meeting or by obtaining four Council Members' signature.
28

29 8.2.1 Obtaining Required Signatures: At the direction of the City Council, either the
30 President's Office or the Legislative Policy Division will be responsible for obtaining the
31 signatures required to hold a Committee of the Whole. Electronic signatures are permitted
32 when not practical or possible to obtain written signatures.
33

34 8.3 Compliance With Notice And Open Meetings Act: The Committee of the Whole shall adhere
35 to all the rules for public notice and shall comply with all of the provisions of the open meetings
36 act.
37

38 8.4 Committee Members Defined: All Council Members serving shall constitute the Committee
39 of the Whole.
40

41 8.5 Committee of the Whole Quorum Defined: A quorum of the Committee of the Whole shall
42 consist of a majority of Council Members serving.
43

44 8.6 Member Attendance: Council Members are expected to be present at all Committee of the
45 Whole meetings.
46

1 8.6.1 Notice: When a Council Member is unable to attend a Committee of the Whole,
2 he/she shall notify the President and the City Clerk, in writing at least 24 hours prior to the
3 session. The City Clerk shall record the attendance roster for each Committee of the Whole.
4

5 8.7 City Council Evening Community Meetings: On at least eight occasions during the year, for
6 the purpose of hearing public testimony, the City Council shall hold meetings in different areas of
7 the city; these meetings shall begin at 7:00 PM and end at 8:30 PM. The President shall chair these
8 meetings. In the absence of the President and the President pro tempore, the Council Member in
9 whose district the meeting is held shall chair.
10

11 8.7.1. Special Presentations: Each person who wishes to make a special presentation shall
12 contact the Legislative Policy Division. The deadline for requests is the previous Friday at
13 4:00 p.m. The individual will give their name and the topic on which they want to present.
14 The Legislative Policy Division will work with the President's office to schedule the
15 presentations on the agenda. Special Presentations are separate from general public
16 comment.
17

18 8.7.2 Special Presentations Limits: Each person who wishes to make a special presentation
19 shall be given a maximum of three minutes, unless otherwise determined by the Chair. The
20 maximum number of special presentations at the meetings is five.
21

22 8.7.3. At-Large City Council Evening Community Meetings: In the absence of the
23 President and the President Pro Tempore at an at-large evening community meeting, an at-
24 large member shall chair the meeting. In the event that the President and the President Pro
25 Tempore are at-large members, the Council member in whose district the meeting is being
26 held shall chair the meeting.
27

28 8.8 Chair: For Committee of the Whole meetings, the Chair shall:

- 29 (1) Decide all questions of order
- 30 (2) Determine the order of business
- 31 (3) Determine the speaking order of members
- 32 (4) Limit debate
- 33 (5) Determine if a member of the public shall address the committee
- 34 (6) Maintain order
35

36 8.9 Speaking Time Limits: All Council Members who wish to speak shall be accorded equal
37 speaking time. For each round of discussion, Council Members shall be limited to two (2) minutes
38 for any questions or statements. The Chair has the discretion to alter the speaking time allotted.
39 Yielding of floor time to another Member is not permitted.
40

41 9.0 STANDING COMMITTEES 42 43

44 9.1 Standing Committee Authority: Standing Committees shall consider items that have been
45 referred to them, by the President at the Formal Session and to matters generally described in these
46 rules for each committee. The basic function of each committee is to inquire and to recommend
47 actions to the Formal Session for official action. Additional committee authority exists only when
48 specifically authorized by ordinance or by the City Council. Committees shall provide an

1 opportunity for public comment. No committee member or combination of committee members
2 shall employ or engage the services of any person, or authorize or incur costs or expenses or accept
3 gifts or services to a committee unless authorized by the City Council in a Formal Session or as
4 provided by law.

5
6 9.2 Committee Creation: The following Standing Committees are hereby created: Budget,
7 Finance, and Audit; Internal Operations; Planning and Economic Development; Neighborhood
8 and Community Services; and Public Health and Safety. The following committees are
9 responsible for the associated departments. Line items and issues pertaining to various City
10 departments and agencies will be directed to the Council committees as outlined below.

11
12 Public Health and Safety Standing Committee

13
14 Airport
15 Buildings, Safety Engineering and Environmental (*BSEED*)
16 Department of Appeals and Administrative Hearings
17 Department of Public Works (*DPW*)
18 Regional Transit Authority of Southeast Michigan
19 Detroit Transportation Corporation (*DTC*)
20 Detroit Water and Sewerage Department (*DWSD*)
21 Detroit Wayne County Health Authority
22 Environmental Affairs
23 Fire Department
24 Greater Detroit Resource Recovery Authority (*GDRRA*)
25 Health Department
26 Homeland Security & *Emergency Management*
27 Municipal Parking
28 Police Department
29 Public Lighting
30 Traffic and Parking Control
31 Transportation

32
33 Internal Operations Standing Committee

34
35 36th District Court
36 Board of Ethics
37 Board of Review
38 Citizen Advisory Councils
39 City Clerk
40 Civil Rights, Inclusion, and Opportunity (*CRIO*)
41 Council Appointed Boards and Commissions
42 Department of Innovation and Technology (*DoIT*)
43 Detroit City Council
44 Detroit Wayne Joint Building Authority
45 Elections or Election Commission
46 Human Resources
47 Inspector General
48 Law
49 Mayor's Office
50 Pension and Retirement Systems
51 Retirement Protection Fund Investment Committee

- 1 Budget, Finance and Audit Standing Committee
- 2
- 3 Assessment
- 4 Auditor General
- 5 Budget
- 6 Finance
- 7 Financial Review Board
- 8 Grants Management
- 9 Income and Property Taxes
- 10 Office of the Chief Financial Officer
- 11 Citywide Contracts
- 12
- 13 Neighborhoods and Community Services Standing Committee
- 14
- 15 Arts
- 16 Belle Isle
- 17 Detroit Building Authority
- 18 Citizens Radio Patrol
- 19 Community Advisory Councils
- 20 Cultural Affairs
- 21 Department of Neighborhoods (DON)
- 22 Eastern Market
- 23 General Services
- 24 Historical
- 25 Homeless Coordination
- 26 Human Services
- 27 Library
- 28 Media Services
- 29 Museums
- 30 Neighborhood City Halls
- 31 Ombudsman
- 32 Parks and Recreation
- 33 Riverfront Conservancy
- 34 Senior Citizens
- 35 Southeast Michigan Council of Government (SEMCOG)
- 36 Special Events (including those with street closures)
- 37 Youth
- 38 Zoo
- 39
- 40 Planning & Economic Development Standing Committee
- 41
- 42 Citizens District Council
- 43 Convention Authority
- 44 Detroit Brownfield Redevelopment Authority (DBRA)
- 45 Detroit Building Authority
- 46 Detroit Economic Growth Corporation (*DEGC*)
- 47 Detroit Employment Solutions Corporation
- 48 Detroit Landbank Authority (DLBA)
- 49 Detroit Wayne County Port Authority (DWCPA)
- 50 Detroit Wayne County Stadium Authority (DWCSA)
- 51 Downtown Development Authority (DDA)

1 Economic Development Corporation (EDC)
2 Empowerment Zone
3 Housing and Revitalization
4 Licensing and Consumer Protection
5 Local Development Finance Authority (LDFA)
6 Planning and Development
7 Workforce Development
8 Zoning
9

10 9.2.1 Budget, Finance And Audit Committee: The Budget, Finance and Audit Standing
11 Committee shall be referred all matters pertaining to and concerning bond issues, taxes,
12 fees and other revenue measures. The Budget, Finance and Audit Committee shall be
13 referred the annual budget and official compensation schedule. The Budget, Finance and
14 Audit Committee may hold a public hearing on the Mayor's and finance department's
15 directives to each department for the annual budget after the instructions are released. The
16 following shall be under the jurisdiction of this committee: Budget, Finance, Financial
17 Review Commission, Office of Chief Financial Officer, Auditor General, and all other
18 departments and issues listed in Section 9.2.
19

20 9.2.1.1 Committee Composition: The Budget, Finance and Audit Committee shall
21 be comprised of at least three Council Members.
22

23 9.2.1.2 Jurisdiction Of Committee: The following departments, boards and
24 commissions shall be under the jurisdiction of this committee: Budget, Finance,
25 Auditor General, Assessment, Income and Property Taxes, Grants Management,
26 Office of the Chief Financial Officer, and issues listed in Section 9.2.
27

