



AGENDA

BIRMINGHAM AD HOC ENVIRONMENTAL SUSTAINABILITY COMMITTEE

MONDAY MAY 15TH, 2023

BIRMINGHAM CITY HALL, 151 MARTIN ST, CONFERENCE ROOM 202, 203 BIRMINGHAM MI *

******* 6:00 PM*******

The City recommends members of the public wear a mask if they have been exposed to COVID-19 or have a respiratory illness. City staff, City Commission and all board and committee members must wear a mask if they have been exposed to COVID-19 or actively have a respiratory illness. The City continues to provide KN-95 respirators and triple layered masks for attendees.

- 1) Call to Order**
 - A. Chairperson & Vice Chairperson Elections**
- 2) Roll Call**
- 3) Review of the Agenda**
- 4) Approval of the AHESC Minutes**
- 5) Study Session**
 - A. Greenhouse Gas Emissions Inventory**
 - B. Sustainability and Climate Action Plan**
- 6) Open to the Public for Items Not on the Agenda**
- 7) Miscellaneous Communications**
 - A. Welcome Packet**
 - B. City Commission Enabling Resolution & Report**
 - C. Roberts Rules Cheat Sheet**
- 8) Draft Agenda – June 12th, 2023**
- 9) Adjournment**

Future Meeting Dates:

Monday, June 12th at 6 p.m.

Monday, July 17th at 6 p.m.

Monday, August 21st at 6 p.m.

Monday, September 25th at 6 p.m.

Monday, October 16th at 6 p.m.

Monday, November 20th at 6 p.m.

*Please note that board meetings will be conducted in person once again. Members of the public can attend in person at Birmingham City Hall, 151 Martin St., or may attend virtually at:

Link to Access Virtual Meeting: <https://bhamgov-org.zoom.us/j/87587439403>

Telephone Meeting Access: 877 853 5247 US Toll-free

Meeting ID Code: 875 8743 9403

Notice: Individuals requiring accommodations, such as interpreter services for effective participation in this meeting should contact the City Clerk's Office at [\(248\) 530-1880](tel:2485301880) at least on day in advance of the public meeting.

Las personas que requieren alojamiento, tales como servicios de interpretación, la participación efectiva en esta reunión deben ponerse en contacto con la Oficina del Secretario Municipal al [\(248\) 530-1880](tel:2485301880) por lo menos el día antes de la reunión pública. (Title VI of the Civil Rights Act of 1964).

A PERSON DESIGNATED WITH THE AUTHORITY TO MAKE DECISIONS MUST BE PRESENT AT THE MEETING.



MEMORANDUM

Planning Division

DATE: April 19th, 2023

TO: Ad Hoc Environmental Sustainability Committee Members

FROM: Leah Blizinski, City Planner

SUBJECT: Ad Hoc Environmental Sustainability Committee Welcome Packet

Congratulations on your appointment to the Ad Hoc Environmental Sustainability Committee! (AHESC) Enclosed, please find some items you may find useful in getting familiarized with what the AHESC has been tasked to do and how the committee will operate.

- Memorandum: Climate Emergency Declaration and Ad Hoc Environmental Sustainability Committee Establishing Resolution
- Resolution to declare a climate emergency, establish the Ad Hoc Environmental Sustainability Committee, and direct Planning Staff to facilitate the immediate development of a greenhouse gas emissions inventory to set a baseline and develop greenhouse gas emission reduction targets for 2030 and 2050.
- "Effective Meetings" – City of Birmingham

The Ad Hoc Environmental Sustainability Committee will establish a regular schedule of meetings beginning in May 2023.

Please feel free to contact me by email (Lblizinski@bhamgov.org) or by phone (248) 530-1841 if you have any questions.



MEMORANDUM

Planning Division

DATE: January 23rd, 2023

TO: Thomas M. Markus, City Manager

FROM: Leah Blizinski, City Planner

APPROVED: Nicholas Dupuis, Planning Director

SUBJECT: Climate Emergency Declaration and Ad Hoc Environmental Sustainability Committee Establishing Resolution

INTRODUCTION:

Over the last several years, the City of Birmingham has integrated several practices and policies to respond to the growing concern of our climate crisis. Responding to the climate crisis requires a variety of approaches which include ways to reduce or prevent greenhouse gas emissions (GHG). Efforts to avoid or reduce the severity of the effects of climate change are known as 'mitigation,' while the ability to prepare and respond to hazardous events caused by climate change are referred to as 'resilience'.

