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RULES OF PROCEDURE FOR THE CORUNNA CITY COUNCIL November 18, 2013 as Adopted

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I. Scope

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These rules shall govern the Corunna City Council proceedings unless amended or suspended by a vote of four (4) Council members. No amendment of a rule shall be effective until the next regularly scheduled meeting of the City Council. An amendment of these rules shall appear in the minutes of the meeting at which adopted, and the text of the amendment and its date shall be certified by the Clerk/Treasurer on an addendum to the official set of rules held by that official. Copies of the amended text shall be furnished each Council member, the Mayor, the City Manager and the City Attorney. Unless amended, repealed, or replaced, these rules shall remain in force until the first Regular Council Meeting after the next biennial City election. At which time they shall be presented for re-adoption and/or modification. ([Charter Section 5.2e](#))

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All references to "Charter Sections" are to Sections of the Revised Charter of the City of CORUNNA, as affirmed November 6, 2001.

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II. Council Meetings and Standing Committee Meetings

A. Notice. All Council meetings shall be open to the public and conducted in accordance with the Open Meetings Act. Public notice of all meetings shall be given as provided in the Act, by the Clerk/Treasurer. ([Charter Section 5.2c](#))

B. Regular Council Meetings (RCM). Regular Meetings shall be held on the first and third Monday of each month at 7:00 pm in the Corunna City Hall unless adjourned by the Council or unless that day is a legal holiday, in which case the meeting shall be held on the next day that is not a legal holiday. Regular meetings may be recessed for up to 36 hours without the posting of any additional notice. ([Charter Section 5.2](#)) ([Charter Section 8.10](#)) ([Open Meetings Act](#))

C. Special Council Meetings (SCM). Special Meetings shall be called by the Clerk/Treasurer on request of the Mayor or any two Council members. Written notice stating each matter to be considered at a Special Meeting shall be given each Council member, unless the entire Council is present and waives notice. Written notice of any special meeting shall be provided to any newspaper published within five (5) miles of the City of Corunna. Notice must be given 18 hours prior to the meeting. Business shall not be transacted on items not stated in the notice of such meeting, unless consented to by all Councilpersons elected and appointed. ([Charter Section 5.2a](#)) ([Charter Section 5.2b](#)) ([Open Meetings Act](#))

D. Emergency Meetings. Emergency sessions may be called by four (4) Council members without a written notice or time constraints if the public health, safety or welfare is severely threatened and the delay would be detrimental to efforts to lessen or respond to the threat.

E. Standing Committee Meetings.

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- 1) **Committee of the Whole Meetings (COW).** Committee of the Whole Meetings shall be held on the fourth Monday of each month at 6:30 pm in the Corunna City Hall unless adjourned by the Committee or unless that day is a legal holiday, in which case the meeting shall be held on the next day that is not a legal holiday. Additional meetings may be called by the Clerk/Treasurer on request of the Committee *Chairman* or any two Council members provided 18-hour notice is given. ([Open Meetings Act](#))
- 2) **Council Work Session Meetings (CWS).** The City Manager may, from time to time, upon the approval of the Mayor or any two Councilpersons, call for a Council Worksession provided 18-hour notice is given. ([Open Meetings Act](#)).
- 3) **Pre-Council Meetings (PCM).** Pre-Council Meetings shall be held prior to each Regular Council Meeting (RCM) at 6:30 pm in the Corunna City Hall unless adjourned by the Mayor or any two Councilpersons. Earlier meetings may be called by the Clerk/Treasurer on request of the Mayor or any two Council members provided 18-hour notice is given. ([Open Meetings Act](#))

F. RCM & SCM Pre-Meeting Packets. The Clerk/Treasurer under the direction of the City Manager shall cause a pre-meeting packet for each Regular Council meeting to be delivered to the Mayor and each Council member at their residence or place of business, by the end of the day on the Thursday preceeding the meeting or as soon thereafter as possible. The packet pertaining to a special Council meeting shall be delivered at least 18 hours prior to the meeting or as soon thereafter as possible. The packet for all meetings shall contain the proposed meeting agenda and all matters proposed to be considered at the meeting plus their supporting documents when available. ([Charter Section 5.2i](#))

G. Quorum. A quorum is established when four (4) or more Council members are present in person at a RCM, SCM or COW meeting. If a quorum is lost, defeated, or not established, the remaining members shall adjourn the meeting from time to time until a quorum is present. ([Charter Section 5.2d](#))

H. Attendance at Meetings.

1. **Mayor and Council.** The Mayor and members of the City Council should attend all Regular Council meetings, Special Council meetings, and Standing Committee Meetings as assigned. Any member of the Council who refuses to attend Regular Council or Special Council meetings after a vote by two (2) members compelling said attendance, shall be deemed guilty of misconduct in office. Any Councilperson or the Mayor, upon the unexcused absence from three (3) consecutive Regular Council meetings or twenty-five (25%) of Regular Council meetings in any calendar year, shall constitute an automatic vacancy of the office. ([Charter Section 3.2\(10\)](#)) ([Charter Section 5.2f](#))
2. **City Manager.** The City Manager shall attend all special, regular, and standing committee meetings of the Council, with the right to be heard in all Council proceedings, but without the right to vote. The City Manager may recommend to the Council, from time to time, such measures as he/she deems necessary or appropriate for the improvement of the City or its services. Before each meeting, the City Manager shall prepare the agenda and obtain reports for business matters and other items to be presented to the Council. The City

99 Manager shall attend additional meetings as directed by the Council or by Charter.
100 (Charter Section 4.9i) (Charter Section 4.9j)

101
102 3. **City Clerk/Treasurer.** The Clerk/Treasurer shall be the Clerk/Treasurer of the Council
103 and shall attend all regular and special meetings of the Council and shall keep the minutes
104 of the meeting and perform such other duties as may be requested by a majority vote of the
105 Council. The Clerk/Treasurer shall attend additional meetings as directed by the City
106 Manager. (Charter Section 4.10) (Charter Section 5.2f)

107
108 4. **City Attorney.** The City Attorney shall attend regular and special meetings of the Council
109 when directed by the City Manager or upon the vote of two (2) Council members, and upon
110 request shall give opinions, either written or oral, on questions of law, and shall act as
111 Council parliamentarian. (Charter Section 5.2f)

112
113 5. **Chief of Police.** The Chief of Police shall attend meetings as directed by the City Manager
114 or upon the vote of two (2) Council members. The Chief of Police shall act as or designate
115 an officer to act as Sergeant-at-arms during regular and special Council meetings and any
116 additional meetings as directed by the City Manager. The Sergeant-at-arms shall be
117 responsible to maintain order at the Council meetings. (Charter Section 5.2f)

118
119 6. **Other City Officers and Staff.** The attendance of any department head or employee of the
120 City to attend regular or special meetings of the Council shall be required when directed by
121 the City Manager or upon the vote of two (2) Council members. (Charter Section 5.2f)

122
123 7. **Excused Absences.** To the extent possible, prospective absences and the reason for
124 absence shall be reported to the Clerk/Treasurer before the meeting, who shall record the
125 reason with the minutes of the meeting. The Council by resolution may decline to excuse
126 the absence of any elected official or appointed officer from a meeting. Any officer of the
127 City who refuses to attend meetings as directed or who fails to conduct himself/herself in
128 an orderly manner shall be deemed guilty of misconduct in the office. (Charter Section
129 5.2f)