28 9.2.1.3 Committee Expansion: The Budget, Finance and Audit Committee shall be
29 comprised of three members except during the Budget Review period. After the
30 Mayor delivers his annual budget message, the Budget, Finance, and Audit
31 Committee shall expand and be comprised of all City Council Members serving.
32 During the Budget Review period, the expanded Budget, Finance, and Audit
33 Committee may meet daily to review and conduct departmental budget hearings
34 and to hold Executive Sessions to finalize City Council's changes to the proposed
35 Budget. The President shall chair these expanded Committee meetings.
36

37 9.2.1.3.1 Public Comment During Budget Departmental Hearings: Each
38 departmental budget hearing will include an opportunity for public
39 comment following the department presentation and deliberation by
40 Council members.
41

42 9.2.1.4 Regular Meetings During Budget Review Period: During the Budget
43 Review period, the Budget, Finance and Audit Committee may continue to meet as
44 the regular three-member committee in order to deal with items that are referred to
45 the Committee during this time.
46

47 9.2.1.5 Documents For Committee Review: The Budget, Finance and Audit
48 Committee shall receive copies of audits of city departments and agencies as
49 prepared by the Auditor General, the Comprehensive Annual Financial Report

1 (CAFR), the Management Letter and the Single Audit Report; for review, analysis
2 and report to the City Council.
3

4 9.2.2 Internal Operations: The Internal Operations Standing Committee shall be referred
5 all matters pertaining to and concerning City Council and its Division(s), the City Clerk,
6 the Election Commission, the Mayor's Office, Law and litigation settlements and requests
7 for legal representations, and all other departments and issues listed in Section 9.2.2.2.
8

9 9.2.2.1 Documents From Law Department: This Standing Committee shall review
10 all collective bargaining agreements and all documents from the Law Department
11 and shall provide a report and recommendation to the City Council.
12

13 9.2.2.2 Jurisdiction Of Committee: The following departments, boards and
14 commissions shall be under the jurisdiction of this Standing Committee; City Clerk,
15 City Council And Its Division(s), The Election Commission, Human Resources
16 Civil Rights, Inclusion, and Opportunity, Human Rights, Law, General Services,
17 Mayor's Office, 36th District Court, Department of Innovation and Technology,
18 Citizens Advisory Councils, Detroit Building Authority, Pension and Retirement
19 Systems, Detroit Wayne Joint Building Authority, Council Appointed Boards and
20 Commissions, Risk Management, and the Board of Ethics.
21

22 9.2.2.3 Risk Management: This Committee shall conduct a quarterly review of all
23 risk management matters and issue a report to the City Council. This Committee
24 shall review the annual report from the Risk Management Council.
25

26 9.2.2.4 Technology Related Matters: Technology related matters and the operations
27 of the Department of Innovation and Technology will be monitored and reported to
28 the City Council as necessary.
29

30 9.2.2.5 Human Rights Department: This Committee shall review the annual report
31 from the Human Rights Department.
32

33 9.2.2.6 The Detroit Wayne County Joint Building Authority: This committee shall
34 monitor the Detroit Wayne County Building Authority as necessary for the smooth
35 operation of the Coleman A. Young Municipal Center facility.
36

37 9.2.2.7 Review And Provide Recommendations On Contracts: The Internal
38 Operations Standing Committee shall review and provide recommendations for all
39 related contracts and appropriation transfers in any fiscal year.
40

41 9.2.3 Planning And Economic Development: The Planning and Economic Development
42 Standing Committee shall review, as appropriate, proposed resolutions, proposed
43 ordinances and additional policy matters related to housing policy, land use and sales,
44 zoning matters, planning and economic development, resident employment, workforce
45 training, and all other departments and issues listed in Section 9.2.3.1.
46

47 9.2.3.1 Jurisdiction Of Committee: The following departments, boards and
48 commissions shall be under the jurisdiction of this Standing Committee; Planning

1 and Economic Development Department, Empowerment Zone, Workforce
2 Development, Downtown Development Authority (DDA), Downtown Economic
3 Growth Corporation (DEGC), Economic Development Corporation (EDC),
4 DBRA, DWCPA, DWCSA, LDFA, DESC, Zoning, Licensing and Consumer
5 Protection, Housing Revitalization Department, Detroit Building Authority,
6 Citizens District Councils, and issues listed in Section 9.2.

7
8 9.2.3.2 Committee Expansion: The Planning and Economic Development Standing
9 Committee shall be comprised of three members except during the Budget review
10 process period. During the Budget period review period, while the annual Block
11 Grant and Neighborhood Opportunity Fund hearings are under consideration, the
12 Planning and Economic Development Standing Committee shall expand to include
13 all nine City Council members serving for the purpose of these Budget
14 deliberations. The expanded Planning and Economic Development Committee
15 may meet daily to hold these hearings. The Council President shall chair these
16 meetings

17
18 9.2.3.3 Regular Meetings During Budget Review Period: During the Budget
19 Review period, the Planning and Economic Development Standing Committee may
20 continue to meet as the regular three-member committee in order to deal with items
21 that are referred to the Committee during this time.

22
23 9.2.3.4 Review And Provide Recommendations On Contracts: The Planning and
24 Economic Development Standing Committee shall review and provide
25 recommendations for all related contracts and appropriation transfers in any fiscal
26 year.

27
28 9.2.4 Neighborhood And Community Services: The Neighborhood and Community
29 Services Standing Committee shall be referred all matters related to Parks And Recreation,
30 Youth And Senior Citizens, Historic issues, museums, Zoological Society, homelessness
31 issues, all special events, including those with street closures, and all other departments
32 and issues listed in Section 9.2.4.1.

33
34 9.2.4.1 Committee Jurisdiction: The following Departments, Boards and
35 Commissions shall be under the jurisdiction of this Standing Committee; Human
36 Services, Neighborhood City Halls, Recreation, Youth, Zoological Society, Senior
37 Citizens, Arts, Library, Historical, Homeless Coordination, Cultural Affairs,
38 Museums, Ombudsman, Detroit Wayne County Health Authority, Health
39 Department, Citizens Radio Patrol, Southeast Michigan Council of Governments,
40 cable and other broadcast Operations, and issues listed in Section 9.2.

41
42 9.2.4.2 Review And Provide Recommendations On Contracts: The Neighborhood
43 and Community Services Standing Committee shall review and provide
44 recommendations for all relative contracts and appropriation transfers in any fiscal
45 year.

46
47 9.2.5 Public Health And Safety: The Public Health and Safety Standing Committee shall
48 be referred all matters related to public works, infrastructure, transportation, traffic and

1 parking control, public protection, utilities, emergency services, homeland security,
2 pandemic and other natural disasters and environmental quality issues, and all other
3 departments and issues listed in Section 9.2.5.1.
4

5 9.2.5.1 Committee Jurisdiction: The Following Departments, Boards and
6 Commissions shall be under the jurisdiction of this Standing Committee: Airport,
7 Buildings, Safety Engineering and Environmental Department, Fire, Parking,
8 Police, Detroit Transportation Corporation, Homeland Security, Transportation,
9 Public Works, Public Lighting, Water and Sewerage, Department of Administrative
10 Hearings, Greater Detroit Resource Recovery Authority, and issues listed in
11 Section 9.2.
12

13 9.2.5.2 Review And Provide Recommendations On Contracts: The Public Health
14 and Safety Standing Committee shall review and provide recommendations for all
15 related contracts and appropriation transfers in any fiscal year.
16

17 9.2.6 Rules Committee: This Committee is a special committee that shall be appointed by
18 the President with the consent of the City Council.
19

20 9.2.6.1 Committee Meetings: The Rules Committee shall be required to meet within
21 the first 60 days of each calendar year. Subsequent meetings will be held as
22 determined by the Chair.
23

24 9.2.6.2 Committee Jurisdiction: The Rules Committee shall have jurisdiction over
25 the following matters: proposed ballot measures, proposed charter amendments,
26 and the Rules of Order of the Detroit City Council.
27

28 9.2.7 Personnel Committee: The Personnel Committee is a special committee that shall be
29 appointed by the President with the consent of City Council. The Personnel Committee
30 shall meet at least two times every year. The Committee shall provide regular updates to
31 the Detroit City Council.
32

