EXHIBIT F

This is the version of the Rules that was passed and that Council is currently working under.

PROPOSED RULES OF ORDER

FOR THE

DETROIT CITY COUNCIL

FINAL VERSION

Passed by resolution on February 28, 2007:
effective September 1, 2007.

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1.0 COMPOSITION OF COUNCIL

The Detroit City Council is the city's legislative body composed of nine (9) Council Members who are elected at-large and serve a four-year term.

2.0 AUTHORITY

Pursuant to the authority set forth in Section 4-106 of the 1997 Detroit City Charter, City Council shall be reorganized from a Committee of the Whole dominant structure into a Standing Committee Structure. Accordingly, these procedural rules of the Detroit City Council are adopted pursuant to the authority set forth in Section 4-105 of the Detroit City Charter in order to assist the Council in the orderly conduct of City business.

3.0 ASSEMBLIES

The Detroit City Council shall perform its duties and conduct its business through Formal Sessions, Committee of the Whole, Standing Committees, and Special Committees. Official actions by City Council are taken at the Formal Session of City Council. All official actions of City Council shall be by motion in the form of an ordinance or resolution.

3.1 Committee of the Whole: Committee of the Whole shall mean the sub-committee of the City Council, which membership consists of all members seated.

3.2 Formal Session: Formal Session shall mean the regular weekly meeting of the City Council. Formal Session shall be the time when the City Council takes formal action on any item on their agenda. The formal actions of City Council shall be recorded in the Journal of the City Council.

3.3 Adjourned Session: Shall mean a Formal Session that is a continuation of the immediately preceding Formal or Special Session

3.4 Special Session: Shall mean a meeting of the City Council held at a time different from that of any regular meeting, and convened only to consider one or more items of business specified in the call of the meeting. The reason for a special session is to deal with important matters that may arise between Formal Sessions or during Council's recess period and that require urgent action by the Council before the next Formal Session.

3.5 Sub-Committees: Except for the Committee-of-the-Whole, shall mean a committee composed of a portion of the City Council Members serving.

> **3.5.1: Standing Committees:** A sub-committee that meets on a regular basis and is a major vehicle through which the City Council performs it duties.

3.5.2: Joint Committees: Joint committees are created by City Council from two or more standing committees to perform a specific task for a limited duration. In the case of a joint committee, the Chair of the committee designated first by the President in order of referral shall serve as Chair of the joint committee and the Chair of the committee designated second shall serve as the vice Chair of the joint committee subject to the approval of the City Council.

3.5.3: Special Committees: Shall mean a sub-committee created by resolution of the City Council to perform a specific function or task. It may be composed of only Council Members or a combination of Council Members and non-Members. Special Committees shall have staff support as needed.

3.5.3.1: Special Council Committee: Special Council Committees shall be composed of Council Members.

3.5.3.2: Taskforce: Task Forces may include non-Council Members. Task forces are of limited duration and are advisory to the City Council.

4.0 LEGISLATIVE BOARDS, COMMISSIONS, AND APPOINTMENTS

4.1 Board Of Review: Pursuant to section 9-401 of the City Charter as amended in 1997, there shall be a Board known as the Property Assessment Board of Review to hear and determine appeals from property tax assessments.

4.1.1 Members: The Property Assessment Board of Review shall consist of nine members all of whom are appointed by the City Council.

4.1.2 Appointments: Each Council Member shall recommend a person to sit on the Board.

4.1.3 Residency Requirement: A member must be a resident of the City.

4.1.4 Duties And Powers: The Board of Review shall have all the duties and powers as provided by law and that may be exercised by the entire Board or a sub-committee of the board.

4.2 Board Of Zoning Appeals: The City Council shall establish, by ordinance, one (1) Zoning Appeals Board. The powers and duties of the Board shall be in compliance with state law to review any decisions made by the Buildings and Safety Engineering Department under section 7-402 where any law, ordinance or regulation requires review by an appeals board.

4.2.1 Appointment: The City Council shall appoint the nine member Board.

4.2.2 Residency Requirement: Board members must be residents of the City.

4.2.3 Term: Members are appointed for a three-year term on a staggered term basis.

4.2.4 Role of Board: The Board of Zoning Appeals is empowered by the State of Michigan Zoning Enabling Law to act as an appeals body to hear the appeals of property owners for land uses rejected by the Building Safety and Engineering Department, or in accordance with the City Zoning Code.

4.2.5 Review Proceeding: In any review proceeding, the Buildings and Safety Engineering Department shall file a written statement and may appear before the Appeals Board in support of its decision.

4.3 City Planning Commission: Pursuant to section 4-401 of the City Charter as amended in 1997, the City Council shall establish a City Planning Commission.

4.3.1 Appointment: The nine member City Planning Commission shall be appointed by and serve at the pleasure of the City Council. As far as possible, different professions and occupations shall be represented on the Commission.

4.3.2 Residency Requirement: Commission members must be residents of the City.

4.3.3 Term: The term of office is three (3) years and the terms of three (3) members expire each year.

4.3.4 Role Of Commission: Pursuant to section 4-402 of the Detroit City Charter as amended in 1997, the Commission shall advise the City Council on development matters as defined in section 6-204, and perform other functions as directed by the City Council.

