



Resolution No. 2024-257
November 26, 2024

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

That the Ypsilanti City Council adopts "ROBERT'S RULES OF ORDER, 12TH EDITION" as the official rules of order for procedure of the Ypsilanti City Council meetings. Failure to exactly follow the procedural rules shall not invalidate Council action otherwise legal.

For the purpose of Council rules, each separate meeting of City Council shall constitute a "session" as that term is used in Robert's Rules of Order.

Any meeting of City Council, that is not a regularly scheduled meeting, including Closed Sessions, shall be considered a Special Meeting

A motion for reconsideration of a motion may be made and considered at the same session or in the next immediate session.

A motion may be amended by a "friendly amendment" if both the member making the motion and the member supporting (seconding) the motion agree.



Resolution No. 2024-258
November 26, 2024

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

That regular Council meetings shall be held on the first and third Tuesdays of the month. When a Council meeting falls on a holiday or an Election Day, the next Tuesday after said holiday or Election Day will be the meeting day for the regular meeting, except when Council designates another day. Such a change will be given public notice.

Further, that all regular meetings of the Ypsilanti City Council shall be held at 7:00_p.m. in the City Council Chambers, located at One South Huron Street, except when the Council designates another time and location. Such a change will be given public notice.

Further, that all Council meetings end by 10:00 p.m., unless Council agrees by majority vote to extend the deadline.



Resolution No. 2024-260
November 26, 2024

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

That *Washtenaw County Legal News* be designated as the official newspaper of the City of Ypsilanti, for placement of all required publication notices and display advertisements.



Resolution No. 2024-261
November 26, 2024

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

That the procedure for transaction of business shall be that business raised by at least one Council Member, supported by a second Council Member, under Council Proposed Business be referred to the next regular meeting for transaction. This procedure may be waived by the consent of two-thirds (2/3) vote of Council.



Resolution No. 2024-262
November 26, 2024

RESOLVED, by the Ypsilanti City Council that the **Council Protocol for City Staff** shall be as follows:

Governance of a City relies on the cooperative efforts of elected officials, who set policy, and City staff, who analyze problems and issues, make recommendations, implement and administer the Council's policies. Therefore, every effort should be made to be cooperative and show mutual respect for the contributions made by each individual for the good of the community.

Conduct Toward Staff

Clear, honest communication that respects the abilities, experience, and dignity of each individual is expected. Poor behavior towards staff is not acceptable.

Channels of Communication

Questions of City staff and/or requests for additional background information should be directed only to the City Manager, Assistant City Manager, City Attorney, City Clerk, or Department Heads. The City Manager should be copied on any request to Department Heads. Council Members should not set up meetings with department staff directly, but work through Department Heads, who will attend any meetings with Council Members. When in doubt about what staff contact is appropriate, Council Members should ask the City Manager for direction.

Equal Access to Information

Materials and information supplied to a Council Member in response to a request will be made available to all members of the Council so that all have equal access to information. The City Manager should ensure that such access is provided when appropriate.

Public Criticism of Employees

Council should never express concerns about the performance of a City employee in public, to the employee directly, or to the employee's manager. Comments about staff performance should only be made to the City Manager through private correspondence or conversation.

Involvement in Administrative Functions

Do not get involved in administrative functions. Council Members must not attempt to influence City staff on the making of appointments, awarding of contracts, selecting of consultants, processing of development applications, or granting of City licenses and permits.

Attendance at Staff Meetings

Do not attend staff meetings unless requested by staff. Even if the Council Member does not say anything, the Council Member's presence may imply support, show partiality, intimidate staff, or hampers staff's ability to do its job objectively.

Requests for staff support.

It shall require two members of Council to request staff support through the City Manager, who is responsible for allocating City resources in order to maintain a professional, well-run City government. It is up to the City Manager to ensure that staff resources are allocated in accordance with overall Council priorities. Research or preparation of material by the City Attorney may be requested directly by the Mayor, or two Council Members.