BACKGROUND:

On June 27th, 2022 ([Agenda](#) – [Minutes](#)), the City Commission unanimously passed a resolution directing staff to bring back a proposed resolution for creating a Sustainability Board. Since then, Planning staff have met with Royal Oak city staff and appointed sustainability board members to discuss sustainability efforts in both cities and opportunities for collaboration. Most recently, Birmingham Planning Division staff have begun facilitating weekly interdepartmental 'Sustainability Check-in' meetings to touch base and regularly exchange information on sustainability efforts taking place across all City departments.

On January 21st, 2023 ([Agenda](#)), at the Long Range Planning meeting, Planning Division staff presented on an initial strategy of short to long-term actions (1-5) years to formalize a commitment to sustainability, set goals, develop a sustainability action plan and make progress towards achieving the City's goals for a healthier, more sustainable environment.

Neighboring communities have been achieving success in sustainability and climate action efforts with increasing momentum in recent years. Many of them kicking off an aggressive Sustainability and Climate Action Planning effort with a resolution acknowledging the climate emergency and

committing to immediate action to attempt to mitigate the effects. The following graphic outlines more specifically what local cities have been doing:



The current draft of the Birmingham Plan 2040 comprehensive master plan contains a chapter on advancing sustainability practices with a key action recommendation to "establish a Sustainability Board to oversee the recommendations of this plan section and other future sustainability initiatives" among other sustainability goals.

Additionally, the City's strategic goals adopted in November of 2022 include environmental sustainability as a top tier goal. The environmental sustainability category of the strategic goals includes a recommendation to "create a sustainability board to review projects, investigate funding opportunities, and offer public education opportunities." The goal also emphasizes the importance of "instituting policies and practices that protect the natural environment and reduce extreme weather impacts on the community."

At this time, the creation of an Ad Hoc Environmental Sustainability Committee ("ESC") is intended to jumpstart sustainability planning in the City and act as a sounding board for formulating the City's goals and objectives as it relates to a formal sustainability plan. The work of the ESC will include a greenhouse gas emissions inventory to set a baseline and develop greenhouse gas emission reduction targets for 2030 and 2050 and the creation of a sustainability plan over a period of 18 months. As noted during Long Range Planning, once the ESC develops the sustainability plan and further defines its role in the City, it should then be codified into the City Code as a regular board/commission. The composition of both the ESC and a future formal sustainability board/commission will draw from the high caliber and diverse knowledge base in Birmingham which includes professionals working in the fields of electric vehicles, watershed management, engineering, construction, and the like.

LEGAL REVIEW:

The City Attorney has reviewed the resolution and has no concerns or objections.

FISCAL IMPACT:

There are no fiscal impacts associated with this agenda item.

PUBLIC COMMUNICATIONS:

There are no public communications required for this agenda item.

SUMMARY:

The Planning Division requests that the City Commission consider adopting a resolution to declare a climate emergency, establish the Ad Hoc Environmental Sustainability Committee, and direct Planning Staff to facilitate the immediate development of a greenhouse gas emissions inventory to set a baseline and develop greenhouse gas emission reduction targets for 2030 and 2050.

ATTACHMENTS:

Please see attached the following documents:

- Climate Emergency Declaration and Environmental Sustainability Board Establishing Resolution
- Exhibit A – Ad Hoc Environmental Sustainability Committee

SUGGESTED COMMISSION ACTION:

Make a motion adopting a resolution to declare a climate emergency, establish the Ad Hoc Environmental Sustainability Committee, and direct Planning Staff to facilitate the immediate development of a greenhouse gas emissions inventory to set a baseline and develop greenhouse gas emission reduction targets for 2030 and 2050.