4.3.5 Commission Resolutions: Any resolution adopted by the Commission is advisory.

4.3.6 Council Member Service: City Council Members are eligible for appointment to the Commission.

4.4 Historic Designation Advisory Board: Pursuant to section 25-2-34 of the Detroit City Code, the City Council shall establish an Historic Designation Advisory Board.

4.4.1 Appointment: The nine (9) permanent members of the 12-member Board shall be appointed by City Council.

4.4.2 Residency Requirement: A member of the Board must be a resident of the City.

4.4.3 Term: The term of appointment for permanent members is three (3) years on a staggered term basis.

4.3.4 Role Of Board: The Board shall advise the City Council on matters relating to historic preservation, and in particular, proposals for the designation of local historic districts.

4.5 Board of Ethics: Pursuant to section 2-106 of the City Charter as amended in 1997 and 2000, an independent seven (7) member Board of Ethics shall be created.

4.5.1 Appointment: The Board shall consist of seven (7) members of the public including three (3) who are appointed by the Mayor, three (3) who are appointed by the City Council, and one (1) who shall be jointly appointed by the Mayor and the City Council. The members shall serve without compensation and may be removed for cause only.

4.5.2 Residency Requirement: Public members of the Board shall be residents of the City who are not elective officers, appointees, or employees of the City at any time during their Board membership.

4.5.3 Term: The term of membership of the Board shall be five (5) years. Each appointee may serve a maximum of two (2) consecutive five-year terms, not to exceed a total of ten (10) years. Not more than two (2) members' terms shall expire in any one (1) year.

4.5.4 Role of the Board: The Board of Ethics was created pursuant to Charter section 2-106 for the following reasons: to render advisory opinions regarding the meaning and application of provisions of the Charter, city ordinances or other laws or regulations establishing standards of conduct of public servants; to conduct investigations based upon a complaint or its own initiative to ensure the integrity of city government; and to recommend improvements in the standards of conduct to ensure the ethical behavior of public servants, all in a manner consistent with the provisions of section 2-106 of the City Charter and the provisions of Detroit City Code sections 2-6-1 *et seq.*

5.0 COMPLIANCE WITH OPEN MEETINGS ACT

5.1 Open Meetings: All meetings of the Detroit City Council shall be open to the public and held in accordance with the Michigan Open Meetings Act, 1976. P.A., MCLA 15.261 et seq; MSA 4.1800 et seq.

5.2 Calendar Posting: Within ten (10) days after the first Formal Session of a calendar year public notice shall be posted stating the dates, times and places of its Formal Sessions. A similar posting shall be made listing the dates and times of all Standing Committee meetings.

5.3 Rescheduling Of Meetings: If a Formal Session, Committee of the Whole, Standing Committee, Sub-Committee, or Taskforce must be rescheduled, this change shall be posted at least twenty-four (24) hours before the meeting. If a committee meeting must be rescheduled, this change shall be posted at least eighteen (18) hours before the meeting.

5.4 Public Notices: All public notices shall include the name, address and telephone number of the City Council and shall also be posted in the office of the City Clerk

5.5 Emergency Session: Notwithstanding the notice requirements of these rules, the City Council may meet in Emergency Session as permitted under Michigan Public Act No. 267 of 1976.

6.0 POWERS AND DUTIES OF THE PRESIDENT

6.1 Selection Of Council President: The member of the City Council receiving the highest number of votes at the Regular City General Election shall be President of the City Council for the ensuing four (4) year term.

6.2 Presidential Succession To Office: If a vacancy occurs in the office of Mayor, the City Council President shall succeed to the office until a new Mayor is elected.

6.3 President's Duties:

6.3.1 Referrals To Standing Committees: The President shall report at each Formal Session all items being referred to the Standing Committees.

6.3.2 Chair Of City Council Sessions: The President shall Chair all Sessions (Formal, Special, Executive, Community, Emergency, and Closed) of the City Council and the Committee of the Whole.

6.3.3 Calling Meeting To Order: The President shall take the Chair at the time the meeting has been scheduled. The President shall immediately call the members to order and request the Clerk to call the role.

6.3.4 Preserving Decorum: The President shall preserve order and decorum and may speak on points of order during Formal Sessions. The President shall decide questions of order, with the aid and assistance of the Parliamentarian, subject to an appeal to the Council. Such appeal must be made and seconded, and on which appeal no member shall speak more than once except by consensus of the members present.

6.4 Appointment Of Standing Committees: The President shall appoint the Chair and the members of each Standing Committee with the consent of the Detroit City Council. The term of each Standing Committee Chair is four years. At the end of four years, the

President may appoint a new Chair unless it is determined otherwise by a majority of the Council.

6.5 Removal Of Standing Committee Chairs: The President shall remove Committee Chairs with the vote of a super majority of the City Council Members serving.

6.6 Compelling Attendance: The President shall have the power to compel the attendance of an absent member. (See Section 11.5).

6.7 Administrative Council Duties: The office of the President shall perform other administrative duties of the Council as necessary.

6.8 Annual Request To Corporation Counsel: The City Clerk shall annually request the Corporation Counsel, his or her designee, who shall be an Assistant Corporation Counsel and the Finance Director or his or her designee to attend all Formal Sessions and Special Meetings of the City Council.

6.9 Convening Committee Of The Whole Meetings: The President of the Detroit City Council shall have the authority to convene a meeting of the Committee of the Whole when the subject matter is of importance and sensitivity.

