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Establishment:
April 28, 1958

At the first meeting of the Southfield City Council ("Council") held on April 28, 1958, a resolution ("Resolution") was adopted which provided that the meetings of Council would be conducted under the procedural rules established by Robert's Rules of Order ("Robert's").

First Amendment:
April 11, 1977

The Open Meetings Act (Act 267 of the Public Acts of 1976) ("Act") became effective on March 31, 1977 and section 3(5) of the Act required that a person be permitted to address a meeting of a public body under rules established and recorded by such public body and in accordance with said provision of the Act, the City Council amended the Resolution on April 11, 1977 by adopting certain procedural rules with regard to persons addressing the Council at a meeting.

Second Amendment:
May 23, 1988

The Council amended the Resolution on May 23, 1988 to incorporate certain rules and regulations pertaining to the use of audio and video equipment by persons attending Council meetings as permitted under Section 3(1) of the Act.

Third Amendment:
January 28, 1991

The Council amended the Resolution on January 28, 1991 to revise its rules of procedure with regard to permitting persons to address Council during its meetings.

Fourth Amendment:
February 9, 1998

Amended Resolution by adopting certain procedural rules (Rules 1-10) contained in attached Addendum "A" after determining that it was a "small board" within the meaning of Robert's; and that it did not wish to apply all of the informal rules of procedure that apply to small boards, but instead wished to conduct its meetings using a combination of informal rules and the more formal rules which apply to larger organizations under Robert's.

ADDENDUM "A"

- 1) A member of Council shall not be required to stand in order to obtain recognition from the presiding officer.
- 2) Actions taken by Council shall be initiated by a motion, and all motions shall be seconded before acted upon.
- 3) Council members may engage in informal discussion of a subject without the requirement of a pending motion; however, if action is to be taken, Rule No. 2 applies.

- 4) There shall be no limitation on the number of times that a member of Council is permitted to speak to a particular issue.
- 5) The debate of Council on any issue may be ended by a motion to close debate which is carried by a two-third's vote; however, such motion shall not be in order until each member of Council has had an opportunity to speak to the issue at least once.
- 6) The presiding officer of the Council shall not be required to stand when putting an issue to a vote.
- 7) The presiding officer of the Council shall be permitted to participate in debate with regard to an issue without relinquishing the chair.
- 8) The presiding officer of the Council shall not be permitted to make a motion nor second a motion unless he or she first relinquishes the chair.
- 9) Council shall only delay taking action on an issue by:
 - a.) a motion to postpone the issue to a particular date or to a date uncertain with the issue to return for consideration upon a particular occurrence. The motion must be carried by a majority vote. Debate is permitted, but shall not go into the merits of the issue to be postponed any more than is necessary to decide whether the issue should be postponed and to what time or upon what occurrence.
 - b.) a motion to refer the issue to a Committee-of-the-Whole Meeting or another committee or group which is carried by a majority vote. Debate is permitted, but shall not go into the merits of the issue to be referred any more than is necessary to decide whether the issue should be referred and the details of the referral.
 - c.) a motion to postpone the issue indefinitely which shall have the effect of defeating the issue. The motion must be carried by a majority vote. Debate is permitted and may go into the merits of the issue to be postponed.
 - d.) the withdrawal of an issue by its proponent without objection from any member of Council.
 - e.) the passing on an agenda item by the presiding officer without objection from any member of Council.
- 10) Council shall not take formal action at a Committee-of-the-Whole Meeting unless Council first, in its discretion, determines by a majority vote that there is an immediate need to act with regard to a particular issue.

Fifth Amendment:
March 26, 2001

Amended Resolution to allow persons who submit written requests to address Council in advance of a Council meeting to appear at either a Regular Meeting or a Committee-of-the-Whole Meeting.

Sixth Amendment:
May 10, 2004

Council amended the Resolution on May 10, 2004, to add two (2) new procedural rules designated as Rules 11 and 12, on Addendum "A"; relating to motions to reconsider and rescind, respectively.

- 11) A motion to reconsider shall only be made at the same meeting the vote to be reconsidered was taken.
- 12) A motion to rescind shall require for approval:
 - a.) a two-thirds' (2/3's) vote; or
 - b.) a majority vote when it is listed as an agenda item; or
 - c.) a majority vote of the members elected or appointed and serving.