RESOLUTION
**CLIMATE EMERGENCY DECLARATION AND ESTABLISHMENT OF
AD HOC ENVIRONMENTAL SUSTAINABILITY COMMITTEE**

WHEREAS, The City of Birmingham desires to protect and enhance the quality of life for all those who live, work, learn and play in our community, as well as for future generations;

WHEREAS, Consensus exists among the world's climate scientists that climate change, caused by emissions of greenhouse gases (GHG) from human activities, is among the most significant problems facing the world today;

WHEREAS, Global annually averaged surface air temperature has increased by about 1.8°F (1.0°C) over the last 115 years (1901–2016) as cited in the U.S. Global Change Research Program's 2017 Climate Science Special Report;

WHEREAS, The last seven years were the warmest years on record for the globe, the last few years have also seen record-breaking, climate-related weather extremes, and continued decline in arctic sea ice. These trends are expected to continue in the future;

WHEREAS, Southeast Michigan's annually averaged surface air temperature has increased by 2.2°F (1.2°C) from the 30-year period 1960-1989 to the 30-year period 1990-2019 and annually averaged precipitation has increased by 2.4 inches, an increase of seven-percent, over the same two 30 year periods;

WHEREAS, Without substantial and sustained global mitigation and regional adaptation efforts, climate change is expected to cause increasing losses to American infrastructure, agriculture, ecosystems, and property and impede the rate of economic growth over this century;

WHEREAS, Impacts from climate change on extreme weather and climate-related events, air quality, and the transmission of disease through insects and pests, food, and water increasingly threaten the health and well-being of the American people, particularly populations that are already vulnerable;

WHEREAS, The quality and quantity of water available for use by people and ecosystems across the country are being affected by climate change, increasing risks and costs to agriculture, energy production, industry, recreation, and the environment;

WHEREAS, Members of our community and others are already feeling the local effects of climate change through higher frequency of high heat days, more extreme precipitation and flooding events, and greater length of droughts and heat waves that affect our economy and way of life;

WHEREAS, Other Michigan cities including Ferndale, Royal Oak, Kalamazoo and Ann Arbor as well as Kalamazoo, Washtenaw, and Oakland Counties have already passed climate emergency resolutions because of the same concerns;

WHEREAS, The City of Birmingham has committed to prioritizing environmental sustainability through its strategic goals and other formal planning documents;

NOW, THEREFORE, BE IT RESOLVED, The City Commission acknowledges that a climate emergency threatens our city, region, state, nation, civilization, and the natural world;

BE IT FURTHER RESOLVED, The City Commission directs City Staff to facilitate the immediate development of an Ad Hoc Environmental Sustainability Committee as outlined in Exhibit A (attached), to complete the assigned tasks over a period of 18 months;

BE IT FURTHER RESOLVED, The City Commission commits to a citywide climate action effort to reduce municipal and community GHG emissions through energy waste reduction and other initiatives;

BE IT FURTHER RESOLVED, The City Commission directs City Staff to facilitate the immediate development of a GHG emissions inventory to set a baseline and create a sustainability and climate action plan;

BE IT FURTHER RESOLVED, The City Commission directs the Planning Division to facilitate, in collaboration with other departments, the Ad Hoc Environmental Sustainability Committee, and other essential stakeholders, the development of GHG emission reduction targets for 2030 and 2050, after the GHG inventory baseline is set. These reduction targets will guide the City's climate action goals within the sustainability and climate action plan;

BE IT FURTHER RESOLVED, The City of Birmingham is further committed to sharing experiences and best practices with other communities;

BE IT FURTHER RESOLVED, Birmingham will engage with local partners to collaborate with the community about the urgent need for climate action in order to help inspire and encourage individual climate action efforts at the local, state, national, and global levels to provide maximum protection for all people and species of the world.

I, Alexandria Bingham, City Clerk of the City of Birmingham, Michigan, do hereby certify that the foregoing is a true and correct copy of the resolution adopted by the Birmingham City Commission at its regular meeting held on January 23rd, 2023.

Alexandria Bingham
City Clerk

EXHIBIT A – AD HOC ENVIRONMENTAL SUSTAINABILITY COMMITTEE



AD HOC ENVIRONMENTAL SUSTAINABILITY COMMITTEE

Terms: 18 months

Members: Members are appointed by the City Commission. A majority of the members shall have a clearly demonstrated knowledge of environmental sustainability. When available, preferred qualifications/areas of professional expertise include: energy, equity, civil/construction engineering, water quality, environmental engineering/consulting/law, recycling and solid waste. Staff from the Managers Office, Department of Public Services, Engineering and Planning Departments will serve as ex-officio members of the committee.

Duties: The function of the Ad Hoc Environmental Sustainability Committee (ESC) is to jumpstart sustainability planning in the City of Birmingham by helping to formulate the City's goals and objectives as it relates to a sustainability and climate action plan. The work of the ESC will include a greenhouse gas emissions inventory to set a baseline and develop greenhouse gas emission reduction targets for 2030 and 2050, as well as to oversee the creation of a sustainability and climate action plan.