6.10 Sub-Committees: The President may create sub-committees that shall meet according to a resolution by the City Council. A member of a sub-committee must be a member of the Standing Committee from which it is formed.

6.11 Absence Of President and the President Pro Tempore: In the absence of the President and the President Pro Tempore, the next ranking member shall assume the duties of the President.

7. 0 POWERS AND DUTIES OF THE PRESIDENT PRO TEMPORE

7.1 Selection Of Council President Pro Tempore: The member of the City Council receiving the second highest number of votes at the regular City General Election shall be President Pro Tempore of the City Council for the ensuing four (4) year term.

7.2 Serve In Absence Of The President: The President Pro Tempore shall, during the absence of the President, have and exercise all the duties and powers of the office of the President.

8.0 COMMITTEE OF THE WHOLE

8.1 Meeting Guidelines: Council may meet as a Committee of the Whole. The Committee of the Whole shall only meet on matters of importance or sensitivity.

8.2 Meetings Called By The President: Committee of the Whole Meetings are determined by the President or by a majority of City Council Members.

8.3 Compliance With Notice And Open Meetings Act: The Committee of the Whole shall adhere to all the rules for public notice and shall comply with all of the provisions of the open meetings act.

8.4 Committee Members Defined: All nine (9) Council Members shall constitute the Committee of the Whole.

8.5 Committee of the Whole Quorum Defined: A quorum of the Committee of the Whole shall consist of a majority of the sitting Council Members.

8.6 City Council Evening Community Meetings: On at least eight occasions during the year, for the purpose of hearing public testimony, the City Council shall hold meetings in different areas of the city; these meetings shall begin at 7:00 PM and end at 8:30 PM. The President shall Chair these meetings. In the absence of the President and the President pro tempore, the next ranking member shall assume the duties of the President.

8.7 Committee of the Whole Operation: For Committee of the Whole meetings, the President shall chair and have the following duties:

8.7.1 To decide all questions of order
8.7.2 To determine the order of business
8.7.3 To determine the speaking order of members
8.7.4 To limit debate
8.7.5 To determine if a member of the public shall address the committee
8.7.6 To maintain order

8.8 Speaking Time Limits: All Council Members who wish to speak shall be accorded equal speaking time. For each round of discussion, Council Members shall be limited to two (2) minutes for any questions or statements. The President has the discretion to alter the speaking time allotted. Yielding of floor time to another Member is not permitted.

9.0 STANDING COMMITTEE

9.1 Standing Committee Authority: Standing Committees shall consider items that have been referred to them, by the President at the Formal Session and to matters generally described in these rules for each committee. The basic function of each committee is to inquire and to recommend actions to the Formal Session for official action. Additional committee authority exists only when specifically authorized by ordinance or by the City Council. Committees shall provide an opportunity for public comment only with regard to items noticed on their meeting agendas. No committee member or combination of committee members shall employ or engage the services of any person, or authorize or incur costs or expenses or accept gifts or services to a

committee unless authorized by the City Council in a Formal Session or as provided by law.

9.2 Committee Creation: The following Standing Committees are hereby created: Budget, Finance, and Audit; Internal Operations; Planning and Economic Development; Neighborhood and Community Services; and Public Health and Safety. The following committees are responsible for the associated departments. Line items and issues pertaining to various City departments and agencies will be directed to the Council committees as outlined below.

Budget, Finance and Audit

Budget
Finance
Auditor General

Internal Operations

City Council
City Clerk
36th District Court
Human Resources
Human Rights
General Services
Mayor's Office
Election Commission
Law
ITS
Board of Ethics
Detroit Bldg. Authority.
Pension and Retirement Systems
Detroit Wayne Joint Building Authority
Council Appointed Boards and Commissions

Planning & Economic Development

Planning & Development
Empowerment Zone
Workforce Development
Citizen District Council
EDC
LDFA
DDA
DBRA
DWCPA
DWCSA
DEGC
Zoning
Licensing and Consumer Protection

Neighborhood and Community Services

Arts
Civic Center
Library
Human Services
Historical
Youth
Senior Citizens
Citizens Radio Patrol
Homeless Coordination
Cultural Affair
Museums
Recreation
Ombudsman
Zoo
Cable Comm.
Board of Review
Neighborhood City Halls

Public Health and Safety

Airport
Buildings & Safety Engineering
Fire
Municipal Parking
Police
Detroit Transportation Corporation
Dept. of Admin. Hearings
DARTA
Detroit Wayne County Health Auth.
Public Works
Public Lighting
DWSD
Environmental Affairs
Health & Wellness Promotion
Homeland Security
Transportation
GDRRA
SEMCOG

9.2.1 Budget, Finance And Audit Committee: The Budget, Finance and Audit Standing Committee shall be referred all matters pertaining to and concerning bond issues, taxes, fees and other revenue measures. The Budget, Finance and Audit Committee shall be referred the annual budget and official compensation schedule. The Budget, Finance and Audit Committee may hold a public hearing on the Mayor's and finance department's directives to each department for the annual budget after the instructions are released. The following departments, boards and commissions shall be under the jurisdiction of this committee: Budget, Finance and Auditor General.

9.2.1.1 Committee Composition: The Budget, Finance and Audit Committee shall be comprised of at least three Council Members.