33 9.2.7.1 Committee Composition: The Personnel Committee shall be comprised of
34 three Council members.
35

36 9.2.7.2 Committee Jurisdiction: The Personnel Committee shall have jurisdiction
37 over the following matters:
38

- 39 (1) Annual performance review of Division Director
 - 40 (2) Salary adjustments for Division Directors
 - 41 (3) Disciplinary actions
 - 42 (4) Staff complaints
 - 43 (5) Codifying the duties of Division Directors
 - 44 (6) Solicit and review applications for Division Directors
 - 45 (7) Draft and revise performance reviews
 - 46 (8) Develop a new hire booklet of policies and procedures
- 47

48 9.2.7.3 Division Personnel:

1 9.2.7.3.1 Director. Division Directors are appointed and removed by a
2 majority of City Council.
3

4 9.2.7.3.2 Deputy Director. Deputy Directors are appointed by and serve at
5 the discretion of the Division Director
6

7 9.2.7.3.3 Staff. Division Staff are appointed by and serve at the discretion
8 of the Division Director
9

10 9.2.7.4 City Council Member Personnel: City Council Members shall be
11 responsible for the appointment and dismissal of personnel within their respective
12 offices.
13

14 9.2.7.5 Staff Complaints: In the event that Council staff, the Director of a Division,
15 or Division staff has a complaint against a Council Member, a Division Director,
16 or other staff member, the person shall try to resolve the issue with their immediate
17 supervisor. If unable to resolve the issue, the person shall submit a written request,
18 addressed to the Chair of the Personnel Committee, requesting a meeting of the
19 Personnel Committee to discuss the complaint. This meeting may be held either in
20 an open forum or in a Closed Session in accordance with the Open Meetings Act,
21 M.C.L.A. §15.268(a).
22

23 9.2.7.6 Report on Actions and Recommendations: The Personnel Committee shall
24 submit a report to the whole Body on actions taken by the Committee and shall
25 provide the Body with any recommendations it may have.
26

27 9.3 Operation Of Committees: All committees shall operate under these rules and other uniform
28 committee rules as determined and adopted by the City Council. Each Standing Committee shall
29 only review matters within its area of responsibility. The Standing Committee may make a
30 recommendation on the item referred but a recommendation is not necessary for placement on the
31 formal agenda.
32

33 9.4 Committee Size: Each Standing Committee shall be comprised of three City Council
34 Members. unless otherwise specified in these rules or by action of the City Council.
35

36 9.5 Committee Appointments: The President shall appoint, with the approval of the City Council,
37 the membership of all Standing Committees and Special Committees and their respective Chairs
38 and Vice Chairs.
39

40 9.6 Removal Of Chairs And Vice Chairs: Standing Committee Chairs and Vice Chairs may be
41 removed by a two-thirds affirmative vote of the City Council members serving.
42

43 9.7 Member Attendance: Council Members are expected to be present at all Standing Committees
44 to which they have been appointed.
45

46 9.7.1 Notice: When a member is unable to attend their respective standing committee
47 meeting, s/he shall notify the City Clerk and the Chair of the Standing Committee, in
48 writing, at least 24 hours prior to the Committee meeting, whenever possible. If the Chair

1 of the Committee is to be absent, s/he shall notify the Vice-Chair at least 24 hours prior to
2 the Committee meeting, whenever possible. The City Clerk shall record the attendance
3 roster for each Standing Committee.
4

5 9.7.2 Biannual Reporting of Attendance: A biannual report of member attendance shall be
6 published by the Clerk for each Formal Session, Adjourned Session, Committee of the
7 Whole, Standing Committee, and Special Committee. Statements by Council Members
8 may be included in the published reports.
9

10 9.8 The Chair of the Standing Committee Meeting: The Chair of the Standing Committee meeting
11 shall also have the following duties:
12

- 13 (1) Decide all questions of order
- 14 (2) Determine the order of business
- 15 (3) Determine the speaking order of members
- 16 (4) Limit debate
- 17 (5) Determine the order and the length of time for speakers during Public Comment
18

19 9.9 Meeting Schedule: The Committee Chair shall establish, in consultation with the President, a
20 meeting schedule at the commencement of each year. The days and times for Committee meetings
21 shall be approved through resolution of the Detroit City Council and published by the City Clerk.
22

23 9.10 Corporation Counsel Attendance: The City Clerk shall annually request the Corporation
24 Counsel to send a designee, who shall be an Assistant Corporation Counsel, to attend all Standing
25 Committee meetings.
26

27 9.11 Standing Committee Quorum Requirement: A majority of Council Members serving on a
28 Standing Committee shall constitute a quorum for the transaction of business. The Committee
29 may, however, take testimony without a quorum and may also provide a report on this testimony
30 in order for action to be taken during a Formal Session.
31

32 9.12 Agenda: The agenda for each Standing Committee shall be composed of items referred by
33 the President and items added at the discretion of the Chair of that committee. The Chair shall
34 determine the order of the items on the agenda. All items referred to a standing committee shall
35 appear on the agenda within 30 days of being referred. Walk-ons shall be permitted at the
36 discretion of the chair.
37

38 9.13 Distribution Of Material At Committee Meetings: The Chair of the Standing Committee and
39 their staff shall be responsible for copying and distributing items received at the table.
40

41 9.14 Information Received For Standing Committee Line Items: All written responses regarding
42 line items shall be distributed to all Council Members by 3:00 pm of the business day prior to the
43 Committee meeting. Reports not received by the 3:00 p.m. deadline shall be considered at the next
44 Standing Committee meeting.
45

46 9.15 Committee Action: Matters assigned to a Standing Committee shall require a majority vote
47 of the members in order to be sent to the Formal Session, as introduced or amended by the
48 committee. A committee may send matters to the Formal Session with: 1) its recommendation to

1 approve; 2) without a recommendation; or 3) with a recommendation not to approve. Other
2 committee actions include: continue to a specified future meeting date or continue to the call of
3 the Chair.

4
5 9.16 Failure Of A Committee To Act Within 30 Calendar Days: Should the committee to which
6 a proposed resolution, ordinance, petition, or other policy matter has been referred not report out
7 such measure to the City Council within 30 calendar days from the date it appears on the committee
8 agenda, a majority of Council Members may call for said measure to be presented to the City
9 Council by inclusion on the agenda of its next Formal Session following that at which the call is
10 made. Council must then vote to approve or not approved the matter at that time.

11
12 9.17 The City Council May Pull A Measure From Committee: The City Council, by majority vote,
13 may order that a measure that has been referred to a committee be returned to the City Council at
14 its Formal Sessions. A motion to refer any item back to a committee shall include a time limit for
15 action by the committee.

16
17 9.18 Rights Of Members To Attend Standing Committee Meetings: Council Members may attend
18 any Standing Committee meeting but shall only have voting rights within the committee to which
19 he or she is assigned.

20
21 9.19 Committee Report Preparation: The chair of each committee shall be responsible for the
22 preparation of any report or resolution that is sent to the City Council.

23
24 9.20 Preparation Of Material For City Formal Sessions: The Chair of the Standing Committee,
25 with the assistance of Division Staff, shall prepare the recommendations for the proposed
26 resolutions, ordinances, petitions and other policy matters for the Standing Committee meeting.

27
28 9.21 Committee Assistance: The Chair may request assistance from any Council Staff Division.
29 Each Council Division and the City Clerk shall identify staff that will be assigned to each Standing
30 Committee on a regular basis.

31
32 9.22 Requests To Address Standing Committee: All petitions to address the committee must be
33 filed in writing with the City Clerk. The written notice shall identify the person or group making
34 the request and shall state the subject matter to be addressed. If the Committee chooses to hear
35 the presentation, it shall take place outside of the public comment section of the agenda.

36
37 9.23 Public Comment At Standing Committee Meetings: The Committee System of the City
38 Council is designed to hear effective public testimony for and against proposed legislation and to
39 hear suggestions for amendments. At every Standing Committee meeting, there shall be a period
40 set aside for public comment. The Chair shall determine the order of speakers and the length of
41 time they may speak.

42
43 9.24 Committee Action On Contracts: The Purchasing Division of the Finance Department shall
44 provide a list of contracts including contract numbers to the City Clerk's office and the City
45 Council President's office for referral by the President.