130
131 **I. Minutes of Regular and Special Meetings.** An account of all Regular meetings and
132 Special meetings of the Council and minutes of each meeting shall be prepared and kept by the
133 Clerk/Treasurer. A voice recording of each regular and special meeting shall be made and kept
134 by the Clerk/Treasurer until approval of the meeting minutes by Council. Voice recordings
135 shall be erased by the Clerk/Treasurer within 24 hours of the approval of the meeting minutes.
136 The Clerk/Treasurer shall also prepare a summary form of the minutes which shall be
137 published in the local newspaper as soon as practicable following each meeting. Proposed
138 minutes shall be approved by the Mayor and made available for public inspection within ten
139 (10) business days following each meeting. (Charter Section 5.2h) (Charter Section 8.1) (Open
140 Meetings Act)

141
142 Corrections in the minutes must be made no later than the next meeting after the meeting to
143 which the minutes refer. Corrected minutes must be made available no later than the next
144 meeting after the correction and must show both the original entry and the correction. (Open
145 Meetings Act)

146

147 Approved minutes shall be available for public inspection not later than five (5) business days
148 after the meeting at which they are approved by the Council. ([Charter Section 5.2e](#)) ([Charter](#)
149 [Section 5.2h](#)) ([Charter Section 8.1](#)) ([Open Meetings Act](#))

151 **J. Open Meetings.** The Council shall comply with the provisions of the Open Meetings Act*
152 which are in summary:

- 153
- 154 ■ The Open Meetings Act is Act 267, Michigan Public Acts of 1976, as amended (MCL
155 et seq; MSA 4.1800(1 1) et sec).

156

157 **DEFINITIONS:**

158

159 “Public body” means any state or local legislative or governing body, including a board,
160 commission, committee, subcommittee, authority, or council empowered by state constitution
161 statute, charter, ordinance, resolution or rule to exercise governmental or proprietary authority or
162 perform a governmental or proprietary function.

163

164 “Meeting” means the convening of a “public body” at which a quorum of that “public body” is
165 present for the purpose of deliberating toward or rendering a decision or recommendation on a
166 public policy.

167

168 “Decision” means a determination, action, vote, or disposition upon a motion, proposal,
169 recommendation, resolution, order, ordinance, bill or measure on which a vote by members of a
170 public body is required and by which a public body effectuates or formulates public policy.

- 171
- 172 1) All meetings of a public body shall be open to the public and held in a place available to
173 the general public.
 - 174
 - 175 2) The public has the right to tape-record, videotape, broadcast and/or telecast the meeting.
176
 - 177 3) All decisions and deliberations of a public body shall be made at an open meeting.
178
 - 179 4) Members of the public shall not be required to register or provide their names as a
180 condition of attendance, and shall be permitted to address the public body under rules
181 established and recorded by the body.
182
 - 183 5) Public Notice must be given of all meetings.
 - 184
 - 185 6) Public meetings shall not be held in a residential dwelling.
186
 - 187 7) Minutes shall be kept for each meeting showing the date, time, place, members present,
188 members absent, any decisions made at a meeting, and the purpose for which a closed
189 session is held. Minutes shall include roll call votes taken at the meeting.
190
 - 191 8) The act does not apply to a meeting of a public body which is a social or chance
192 gathering not designed to avoid the law.
 - 193 9) An informal canvas by one member of a public body of all the members of the body is
194 not a meeting for the purposes of the Open Meetings Act. ([St. Aubin v. Ishpeming City](#)
195 [Council, 197 Mich App 100 – 1992](#))
- 196

197 10) A public body may, without complying with the Open Meetings Act, attend a conference
198 or informational gathering designed to focus upon issues of general concern and intended
199 primarily to provide training and/or background information, provided that the public
200 body may not engage in discussions or deliberations during such a meeting or otherwise
201 enter into the process of addressing or resolving issues of public policy. ([Attorney
202 General Opinion No. 6074, p. 662, June 11, 1982](#))
203

204 11) The burdon of establishing that a meeting of a public body is exempt from the Open
205 Meetings Act is on the public body. ([Detroit News v Detroit, 185 Mich App 296 – 1990,
206 lv den](#))
207

208 Under the law, the attorney general, prosecutor or any citizen can challange in circuit court the
209 validity of a decision of a public body made in violation of its provisions. If a decision is made
210 by the body in violation of the law, that decision can be invalidated in court. ([Open Meetings
211 Act](#))
212

213 The first time a public official intentionally breaks the law, he or she can be punished by a
214 maximum fine of \$1,000. For a second offense within the same term of office, he or she can be
215 fined up to \$2,000, jailed for a maximum of one year or both. A public official who
216 intentionally violates the act is also personally liable for actual and exemplary damages up to
217 \$500, plus court costs and attorney fees. ([Open Meetings Act](#))
218

219 **K. Closed Sessions.** The Council shall meet in closed session only for the purposes allowed
220 by the Open Meetings Act which are in summary:
221

- 222 ■ The Open Meetings Act is Act 267, Michigan Public Acts of 1976, as amended (MCL
223 et seq; MSA 4.1800(1 1) et sec).
224
- 225 1. To consider the dismissal, suspension or disciplining of, or to hear complaints or charges
226 brought against, a public officer, employee, staff member or individual agent, if the
227 named person requests a closed hearing. A person requesting a closed hearing may
228 rescind the request at any time, in which case the matter at issue shall be considered after
229 the rescission only in open sessions.
230
- 231 2. To conduct strategy and negotiation sessions connected with the negotiation of a
232 collective bargaining agreement if either negotiating party requests a closed hearing.
233
- 234 3. To consider the purchase or lease of real property by the City up to the time an option to
235 purchase or lease that real property is obtained.
236
- 237 4. To consult with the City Attorney or any of his or her assistants regarding trial or
238 settlement strategy in connection with specific pending litigation, but only if an open
239 meeting would have a detrimental financial effect on the litigating or settlement position
240 of the City Council. A public body may not hold closed sessions with attorney under the
241 attorney-client privilege, if the discussion is of nonlegal matters. ([Booth Newspaper v
242 Wyoming, 168 Mich App 459 – 1988](#))
243
- 244 5. To review the specific contents of an application for employment or appointment to a
245 public office if the candidate requests that the application remain confidential. All

246 interviews by the City Council for employment or appointment to a public office shall be
247 held in an open meeting.

- 248
249 6. To consider material exempt from discussion or disclosure by state or federal statute.