9.2.1.2 Committee Meetings: The Budget, Finance and Audit Committee shall meet daily during Budget review and conduct a budget hearing with each department. The City Council President shall chair these sessions. Meetings throughout the remainder of the year shall be in accord with a schedule established by resolution of the City Council.

9.2.1.3 Committee Expansion: The Budget, Finance and Audit Committee shall be comprised of three members except on or about April 12th or the day the Mayor delivers his annual budget message. At the time the Mayor delivers his annual budget message the Budget, Finance and Audit Committee shall expand and be comprised of all nine members of the City Council. The Budget, Finance and Audit Committee shall return to its original three members after City Council has adopted the Budget.

9.2.1.4 Documents For Committee Review: The Budget, Finance and Audit Committee shall receive copies of audits of city departments and agencies as prepared by the Auditor General, the Comprehensive Annual Financial Report (CAFR), the Management Letter and the Single Audit Report; for review, analysis and report to the City Council.

9.2.2 Internal Operations: The Internal Operations Standing Committee shall be referred all litigation settlements and requests for legal representations, except for representation denials which shall go directly to the Committee of the Whole.

9.2.2.1 Documents From Law Department: This Standing Committee shall review all collective bargaining agreements and all documents from the Law Department and shall provide a report and recommendation to the City Council.

9.2.2.2 Jurisdiction Of Committee: The following departments, boards and commissions shall be under the jurisdiction of this Standing Committee; City Clerk, City Council And Its Divisions, The Election Commission, Human Resources, Human Rights, Law, General Services,

Mayor's Office, 36th District Court, ITS, Citizens Advisory Councils, Detroit Building Authority, Pension and Retirement Systems, Detroit Wayne Joint Building Authority, Council Appointed Boards and Commissions, and The Board of Ethics.

9.2.2.3 Risk Management: This Committee shall conduct a quarterly review of all risk management matters and issue a report to the City Council.

9.2.2.4 Technology Related Matters: Technology related matters and the operations of the ITS department will be monitored and reported to the City Council as necessary.

9.2.2.5 Human Rights Department: This Committee shall review the annual report from the Human Rights Department.

9.2.2.6 The Detroit Wayne County Joint Building Authority: This committee shall monitor the Detroit Wayne County Building Authority as necessary for the smooth operation of the Coleman A. Young Municipal Center facility.

9.2.2.7 Review And Provide Recommendations On Contracts: The Internal Operations Standing Committee shall review and provide recommendations for all related contracts and appropriation transfers in any fiscal year.

9.2.3 Planning And Economic Development: The Planning and Economic Development Standing Committee shall review, as appropriate, proposed resolutions, proposed ordinances and additional policy matters related to housing policy, land use and sales, zoning matters, planning and economic development, resident employment, and workforce training.

9.2.3.1 Committee Jurisdiction: The following departments, boards and commissions shall be under the jurisdiction of this Standing Committee; Planning and Development Department, Empowerment Zone, Workforce Development, DDA, DEGC, EDC, DBRA, DWCPA, DWCSA, LDFA, Zoning, Licensing and Consumer Protection, and Citizens District Councils.

9.2.3.2 Review And Provide Recommendations On Contracts: The Planning and Economic Development Standing Committee shall review and provide recommendations for all related contracts and appropriation transfers in any fiscal year.

9.2.4 Neighborhood And Community Services: The Neighborhood and Community Services Standing Committee shall be referred all matters related to Parks And Recreation, Youth And Senior Citizens, Historic, and Homeless.

9.2.4.1 Committee Jurisdiction: The following Departments, Boards and Commissions shall be under the jurisdiction of this Standing Committee; Human Services, Neighborhood City Halls, Recreation, Youth, Zoo, Senior Citizens, Arts, Civic Center, Library, Historical Homeless Coordination, Cultural Affairs, Museums, Ombudsman, Board of Review, Citizens Radio Patrol, and Cable Commission.

9.2.4.2 Review And Provide Recommendations On Contracts: The Neighborhood and Community Services Standing Committee shall review and provide recommendations for all relative contracts and appropriation transfers in any fiscal year.

9.2.5 Public Health And Safety: The Public Health and Safety Standing Committee shall be referred all matters related to public works, infrastructure, transportation, traffic and parking control, public protection, utilities, public protection, emergency services, homeland security, pandemic and other natural disasters and environmental quality issues.

9.2.5.1 Committee Jurisdiction: The Following Departments, Boards and Commissions shall be under the jurisdiction of this Standing Committee: Airport, Buildings and Safety Engineering, Fire, Parking, Police, Detroit Transportation Corporation, Homeland Security, Transportation, Public Works, Public Lighting, DWSD, Environmental Affairs, Health and Wellness Promotion, Department of Administrative Hearings, DARTA, GRDA, SEMCOG, and Detroit Wayne County Health Authority.

9.2.5.2 Review And Provide Recommendations On Contracts: The Public Health and Safety Standing Committee shall review and provide recommendations for all related contracts and appropriation transfers in any fiscal year.

9.2.6 Rules Committee: This Committee is a special committee that shall be appointed by the President with the consent of the City Council. The Rules Committee shall meet as needed.

9.2.6.1 Committee Jurisdiction: The Rules Committee shall have jurisdiction over the following matters: proposed ballot measures, proposed charter amendments, and the Rules of Order of the Detroit City Council.