46
47 9.24.1 Referral To Committees: The President shall refer the contracts to the various
48 Standing Committees for their review and recommendation. Neighborhood Opportunity

1 Fund/Block Grants and City Council personal services contracts shall not be referred to a
2 Standing Committee but shall be placed on the next Formal Session agenda.

3
4 9.24.2 Legislative Policy Division Contract Report: The Legislative Policy Division of the
5 Detroit City Council shall create a weekly report regarding the list of contracts for the
6 Standing Committees and the City Council.

7
8 9.24.3 Notice Of Contracts As Calendar Item: After the President has assigned contracts to
9 the various Standing Committees, they shall appear on the next agenda of the respective
10 committees.

11
12 9.24.4 Contracts Prior To Recess: At the last Formal Session prior to a scheduled City
13 Council recess, no contracts shall appear on City Council's agenda for referral to a Standing
14 Committee. Contracts needing immediate action prior to Council recess should either
15 appear on the Formal Session agenda of a previous week or be placed on the New Business
16 agenda for immediate consideration and action. Any contracts not previously referred and
17 not acted upon at the last Formal Session prior to recess shall be submitted through the
18 established procedure for contracts during a recess.

19
20 9.25 Committee Actions: A majority of Standing Committee members serving must agree to keep
21 a contract in Committee. When reviewing a contract, the Committee Chair shall present all
22 questions in writing to the City Clerk for referral to the appropriate department(s). If there are no
23 outstanding issues, the contracts, along with a recommendation for approval or denial, shall be
24 referred to the City Clerk for inclusion on the next Formal Session agenda. Any contract
25 subsequently determined to be of a significant or sensitive nature shall be referred to the
26 Committee of the Whole. After 30 days, any contract still in committee shall automatically be
27 sent to the full Council for a vote.

28 29 30 10.0 FORMAL SESSIONS

31
32 10.1 Presiding Officer: Formal Sessions of the Detroit City Council will be held on Tuesday at
33 10:00 AM in the City Council chambers on the 13th floor of the Coleman A. Young Municipal
34 Center. If Tuesday is a legal holiday, the meeting shall be held at the same time and place on the
35 next business day or other time as set by Council resolution. The Council President, or in the
36 absence of the Council President, the Pro Tempore, shall preside at the Formal Session. In the
37 event that both the President and President Pro Tempore are absent, the two at-large members shall
38 serve as Chair on a rotational basis. If the President, President Pro Tempore and the at-large
39 members are absent, then the longest serving member present will serve as Chair. If there is more
40 than one longest serving member, then the Chair will rotate numerically by District from 7 through
41 1.

42
43 10.2 Corporation Counsel Requested to Attend: The City Clerk shall annually request the
44 Corporation Counsel, or his or her designee who shall be an Assistant Corporation Counsel, to
45 attend all Formal Sessions.

46
47 10.3 Decorum: All Formal Sessions must follow Section 16.0, "Decorum and Civility".
48

1 10.4 Duties Of The President As Chair: The Chair shall have the following duties:

- 2
- 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 the order and the length of time for speakers during Public Comment
- 8

9 10.5 Quorum: A quorum, for the purpose of conducting the business of the Council, shall consist
10 of a majority of the members serving. No member shall leave the meeting while in session if that
11 member's departure will cause the loss of a quorum.

12
13 10.6 Call For Absent Council Member: In order to achieve a quorum in a situation deemed an
14 emergency by the President, and if supported by a majority of the members present, the President
15 shall have the power to send a member of the City Council's Executive Protection Detail with a
16 written order defining the emergency and a request that the member come to the meeting. In this
17 instance "emergency" is defined as any vote, which delayed, will threaten the public health, safety,
18 or welfare of the citizens of Detroit. This rule shall not apply to a Council Member who has been
19 excused. Before an officer is dispatched every other method shall be used to contact the member.

20
21 10.7 Member Attendance: Council Members are expected to attend all Formal Sessions.

22
23 10.7.1 Notice: When a Council Member is unable to attend a Formal Session, he/she shall
24 notify the President and the City Clerk, in writing at least 24 hours prior to the session. The
25 City Clerk shall record the attendance roster for each Formal Session.

26
27 10.8 Member Voting: Members must be present to vote.

28
29 10.9 Recording The Vote: The Clerk shall record all votes.

30
31 10.10 Council Member Must Vote Unless Prohibited: Every member present when a question is
32 put shall vote for or against it unless prohibited from voting by provision of state law, charter or
33 because of a conflict of interest, which interest shall be disclosed. If there is a tie vote in such a
34 case, the question shall be lost.

35
36 10.11 Financial Interest Of Council Member: No Council Member shall vote on any question in
37 which the member has a financial interest, as defined by law, charter or ordinance.

38
39 10.12 Roll Call Request: a Council Member has the right to request a roll call vote on matters
40 properly before the City Council. At the first Formal Session in January, members shall be called
41 in alphabetical order. Thereafter, the names shall be rotated with the name called first at the
42 previous session being called last at the next session.

43
44 10.13 Order Of Business For Formal Session:

45
46 10.13.1 Call To Order And Roll Call. The President of the City Council shall preside at all
47 meetings, and shall call each regular, adjourned, recessed or special meeting to order at the
48 appointed hour. Immediately after the call to order, the Clerk shall call the roll of the City

1 Council and record those present, and those absent, and shall enter into the minutes the
2 names of those Council Members that are present and absent at the first roll call as well as
3 the names and time of appearance of those Council Members who arrive subsequent to the
4 first roll call. In the absence of the President, the President Pro Tempore shall call the
5 meeting to order. In the event that both the President and President Pro Tempore are absent,
6 the two at-large members shall serve as Chair on a rotational basis. If the President,
7 President Pro Tempore and the at-large members are absent, then the longest serving
8 member present will serve as Chair. If there is more than one longest serving member,
9 then the Chair will rotate numerically by District from 7 through 1.

10
11 10.13.2 Approval Of The Journal Of The Last Session. An annotated agenda of the vote
12 taken on each item shall be available from the City Clerk no later than the next business
13 day after each Formal Session. A written report of ordinances introduced, resolutions
14 passed, and resolutions having the effect of law shall be normally available no later than
15 two days following Mayoral action on said items. A draft of the meeting minutes shall be
16 prepared within 10 working days of each Formal Session. At a subsequent Formal Session,
17 the City Council shall approve, by motion, the Formal Session minutes.

18
19 10.13.3 Reconsiderations.

20
21 10.13.4 Unfinished Business.

22
23 10.13.5 President's Report On Standing Committee Referrals And Other Matters: The
24 President shall make a report of all resolutions, ordinances, petitions, contracts and any
25 other policy matters that are to be referred to a Standing Committee.

26
27 10.13.6 Communications From Mayor And Other Governmental Officials And Agencies:
28 Includes items that need to be immediately noticed to City Council, or for which immediate
29 action needs to be taken by Council.

30
31 10.13.7 Public Comment: See Section 22.3 for Public Comment policy.

32
33 10.13.8 Standing Committee Reports, Items for Approval: Includes ordinances,
34 resolutions, contracts, appropriations, transfers, communications, and other matters
35 considered by the committees.

36
37 10.13.9 New Business: Includes procedures for placing items on the agenda that did not
38 make it to the Clerk by the deadline established for placement on the Formal Session
39 Agenda.

40
41 10.13.9.1: Items considered for placement on the Formal Session Agenda under
42 the Section "New Business" shall be presented in type written form and
43 accompanied by the required resolution(s).

44
45 10.13.9.2: These items shall be presented to the Council President, in consultation
46 with the affected Standing Committee Chair, prior to the Formal Session's Call to
47 Order. Any item not following these procedures will only be considered at the
48 discretion of the chair.