Sample roster:

Committee Member	Preferred Expertise/Role	Term Expires
Regular Member	Energy	July 2024
Regular Member	Energy/Electric Vehicles	July 2024
Regular Member	Buildings/Construction	July 2024
Regular Member	Buildings/Construction	July 2024
Regular Member	Water/Stormwater	July 2024
Regular Member	Water/Stormwater	July 2024
Regular Member	Waste	July 2024
Regular Member	Environmental Law/Consulting	July 2024
Regular Member	Resident at Large/Miscellaneous	July 2024



“Effective Meetings”

City of Birmingham

August 17, 2020

Eleanor A. Siewert
Professional Registered Parliamentarian
e.siewert@wayne.edu

Funnel of Laws

- ☞ There is a certain order to the laws or rules by which a municipality in Michigan must conduct itself.
- ☞ Constitution of the United States
- ☞ Applicable Federal Laws
(Which vary by municipality.)

Funnel of Laws (con't)

 Michigan Constitution of 1963

 Applicable Michigan Laws

- Two of which are particularly significant in municipal government in Michigan.

Funnel of Laws (con't)

Open Meetings Act of 1976

The basic intent is to require public bodies to conduct business at open meetings.

Freedom of Information Act of 1976

The basic intent is to regulate and set requirements for the disclosure of public records by all public bodies.

Funnel of Laws (con't)

 City or Village Charter

 Home Rule Cities Act of 1909

Provides framework for how a city may incorporate and govern itself.

 General Law Village Act of 1895

Sets rules and regulations for villages.

Funnel of Laws (con't)

 Ordinances: Laws passed by municipal government.

 Council Rules of Order: Governs the procedure of the public meetings, may include rules for public comment, cancellation of meetings, etc.

Parliamentary Procedure-Why?

- 📄 Tool that enables members to accomplish municipality's goals.
- 📄 A recognizable format for a meeting.
- 📄 Introduces motions that lead to decision-making.
- 📄 Prescribes minutes that record action.

Basic Objectives of Parliamentary Law

- 📄 Accomplish the objectives for which the group is organized.
- 📄 Expedite business.
- 📄 Insure justice and equality to all.
- 📄 Maintain order.

Rules of Debate

-  The maker of the motion is entitled to speak first.
-  A member may not speak against his own motion, but may vote against it.
-  All remarks must be limited to the merits of the subject immediately under discussion.

Rules of Debate

- ☞ All remarks must be addressed to or through the chair.
- ☞ Personal comments about other individuals should be avoided.
- ☞ Members are seldom referred to by name; rather by title.
- ☞ No member may comment adversely on any prior act of the body.

Rules During Public Debate

- ❏ No person should speak a second time on a motion as long as another is requesting recognition to speak for a first time on the issue/motion.
- ❏ Remarks should be limited to two minutes.
- ❏ The speaker may be asked, but not required to state name and any other requested identifying information.

Rules for Public Debate

-  Remarks must be confined to the pending question.
-  Speakers should address the chair and not enter into debate with other members of the audience.
-  During debate the chair shall make an effort to alternate between supporting and opposing arguments.

Amending

 Object: To change the main motion that is on the floor.

 Form: *I move to amend by inserting.....*

Or I move to amend by striking out.....

Or I move to strike out and insert.....

Amendments made one at a time and pertain to the motion. Require a second, is debatable & amendable, needs a majority vote.

Amending

“Friendly Amendments”

Friendly amendments may be used as long as every member of the body is in agreement with the amendment being proposed. Once a motion is stated by the chair it belongs to all members, not just the maker and the seconder.

Postpone to a Definite Time

 Object: To put off action on a motion on the floor to another time, day or meeting.

 Form: *I move to postpone the motion to the next meeting.*

Or I move to postpone the motion until after the guest speaks.

Requires a second, is debatable & amendable and needs a majority vote.

Reconsider

 Object: To bring a motion made in the same meeting back for another vote.

 Form: *I move to reconsider the motion to
..... I voted on the prevailing side.*

Can only be used in same meeting or on the next day. Requires a second and is debatable and requires a majority vote.

Rescind

 Object: To cancel a previous action or order.