Seventh Amendment:
February 28, 2005

WHEREAS, the Southfield City Council adopted Resolution 91.41 on January 28, 1991 which set forth a policy with regard to the Council committee system; and

WHEREAS, Council adopted Resolution 91.508 on October 28, 1991, amending Resolution 91.41 to provide for a policy for the establishment of agendas for standing committee meetings; and

WHEREAS, Council is desirous of modifying its policy with regard to the establishment of agendas for standing committee meetings, and has thus determined to amend Resolution 91.508 as set forth in the last paragraph of this Resolution.

NOW, THEREFORE, BE IT RESOLVED, that the following shall be the standing committees of Council:

1. Site Plan Committee;
2. Finance Committee;
3. Boards and Commissions Committee;
4. Legislative and Urban Affairs Committee; and
5. Neighborhood Services Committee.

BE IT FURTHER RESOLVED, that the Council President may, from time to time, establish single-purpose committees to study or review issues that might come before Council; and

BE IT FURTHER RESOLVED, that the Council President shall appoint the members and chairpersons of each standing committee and any single-purpose committee with the exception that the Council President will not serve as a member of any standing committee, but may serve as an alternate for an absent, standing committee member; and

BE IT FURTHER RESOLVED, that the Council President shall designate the Council representative on the Board of Directors of the Southfield Nonprofit Housing Corporation; and

BE IT FINALLY RESOLVED, that the agenda for meetings of a standing committee shall be established jointly by the City Administrator and the Chairperson of the committee. Any disagreement between the City Administrator and the Chairperson shall be resolved by the Council President. Thereafter, no item shall be added to or deleted from the agenda unless directed by the City Council. When completed, a copy of the agenda shall be provided to all members of Council and the Mayor. Proposed and approved standing committee minutes shall also be distributed to all members of Council and the Mayor.

Eighth Amendment:
March 3, 2014

Council Amendment Resolution by modifying Rule 5 so as to provide that persons addressing Council at its meetings shall be limited to a period of three (3) minutes, unless such period of time is extended by the presiding officer.

Ninth Amendment:
March 5, 2014

Amended Resolution by modifying Rule 4 so as to provide that written requests of individuals who wish to address Council shall not be submitted to the City Clerk's office more than 30 days prior to the meeting at which the individual desires to address the Council, and ii) adding a new Rule 13 to Addendum "A" of the Council Rules of Procedure, to provide that an item will be removed from the Consent Agenda for purposes of discussion, at the request of any member of City Council or the Mayor.

Tenth Amendment:
September 26, 2016

Amended Resolution by adding civil obedience language to Rules of Procedure. No speaker may make personal or impertinent attacks upon any officer, employee, or City Council member or other elected official, that is unrelated to the matter in which the officer, employee, or City Council member or other elected official performs his or her duties. No person shall use threatening or abusive language when addressing the City Council. Any person who violates this section shall be directed by the presiding officer to be orderly and silent. If a person addressing the Council refuses to become silent when so directed, such impeding the orderly conduct of the public meeting of the City Council, and may be ordered by the presiding officer to leave the meeting. If the person refuses to leave as directed, the presiding officer may direct any law enforcement officer who is present to escort the violator from the meeting.

Eleventh Amendment:
May 20, 2019

WHEREAS Council has now determined that it wishes to amend the Resolution, by: i) modifying Rule 4 so as to provide that a person shall have the option to address Council at a regular or special meeting under the communications portion of the agenda or at a regular or special meeting conducted as a Committee-of-the Whole Meeting. To facilitate communication, a written request to address council may be submitted online via the City's webpage under City Council Procedures Request for Recognition Form (see link herein) up until Noon on the same day as the scheduled Council Meeting. Additionally, up until the start of the scheduled Council meeting, persons wishing to address Council will have the opportunity to do so via a written sign-up sheet located directly outside of the City Council Chambers; and ii) adding a new Rule 7, to provide that when addressing Council, no speaker may make personal or impertinent attacks upon any officer, employee, or City Council member or other Elected Official, that is unrelated to the manner in which the officer, employee, or City Council member or other Elected Official, performs his or her duties. No person shall use threatening, abusive language or hate speech when addressing the City Council. Any person who violates this section shall be directed by the presiding officer to be orderly and silent. If a person addressing the Council refuses to become silent when so directed, such person may be deemed by the presiding officer to have committed a "breach of the peace" by disrupting and impeding the orderly conduct of the public meeting of the City Council and may be ordered by the presiding officer to leave the meeting. If the person refuses to leave as directed, the presiding officer may direct any law enforcement officer who is present to escort the violator from the meeting.

<https://southfield.seamlessdocs.com/f/ewjg1ucap4oe>