1 10.13.9.3: Two-thirds of Council Members present must vote in the affirmative to
2 have the item placed on the Formal Session Agenda for consideration. Once the
3 item is approved for placement on the Formal Session agenda, a majority vote is
4 required for approval of the item except where State Law, the City Charter, City
5 Ordinance, or City Council Rules require a two-thirds affirmative vote.
6

7 10.13.10 Consent Agenda: Includes testimonial resolutions and ordinances that require
8 amendments due to Scrivener's error or any non-controversial items received from the
9 Standing Committees.
10

11 10.13.11 Member Reports: Council Members shall be permitted to make announcements
12 or provide Council Members with information from their offices. Statements shall be
13 limited to two minutes per Council Member.
14

15 10.13.12 Adoption Without Committee Reference: The Council may consider items for
16 immediate adoption without reference to committee that are presented to the President by
17 the Mayor at the previous week's Formal Session. The President shall inquire whether any
18 Council Members wishes to discuss or object to any of the items presented. If so, then the
19 item shall be properly placed on the New Business section of the current Formal Session
20 or referred to the appropriate Standing Committee.
21

22 10.13.13 Communications From The Clerk.
23

24 10.13.14 Report Of The Approval Of The Proceedings By The Mayor.
25

26 10.13.15 Testimonials and Special Privilege: Council Members shall be permitted to
27 present testimonial resolutions and ask for special privilege.
28

29 10.13.16 Adjournment:
30

31 10.14 Parliamentary Procedure: The most recent edition of Robert's Rules of Order, Newly
32 Revised, will govern the procedures of the Council in all situations not otherwise provided for by
33 statute, charter, ordinance, or the adopted Rules of this body.
34

35 10.14.1 No Second Required: Seconds to motions, resolutions or ordinances cannot be
36 required and no proposal can be ruled out of order for want of a second, except a motion
37 to suspend the rules that must be seconded.
38

39 10.14.2 Motion Of Reconsideration: Any Council Member may move that a vote be
40 reconsidered. The vote on any main motion, whether carried or lost, can be reconsidered
41 at the same meeting except when an action was taken, as a result of the vote, which cannot
42 be undone. If the meeting has already adjourned, the member wishing to reconsider shall
43 adhere to the following procedure: Prior to 4:00 PM of the fourth business day after the
44 vote was taken, the member wishing to reconsider shall file a notice of intention with the
45 City Clerk. A motion to reconsider a vote on any question shall not be in order after one
46 Formal Session has intervened between the vote and the motion for reconsideration.
47

1 10.14.2.1 Motion to Waive Reconsideration: A motion to waive reconsideration of a vote may be
2 applied to any main motion that passes with a vote of two-thirds of the members serving. A motion
3 that fails shall not have a waiver of reconsideration attached. If any member objects to placing a
4 waiver of reconsideration on a vote, the waiver shall not be attached. If adopted, no member may
5 reconsider a vote on the motion to which it is attached. For items approved to have a waiver of
6 reconsideration, those waivers shall take effect just prior to the motion to adjourn.

7
8 10.14.2.2 Reconsideration of Vote During an Extended Recess: If a member
9 chooses to reconsider the vote for an item without a waiver, from the last Formal
10 Session before an extended recess, the member must file a notice of intention with
11 the City Clerk according to Section 9.14.2, Motion of Reconsideration. A Special
12 Session must be called to reconsider the vote, according to Section 10.0 Special
13 Session. That Special Session, being a substitute for what would otherwise be a
14 Formal Session the following week, shall take place no later than five business days
15 following the last Formal Session prior to Council recess. If the Special Session
16 does not occur, the reconsideration of the vote expires.

17
18 10.14.2.3 Votes Required For Reconsideration: The same number of votes shall be
19 required to reconsider any action as was required to pass or adopt the same.

20
21 10.14.2.4 Only Reconsideration Of Main Motion: The motion to reconsider can be
22 applied only to the main motion. Other motions that have lost can be proposed
23 again or renewed when, in the judgment of the presiding officer, the vote might
24 result differently. Some motions that carried can be changed by procedural motions
25 (i.e., a motion that has referred an item to a committee, can be recalled).

26
27 10.14.2.5 Limitation On Debate For Reconsideration: Any debate on the motion to
28 reconsider is limited to reasons for reconsidering the motion.

29
30 10.14.3 Motion To Close Debate: The presiding officer or chair may not order debate
31 stopped on his/her own volition; he/she may suggest that continued debate is no longer
32 productive. The motion to close debate is not debatable, is not amendable and requires a
33 two-thirds vote for passage. It can be moved on the immediately pending motion, on all
34 pending motions or on any combination of pending motions by starting with the
35 immediately pending motions and not skipping any in the grouping.

36
37 10.14.4: Division Of The Question: On the call of any member, a division of any question
38 shall be made when it is possible to make a division so distinct that once divided each
39 divided part will stand as an entire question for decision.

40
41 10.14.5 Motion To Adjourn: A motion to adjourn shall always be in order, except when a
42 vote is being taken on any question before the Council or Committee, or when a member
43 has the floor, provided that there shall be some intervening business proposed between two
44 motions to adjourn, and that the motions to lie on the table, and all motions relating to
45 questions of order shall be decided without debate.

1 10.14.6 Acceptable Motions While Question Under Debate: When any question is under
2 debate, no motions shall be received but the following, and they shall have precedence in
3 the following order:
4

- 5 (1) Motion to adjourn
- 6 (2) To lay on the table
- 7 (3) Motion to return to committee
- 8 (4) For the previous question
- 9 (5) To postpone to a day certain
- 10 (6) To commit
- 11 (7) To amend
- 12 (8) To postpone indefinitely.

13
14 10.14.7 No Motion Allowed That Is Off Topic: No motion or proposition on a subject
15 different from that under consideration shall be admitted under color of amendment.
16

17 10.14.8 Times When No Debate Allowed: While the President is calling the question or
18 while the Clerk is calling the roll, no debate shall be in order, except by unanimous consent
19 of the Council.
20

21 10.14.9 Resolutions Must Be In Writing: All resolutions shall be reduced to writing and
22 may be withdrawn before a vote is taken or the resolution is amended.
23
24

25 11.0 SPECIAL SESSIONS

26
27 11.1 Votes Needed To Call A Special Session: Special Sessions may be called at any time by the
28 Mayor or by four (4) or more members of the City Council.
29

30 11.1.1 Obtaining Required Signatures: The Legislative Policy Division will obtain the
31 signatures necessary to hold a Special Session when called by City Council. Electronic
32 signatures are permitted when not practical or possible to obtain written signatures.
33

34 11.2 Notice For Special Session: Whenever practicable, no less than 24 hours notice shall be given
35 to each Member and the public. Council Members shall each receive a copy of the written notice.
36 The City Clerk shall notify each Council Member, by letter and phone call, whenever a Special
37 Session is called. The City Clerk shall notify the Director and Deputy Director of the Legislative
38 Policy Division, by letter and phone call, whenever a Special Session is called. Each Council
39 Member shall name a staff person to act as his or her designee to receive the written notice in the
40 event of the Council Member's absence. Council Members shall provide the Legislative Policy
41 Division the name of the designee. The Legislative Policy Division will contact each Council
42 Member or their designee to ensure they have received notification of the Special Session.
43

44 11.3 Proceedings Limited To Notice Of Special Session: The proceedings of special sessions shall
45 be limited to the objects set forth in the notice.¹
46

¹ M.C.L.A. §15.265(4)

1 11.4 Attendance: Council Members are expected to be present at all Special Sessions.

2
3 11.4.1 Notice: When a Council Member is unable to attend a Special Session, he/she shall
4 notify the President and the City Clerk, in writing at least 24 hours prior to the session. The
5 City Clerk shall record the attendance roster for each Special Session.
6

7
8 12.0 CLOSED SESSIONS
9

10 12.1 Closed Session: Closed sessions of the City Council shall be permitted in the manner
11 prescribed under Michigan Public Act no, 267 of 1976 and shall be called in the manner prescribed
12 in said Public Act.
13

14 12.2 Closed Session Purposes: The City Council shall meet in Closed Sessions for the following
15 purposes only²:
16

- 17 (1) To consider the dismissal, suspension, disciplining of, or to hear complaints or charges
18 brought against, or to consider a periodic personnel evaluation of an employee or staff
19 person and if the party involved requests a closed hearing.
20 (2) For strategy and negotiation sessions connected with specific pending litigation.
21 To consider the purchase or lease of real property up to the time an option to purchase or
22 lease that real property is obtained.
23 (3) To review the specific contents of an application for employment or appointment to a
24 public office if the candidate requests that the application remain confidential.
25 (4) To consider material exempt from discussion or disclosure by federal or state statute.
26 (5) In addition to the above exemptions City Council may meet in Closed Session for any other
27 purposes permitted by state law.
28

29 12.3 Vote For Closed Session: A Closed Session shall be scheduled only after the passage, by a
30 two-thirds roll call vote, of a resolution approving the session
31

32 12.4 Attendance: Council Members are expected to be present at all Closed Sessions.
33

34 12.4.1 Notice: The Clerk shall indicate, on the agenda, the requester for the Closed Session.
35

36 When a Council Member is unable to attend a closed session, she/he shall notify the
37 President and the City Clerk, in writing, at least 24 hours prior to the session. The City
38 Clerk shall record the attendance roster for each closed session.
39

40 12.5 Council Staff: Council Members shall be permitted to have one staff person attend a Closed
41 Session. Each Council Member may choose which staff person they wish to attend a particular
42 Closed Session. Any staff person attending a Closed Session must sign a confidentiality agreement
43 before attending a Closed Session. A copy of the signed agreement shall be placed on file with
44 the Legislative Policy Division. Council Members may invite other necessary parties to attend a
45 Closed Session provided the necessary parties agree to keep confidential any matters discussed.