250
251 The person requesting a closed session shall state the purpose or purposes of such session. The
252 stated purpose(s) for the session shall constitute the only agenda items in the closed session. An
253 affirmative vote by no less than four (4) Council members is required to call a closed session.
254 The Council by majority vote may adjourn a closed session or open the meeting to the public.
255 Council members may deliberate during closed sessions, but shall not make any decisions,
256 determinations, actions, votes or dispositions upon a proposal, recommendation, resolution,
257 order or ordinance in closed session. Council may arrive at a conclusion as to negotiating
258 strategy at a closed meeting. That conclusion is not a “decision” that the Open Meetings Act
259 requires to be made at an open meeting. (Open Meetings Act) (Moore v Fennville Public
260 Schools Board of Education, 223 Mich App 196 – 1997)

261
262 A separate set of minutes of the closed session shall be taken by the City Clerk/Treasurer, or
263 other such designated person taking minutes at the closed session. These minutes must include
264 the place, date, and time of the meeting, the members present and absent, and the purposes of the
265 session. These minutes shall be retained by the City Clerk/Treasurer, and shall not be available
266 to the public and shall only be disclosed if required by a civil action filed under Section 10, 11,
267 or 13 of the Open Meetings Act. The minutes of a closed session shall be destroyed one year
268 and one day after approval of the minutes of the regular meeting at which the closed session was
269 approved. (Open Meetings Act) (Attorney General Opinion No. 6817, p. 190, September 14,
270 1994)

271
272 **L. Meeting Participation.** The public is invited and encouraged to attend all City Council
273 and Committee Meetings and to address the City Council during the period reserved for public
274 comment. The Council shall make every effort to reorder the agenda to encourage public
275 participation and shall provide that citizens shall have a reasonable opportunity to be heard.
276 Unless granted more time by the Mayor or a majority vote of the Council, each member of the
277 public is limited to three (3) minutes to address the Council at each Call to the Audiance.
278 Unless granted more time by the Mayor or a majority vote of the Council, each Call to the
279 Audiance session (citizen in-put to the Council) shall be limited to a total of fifteen (15) minutes.
280 The public does not have a right to be heard outside of the Call to the Audiance period(s) of the
281 meeting, although individual members of the public may, from time to time, be recognized by
282 the presiding officer, subject to objection by Council, to address an issue under discussion. In
283 any event, all matters to come before the meeting shall be addressed to the presiding official
284 (Charter Section 5.2c)

285 286 **III. Conduct of Meetings**

- 287
288 A. **Presiding Official.** The Mayor shall preside at all Council meetings. The Mayor Pro
289 Tem shall preside in the absence of the Mayor or at the call of the Mayor. If neither
290 person is present at a meeting, the Council shall select one of its members to preside until
291 the Mayor or Mayor Pro Tem is present and seated. Committee Chairpersons shall
292 preside at all Committee meetings. All matters to come before the meeting shall be
293 addressed to the presiding official. (Charter Section 4.5a) (Charter Section 4.6)

294 The presiding official shall endeavor to conduct the meeting in a fashion that draws a
295 balance between the informality and congeniality possible in a small community the size
296 of the City of CORUNNA while also maintaining the decorum and formality necessary to
297 transact business in an orderly fashion. Any member of the Council or other officer of
298 the City who fails to conduct himself/herself in an orderly manner at any Regular or
299 Special meeting shall be deemed guilty of misconduct in office. (Charter Section 5.2f)

300
301 **B. Agenda.** All Regular Council meetings shall be subject to an agenda as prepared by the
302 Clerk/Treasurer under the direction of the City Manager, and delivered to each
303 councilperson by the end of the day on the Thursday preeceding the meeting or a soon
304 thereafter as possible. The Council at the opening of business at each Regular Council
305 meeting may upon motion ammend the agenda with a majority vote. Amendment of the
306 agenda for Special Council meetings shall be approved only upon the consent of all
307 Councilpersons elected and appointed. Any item placed on the agenda at any Council
308 meeting shall appear on each successive agenda unless disposed of, tabled indefinitely or
309 tabled until a certain date at which time the item shall reappear. (Charter Section 5.2b)
310 (Charter Section 5.2i)

311
312 The agenda of each Regular Council meeting shall consist of the following:

- 313 1. Call To Order
- 314 2. Roll Call
- 315 3. Pledge Of Allegiance
- 316 4. Moment Of Silence
- 317 5. Resolution Approving The Minutes From The Previous Meeting
- 318 6. Resolution Approving The Agenda And Ammendments To The Agenda.
- 319 7. Resolution Approving Vendor Dispursements.
- 320 8. Public Comment
- 321 9. Business Items
- 322 10. Council Roundtable Discussion
- 323 11. Public Comment
- 324 12. Adjournment

325
326 **C. Discussion**

327 All Councilpersons shall have the right to be heard during discussion periods, subject to
328 a motion with support having been being placed on the floor. Only one person shall
329 speak at a time, and only one main proposition can be on the floor at a time. The right of
330 the presiding officer to limit discussion outside of Parliamentary Procedure shall be subject
331 to objection by Council. All officials shall be addressed in one of the following manners:

- 332 1. Mr/Ms Councilperson/Mayor/Position
- 333 2. Mr/Ms (Lastname)
- 334 3. Councilperson/Mayor/Position (Last Name)

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339 **D. Roundtable Discussion**

340 Roundtable Discussion will include committee minutes or reports and general
341 announcements. All Councilpersons/Mayor shall have the right to be heard during
342 roundtable discussion.

344 **E. Parliamentary Procedure**

345
346 Parliamentary procedure is not meant to be restrictive or prevent free expression of
347 opinion, but rather to serve as a protection of the rights of all – the majority, the minority,
348 individual members, absent members, the public and all of these together. The purpose is to
349 expedite business, maintain order, insure justice, and make sure that the will of the
350 organization is accomplished properly and fairly. These procedures are designed to help,
351 not hinder the process.

352
353 Conflicts, definitions, omissions, ambiguities, and/or other insufficiencies in these rules
354 shall be decided as per Robert’s Rules of Order Newly Revised 9th Edition.

355
356 Any matter before the Council for action shall be brought by a motion of a
357 Councilmember. All motions shall begin with “I Move...” followed by the action to be
358 considered. Upon a “second” to the motion, the member who made the motion has first
359 priority in speaking to the question.

- 360
- 361 1. **Precedence and Classification of Motions.** Motions shall consist of four classes:
362 main motions, subsidiary motions, incidental motions, privileged motions, and reversal
363 motions.
 - 364 2. **Main Motions.** This group consists of all motions which bring or raise a particular
365 subject to the Council for decision, as opposed to a procedural issue. These motions
366 will constitute the principal business of a meeting.
 - 367 3. **Subsidiary Motions.** This is a group of alternative methods of changing or disposing
368 of a main motion. Such motions are always subsidiary to a main motion and therefore
369 can only be proposed when the main motion is before the Council.
 - 370 4. **Privileged Motions.** These motions are given precedence over all motions. They deal
371 with rights and privileges of members and do not directly affect the main motion.
 - 372 5. **Incidental Motions.** These motions are concerned with the rights and privileges of the
373 members, and their purpose is to handle procedural problems which arise out of the
374 consideration of the business at hand.
 - 375 6. **Reversal Motions.** These motions are to consider again a motion already decided and
376 are to be brought to the table by a member on the prevailing side of the decided motion.