9.3 Operation Of Committees: All committees shall operate under these rules and other uniform committee rules as determined and adopted by the City Council. Each Standing

Committee shall review matters within its area of responsibility. The Standing Committee may make a recommendation on the item referred but a recommendation is not necessary for placement on the formal agenda.

9.4 Committee Size: Each Standing Committee shall be comprised of at least three City Council Members, or some other odd number, unless otherwise specified in these rules or by action of the City Council.

9.5 Committee Appointments: The President shall appoint, with the approval of the City Council, the membership of all Standing Committees and Special Committees and their respective Chairs and Vice Chairs.

9.6 Authority And Duties Of The Chair Of A Standing Committee: The Chair of the Standing Committee shall also have the following duties:

9.6.1 To decide all questions of order
9.6.1 To determine the order of business
9.6.2 To determine the speaking order of members
9.6.3 To limit debate

9.7 Removal Of Chairs And Vice Chairs: Standing Committee Chairs and Vice Chairs may be removed for violating the City Council rules or if charged with a felony by a vote of a super majority of the City Council members serving.

9.8 Meeting Schedule: The Committee Chairperson shall establish, in consultation with the President, a meeting schedule at the commencement of each year and deliver a copy of that schedule, in writing within ten (10) business days, to the City Clerk.

9.9 Committee Meeting Schedule To Be Determined By Resolution: All Standing Committees will meet on days and at times to be determined by a resolution of the Detroit City Council

9.10 Corporation Counsel Attendance: The City Clerk shall annually request the Corporation Counsel to send a designee, who shall be an Assistant Corporation Counsel, to attend all Standing Committee meetings.

9.11 Standing Committee Quorum Requirement: A majority of Council Members serving on a Standing Committee shall constitute a quorum for the transaction of business. The Committee may, however, take testimony without a quorum and may also provide a report on this testimony in order for action to be taken during a Formal Session.

9.12 Agenda: The agenda for each Standing Committee shall be composed of items referred by the President and items added at the discretion of the Chair of that committee. The Chair shall determine the order of the items on the agenda.

9.13 Distribution Of Material At Committee Meetings: The Chair of the Standing Committee and their staff shall be responsible for copying and distributing items distributed at the table.

9.14 Committee Action: Matters assigned to a Formal Session or to the Committee of the Whole shall require a majority of the members of a committee in order to be sent to the Formal Session, as introduced or amended by the committee. A committee may send matters to the Committee of the Whole with: 1) its recommendation to approve; 2) without a recommendation; or 3) with a recommendation not to approve. Other committee actions include: continue to a specified future meeting date or continue to the call of the Chair.

9.15 Failure Of A Committee To Act Within 30 Calendar Days: Should the committee to which a proposed resolution, ordinance, petition, or other policy matter has been referred not report out such measure to the City Council within 30 calendar days from the date it appears on the committee agenda, a majority of Council Members may call for said measure to be presented to the City Council by inclusion on the agenda of its next Formal Session following that at which the call is made. Council must then vote to approve or not approved the matter at that time.

9.16 The City Council May Call A Measure From Committee: The City Council, by majority vote, may order that a measure that has been referred to a committee, or sub-committee, be returned to the City Council at its Formal Sessions. The resolution to refer an item back to a committee shall include a time limit for action by the committee.

9.17 Rights Of Members To Attend Standing Committee Meetings: Council Member may attend any Standing Committee meeting but shall only have voting rights within the committee to which he or she is assigned.

9.18 Committee Report Preparation: The chair of each committee shall be responsible for the preparation of any report or resolution to be sent to the City Council.

9.19 Preparation Of Material For City Formal Sessions: The Chair of the Standing Committee, with the assistance of Division Staff, shall prepare the recommendations for the proposed resolutions, ordinances, petitions and other policy matters for the Standing Committee meeting.

9.20 Committee Assistance: The Chair may request assistance from any Council Staff Division. Each Council Division and the City Clerk shall identify staff that will be assigned to each Standing Committee on a regular basis.

9.21 Requests To Address Standing Committee: All petitions to address the committee must be filed in writing with the City Clerk. The written notice shall identify the person or group making the request and shall state the subject matter to be addressed.

9.22 Public Comment At Standing Committee Meetings: The Committee System of the City Council is designed to hear effective public testimony for and against proposed legislation and to hear suggestions for amendments. Public comment is welcome on any item on the Standing Committee agenda. At the end of every Standing Committee meeting there shall be a period set aside for public comment on any item that is on the

calendar for that day's meeting. The Chair shall determine the order of speakers and the length of time they may speak.

9.23 Committee Bound By Notice And Open Meetings Requirements: Items that are placed on the agenda by the Chair shall be subject to all of the provisions pertaining to notice and the open meetings act in these rules and in the charter.

9.24 Committee Action On Contracts: The Purchasing Division of the Finance Department shall provide a list of contracts including contract numbers to the City Clerk's office and the City Council President's office for referral by the President.

9.24.1 Referral To Committees: The President shall refer the contracts to the various Standing Committees for their review and recommendation. Neighborhood Opportunity Fund/Block Grants and City Council personal services contracts shall not be referred to a Standing Committee but shall be placed on the next Formal Session agenda.