 Form: *I move to rescind the motion relating to ... adopted at themeeting.*

Cannot be used when something has been done that is impossible to undo.

Requires a second, is debatable and amendable. A 2/3 vote is required when notice is not given/majority vote with notice.

Tips for Better Meetings

- Start the meeting on time
- Have clear rules of procedure that are designed to encourage audience participation
- Direct all comments and questions through the chair
- Discourage the addition of last minute items not already on the agenda



PROCEDURE FOR HANDLING A MAIN MOTION

What is Happening/Notes	The Chair Says/Does	Members Say/Do
Obtaining and assigning the floor		
A member rises when no one else has the floor		"Mr./Madam President/Chairman"
	Recognizes the member by name, title or nodding	
How the motion is brought before the assembly		
Member sits after		"I move that (or "to")..."
Another member believes the motion is worth discussing		"I second the motion" or just "Second"
"Is there any debate?" is a less formal alternative to "Are you ready for the question?"	"It is moved and seconded that (or "to") ... Are you ready for the question?"	
Consideration of the motion		
See rules for debate (sidebar)		Debate
The chair puts the question to a vote of the assembly		
	"Are you ready for the question?"	Further debate
After debate is ended, or if the formal motion Previous Question has been moved and adopted to stop debate, a vote is taken	"The question is on the adoption of the motion that ..." "Those in favor of the motion, say aye." (Pause) "Those opposed say no." (Pause)	Members vote
The chair announces the results of the vote		
	"The ayes have it, the motion is adopted, and ... (indicating the effect of the vote or ordering its execution)." OR "The noes have it and the motion is lost."	

PRINCIPLES UNDERLYING PARLIAMENTARY LAW

As stated in *Robert's Rules of Order Newly Revised*, rules of parliamentary law balance the rights of individuals or groups within an organization's total membership. These rules are based on a regard for the rights:

- of the majority,
- of the minority, especially a strong minority greater than one third,
- of individual members,
- of absentees, and
- of all these together.

Ultimately the will of the majority decides matters, but only after full and free discussion. The rights of all (even those absent) must be protected. This pamphlet will help you run meetings more efficiently and effectively and help protect the rights of all members.

RULES FOR DEBATE

1. Members first obtain the floor.
2. The maker of the motion may speak first.
3. Debate is made to the chair; it is confined to the merits of the motion and not the motives or personalities of other members.
4. Amendments may be offered to improve the motion. They must be approved by the body, and the motion must still be adopted as amended.
5. Debate can be closed only by the assembly (2/3 vote) or by the chair if no one seeks the floor for further debate.

PERTINENT FACTS

- A **main motion** brings business before the assembly.
- A **subsidiary motion** assists the assembly in treating or disposing of a main motion.
- A **privileged motion** deals with matters of immediate importance. It does not relate to the pending business.
- An **incidental motion** is related to the parliamentary situation so that it must be decided before business can proceed.

MEANING OF SYMBOLS

- # Main motion when no other motion is pending.
- I In order when another has the floor; may interrupt.
- S Requires a second.
- D Is debatable.
- A Can be amended.
- M Requires a majority vote (i.e. more than half of votes cast).
- $\frac{2}{3}$ Requires a 2/3 vote (twice as many in the affirmative as in the negative).
- + Usually no vote is taken; the chair decides.
- N No vote; chair responds.
- R Vote may be reconsidered.
- * See *Robert's Rules of Order Newly Revised*, current edition, for specific rules.

¹TYPES OF AMENDMENTS

- To insert (within) or add (at the end of a sentence or paragraph) a word, consecutive words, or paragraph.
- To strike out a word, consecutive words, or a paragraph.
- To strike out and insert (which applies to words) or to substitute (which is applied to at least a paragraph of one or more sentences.)
- To strike out a word or paragraph and insert it in a different place.

RANKING MOTIONS

Motions on this page are listed in rank order, with the highest ranking at the top. After a motion has been stated by the chair, higher ranking motions are in order but not lower ranking

motions except that Amend and Previous Question can be applied to amendable and/or debatable motions of higher rank than themselves.