² M.C.L.A. §15.261 et seq.

1 All staff and necessary parties are required to sign an attendance sheet for the Closed Session that
2 shall be placed on file with the Legislative Policy Division.
3

4 12.6 Remaining In Closed Session: Council staff and necessary parties attending the Closed
5 Session must be in the room prior to the start of the Closed Session. All persons are expected to
6 remain in the Closed Session for the duration of the meeting. Any staff person or necessary party
7 who leaves the room will not be permitted to re-enter the Closed Session. Upon request, the
8 Council President may excuse a Council Member who needs to leave. The Council President may
9 waive the re-entering prohibition for staff or necessary parties at her/his discretion.
10

11 12.7 No Communications Devices Allowed: No communications devices or recording devices
12 other than those belonging to the court reporter shall be permitted within the Closed Session.
13
14

15 13.0 DUTIES OF THE CLERK 16

17 13.1 Records of Meetings: The Clerk shall attend all meetings of the Council and shall keep a
18 record of the proceedings to be included in the Journal of the City Council. The Clerk shall note
19 the date, time, place, members present, members absent, any actions taken and any determinations.
20

21 13.2 Attendance at Formal Session: The City Clerk shall serve as Clerk for all Tuesday Formal
22 Sessions, and not a designee, unless physically incapacitated or out of town. In which case notice
23 shall be given to Council that a substitute will take his/her place. During election periods the
24 Deputy Clerk shall perform this duty.
25

26 13.3 Standing Committee Referrals: It shall be the responsibility of the Clerk to process items to
27 the Standing Committees upon referral of the President. The Clerk shall provide all Council
28 Members the agenda items and all supporting documentation by the Friday prior to the Formal
29 Session.
30

31 13.4 Standing Committee Chair Review of Draft Agenda: It shall be the responsibility of each
32 chair, or their staff, to review and approve the draft agenda provided by the Clerk for the next
33 standing committee meeting. The approval shall be in an email sent from the chair, or their staff,
34 to the Clerk. Until the written approval is received by the Clerk, the agenda will not be distributed.
35

36 13.5 Verbal Requests: All verbal requests and directions to the Clerk shall be followed up with a
37 written memo within 24 hours of the request.
38

39 13.6 Closed Sessions: It shall be the duty of the Clerk to arrange for the presence of a court reporter
40 for closed sessions. It shall be the duty of the Clerk to provide for the recording of the minutes in
41 the event a court reporter is not available.
42

43 13.7 Council Minutes: Minutes from any Council shall not be edited for content and corrections
44 shall be made for purposes of accuracy only. Corrections shall only be made after the passage of
45 a resolution noting the change and reason for the change. Council minutes shall be available in
46 ten (10) business days.
47

1 13.8 Council Calendar: It shall be the duty of the City Clerk to maintain the Council's calendar.
2 The Clerk shall also be responsible for notifying all pertinent City agencies, departments and
3 interested persons whenever a scheduled discussion or hearing has been scheduled, postponed or
4 rescheduled. Only the Chair of a Standing Committee or the President may make changes to their
5 respective calendars.

6
7 13.9 Transmission of Ordinances and Resolutions After Adoption: The City Clerk shall transmit
8 items to the Mayor according to Sections 4-118 and 4-119 of the 2012 Detroit City Charter.

9
10 13.10 Publication Duty: It shall be the duty of the Clerk to publish all ordinances and resolutions
11 having the effect of law and other matters ordered to be published by the Council. The Clerk shall
12 cause to be published the Journal of the City Council on an annual basis. The Journal of the City
13 Council shall be available, in bound form, by July 1st of the following year.

14
15 13.11 Ordinances Without Action: It shall be the duty of the Clerk to notify the City Council of
16 any ordinance pending on the table after one calendar year. The Clerk shall also make this
17 notification for ordinances that have not yet been introduced. In such cases the author of the
18 ordinance shall bring to the table a memo requesting the attendance of the involved departments
19 to address and resolve the specifics in a working meeting within one week from that date.

20
21 13.12 Notice Responsibility: The City Clerk is hereby designated to post all public notices of
22 meetings as required by the Open Meetings Act.

23
24 13.13 Advance Calendar: It shall be the duty of the Clerk to provide each Council and division
25 office with a copy of the advance calendar every two weeks and shall also be notified of any
26 subsequent changes in the schedule as soon as possible.

27
28
29 **14.0 PUBLIC NOTICE OF COUNCIL ACTIONS**

30
31 14.1 Publication As Public Notice: The publication of actions taken during Formal Sessions shall
32 serve as public notice of any action taken by the City Council.

33
34 14.2 Publication Of Formal Session: All actions taken by the Council during Formal Sessions
35 shall be published in the Journal of the Detroit City Council.

36
37 14.3 Publication Of Proceedings: The Proceedings of the City Council shall be published in
38 pamphlet form in sufficient numbers to supply any reasonable demand as may be made upon the
39 City Clerk.

40
41 14.4 Official Journal: A copy of the same, certified by the President of the City Council and the
42 City Clerk shall constitute the official Journal of the City Council of the City of Detroit.

43
44 14.5 Mailing Of Weekly Proceedings: The City Clerk shall mail or e-mail a copy of the weekly
45 proceedings each week to any person desiring the same and who shall deposit with the City Clerk
46 a reasonable amount for the expense of mailing. The City Clerk shall determine the amount of
47 this expense.

1 15.5.3.1 Resolutions in the Name of the Council: Resolutions in the name of the
2 Council must be approved through a motion, requested by the Chair, at Formal
3 Session. If a majority of those present indicate that they want to join the sponsor
4 on the Resolution, then a motion may be made to put it in the name of the Council.
5

6 15.5.4 Grant Applications: Grant application submissions and grant application fund
7 acceptances are approved by the Council subject to the recommendation of the appropriate
8 Standing Committee and sign off by Budget and Finance Departments.
9

10 15.5.5 Legislative Introductions: Council Members may introduce measures and other
11 matters during the portion of the Formal Session designated for member reports or at any
12 time by presenting them to the Clerk with the signature of the sponsoring Council Member,
13 in which case titles of the legislation will be printed at the end of the next available agenda
14 of Council and will be introduced by the sponsoring Member.
15

16 15.5.6 Subject Hearings: A Council Member may introduce, by resolution, a request for a
17 Standing Committee hearing on a subject matter without having legislation.
18

19 15.5.7 Committee Reference: The President of the City Council shall refer proposed
20 legislation and subject matter hearing requests to the appropriate Standing Committee for
21 a public hearing.
22

23 15.5.8 Authors And Sponsors: The Clerk shall include, on every measure introduced, the
24 name of the author, the topic and title of the measure, and any sponsors or co-sponsors.
25 When a discussion or public hearing for a proposed ordinance is held in a Standing
26 Committee, that Standing Committee shall be noticed as "A Quorum of the City Council
27 may be Present".
28

29 15.5.9 Pending Legislation: Unless otherwise provided, legislation shall be referred to a
30 Standing Committee and placed, by the Clerk, on the assigned committee's pending list
31 and placed on a committee agenda. Committee Chairs have wide latitude on whether and
32 when to calendar legislation for hearing. Legislation to be heard at a committee meeting
33 is to be noticed. Standing Committees may not consider legislation that has not been
34 noticed pursuant to these rules or legislation that has not been assigned to the Standing
35 Committees by the President.
36

