

**BIRMINGHAM CITY COMMISSION
MUNICIPAL BUILDING, 151 MARTIN
MONDAY, FEBRUARY 5, 2024
6:30 P.M.
SPECIAL MEETING
(WORKSHOP)**

This will be considered a workshop session of the City Commission. No formal actions will be taken. The purpose of this workshop is to engage in a presentation regarding Parliamentary Procedure and Robert's Rules of Order.

I. CALL TO ORDER

Elaine McLain, Mayor

II. ROLL CALL

Alexandria Bingham, City Clerk

III. PRESENTATION & DISCUSSION

- A. Introduction**
- B. Presentation – Eleanor “Coco” Siewert**
- C. City Commission Discussion and Comment**
- D. City Commission Discussion on future Ethics Board Presentation**

IV. PUBLIC COMMENT

V. ADJOURN

Should you wish to participate in this meeting, you are invited to attend the meeting in person or virtually through ZOOM: <https://zoom.us/j/655079760> Meeting ID: 655 079 760

You may also present your written statement to the City Commission, City of Birmingham, 151 Martin Street, P.O. Box 3001, Birmingham, Michigan 48012-3001 prior to the hearing.

NOTICE: Individuals requiring accommodations, such as mobility, visual, hearing, interpreter or other assistance, for effective participation in this meeting should contact the City Clerk's Office at (248) 530-1880 (voice), or (248) 644-5115 (TDD) at least one day in advance to request mobility, visual, hearing or other assistance. 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).



“Effective Meetings”

City of Birmingham

February 5, 2024

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