	Interrupt	Second	Debate	Amend	Vote	Reconsider
PRIVILEGED MOTIONS						
# Fix the Time to Which to Adjourn		S		A	M	R
# Adjourn		S			M	
# Recess		S		A	M	
Raise a Question of Privilege	I				+	
Call for the Orders of the Day	I				+	
SUBSIDIARY MOTIONS						
Lay on the Table		S			M	R*
Previous Question		S			$\frac{2}{3}$	R*
# Limit or Extend the Limits of Debate		S		A	$\frac{2}{3}$	R*
Postpone to a Certain Time (or Definitely)		S	D	A	M	R*
# Commit or Refer		S	D	A	M	R
Amend ¹		S	D	A*	M	R
Postpone Indefinitely		S	D		M	R*
MAIN MOTIONS						
		S	D	A	M	R

NON-RANKING MOTIONS

INCIDENTAL MOTIONS

	Interrupt	Second	Debate	Amend	Vote	Reconsider
Appeal Chair's Decision	I	S	D*		M*	R
Close Nominations or Close the Polls		S		A	$\frac{2}{3}$	
Consider by Paragraph or Seriatim		S		A	M	
Create a Blank		S			M	
Division of the Assembly	I				N	
Division of the Question		S*		A	M*	
Object to Consideration of a Question	*				$\frac{2}{3}$ *	R*
Parliamentary Inquiry	I				N	
Point of Order	I		*		+	
Reopen Nominations or Reopen the Polls		S		A	M	R*
Request for Information	I				N	
² Request for Permission to Withdraw a Motion	*	*				neg
Suspend the Rules		S			$\frac{2}{3}$ *	

MOTIONS THAT BRING A QUESTION AGAIN BEFORE THE ASSEMBLY

Take from the Table		S			M	
³ Rescind or Amend Something Previously Adopted		S	D	A	*	R*
³ Discharge a Committee		S	D	A	*	R*
⁴ Reconsider	*	S	D*		M	

NOTES

² Before a motion has been stated by the chair, it can be withdrawn or modified by the maker. After it has been stated by the chair, it can be withdrawn or modified only by unanimous consent or by a majority vote of the assembly.

³ An Incidental Main Motion which usually requires a majority vote with previous notice, a 2/3 vote without previous notice, or a majority vote of the entire assembly/membership.

⁴ Hasty or ill-advised action can be corrected through the motion to Reconsider. This motion can be made only by one who voted on the prevailing side and made only on the same day the original vote was taken. In a session of more than one day, a reconsideration can also be moved on the next succeeding day within the session on which the meeting is held.

FORMS OF VOTING

- A **voice vote** is the most commonly used form of voting (ayes and noes).
- A **rising vote** is the normal method of voting on motions requiring a 2/3 vote for adoption. It is also used to verify a voice vote or a vote by show of hands. The chair can order a rising vote or a single member can call for a Division of the Assembly.
- A **show of hands** is an alternative for a voice vote, sometimes used in small boards, committees, or very small assemblies, or for a rising vote in very small assemblies, but only if no member objects.
- Some conventions use **voting cards**, provided to delegates, to raise for voting.
- A **count** can be ordered by the chair or by a majority vote of the assembly.
- **Unanimous consent** is a vote of silent agreement without any objection.
- A **ballot** or **roll call** vote can be ordered by a majority of the assembly.

EXAMPLE OF A TYPICAL MEETING

After determining that a quorum is present, the presiding officer rises, waits or signals for quiet and says, **"The meeting will come to order."**

Opening Ceremonies: Based on the group, religious, patriotic, and customary rituals may be included. If given, the invocation, the National Anthem, and the Pledge of Allegiance to the Flag of the United States are arranged in that order. Inspirational messages follow patriotic exercises.

Roll Call (If customary): The chair states, **"The secretary will call the roll of members."**

Reading and Approval of Minutes: After the minutes are read, or if they have been previously distributed, the chair asks, **"Are there any corrections to the minutes?"** (Pause) **"If there are none, the minutes are approved as written."** With any corrections, **"The secretary will make the corrections. If there are no further corrections, the minutes are approved as corrected."**

Reports of Officers, Boards, Standing and Special Committees: Called on only if they have reports to make.

- Officers, boards, and standing committees report in the order they are listed in the bylaws. Special committees report in the order in which they were created.
- A treasurer's report is never adopted; instead a financial review or auditor's report is adopted annually.
- If an officer's report contains a recommendation, another member can make a main motion following the report to adopt the recommendation.
- Committee chairmen may make motions for recommendations contained in their reports.