9.24.2 Research & Analysis Contract Report: The Research & Analysis Division of the Detroit City Council shall create a weekly report regarding the list of contracts for the Standing Committees and the City Council.

9.24.3 Notice Of Contracts As Calendar Item: After the President has assigned contracts to the various Standing Committees, they shall appear on the next agenda of the respective committees.

9.24.4 Committee Actions: A majority of Standing Committee members serving must agree to keep a contract in Committee. When reviewing a contract, the Committee Chair shall present all questions in writing to the City Clerk for referral to the appropriate department (s). If there are no outstanding issues, the contracts, along with a recommendation for approval or denial, shall be referred to the City Clerk for inclusion on the next Formal Session agenda. Any contract subsequently determined to be of a significant or sensitive nature shall be referred to the Committee of the Whole. After 30 days any contract still in committee shall automatically be sent to the full Council for a vote.

10.0 FORMAL SESSIONS

10.1 Presiding Officer: Formal Sessions of the Detroit City Council will be held on Tuesday at 10:00 AM in the City Council chambers on the 13th floor of the Coleman A. Young Municipal Center. If Tuesday is a legal holiday, the meeting shall be held at the same time and place on the next business day or other time as set by Council resolution. The Council President, or in the absence of the Council President, the President Pro Tempore, or in the absence of the President Pro Tempore the next ranking Council Member, shall preside at the Formal Session.

10.2 Corporation Counsel Requested to Attend: The City Clerk shall annually request the Corporation Counsel to send a designee, who shall be an Assistant Corporation Counsel, to attend all Formal Sessions.

10.3 Decorum: All Formal Sessions must follow Section 17.0, "Decorum and Civility".

10.4 Duties Of The President: The President shall have the following duties:

10.4.1 To decide all questions of order
10.4.2 To determine the order of business
10.4.3 To determine the speaking order of members
10.4.4 To limit debate
10.4.5 To determine whether a member of the public shall address the Council or committee

10.5 Quorum: A quorum, for the purpose of conducting the business of the Council, shall consist of a majority of the members serving. No member shall leave the meeting while in session if that member's departure will cause the loss of a quorum.

10.6 Call For Absent Council Member: In order to achieve a quorum in a situation deemed an emergency by the President, and if supported by a majority of the members present, the President shall have the power to send a member of the City Council's Executive Protection Detail with a written order defining the emergency and a request that the member come to the meeting. In this instance "emergency" is defined as any vote, which delayed, will threaten the public health, safety or welfare of the citizens of Detroit. This rule shall not apply to a Council Member who has been excused. Before an officer is dispatched every other method shall be used to contact the member.

10.7 Member Attendance: Council Members are expected to attend all Formal Sessions. When a Council Member is unable to attend a session, he/she shall notify the City Clerk, in writing, of the absence before the session. The reason for the absence shall be noted and appear in the official Journal of the Detroit City Council. The City Clerk shall record the attendance roster for each Formal Session.

10.8 Member Voting: Members must be present to vote.

10.9 Recording The Vote: The Clerk shall record all votes.

10.10 Council Member Must Vote Unless Prohibited: Every member present when a question is put shall vote for or against it unless prohibited from voting by provision of state law, charter or because of a conflict of interest, which interest shall be disclosed. If there is a tie vote in such a case, the question shall be lost.

10.11 Financial Interest Of Council Member: No Council Member shall vote on any question in which the member has a financial interest, as defined by law, charter or ordinance.

10.12 Roll Call Request: A Council Member has the right to request a roll call vote on matters properly before the City Council. At the first Formal Session in January, members shall be called in alphabetical order. Thereafter, the names shall be rotated with the name called first at the previous session being called last at the next session.

10.13 Order Of Business For Formal Session:

10.13.1 Call To Order And Roll Call. The President of the City Council shall preside at all meetings, and shall call each regular, adjourned, recessed or special meeting to order at the appointed hour. Immediately after the call to order, the Clerk shall call the roll of the City Council and record those present, and those absent, and shall enter into the minutes the names of those Council Members that are present and absent at the first roll call as well as the names and time of appearance of those Council Members who arrive subsequent to the first roll call. In the absence of the President, the President Pro Tempore shall call the meeting to order. In the absence of the President Pro Tempore, the next ranking Council Member shall call the meeting to order.

10.13.2 Public Comment.

10.13.3 Approval Of The Journal Of The Last Session. An annotated agenda of the vote taken on each item shall be available from the City Clerk no later than the next business day after each Formal Session. A written report of ordinances introduced, resolutions passed, and resolutions having the effect of law shall be normally available no later than two days following Mayoral action on said items. A draft of the meeting minutes shall be prepared within 10 working days of each Formal Session. At a subsequent Formal Session, the City Council shall approve, by motion, the Formal Session minutes.

10.13.4 Reconsiderations.

10.13.5 Unfinished Business.

10.13.6 President's Report On Standing Committee Referrals And Other Matters: The President shall make a report of all resolutions, ordinances, petitions, contracts and any other policy matters that are to be referred to a Standing Committee.

10.13.7 Communications From Mayor And Other Governmental Officials And Agencies: Includes items that need to be immediately noticed to City Council, or for which immediate action needs to be taken by Council.

10.13.8 Committee Reports: Includes ordinances, resolutions, contracts, appropriations, transfers, communications, and other matters considered by the committees.