Response to Citizen Complaints

Depend upon the staff to respond to citizen complaints and concerns. It is the role of Council Members to pass on concerns and complaints on behalf of their constituents. It is not, however, appropriate to pressure staff to solve a problem in a particular way. Refer citizen complaints to the City Manager, who will follow up with appropriate staff. The staff should respond to all approved requests for information in an agreed upon timeframe. It is appropriate for Council Members to follow up with the Manager to determine how the concerns were resolved.



Resolution No. 2024-263
November 26, 2024

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

That City Council adopts the following City Council Boards and Commission Appointment Procedure:

NOTICE

That the City Clerk shall provide the City Council, monthly, a report consisting of all council appointees, their address and contact information, the committee or commission appointed to, and the date of the expiration of their term for all appointees who terms expire within the next sixty (60) days.

That the Mayor or any City Staff person shall notify the City Council and City Clerk of any vacancy or pending vacancy occurring in any committee or commission as soon as it becomes known.

Notice shall be posted to the City Web sites soliciting nominations for those positions mentioned above at the time of the report or notice to City Council.

VACANCY IN OFFICE

A vacancy in office shall occur when the current appointee discontinues membership by death, resignation, or removal from office; by not seeking reappointment in writing prior to the expiration of his or her term; or by not being reappointed by the appointing authority.

TERM OF OFFICE

Members of Boards and Commissions of the City shall serve for the terms specifically stated in the charter or in the law or ordinance creating the office

With the consent of two-thirds of the Council, an appointee may continue provisionally, in office, after the expiration of their term of office, until a successor has been elected or appointed and has qualified for and assumed the duties of the office. No member of any board or commission shall be allowed to hold over for more than 60 days beyond the term of office fixed by ordinance whether or not a successor has been appointed.

QUALIFICATIONS

Appointees to City Boards and Commission shall meet the affiliation qualification requirements of the City Code, Section 2-111, below, as well as any specific qualifications required by City Ordinance or State Statute.

Sec. 2-111. Applicability of section.

(a) Except as otherwise specifically provided, members of boards and commissions shall be affiliated with the city. This requirement shall be fulfilled in the following ways:

- (1) An individual shall have been a resident of the city for a minimum of two years; or
- (2) An individual shall demonstrate ownership/interest for a minimum of two years in a business established in the city for a minimum of two years.

(b) Exceptions to subsections (a)(1) and (2) of this section shall only be permitted if it is determined by the city council that a board or commission requires the membership of an individual with a specific position, knowledge, experience or expertise not available in another individual who may otherwise comply with the terms of subsections (a)(1) and (2) of this section.



Resolution No. 2022-265
November 26, 2024

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

That the following Rules for Public Comment be adopted:

Persons wishing to speak before the City Council during designated Public Commentary periods must sign up with the City Clerk in person, electronically, or by telephone during the times stated in these rules. Speaking times and any portions thereof are not transferable, and speakers may not use Public Commentary time to address the Council on an agenda item for which a public hearing is scheduled for the same meeting.

At regular and special Council meetings, during the time designated as Public Commentary, those wishing to address the Council will be recognized by the City Clerk to speak for up to three minutes. Public Commentary at Council meetings shall be limited to an overall time limit of 45 minutes, and speakers who have signed up to speak but are unable to address the Council during Public Commentary due to the overall time limit shall be allowed to address the Council during the Continued Public Commentary portion of the meeting agenda. Time for purposes of this policy shall be kept by the City Clerk or their designee, using a timing device and an audible alarm to indicate that a speaker's time has expired. The City Clerk shall reduce the amount of time allowed for each speaker to two minutes if more than 30 speakers have signed up to speak at a Council meeting.

If a large group of people desire to communicate the same message, Council may request that the group appoint a spokesperson to represent the group and make remarks on behalf of the group.

During business hours on the day of a regular Council meeting, the City Clerk shall sign up persons interested in speaking during the time designated as "Public Commentary" and create an ordered list of speakers by established priority groups. All speakers within each priority group will be recognized in random order by the City Clerk (using a randomization tool), and priority groups shall be as follows, in order:

- (a) Persons wishing to address the Council on agenda items who have not signed up for Public Commentary at the previous two meetings.
- (b) Other persons wishing to address the Council on agenda items.
- (c) Persons wishing to address the Council on items not on the agenda who have not signed up for Public Commentary at the previous two meetings.
- (d) Persons wishing to address the Council on any other matter.
- (e) Persons wishing to address the Council who had not signed up in advance.