Special Orders: Announced only if there are such items or matters required by the bylaws for a meeting. For example, **"The secretary will read from the Bylaws Article __ Section __ concerning the election of a nominating committee."**

Unfinished Business and General Orders: Announced only if there are such items (matters previously introduced but not finished at the prior meeting) or items postponed by way of motion to the next meeting.

New Business: The chair takes up any new business that is listed on the approved agenda. The chair then asks, **"Is there any new business?"** or **"Is there any further new business?"**

Announcements: **"The chair has the following announcements... Are there any other announcements?"**

Program: The chair does not "turn the meeting over," but announces, **"The program committee will now present the program..."** Or **"...will introduce our speaker."**

Adjournment: **"Is there any further business?"** (Pause) **"Since there is no further business, the meeting is adjourned."** Or **"A motion to adjourn is in order."**

A Quick Guide to Robert's Rules of Order

Parliamentary Procedure

Parliamentary procedure is a set of rules for meeting conduct, allowing everyone to be heard and to make decisions without confusion. Robert's Rules was first published in 1876 by Henry Martin Robert. The basic principles center on courtesy, a balance of rights, the majority to decide, the minority to be heard and absentees to be protected.

Business and Discussion

Business is conducted by means of motions introduced by individuals present at the meeting. ***Business may only be conducted when a quorum--a significant minority of the membership stipulated by the Bylaws--is present.***

Individuals are permitted to speak by raising their hand and waiting to be recognized. When an individual has been recognized, he is said to ***have the floor***. A speaker may yield the floor when he is finished speaking, or temporarily for an inquiry or secondary motion. No one can interrupt a recognized speaker who has the floor. Anyone who interrupts without just cause should be ruled out of order.

Motions

A motion that brings new business before the assembly is called a ***main motion***, and it is submitted ***consideration***--debate and a vote--when it has been ***seconded*** by a show of support from another member. ***Only one main motion may be considered at a time.***

Subsidiary motions change or affect how a main motion is handled and is voted on before a main motion. Privileged motions bring up urgent items about special or important matters unrelated to pending business. Incidental motions provide a means of questioning procedure concerning other motions and must be considered before the other motion.

Fixed Order of Business

1. Call to order
2. Member roll call
3. Reading of previous meeting minutes
4. Officers' reports
5. Committee reports
6. Special orders—Important business designated for consideration at meeting
7. Unfinished business
8. New business
9. Announcements
10. Adjournment



Debate Rules

- All comments/debate must be directed to the president.
- Keep to established speaking time limit.
- The mover may speak again only after others are finished, unless called by the president.
- You can only interrupt the speaker by making a "point of order" or "point of procedure."

Present a Motion:

1. Obtain the floor by rising and addressing the president by saying, "Ms. President." Wait until the president recognizes you.
2. State the motion affirmatively--say, "I move that we..."
3. Wait for a second to the motion; if there is no second to motion is lost.

Then:

1. The president states the motion by saying, "it has been moved and seconded..." - this places the motion for consideration and action.
2. Membership debates the motion — once presented it becomes "assembly property" and cannot be changed without member consent.
3. Once debate is finished, the president asks, "Are you ready to vote on the question?" If there is no more discussion, a vote is taken.

Voting—Majority vote is one more than half of the members; Two-thirds vote is one more than two-thirds.

By Voice – President asks those in favor to say "aye" and those opposed to say "no." Any member may move for a exact count.

By Roll Call – Each member answers "yes" or "no" as his name is called and vote is recorded by secretary.

By Division – This is a slight verification of a voice vote. It does not require a count unless the chairman so desires. Members raise their hands or stand.

By Ballot – Members write their vote on a slip of paper, this method is used when secrecy is desired.

A Quick Guide to Robert's Rules of Order

Points (Incidental Motions)

Points are motions that refer to parliamentary process or other incidental issues. They must always be addressed immediately by the president.

- **Point of Clarification**—used to clear up confusion, to ask to reword a motion, to ask a question about the motion or to inquire as to the correct motion.
- **Point of Information**—used to ask a question of the speaker holding the floor during debate.
- **Point of Order**—used to question a process, improper decorum, or to raise an issue regarding an infraction of the rules. Must be raised immediately after the error is made.