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383 The following are divisions of the types of motions:

384
385 **I. Main Motion**

- 386 1. General Main Motion

387 **II. Subsidiary Motions**

- 388 2. Lay on the Table
389 3. Postpone Temporarily
390 4. Vote Immediately (Call the Question)
391 5. Limit Debate
392 6. Postpone Definitely

- 393 7. Refer to Committee
- 394 8. Remove from Committee
- 395 9. Amend or Substitute
- 396 10. Postpone Indefinitely
- 397 11. Take from the Table

398
399 **III. Privileged Motions**

- 400 12. Adjourn
- 401 13. Recess
- 402 14. Question of privilege

403
404 **IV. Incidental Motions**

- 405 15. Appeal
- 406 16. Point of Order
- 407 17. Parliamentary Inquiry
- 408 18. Withdraw a Motion
- 409 19. Suspend Rules

410
411 **V. Reversal Motions**

- 412 20. Rescind
- 413 21. Amend

414
415 **IV. Voting**

416
417 **A. Required Vote Of Members Present.** Unless otherwise stated in these rules, required
418 by ordinance or charter, or by state or federal law, the passage of all matters before the City
419 Council shall require the affirmative vote of a majority of the members present at any
420 meeting. The Mayor shall vote only in the case of a tie, except when the Mayor has a
421 conflict of interest. The Mayor Pro Tem shall have a vote, even when presiding over the
422 meeting. ([Charter Section 4.5a](#))

423
424 **B. Special Required Votes of Council.** Charter provisions for special vote requirements
425 are as follows:

- 426 1) Veto Override: Requires the affirmative vote of one less than the total number of
427 Councilpersons then holding office. ([Charter Section 4.5d](#))
- 428
429 2) Unless by the affirmative vote of four (4) Councilpersons, no office shall be created
430 or abolished, no tax or assessment shall be imposed, no street, alley, or public ground
431 shall be vacated, no real estate or any interest therein shall be sold or disposed of, no
432 action shall be taken to condemn private property for public use, no money shall be
433 appropriated, nor shall any vote of the Council be reconsidered or rescinded.
434 ([Charter Section 5.16](#))
- 435 3) The City Manager shall serve at the pleasure of, and be subject to removal by the
436 Council, but he shall not be removed from office during a period of sixty days
437 following any regular city election except by the affirmative vote of five (5) members
438 of the Council. ([Charter Section 4.8a](#))
- 439
440 4) Ordinances may be enacted, amended or repealed by the affirmative vote of no less
441 than four (4) Councilpersons. ([Charter Section 5.4](#))
- 442

- 443 5) The Council, may by a vote of not less than two (2) of its members, compel the
444 attendance of its members and other officers of the City at its regular and special
445 meetings and enforce orderly conduct herein. (Charter Section 5.2f)
446
- 447 6) Councilpersons under appointment to a Commission, Board or Authority shall serve
448 at the pleasure of and as a representative of the Council. Any Councilperson may be
449 removed without cause from his/her position on said Commission, Board or
450 Authority upon the affirmative vote of four (4) Councilpersons.
451
- 452 7) An affirmative vote by no less than Four (4) Council members is required to call a
453 closed session.
454
- 455 8) Emergency sessions may be called by four (4) Council members without a written
456 notice or time constraints if the public health, safety or welfare is severely threatened.
457

458 **C. Calling for the Vote.** In the first instance the Mayor or member presiding over the
459 Council meeting shall call for a Roll Call vote for and against the matter, by "yes" and "no"
460 responses. If on a Roll Call vote no Council member states opposition to the motion, it shall
461 be deemed to have passed unanimously. (Charter Section 5.2e)
462

463 **D. Abstentions.** No Councilperson shall vote on any question in which he/she has a
464 financial interest other than the common public interest or any question concerning his/her
465 own conduct. On all other questions, each council person present shall vote unless excused
466 by unanimous consent of the remaining members present. A Council member may abstain
467 from a vote for approval of minutes if the member did not attend the meeting for which the
468 minutes apply. (Charter Section 5.2g)
469

470 **E. Veto Power.** The Mayor shall have Veto Power. The Mayor shall have power to
471 veto any Ordinance or Resolution (motion) adopted by the Council, by writing the word
472 "VETO" then signing and dating the same, at any time before the beginning of the next
473 Regular meeting of the City Council. Any Ordinance or Resolution (motion) not so marked
474 by the time the next Regular meeting of the Council is called to order, shall stand approved.
475 The Mayor shall, during the next Regular meeting, inform the Council of such Veto and
476 shall, at such time, state his reason and grounds for such a veto. (Charter Section 4.5a)
477 (Charter Section 4.5b) (Charter Section 4.5c)
478

479 **F. Veto Override.** Any member of the Council, upon notice from the Mayor at the Regular
480 meeting or at any of the following two (2) succeeding meetings, may make a motion to
481 override the Mayor's veto, which motion must have at least an affirmative vote of one less
482 than the total number of Councilpersons then holding office, to prevail. If the motion
483 prevails, the Ordinance or Resolution shall stand as originally adopted. If not, the
484 Ordinance or Resolution shall be null and void. (Charter Section 4.5d)
485

486 **V. Conduct of Council Members.**

487

- 488 A. Each Council member and the Mayor shall conduct himself or herself in a manner
489 consistent with the dignity and decorum of the office and shall act in a manner which
490 accords respect to the public, staff members, the Mayor and fellow Council members.
491

- 492 B. Council members shall comply with ethical rules as may be adopted by the City Council.
493
494 C. Except for purposes of inquiries and investigations authorized by it, the Council, its
495 committees, and its members shall deal with administrative officers and employees of
496 the city solely through the City Manager concerning matters relating to the performance
497 of their several official duties and employments. No action contrary thereto shall be
498 valid or binding upon the City Manager or any officer or employee of the City. Any
499 violation of the provisions of this paragraph shall constitute a violation of this Charter.
500 Neither the Council, its members, nor the Mayor shall give orders to any such officer or
501 employee either publicly or privately. ([Charter Section 5.16](#))
502

503 **VI. Council Standing Committees**

504

505 Three standing committees are established by these Rules to assist the City Council in its work.
506 The committees are the Committee of the Whole, the Council Work Session, and the Pre-Council
507 Meeting. The committees are not formed for the purpose of removing prerogatives from the City
508 Manager or the Council granted by the City Charter, but rather to enhance their abilities to
509 perform efficiently and economically.
510

- 511 **A. Attendance and Minutes.** The City Manager and a staff person, who shall keep
512 minutes, shall attend meetings of each committee. The Mayor shall be an ex-officio
513 member of each committee without vote.
514
- 515 **B. Committee of the Whole.** Responsibilities of this committee shall include review and
516 recommendations on employment and labor contracts and shall preside as the Finance
517 Committee for issues related to the budget. The foregoing, however, shall not prevent
518 the City Council from referring any item to a committee.
519
- 520 **C. Council Work Sessions.** Council Work Sessions are informational gatherings designed
521 for the purpose of training, education, strategic planning, fact finding, and other related
522 purposes. Council Worksessions will not require that a quorum be present, as no formal
523 deliberations, actions, decisions or recommendations may be made.
524
- 525 **D. Pre-Council.** Pre-Council Meetings are informational gatherings designed for the
526 purpose receiving reports from the City Manager and city staff, consideration of the
527 council agenda for additions and/or deletions, obtaining clarifications regarding meeting
528 packet information, and other related purposes. Pre-Council Meetings will not require
529 that a quorum be present, as no formal deliberations, actions, decisions or
530 recommendations may be made.
531
- 532 **E. Committee Minutes.** Each committee shall submit minutes of its meetings to the
533 Council.
534
- 535 **F. Committee Rules.** Each committee will operate under the Rules of Procedures as herein
536 adopted.
537
- 538 **G. Additional Committies.** Nothing in these rules shall prevent the City Council from
539 creating additional committees, including ad-hoc committees.
540