37 15.5.10 Transmittal And Actions By The Mayor: Every ordinance or resolution of the City
38 Council, except quasi-judicial acts of the City Council, shall be presented by the City Clerk
39 to the Mayor within four (4) business days after adjournment of the meeting at which the
40 ordinance or resolution is adopted.
41

42 15.5.10.1 Return By Mayor: The Mayor, within seven (7) days of receipt of an
43 ordinance or resolution, shall return it to the City Clerk with or without approval,
44 or with a veto and a written statement explaining the veto.¹

¹ 2012 Detroit City Charter, Section 4-117

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

5 15.5.10.3 Mayoral Approval: An ordinance approved by the Mayor shall be deemed
6 enacted thereupon.¹

7
8 15.5.10.4 Neither Approved Nor Vetoed: An ordinance returned to the City Clerk
9 neither approved nor vetoed by the Mayor shall be deemed enacted upon receipt by
10 the City Clerk. The Mayor shall return any resolution neither approved nor vetoed
11 to the City Clerk with a written statement explaining the reason the resolution was
12 neither approved nor vetoed.¹

13
14 15.5.10.5 Not Returned By Mayor: An ordinance or resolution not returned to the
15 City Clerk within seven (7) days of receipt by the Mayor shall be deemed enacted
16 upon expiration of the seven (7) day period; however, with respect to an emergency
17 ordinance, should the Mayor fail to notify the City Clerk of a veto within twenty-
18 four hours of receipt by the Mayor's office of notice that the ordinance has been
19 adopted, the ordinance shall be deemed enacted upon expiration of the twenty-four
20 hour period.¹

21
22 15.5.10.6 Veto By Mayor: An ordinance or resolution vetoed by the Mayor can be
23 reconsidered by the City Council only at a Formal Session within one (1) week after
24 receipt of the Mayor's veto. A two-thirds affirmative vote of City Council
25 Members serving may pass the ordinance or resolution over the Mayor's veto.¹

26
27 15.5.11 Effective Dates: A two-thirds affirmative vote of City Council Members serving
28 may give immediate effect to any ordinance.²

29
30 15.5.12 Immediate Effect: An ordinance given immediate effect shall become effective
31 upon publication or at any later date specified therein.²

32

¹ **2012 Detroit City Charter, Section 4-117**

² **2012 Detroit City Charter, Section 4-118**

1 15.5.13 Honors: The City Council shall award citizens, visiting dignitaries and others as
2 determined by the City Council with testimonial resolutions, testimonial memorial
3 resolutions, awards of recognition, Spirit of Detroit awards, and the Distinguished Service
4 Award.

5
6 15.5.13.1 Testimonial Resolutions and Spirit of Detroit Resolutions shall only be
7 awarded to individuals deserving higher honors. Individuals deserving higher
8 honors shall be defined as performing an act, an accomplishment, being involved
9 in a socially beneficial, unique event, or living a life devoted to social wellbeing
10 and the betterment of humankind and society

11
12 All Testimonial resolutions shall have original signatures by the Council member or their
13 designee.

14
15 15.5.14 Appointment Consideration: Mayoral appointments to boards and commissions
16 whose appointments are subject to approval by City Council shall be referred to the
17 appropriate Standing Committee for interviews and recommendations.

18
19 15.5.15 Master Plan Amendments: When proposed Master Plan amendments are received
20 by City Planning Commission, the Clerk shall promptly consult with the President and
21 refer the amendments to the Standing Committee that considers land use issues.

22
23 15.5.16 Proposed Charter Amendments: Any proposal for amendment of the Charter
24 ordered submitted to the electors by the City Council on its own shall be ordered pursuant
25 to the provisions of applicable state law.

26
27 15.5.17 Non-Profit Organizations: Any request concerning public access to records and
28 minutes of non-profit organizations created, affiliated, or funded by City government shall
29 be forwarded to the Law Department FOIA coordinator.

30 31 32 16.0 DECORUM AND CIVILITY

33
34 16.1 Duty of the Chair: It shall be the duty of the Chair, in every Council meeting, to maintain
35 order and decorum.

36
37 16.2 Addressing Colleagues: Council Members shall address each other, through the Chair, with
38 respect and will not direct negative comments or gestures towards other Council Members.

39
40 16.2.1 Exceptions: A Member may request a colloquy with the permission of the Chair.
41 Council Members shall not interrupt one another; however, point-of-information or fact
42 may be allowed with permission of the Chair.

43
44 16.3 Refraining From Outbursts: Council Members will avoid public verbal, non-verbal or
45 physical reactions while other members are speaking, regardless of whether the public reaction is
46 in support of, or in opposition to, a colleague's point of view.

47

1 16.4 Maintaining Respect For Colleagues: Chairs shall maintain impartiality and treat all
2 colleagues with the respect that is due the position of a Detroit City Council Member.
3

4 16.5 Table Decorum: Members are expected to maintain proper decorum while at the Table during
5 a meeting. Proper decorum includes acting professionally, dressing appropriately, and not eating
6 with utensils while at the Table. Liquid beverages are permitted as long as they are in an opaque
7 container
8
9

10 17.0 HANDLING OF CITIZEN'S COMPLAINTS

11
12 17.1 Citizen Complaints: If a member is unable to resolve a constituent complaint, it may be
13 referred to the Ombudsman, other City Departments, other governmental agencies, or the
14 appropriate Standing Committee for consideration.
15
16

17 18.0 ASSIGNMENTS TO THE LEGISLATIVE POLICY DIVISIONS

18
19 18.1 Assignment Procedure: All assignments to the Legislative Policy Division shall be made in
20 the form of a motion and given in typewritten form, through the Committee of the Whole, Formal
21 Session, Adjourned Session, Special Session, Special Committees, or Standing Committees.
22

23 If the assignment is not approved through a motion at the Table, the Division will discontinue
24 working on the assignment until such time as it is approved at the Table. If the Legislative Policy
25 Division receives duplicate assignments, they will be sent to City Council for a decision.
26

27 18.2 Exceptions: In unusual circumstances, if an assignment is given outside of the above rule,
28 that assignment shall be given to the Director of the Division, in verbal or typewritten form. When
29 given away from the Table, the assignment shall be presented in typewritten form at the next
30 appropriate Standing Committee, Formal Session, Adjourned Session, Special Session, Special
31 Committees, or Committee of the Whole and assigned through the Table, in the form of a motion.
32

33 18.3 Completed Assignments: All completed assignments will be directed to the Standing
34 Committee whose jurisdiction covers the issue, for review and consideration. The
35 assignments will be addressed to the Chair of the Committee, members of the Committee,
36 the President as ex officio, all City Council members, and the Clerk's Office. Completed
37 assignments shall not go back to the Formal Session for referral to a Standing Committee.
38
39

40 18.4 Continuing Informational Reports: The Contract Reports, Tax Abatement Reports, Tax
41 Incentives, and other continuing informational reports will be distributed directly to Council
42 offices and the Clerk's Office.
43

44 18.5 Annual City Council Calendar. Each year the Legislative Policy Division shall prepare an
45 Annual Calendar for City Council. This annual calendar shall be approved by City Council no
46 later than October 31st of the previous year. Changes to the approved Annual Calendar shall be
47 done through resolution approved by the Body.
48

1 18.6 Legislative Agenda. A Legislative Agenda is defined as a list of priorities, goals, and policies
2 that City Council plans to address during the Legislative term. In the first year of a new four year
3 term, the Preliminary Legislative Agenda shall be completed by the end of the third-quarter of that
4 first year. City Council shall vote to approve the final Legislative Agenda by January 31st of the
5 next year.

6
7 In the subsequent years of the four-year term, City Council shall review and determine if changes
8 are needed to the Legislative Agenda. If changes are needed, they shall be approved by January
9 31st of those years.

10 11 12 19.0 CITY COUNCIL EXECUTIVE PROTECTION DETAIL

13
14 19.1 Executive Protection Detail Authority: The Detroit Police Department City Council
15 Executive Protection Detail shall serve as the Sergeant-At-Arms for all Formal Sessions, Standing
16 Committee meetings, and any other special meetings and taskforces, as requested, that are called
17 by the Detroit City Council. All members of this detail are appointed by the Chief of Police.