10 Basic Rules for RRO

1. The rights of the organization supersede the rights of individual members.
2. All members are equal and their rights are equal.
3. A quorum must be present to do business.
4. The majority rules.
5. Silence means consent.
6. Two-thirds vote rules.
7. One question and one speaker at a time.
8. Motions must receive full debate.
9. Once a decision is made, an identical motion must not be brought forward at the same meeting.
10. Personal remarks are always out of order.

Motion	Purpose	To Enact
Main	Take action on behalf of the assembly	Debatable; requires majority vote
Adjourn	End the meeting	Not Debatable; immediately voted upon and requires majority vote
Appeal Decision of the Chair	Appeal for the assembly to make the decision instead of the president; must be made before other business is resumed	Not Debatable; use only if relates to decorum, violation of rules, or order of business
Call for Orders of the Day	Ask to stick to the agenda (orders of the day) - deviation from agenda requires a rules suspension	Not Debatable; requires one-third majority vote
Call to Question	Close debate and force a vote	Not Debatable; requires two-thirds majority vote
Divide the Question	Divide a motion into two or more separate questions	Not Debatable; requires majority vote
Extend Debate	Extend debate on a question for a certain period of time; applies only to the pending question	Not Debatable; requires two-thirds majority vote
Object to Consideration	Avoid a motion when it would be undesirable for question to come before the assembly; must be stated before discussion or another motion is made	Not Debatable; requires two-thirds majority vote
Rescind	Change the results of a vote	Debatable; requires two-thirds majority vote
Refer to Committee	Send question to a committee to resolve; if no committee exists, motion must include size of committee desired and method of selecting the members (election or appointment)	Debatable; requires majority vote
Suspend the Rules	Suspend formal process for a short period of time; the object of the suspension must be specified	Debatable; requires two-thirds majority vote
Table	To kill a motion or temporarily suspend further consideration/ action on pending question	Not Debatable; requires majority vote
Withdraw/Modify Motion	Request to withdraw or modify a motion before debate; after question is stated, mover can accept amendment without obtaining the floor	Not Debatable; president grants request, or if objection, member of assembly can grant request



AGENDA

BIRMINGHAM AD HOC ENVIRONMENTAL SUSTAINABILITY COMMITTEE

MONDAY JUNE 12TH, 2023

BIRMINGHAM CITY HALL, 151 MARTIN ST, CONFERENCE ROOM 202, 203 BIRMINGHAM MI *

******* 6:00 PM*******

The City recommends members of the public wear a mask if they have been exposed to COVID-19 or have a respiratory illness. City staff, City Commission and all board and committee members must wear a mask if they have been exposed to COVID-19 or actively have a respiratory illness. The City continues to provide KN-95 respirators and triple layered masks for attendees.

- 1) **Call to Order**
- 2) **Roll Call**
- 3) **Review of the Agenda**
- 4) **Approval of the AHESC Minutes of May 15, 2023**
- 5) **Study Session**
 - A. **Greenhouse Gas Emissions Inventory**
 - B. **Sustainability and Climate Action Plan**
- 6) **Open to the Public for Items Not on the Agenda**
- 7) **Miscellaneous Communications**
- 8) **Draft Agenda – July 17th, 2023**
- 9) **Adjournment**

Future Meeting Dates:

Monday, July 17th at 6 p.m.
Monday, August 21st at 6 p.m.
Monday, September 25th at 6 p.m.

Monday, November 20th at 6 p.m.
Monday, October 16th at 6 p.m.
Monday, December 11th at 6 p.m.

*Please note that board meetings will be conducted in person once again. Members of the public can attend in person at Birmingham City Hall, 151 Martin St., or may attend virtually at:

Link to Access Virtual Meeting: <https://bhamgov-org.zoom.us/j/87587439403>

Telephone Meeting Access: 877 853 5247 US Toll-free

Meeting ID Code: 875 8743 9403

Notice: Individuals requiring accommodations, such as interpreter services for effective participation in this meeting should contact the City Clerk's Office at [\(248\) 530-1880](tel:2485301880) at least on day in advance of the public meeting.

Las personas que requieren alojamiento, tales como servicios de interpretación, la participación efectiva en esta reunión deben ponerse en contacto con la Oficina del Secretario Municipal al [\(248\) 530-1880](tel:2485301880) por lo menos el día antes de la reunión pública. (Title VI of the Civil Rights Act of 1964).

A PERSON DESIGNATED WITH THE AUTHORITY TO MAKE DECISIONS MUST BE PRESENT AT THE MEETING.