10.13.9 Consent Agenda: Includes testimonial resolutions and ordinances that require amendments due to Scribner's error or any non-controversial items received from the Standing Committees.

10.13.10 New Business: Includes procedures for placing items on the agenda that did not make it to the Clerk.

10.13.11 Member Reports: Council Members shall be permitted to make announcements or provide Council Members with information from their offices. Statements shall be limited to two minutes per Council Member.

10.13.12 Adoption Without Committee Reference: The Council may consider items for immediate adoption without reference to committee that are presented to the President by the Mayor at the previous week's Formal Session. The President shall inquire whether any Council Members wish to discuss or object to any of the items presented. If so, then the item shall be referred to the Committee of the Whole.

10.13.13 Communications From The Clerk.

10.13.14 Report Of The Approval Of The Proceedings By The Mayor.

10.13.15 Testimonials and Special Privilege: Council Members shall be permitted to present testimonial resolutions and ask for special privilege.

10.14 Parliamentary Procedure: The most recent edition of Robert's Rules of Order will govern the procedures of the Council in all situations not otherwise provided for by statute, charter, ordinance or the adopted rules of this body.

10.14.1 No Second Required: Seconds to motions, resolutions or ordinances cannot be required and no proposal can be ruled out of order for want of a second, except a motion to suspend the rules which must be seconded.

10.14.2 Motion Of Reconsideration: Any Council Member may move that a vote be reconsidered. The vote on any main motion, whether carried or lost, can be reconsidered at the same meeting except when an action was taken, as a result of the vote, which cannot be undone. If the meeting has already adjourned, the member wishing to reconsider shall adhere to the following procedure: Prior to 4:00 PM of the fourth business day after the vote was taken, the member wishing to reconsider shall file a notice of intention with the City Clerk. A motion to reconsider a vote on any question shall not be in order after one Formal Session has intervened between the decision and the motion for reconsideration.

10.14.3 Votes Required For Reconsideration: The same number of votes shall be required to reconsider any action as was required to pass or adopt the same.

10.14.4 Only Reconsideration Of Main Motion: The motion to reconsider can be applied only to the main motion. Other motions that have lost can be proposed again or renewed when, in the judgment of the presiding officer, the vote might result differently. Some motions that carried can be changed by procedural motions (i.e., a motion has been referred to a committee; it can be recalled).

10.14.5 Limitation On Debate For Reconsideration: Any debate on the motion to reconsider is limited to reasons for reconsidering the motion.

10.14.6 Motion To Close Debate: The presiding officer or chair may not order debate stopped on his/her own volition; he/she may suggest that continued debate is no longer productive. (This pertains to Standing Committee meetings). The motion to close debate is not debatable, is not amendable and requires a two-thirds vote for passage. It can be moved on the immediately pending motion, on all pending motions or on any combination of pending motions by starting with the immediately pending motions and not skipping any in the grouping.

10.14.7 Division Of The Question: On the call of any member, a division of any question shall be made when it is possible to make a division so distinct that once divided each divided part will stand as an entire question for decision.

10.14.8 Motion To Adjourn: A motion to adjourn shall always be in order, except when a vote is being taken on any question before the Council or committee, or when a member has the floor, provided that there shall be some intervening business proposed between two motions to adjourn, and that the motions to lie on the table, and all motions relating to questions of order shall be decided without debate.

10.14.9 Acceptable Motions While Question Under Debate: When any question is under debate, no motions shall be received but the following, and they shall have precedence in the following order:

10.14.9.1 Motion to adjourn
10.14.9.2 To lie on the table
10.14.9.3 Motion to return to committee
10.14.9.4 For the previous question
10.14.9.5 To postpone to a day certain
10.14.9.6 To commit
10.14.9.7 To amend
10.14.9.8 To postpone indefinitely.

10.14.10 No Motion Allowed That Is Off Topic: No motion or proposition on a subject different from that under consideration shall be admitted under color of amendment.

10.14.11 Times When No Debate Allowed: While the President is calling the question or while the Clerk is calling the roll, no debate shall be in order, except by unanimous consent of the Council.

10.14.12 Resolutions Must Be In Writing: All resolutions shall be reduced to writing and may be withdrawn before a vote is taken or the resolution is amended.

11.0 SPECIAL SESSIONS

11.1 Votes Needed To Call A Special Session: Special Sessions may be called at any time by the Mayor or by four (4) or more members of the City Council.

11.2 Notice For Special Session: Whenever practicable, no less than 24 hours notice shall be given to each Member and the public, but in no event upon less than 18 hours notice. Council Members shall each receive a copy of the written notice. The City Clerk shall notify each Council Member, by letter and phone call, whenever a Special Session is called. The City Clerk shall notify the Director and Deputy Director of the Research & Analysis Division, by letter and phone call, whenever a Special Session is called. Each Council Member shall name a staff person to act as his or her designee to receive the written notice in the event of the Council Member's absence. Council Members shall provide the Research & Analysis Division the name of the designee. The Research & Analysis Division will contact each Council Member or their designee to ensure they have received notification of the Special Session.

11.3 Proceedings Limited To Notice Of Special Session: The proceedings of special sessions shall be limited to the objects set forth in the notice.[1]

12.0 DUTIES OF THE CLERK: RECORD OF MEETINGS

12.1 Records of Meetings: The Clerk shall attend all meetings of the Council and shall keep a record of the proceedings to be included in the Journal of the City Council. The Clerk shall note the date, time, place, members present, members absent, any actions taken and any determinations.