541 **VII. Legislation**

542
543 **A. Ordinances and Resolutions.** All action taken by the City Council shall be by
544 ordinance or by resolution (motion), as provided by the City Charter. All acts carrying a
545 penalty for the violation thereof shall be by ordinance. (Charter Section 5.4)

546
547 **B. Ordinances.** Any one or more Council members may introduce a request for an
548 ordinance, or an amendment of an ordinance, on a form the Council shall provide. The
549 form shall be submitted to the Clerk/Treasurer who shall record the date and time of
550 receipt of the request, and shall provide a copy of the request to the City Manager, the
551 City Attorney, and to any department head affected by the request, and shall also provide
552 a copy to each City Council member and the Mayor by placing a copy in the next City
553 Council pre-meeting packet. The Clerk/Treasurer will place the request for action on the
554 agenda for the next regular City Council meeting, under a separate heading. If the
555 Council pre-meeting packet does not contain a copy, the request may not be considered
556 until the next meeting unless the Council votes otherwise.

557
558 The Clerk/Treasurer shall provide a copy of the text of a proposed ordinance or
559 amendment to the Mayor and to each Council member. In each ordinance amending an
560 existing ordinance, changes or new matters shall be placed in capital type, and matter
561 which has been omitted shall be indicated by printing in stricken through type. Every
562 ordinance shall have endorsed thereon the name of the Council member or members
563 introducing it.

564
565 All ordinances and their amendments must be in writing and shall be approved as to form
566 and section numbering by the City Attorney. The regular order for consideration of
567 ordinance proposals shall be:

- 568
569 1. Introduction, first reading by title.
570
571 2. Referral to applicable committee, if appropriate.
572
573 3. Public hearing scheduled by Council when required, to be held not sooner than five
574 days after notice of the hearing is posted, except in the case of emergency
575 ordinances.
576
577 4. Written committee or staff reports on the ordinance presented to the Council.
578
579 5. Final reading and passage.

580
581 The style of all ordinances passed by the Council shall be: “The City of Corunna
582 Ordains”. Each Ordinance passed by the Council shall be published at least once within
583 fifteen (15) days after the adoption of the ordinance by the Council. All ordinances shall
584 become effective immediately upon the publication thereof or a date subsequent as
585 provided by the ordinance. (Charter Section 5.4)

586
587 **C. Resolutions.** All action taken by the Council, that are not otherwise required to be
588 accomplished by ordinance by the City Charter or by state or federal law, shall be
589 accomplished by resolution (motion). Any member intending to place a resolution on the
590 Council agenda shall submit a written request stating the resolution to the Mayor or City

591 Manager not less than five (5) days prior to the Council meeting at which the member
592 wishes the resolution to be considered. The City Manager shall include this request for
593 resolution in the pre-meeting packet to be presented to the Council for the next applicable
594 regular Council meeting. The Mayor shall place the item on the agenda for consideration
595 to be approved by Council at the next regular Council meeting.
596

597 **VIII. Appropriations.**

598
599 **A. Finance Committee.** The Council shall have a Finance Committee which shall include
600 all Council members and the Mayor, ex officio, without vote. The finance committee
601 shall be known as the Committee of the Whole. The chair shall convene the Committee in
602 March to consider and review budget requests by all City agencies.
603

604 **B. Preparation of Budget Recommendation.** The City Manager is designated the budget
605 officer by City Charter. Each board, commission, authority, or other agency, officer and
606 department head shall submit a recommended budget to the City Manager on or before
607 the first day of March each year. The recommendation shall include a detailed budget
608 with supporting explanation of an proposed expenditures. ([Charter Section 6.2](#))
609

610 The City Manager shall prepare and submit to the Mayor and Council on or before the
611 first regular meeting in April of each year a budget document covering the next fiscal
612 year, tabulating the recommendations of the several officers, department heads and
613 agencies, which shall include at least the following information:
614

- 615 1. Detailed estimates, with supporting explanations of all proposed expenditures for
616 each department and office of the City, together with the expenditures for
617 corresponding items for the last preceding fiscal year in full and for the current
618 year to March 1 and estimated expenditures for the balance of the current fiscal
619 year;
620
- 621 2. Statements of the bonded and other indebtedness of the City, showing the debt
622 redemption and interest requirements, the debt authorized and unissued, and the
623 condition of sinking funds, if any;
624
- 625 3. Detailed estimates of all anticipated revenues of the City from sources other than
626 taxes, with a comparative statement of the amounts received by the City from
627 each of the same or similar sources for the last preceding fiscal year in full, and
628 for the current fiscal year to March 1, and estimated revenues for the balance of
629 the current fiscal year;
630
- 631 4. A statement of the estimated balance or deficit for the end of the current fiscal
632 year;
633
- 634 5. An estimate of the amount of money to be raised from current and delinquent
635 taxes and the amount to be raised from bond issues which, together with any
636 available unappropriated surplus and any revenues from other sources, will be
637 necessary to meet the proposed expenditures;
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- 639 6. Such other supporting schedules as the Council may request.

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C. Adoption of Budget, Tax Limit. Not later than the third Monday of May, the council shall, by resolution, adopt the budget for the next fiscal year and shall, in such resolution make an appropriation for the money needed for municipal purposes during the ensuing fiscal year of the City and provide for a levy of the amount necessary to be raised by taxes upon real and personal property for municipal purposes. The levy shall not exceed one and one half percent (1 1/2%) of the assessed valuation, as equalized for all real and personal property subject to taxation in the City. (Charter Section 6.3)

D. Budget Control. No money shall be drawn from the treasury of the City without an appropriation, nor shall any obligation for the expenditure of money be incurred without an appropriation covering all payments which will be due under such obligation in the current fiscal year. The Council may transfer any unencumbered appropriation balance, or any portion of it, from one department, fund or agency to another. In the case of emergency, opportunity, or when necessary to protect the public health, safety or welfare, the Council may make additional appropriations to cover unanticipated expenditures required of the City because of such emergency or opportunity. The balance in any appropriation which has not been encumbered at the end of the fiscal year shall revert to the balance of the fund from which appropriated. (Charter Section 6.4)

E. Budget Reports. At the beginning of each quarterly period during the fiscal year, and more often if required by the Council, the officer responsible for maintenance of the City accounting systems shall submit to the Council data showing the relation between the estimated and actual revenues and expenditures to date; and if it shall appear that the revenues are less than anticipated, the Council may reduce appropriations, except amounts required for debt and interest charges, to such a degree as may be necessary to keep expenditures within the revenues. (Charter Section 6.4)

F. Annual Audits. An independent audit shall be made of all accounts of the city government at least annually. Such audit shall be made by certified public accountants experienced in municipal accounting. (Charter Section 6.7)

G. Unappropriated Expenditures and Obligations. Resolutions approving an expenditure and/or obligation for which monies have not been appropriated, shall provide for the appropriation of the monies necessary for the expenditure and/or obligation and amend the budget accordingly as required under Paragraph D (Budget Control). (Charter Section 6.4)

1) Additional Appropriations: In the case of emergency arising from a pressing need and necessary to protect the public health, welfare, or safety (excluding regular or recurring requirements), the Council may make additional appropriations.