18
19 19.2 Removal For Breach Of Peace: At the direction of the President or the Chair of a Committee,
20 the Sergeant-At-Arms will remove any person who, after a warning, commits a breach of the
21 peace.¹

22
23 19.3 Signs Not Allowed To Block View: Signs or other items that block the view of any person
24 attending a Council of the Whole, Formal Session, Standing Committee, sub-committee, special
25 committee, task force, evening community or any other meeting are not permitted. Upon the
26 direction of the President or the Chair, the Sergeant-At-Arms shall remove signs deemed
27 disruptive.

28
29 19.4 Duties Limited To Protection: The City Council Executive Protection Detail shall have no
30 other responsibility during the City Council meetings other than to provide security to Council
31 Members, Council staff and the public. All distribution of materials, dissemination of speaker
32 cards, and related clerical duties, will be the responsibility of the staff of the President or the Chair
33 of a Standing Committee.

34
35 19.5 Authority To Take Control Of Situation: When circumstances warrant, the City Council
36 Executive Protection Detail under the command of the Detroit Police Department sergeant or
37 lieutenant appointed by the Chief of Police shall take command of any City Council location for
38 purposes of ensuring the safety of the members of the Detroit City Council, Council staff, or the
39 general public.

40 41 42 20.0 TAXES AND ASSESSMENTS

43

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

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

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

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

10 21.0 VIDEOTAPING OF COUNCIL SESSIONS

11
12 Videotaping of Council sessions, committees and meetings shall be from gavel-to-gavel and shall
13 not be edited for content or length.¹

14
15 Requests for the videotaping of special committees, task forces and other events shall be in writing.
16 The request shall be referred to the President and the City's Media Services at least two (2) weeks
17 prior to the event for scheduling purposes.

18
19 Members of the public who wish to take video or still pictures during Council meetings shall not
20 use cameras, recording devices, or lighting devices that are disruptive to Council members, staff,
21 or the general public.

22 22.0 PROCEDURES FOR PERSONS WISHING TO ADDRESS COUNCIL

23
24
25
26 A person shall be permitted to address a meeting of the City Council subject to the following rules:

27
28 A brief written notice of a request to address the City Council shall be filed with the City
29 Clerk not later than 2:00 PM of the business day immediately preceding the day of the
30 scheduled meeting to which the request pertains. The Clerk shall provide reasonable
31 assistance in the preparation of such request to any person requesting assistance.

32
33 A written notice of a request to address the City Council shall identify the person making
34 the request. Identification shall include: full name, address (both resident and business),
35 and phone number.

36
37 The petitioner shall include a paragraph stating their standing and/or interest in the subject
38 matter, the relief expected, what they want, and the number of times they have previously
39 petitioned to speak before Council and the issue associated with each petition request.

40
41 Council may request the Law Department to opine on whether the petitioner is currently in
42 litigation with the City of Detroit or otherwise has a pending claim against the City.

43
44 After the request has been processed by the Clerk's Office, it shall appear as a line item on
45 a Formal Session agenda. The request shall then be voted upon by the whole Body. A

¹ 2012 Detroit City Charter, Section 7-1403

1 majority of the Body must approve the request for the petitioner to present to the whole
2 Body at a Formal Session.

3
4 The Chair of the Formal Session or of the Standing Committee may determine when the
5 petitioner may be heard and may also have the discretion to impose a reasonable limitation
6 on the time allotted to hear such person.

7
8 This procedure shall not apply to scheduled public hearings or to persons invited by the
9 City Council to participate in discussions before the City Council.

10
11 22.1 Vendor Protest Petitions: All vendor protest petitions, after having exhausted the Office of
12 Contracting and Procurement protest procedures, shall be presented to the City Clerk in writing
13 and follow the above petition process.

14
15 22.2 Translators: The Council shall seek to provide translators at each of its Sessions, including
16 evening community meetings, and all meetings of its Standing Committees for each language
17 requested, including the hearing impaired, where the translation is necessary to enable Detroit
18 residents with limited English proficiency, or hearing impairment, to participate in the
19 proceedings. All requests for interpretation services shall be referred to Civil Rights, Inclusion,
20 and Opportunity Department (CRIO).

21
22 22.3 Public Testimony And Communications Encouraged: The policy of the City Council is to
23 encourage and permit public testimony before the Council takes legislative action. Members of the
24 public are encouraged to write to the City Council concerning municipal issues. all City Council
25 meetings. During the Public Comments section of the meeting, each person shall be given 2
26 minutes to speak, unless otherwise determined by the chair. Yielding of time to another speaker
27 shall not be permitted at any City Council meeting. Persons in the audience shall not vocally
28 express support or opposition to statements by City Council Members or by persons testifying.

29
30 22.4 Speaker Cards: In order for the Chair to facilitate public comment in an orderly fashion, each
31 person who wishes to speak must get a Speaker Card and identify themselves with at least a first
32 or last name. No additional information is required in order to address Council. The Chair shall
33 determine the order of speakers.

34 35 23.0 REPORTING

36
37 23.1 Legislative Actions: By January 15th of each year the Legislative Policy Division shall
38 provide the City Council with a report of its legislative actions for the previous calendar year. This
39 report shall also be posted on the Council's Web site.

40
41 23.2 Task Force Reporting: Each Taskforce created by the City Council shall provide the Council
42 with a report every six months to the Detroit City Council and to City Clerk's office

43
44 23.3 Awards: Each Council member is strongly encouraged to provide Council a report of awards
45 presented to members of the public, organizations, and entities. Awards are defined as Testimonial
46 Resolutions in Memoriam, Testimonial Resolutions, Spirit of Detroit Awards, Awards of
47 Recognition, Distinguished Service Awards, and any future awards created by the Detroit City
48 Council. This report shall be compiled quarterly by each Council member's office. The name of

1 the recipient and the type of award received will be entered in the appropriate document. The
2 quarterly report shall be submitted to all members of the Council and the Clerk's Office and placed
3 under "Awards" on the City Council Web site. Each Council member's office shall be responsible
4 for processing all award requests received.

7 24.0 OUTSIDE EMPLOYMENT POLICY

9 24.1: Jurisdiction: All City Council staff, including Division Directors, appointed employees and
10 contractual personnel shall be subject to the City of Detroit's Outside Employment Policy, as
11 amended by Detroit City Council.

12
13 24.1.1 Policy: Staff shall be subject to the City of Detroit's Outside Employment Policy,
14 originally issued as Personnel Directive #77-7, published on May 23, 1977, and reissued
15 with additional direction pursuant to an April 3, 2002 memorandum from the Human
16 Resources Director, as amended by Detroit City Council with adoption of these Rules of
17 Order, Section 24.0.

18 24.1.2 Definitions:

19
20
21 24.1.2.1: Incompatible Interest: A direct investment¹ in a financial, business,
22 commercial or other private transaction which creates a conflict with, or adversely
23 affects, the official duties of a city official or employee to the detriment of the city.

24
25 24.1.2.2: Lobbyist: An individual or entity that advocates an interest or cause that
26 is, or may be, affected by the decisions of government leaders.

27
28 24.1.2.3: Political Consultant: An individual or entity that for a fee advises
29 candidates and/or campaigns on matters of field strategy, including conducting
30 voter, issue and candidate research.

31
32 24.1.3 Incompatible Interest: Outside employment as a lobbyist or political consultant, or
33 an ownership or managerial interest in a firm providing such services, shall constitute an
34 incompatible interest and is prohibited.

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

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

1 or "Not Approved". A copy of all signed Disclosure Forms shall be maintained by the City
2 Council Administrative Office.
3

4
5 **25.0 Suspension and Revision of These Rules**
6

7 25.1 Suspension of Rules: Upon a two-thirds affirmative vote of the members present, the Council
8 may suspend any of the Rules of Order except a rule relating to the date, time or location of a
9 meeting, which may be suspended upon a simple majority vote of the members present. The
10 following cannot be suspended: Rules requiring the presence of a quorum and rules requiring the
11 physical presence of members in order to vote. A motion to suspend the rules must be seconded
12 and is not open to debate.
13

14 25.2 Revision of Rules: These Rules shall be reviewed periodically and may be amended by a
15 vote of the majority of Council Members serving.
16