The City of Ypsilanti encourages persons with disabilities to participate. Upon two days' notice, we provide auxiliary aids and services (such as signers for the hearing impaired and audio tapes

of printed materials being considered at the meeting). Individuals with disabilities requiring auxiliary aids or services should contact the City Clerk's office.

Public Speaking Rules

Speakers and the public shall obey these Council Rules, including the following public speaking rules, and all rules announced by the Chair or their designee at the start of the Council meeting:

1. Speakers who are not present or available when recognized by the City Clerk shall lose the opportunity to speak.
2. All public speakers must speak from the podium, unless the speaker is attending the meeting remotely, directing their comments and questions only to the Mayor and the Council. The City Clerk may designate and mark a speaker area around the podium. All persons and items not belonging to the speaker must remain outside the designated speaker area.
3. All public speakers are encouraged to identify themselves by their full name and residence address prior to speaking, and if applicable, the organization or group on whose behalf they are speaking.
4. Members of the public shall not disturb, interrupt, harass, or speak over the speaker at the podium, or use their time to engage in direct dialogue with other persons attending the meeting.
5. Members of the public shall not interrupt Council members, City officials, or staff while they are speaking during a meeting or otherwise unlawfully disrupt a Council meeting.
6. Speakers are requested to remain civil and respectful, and refrain from the use of profanity, true threats, personal attacks against officials unrelated to performance of their job duties, and other categories of speech not protected by the First Amendment.
7. The public should sit on the chairs provided and not stand. If public members must stand, then it shall be at a designated area at the rear of council chambers and not obstructing of any aisles, walkways, or exits/egress routes. Table seating is reserved for City officials and staff.
8. Members of the public desiring to hold up signs should sit in the back row of chairs so that their signs do not interfere with others or obstruct cameras. Signs must be handheld and kept below shoulder height. Signs must not be attached to poles, sticks, or affixed to any public property, including furniture, walls, podiums, chairs, etc. Signs may not be placed in or obstruct aisles, walkways, or egress routes.
9. If speakers have materials they wish to provide to Council, they must signal to the City Clerk who will instruct the speaker how to provide the materials to the City Clerk, who will then provide them to Council.
10. If a speaker raises a question for which the input of a person other than the Mayor or the Council would be helpful to the Council's information gathering and/or decision-making process, the Mayor may recognize the recipient of the question, if that person is present, once the speaker has concluded their remarks.

11. Members of the public must comply with the directions of law enforcement and the Fire Marshal or their designee regarding matters of public safety.
12. Persons wishing to provide written comments may submit them to the City Clerk in person or via electronic mail.

Public Hearings and Special Meetings

Persons speaking at a special meeting or public hearing must limit their remarks to the subject of the meeting and each shall not speak for more than three minutes.

Public Speaking Time Limit Waiver

Public speaking time shall not be modified or extended except upon the motion of a Council member and an affirmative vote of at least five members of the Council.

Members of the Public Addressing Council Outside of Public Commentary Periods

Upon the motion of a Council member and an affirmative vote of the Council, a member of the public shall be permitted to address the Council at a time other than during public commentary.

Conduct at Meetings

The Chair may call to order and may issue a warning to any attendee who:

1. Disrupts the orderly conduct of the meeting
2. Engages in conduct that may reasonably be perceived by the Mayor, the Council, and/or law enforcement as presenting an imminent threat to the safety of the Mayor, the Council, a City official or staff member, or the public.
3. Speaks longer than the allotted time.
4. Fails to respect public property, disturbs public property, or otherwise engages in activity that could reasonably cause, or does cause damage to or destruction of public property.
5. Otherwise violates the rules of this Council.

Failure to come to order may result in the microphone being shut off or the attendee being muted if attending remotely, the forfeiture of any remaining speaking time, or, at the request of the Mayor, expulsion from the meeting. Nothing herein is intended to limit or restrain negative, positive or neutral comment about the way an individual employee, officer, official or councilmember carries out his or her duties in public office or employment, or otherwise prohibit protected speech or expression based on content.