2) Transfer of Appropriations: In the case other than emergency, the Council shall not increase appropriations, but may transfer any unencumbered appropriation balance, or any portion thereof, from one department, fund, or agency to another.

Unless by the affirmative vote of four (4) Councilpersons no money shall be appropriated.
(Charter Section 5.16)

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IX. Council and Mayoral Appointments

Authority, Committee, Commission and Board structure and appointment shall be as approved by Council in the Rules of Procedure subject to applicable Federal, State, Charter and Agreement requirements. City Code and Organizational By-Laws will be amended when allowed and only after proper procedure has been followed, to comply with these Rules of Procedure.

Any Mayorial appointed position which remains unfilled for a period of sixty (60) days shall be appointed by direct Council election, provided that the intent of Council to assume appointment responsibility as a result of extended vacancy is voiced at a Regular Council meeting fifteen (15) days prior to the assumption of responsibility.

If a vacancy occurs in any administrative office and the City Manager fails to recommend an appointment thereto within thirty (30) days from the date the vacancy occurs, then such vacancy may be filled by the Council without recommendation by the City Manager. (Charter Section 4.9a)

Councilpersons under appointment to a Commission, Board or Authority shall serve at the pleasure of and as a representative of the Council. Any Councilperson may be removed without cause from his/her position on said Commission, Board or Authority upon the affirmative vote of four (4) Councilpersons.

A. **Mayor Pro Tem.** The Council shall at its first regular meeting following each regular biennial election, select one (1) of its members to serve as Mayor Pro Tem. The Mayor Pro Tem shall perform the duties of the Mayor when, on account of absence from the City, disability, or otherwise, the Mayor is temporarily unable to perform the duties of his office, and in the case of vacancy in the office of Mayor, until such vacancy is filled by the Council. (Charter Section 4.6)

B. **Vacancy of Office of Mayor, Mayor Pro Tem and Councilperson.** In the event of a vacancy occurring in the office of Mayor, Mayor Pro Tem, or Councilmember, the Council shall appoint any qualified elector to fill the vacancy. Candidates applying to fill a vacancy shall be given the right to speak at the meeting in which the appointment is to be made, and prior to a motion being placed on the floor. Vacancies in elective offices shall, within sixty days, be filled by appointment by the Council of a person possessing the qualifications for the office, who shall hold such office until the next regular city election. At which election such vacancy shall be filled for the unexpired term of such office. (Charter Section 3.5) (Charter Section 4.6)

C. **City Manager.** The City Manager is the Chief Administrative Officer of the City. All administrative officers shall be responsible to the City Manager in and for the performance of the duties of their several offices. He/she shall be selected by the City Council on the basis of training and ability alone. The Council shall appoint a City Manager within ninety (90) days after any vacancy exists unless an Acting Manager has been appointed for the period of the vacancy. Elective City Officers shall not be eligible for appointment as City Manager or Acting City Manager during a vacancy until two years have elapsed following the expiration of the term for which elected. (Charter Section 4.7) (Charter Section 4.8a) (Charter Section 4.8b) (Charter Section 4.9a) (Charter Section 4.10)

- 740 D. **Administrative Staff Officers.** The Clerk/Treasurer, Assessor, Building Inspector,
741 Attorney, Chief of Police, Fire Chief, Superintendent of Public Works and such
742 additional administrative officers as may be created by ordinance, shall be appointed by
743 the City Council upon recommendation by the City Manager. They shall serve for an
744 indefinite period, to serve at the pleasure of the Council. Any administrative officer may
745 be discharged by the City Manager with confirmation by the Council. ([Charter Section](#)
746 [4.7](#)) ([Charter Section 4.9a](#)) ([Charter Section 4.9f\(2\)](#))
747
- 748 E. **Committee of the Whole.** The Committee of the Whole shall consist of all six (6)
749 Council members. The membership of the committee shall elect from within the
750 committee both a chairperson and a vice-chairperson to serve at the pleasure of the
751 committee. The Mayor shall serve as ex officio, without a vote.
752
- 753 F. **Council Work Sessions.** Council Work Sessions shall consist of all six (6) Council
754 members. The Mayor shall preside over all such meetings.
755
- 756 G. **Pre-Council Meetings.** Pre-Council Meetings shall consist of all six (6) Council
757 members. The Mayor shall preside over all such meetings.
758
- 759 H. **Corunna Downtown Development Authority Board of Directors.** The Corunna
760 Downtown Development Authority Board of Directors shall consist of eleven (11)
761 members; one (1) Mayor (or his designee) and ten (10) at large members serving for four
762 (4) year terms. The at large members of the board shall be appointed by Mayor, subject to
763 the confirmation of the Council. Eligibility for membership on the board and terms of
764 office shall be as provided in Act No. 197. The membership of the board shall annually,
765 in January, elect from within the board its chairperson, vice-chairperson, treasurer, and
766 secretary. All members shall hold office until the member's successor is appointed.
767 ([DDA By-Laws](#)) ([PA 197 of 1975](#)) ([City Code 30-5](#))
768
- 769 I. **Election Commission.** The election commission shall consist of the Clerk/Treasurer,
770 Mayor, and one qualified elector appointed directly by the Council. The Clerk/Treasurer
771 shall be the Chairperson. All members shall hold office until the member's successor is
772 appointed. ([Charter Section 3.12](#))
773
- 774 J. **Forest Management Commission.** The Forest Management Commission shall consist
775 of five (5) members serving for three (3) year terms. One (1) Councilperson and four (4)
776 At Large. The members of the commission shall be appointed by Mayor, subject to the
777 confirmation of the Council. The members must be citizens and residents of Corunna.
778 Any vacancies in the commission shall be filled by appointment for the remainder of the
779 unexpired term. The membership of the commission shall annually, in January, elect
780 from within the commission a chairperson, vice-chairperson, and secretary. All members
781 shall hold office until the member's successor is appointed. Any Commissioner absent
782 from three consecutive meetings, without approval, will be considered for removal from
783 the commission. ([City Code 82-61](#))
784
- 785 K. **Parks & Recreation Commission.** The members of the Parks and Recreation
786 Commission are administrative officers of the City. The Parks and Recreation
787 Commission shall consist of nine (9) or eleven (11) at large members. They shall serve
788 indefinitely. The members of the board shall be appointed directly by the Council upon
789 recommendation by the City Manager and shall serve at the pleasure of the City Council.

790 Any vacancies in the commission shall be filled by appointment. The membership of the
791 commission shall annually, in January, elect from within the commission a chairperson,
792 vice-chairperson and secretary. Neither the Mayor nor any Councilperson shall serve on
793 this Commission. All members shall hold office until the member's successor is
794 appointed. Any Commissioner absent from three consecutive meetings, without
795 approval, will be considered for removal from the commission. Any administrative
796 officer may be discharged by the City Manager with confirmation by the Council.
797 [\(Charter Section 4.7\)](#) [\(Charter Section 4.9a\)](#) [\(Charter Section 4.9f\(2\)\)](#) [\(City Code 2-242\)](#)
798

799 **L. Softball Commission.** The members of the Softball Commission are administrative
800 officers of the City. The Softball Commission shall consist of nine (9) or eleven (11) at
801 large members. They shall serve indefinitely. The members of the board shall be
802 appointed directly by the Council upon recommendation by the City Manager and shall
803 serve at the pleasure of the City Council. Any vacancies in the commission shall be
804 filled by appointment. The membership of the commission shall annually, in January,
805 elect from within the commission a chairperson, vice-chairperson, treasurer and
806 secretary. Neither the Mayor nor any Councilperson shall serve on this Commission. All
807 members shall hold office until the member's successor is appointed. Any Commissioner
808 absent from three consecutive meetings, without approval, will be considered for removal
809 from the commission. Any administrative officer may be discharged by the City
810 Manager with confirmation by the Council. [\(Charter Section 4.7\)](#) [\(Charter Section 4.9a\)](#)
811 [\(City Code 2-207\)](#) [\(Charter Section 4.9f\(2\)\)](#)
812

813 **M. 4th of July Commission.** The members of the 4th of July Commission are administrative
814 officers of the City. The Fourth of July Commission shall consist of nine (9) or eleven
815 (11) at large members. They shall serve indefinitely. The members of the board shall be
816 appointed directly by the Council upon recommendation by the City Manager and shall
817 serve at the pleasure of the City Council. Any vacancies in the commission shall be
818 filled by appointment. The membership of the commission shall annually, in January,
819 elect from within the commission a chairperson, vice-chairperson, treasurer and
820 secretary. Neither the Mayor nor any Councilperson shall serve on this Commission. All
821 members shall hold office until the member's successor is appointed. Any Commissioner
822 absent from three consecutive meetings, without approval, will be considered for removal
823 from the commission. Any administrative officer may be discharged by the City
824 Manager with confirmation by the Council. [\(Charter Section 4.7\)](#) [\(Charter Section 4.9a\)](#)
825 [\(City Code 2-231\)](#) [\(Charter Section 4.9f\(2\)\)](#)
826

827 **N. Corunna Historical Commission.** The members of the Corunna Historical
828 Commission are administrative officers of the City. The Corunna Historical Commission
829 shall consist of nine (9) or eleven (11) at large members serving indefinitely. The
830 members of the board shall be appointed directly by the Council upon recommendation
831 by the City Manager and shall serve at the pleasure of the City Council. Any vacancies
832 in the commission shall be filled by appointment. The membership of the commission
833 shall annually, in January, elect from within the commission a chairperson, vice-
834 chairperson, treasurer and secretary. Neither the Mayor nor any Councilperson shall
835 serve on this Commission. All members shall hold office until the member's successor is
836 appointed. Any Commissioner absent from three consecutive meetings, without
837 approval, will be considered for removal from the commission. Any administrative
838 officer may be discharged by the City Manager with confirmation by the Council.
839 [\(Charter Section 4.7\)](#) [\(Charter Section 4.9a\)](#) [\(City Code 2-181\)](#) [\(Charter Section 4.9f\(2\)\)](#)

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O. Planning Commission. The members of the Planning Commission are administrative officers of the City. The nine (9) member Planning Commission shall consist of six (6) at large members, the Mayor, one (1) Councilperson and one (1) administrative official. The at-large members shall serve for terms of three years. The Mayor and Councilperson shall serve concurrent with their terms of election, and the city administrative official serve concurrent with the term of the Mayor. The at-large members of the board shall be appointed by the Council upon recommendation by the Mayor. The Councilperson position shall be selected by the City Council. The administrative official shall be selected by the Mayor. Any vacancies in the commission shall be filled by appointment for the remainder of the unexpired term. Appointed members shall not hold another municipal office, except that one (1) appointed member may be a member of the Zoning Board of Appeals or Joint Fire Board. At-Large Commission membership shall represent insofar as possible different professions or occupations. The membership of the commission shall annually, in January, elect from within the commission a chairperson, vice-chairperson, and secretary. All members shall hold office until the member's successor is appointed. Any Commissioner absent from three consecutive meetings, without approval, will be considered for removal from the commission. After a public hearing, a member other than the member selected by the Council may be removed by the Mayor for inefficiency, neglect of duty, or malfeasance in office. The councilperson member may for like cause be removed by the Council. ([Charter Section 4.7](#)) ([Charter Section 4.9a](#)) ([City Code 2-157](#)) ([Charter Section 4.9f\(2\)](#)) PA 285 of 1931 as ammended.

P. Shiawassee Airport Board. The the Shiawassee Airport Board shall consist of Five (5) members; one (1) representative from Shiawassee County, one (1) representative from the City of Corunna, one (1) representative from Caledonia Township, one (1) representative from the City of Owosso, and one (1) representative from Owosso Township. Each municipality shall appoint an alternate to the Board. The Corunna representative and alternate of the board shall be Councilpersons or the Mayor and shall be appointed by the Mayor, subject to the confirmation of the Council. Any vacancies in the board shall be filled by appointment for the remainder of the term. All members shall hold office until the member's successor is appointed. The alternate shall be required to attend a minimum of 50% of the regular meetings of the Shiawassee Airport Board. ([Airport Operating Agreement](#))

Q. Zoning Board of Appeals. The members of the Zoning Board of Appeals are administrative officers of the City. The Zoning Board of Appeals shall consist of five (5) at large members serving indefinitely. The members of the board shall be appointed directly by the Council upon recommendation by the City Manager and shall serve at the pleasure of the City Council. Any vacancies in the board shall be filled by appointment. The membership of the board shall annually, in January, elect from within the board its chairperson, vice-chairperson, and secretary. Neither the Mayor nor any Councilperson shall serve on this Board. All members shall hold office until the member's successor is appointed. Any administrative officer may be discharged by the City Manager with confirmation by the Council. ([PA 207 of 1921, Sec 5](#)) ([City Code 86-462](#)) ([Charter Section 4.7](#)) ([Charter Section 4.9a](#)) ([Charter Section 4.9f\(2\)](#))

R. Board of Review. The Board of Review shall consist of five (5) at large members, meeting the eligibility requirements for elective officers, and shall neither be City officers or employees nor nominees or candidates for elective office. They shall serve for

890 three (3) year terms. The appointment of members of such board shall be based upon
891 their knowledge and experience in property valuation. The members of the board shall
892 be appointed by the Mayor, subject to the confirmation of the Council. Any vacancies in
893 the board shall be filled by appointment for the remainder of the unexpired term. The
894 membership of the board shall annually, in February, elect from within the board both a
895 chairperson and a vice-chairperson. Neither the Mayor nor any Councilperson shall
896 serve on this Board. The Assessor shall be the Clerk/Treasurer of the board and shall be
897 entitled to be heard at its sessions, but shall have no vote. All members shall hold office
898 until the member's successor is appointed. ([Charter Section 6.13](#))
899

900 **S. Cemetery Board of Trustees.** The members of the Cemetery Board of Trustees are
901 administrative officers of the City. The Cemetery Board of Trustees shall consist of five
902 (5) at large members serving indefinitely. The members of the board shall be appointed
903 directly by the Council upon recommendation by the City Manager and shall serve at the
904 pleasure of the City Council. Any vacancies in the board shall be filled by appointment.
905 The membership of the board shall annually, in January, elect from within the board its
906 chairperson and vice-chairperson. Neither the Mayor nor any Councilperson shall serve
907 on this Board. All members shall hold office until the member's successor is appointed.
908 Any administrative officer may be discharged by the City Manager with confirmation by
909 the Council. ([City Code 26-2](#)) ([Charter Section 4.7](#)) ([Charter Section 4.9a](#)) ([Charter](#)
910 [Section 4.9f\(2\)](#))
911

912 **T. Corunna Area Ambulance Board.** The Corunna Area Ambulance Service (C.A.A.S.)
913 Board of Directors consists of seven (7) members; two (2) City of Corunna Elected
914 Officials, two (2) Caledonia Charter Township Elected Officials, and three (3) At-Large
915 members appointed as follows:
916 - One (1) appointed by the City of Corunna.
917 - One (1) appointed by Caledonia Charter Township.
918 - One (1) appointed by New Haven Township.
919

920 The City of Corunna Elected Officials shall be Councilpersons or the Mayor, appointed
921 by the Mayor, subject to the confirmation of the Council. The City of Corunna At-Large
922 Member shall be appointed by the Mayor, subject to the confirmation of the Council. All
923 members shall hold office until the member's successor is appointed. Note: The current
924 composition of the board does not comply with the last adopted Ambulance Service
925 Agreement.

926 ([Ambulance Service Agreement](#)) ([Ambulance By-Laws](#))
927

928 **U. Community District Library Board of Directors.** The Community District Library
929 Board shall consist of seven (7) members. One (1) Representative each shall be
930 appointed by the legislative bodies party to the agreement, consisting of Burns Township,
931 Hazleton Township, Perry Township, Shiawassee Township, Venice Township,
932 Caledonia Charter Township, and the City of Corunna. They shall serve for four (4) year
933 terms. The Corunna representative to the board shall be appointed by Council. Any
934 vacancies in the board shall be filled by appointment for the remainder of the unexpired
935 term. Each board member shall be a resident and qualified elector of the Library District
936 and a resident of the appointing municipality. ([Community District Library Agreement](#))
937

938 **V. Fire Board.** The Fire Board shall consist of five (5) members serving for six (6) year
939 terms; two (2) representatives from the City of Corunna, two (2) representative from

940 Caledonia Township, and one (1) at large member elected by the other four members.
941 The Corunna representatives of the board shall be Councilpersons or the Mayor
942 appointed by the Mayor, subject to the confirmation of the Council. Any vacancies in the
943 board shall be filled by appointment for the remainder of the unexpired term. All
944 members shall hold office until the member's successor is appointed. ([Corunna-
945 Caledonia Fire Agreement](#))
946

947 **W. Wastewater Treatment Board.** The Wastewater Treatment Review Board shall
948 consist of four (4) members. One (1) shall be a representative from the City of Owosso,
949 one (1) shall be a representative from the City of Corunna, one (1) shall be a
950 representative from Owosso Township, and one (1) shall be a representative from
951 Caledonia Township. Each Representative shall have an Alternate named by the
952 Municipality. The representative for Corunna shall be the City Manager, subject to
953 appointed by the Mayor and confirmation of the Council. The Alternate shall be the
954 Department of Public Works Superintendent, subject to appointed by the Mayor and
955 confirmation of the Council. Neither the Mayor nor any Councilperson shall serve on
956 this Commission. All members shall hold office until the member's successor is
957 appointed. The alternate shall be required to attend a minimum of 50% of the regular
958 meetings of the Wastewater Treatment Board. ([Wastewater Treatment Agreement](#))
959

960 **X. Charter Review Committee.** The Charter Review Committee shall be an Ad-hoc
961 Committee appointed by the Corunna City Council as desired and shall serve at the
962 pleasure of the city council.
963

964 **Y. SATA Board of Directors.** The SATA Board shall consist of two (2) Corunna
965 Representatives, two (2) Perry Reps, two (2) Durand Reps, two (2) Owosso Reps, and
966 two (2) RESD Reps. One (1) additional Rep is appointed to represent each public agency
967 that becomes a party to the agreement. The Board of Directors appoints one (1) At Large
968 member if needed to bring the total members to an odd number. The Corunna
969 representatives of the board shall be comprised of Councilpersons, the Mayor, the City
970 Manager or members at large. If a Councilperson, the Mayor and/or the City Manager
971 desires to be appointed to a board seat, the members at large shall vacate the board seat.
972 Any vacancies in the board shall be filled by appointment for the remainder of the
973 unexpired term. All members shall hold office until the member's successor is
974 appointed. (SATA Agreement)
975

976 **Z. Shiawassee Economic Development Partnership.** Community Non-Profit
977 Organization with the City of Corunna represented by the City Manager.
978

979
980 **AA. Labor Committee.** The Labor Committee shall be an Ad-hoc Committee appointed
981 by the Corunna City Council as desired and shall serve at the pleasure of the city
982 council.
983

984 **AB. Heritage Park Committee.** The Heritage Park Committee shall consist of three (3)
985 at large members. They shall serve indefinitely. The members of the committee shall be
986 appointed directly by the Council upon recommendation by the Mayor and shall serve
987 at
988 the pleasure of the City Council. The membership of the committee shall annually, in
989 January, elect from within the committee a chairperson, vice-chairperson and secretary.

990 Neither the Mayor nor any Councilperson shall serve on this committee. All members
991 shall hold office until the member's successor is appointed. Any committee member
992 absent from three consecutive meetings, without approval, will be considered for
993 removal from the committee.
994

995 **AC. Youth Sports and Recreation Commission.** The members of the Youth Sports and
996 Recreation Commission are administrative officers of the City. The Youth Sports and
997 Recreation Commission shall consist of nine (9) to eleven (11) at large members
998 comprised with at least four (4) coaches. They shall serve indefinitely. The members
999 of the board shall be appointed directly by the Council upon recommendation by the
1000 City Manager and shall serve at the pleasure of the City Council. Any vacancies in the
1001 commission shall be filled by appointment. The membership of the commission shall
1002 annually, in January, elect from within the commission a chairperson, vice-chairperson,
1003 treasurer, and secretary. Neither the Mayor nor any Councilperson shall serve on this
1004 Commission. All members shall hold office until the member's successor is appointed.
1005 Any Commissioner absent from three consecutive meetings or 25 percent of regular
1006 meetings in a calendar year, without approval, will be considered for removal from the
1007 commission. Any administrative officer may be discharged by the City Manager with
1008 confirmation by the Council. ([Charter Section 4.7](#)) ([Charter Section 4.9a](#)) ([City Code](#)
1009 [2-141](#)) ([Charter Section 4.9f\(2\)](#))
1010

1011 **AD. Monument Committee.** The Monument Committee shall be an Ad-hoc
1012 Committee appointed by the Corunna City Council as desired and shall serve at the
1013 pleasure of the city council. The committee shall consist of three (3) councilpersons
1014 and one (1) at large member.
1015
1016

1017 **X. Certificate of Adoption**

1018
1019 Certified to be a complete and accurate set of the Rules of the Corunna City Council of the City
1020 of Corunna amended and adopted by resolution at its regular meeting held November 21st, 2011.
1021
1022

1023
1024
1025 Nichole L. Cowdrey, City Clerk/Treasurer
1026 City of Corunna