12.2 Petitions, Complaints And Communications: The City Clerk shall serve as Clerk for all Tuesday Formal Sessions, and not a designee, unless physically incapacitated or out of town. In which case notice shall be given to Council that a substitute will take his/her place. During election periods the Deputy Clerk shall perform this duty.

12.3 Standing Committee Referrals: It shall be the responsibility of the Clerk to process items to the Standing Committees upon referral of the President. The Clerk shall provide all Council Members the agenda items and all supporting documentation by the Friday prior to the Formal Session.

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[1] M.C.L.A.§15.265(4); 1997 Detroit City Charter 4-102.

12.4 Formal Session Master Agenda Book: On the Friday preceding each Formal Session there shall be a meeting with the City Clerk's Office and a representative from each City Council Office. The purpose of this meeting shall be to allow each Council Office to compare their agenda items with the Clerk's master copy. This will ensure that each Council Member has all of the necessary documentation and information prior to the Formal Session.

12.5 Verbal Requests: All verbal requests and directions to the Clerk shall be followed up with a written memo within 24 hours of the request.

12.6 Closed Sessions: It shall be the duty of the Clerk to arrange for the presence of a court reporter for closed sessions. It shall be the duty of the Clerk to provide for the recording of the minutes in the event a court reporter is not available.

12.7 Council Minutes: Minutes from any Council shall not be edited for content and corrections shall be made for purposes of accuracy only. Corrections shall only be made after the passage of a resolution noting the change and reason for the change. Council minutes shall be available in ten (10) business days.

12.8 Council Calendar: It shall be the duty of the City Clerk to maintain the Council's calendar. The Clerk shall also be responsible for notifying all pertinent City agencies, departments and interested persons whenever a scheduled discussion or hearing has been scheduled, postponed or rescheduled. Only the Chair of a Standing Committee or the President may make changes to their respective calendars.

12.9 Ordinances and Resolutions After Adoption: The City Clerk shall transmit items to the Mayor according to Section 4-118 and 4-119 of the 1997 City of Detroit Charter that has been included in Section 16.5.10 of these rules.

12.10 Publication Duty: It shall be the duty of the Clerk to publish all ordinances and resolutions having the effect of law and other matters ordered to be published by the Council. The Clerk shall cause to be published the Journal of the City Council on an annual basis. The Journal of the City Council shall be available, in bound form, by July 1st of the following year.

12.11 Ordinances Without Action: It shall be the duty of the Clerk to notify the City Council of any ordinance pending on the table after one calendar year. The Clerk shall also make this notification for ordinances that have not yet been introduced. In such cases the author of the ordinance shall bring to the table a memo requesting the attendance of the involved departments to address and resolve the specifics in a working meeting within one week from that date.

12.12 Notice Responsibility: The City Clerk is hereby designated to post all public notices of meetings as required by the Open Meetings Act.

12.13 Advance Calendar: It shall be the duty of the Clerk to provide each Council and division office with a copy of the advance calendar every two weeks and shall also be notified of any subsequent changes in the schedule as soon as possible.

13.0 PUBLIC NOTICE OF COUNCIL ACTIONS

13.1 Publication As Public Notice: The publication of actions taken during Formal Sessions shall serve as public notice of any action taken by the City Council.

13.2 Publication Of Formal Session: All actions taken by the Council during Formal Sessions shall be published in the Journal of the Detroit City Council.

13.3 Publication Of Proceedings: The Proceedings of the City Council shall be published in pamphlet form in sufficient numbers to supply any reasonable demand as may be made upon the City Clerk.

13.4 Official Journal: A copy of the same, certified by the President of the City Council and the City Clerk shall constitute the official Journal of the City Council of the City of Detroit.

13.5 Mailing Of Weekly Proceedings: The City Clerk shall mail or e-mail a copy of the weekly proceedings each week to any person desiring the same and who shall deposit with the City Clerk a reasonable amount for the expense of mailing. The City Clerk shall determine the amount of this expense.

14.0 CLOSED SESSIONS

14.1 Closed Session: Closed sessions of the City Council shall be permitted in the manner prescribed under Michigan Public Act no, 267 of 1976 and shall be called in the manner prescribed in said Public Act.

14.2 Closed Session Purposes: The City Council shall meet in Closed Sessions for the following purposes only[2]:

14.2.1 To consider the dismissal, suspension, disciplining of, or to hear complaints or charges brought against, or to consider a periodic personnel evaluation of an employee or staff person and if the party involved requests a closed hearing.

14.2.2 For strategy and negotiation sessions connected with specific pending litigation.

14.2.3 To consider the purchase or lease of real property up to the time an option to purchase or lease that real property is obtained.

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[2] MCLA 15.261 et seq.

14.2.4 To review the specific contents of an application for employment or appointment to a public office if the candidate requests that the application remain confidential.

14.2.5 To consider material exempt from discussion or disclosure by federal or state statute.

14.2.6 In addition to the above exemptions City Council may meet in Closed Session for any other purposes permitted by state law.

14.3 Vote For Closed Session: A Closed Session shall be scheduled only after the passage, by a two-thirds roll call vote, of a resolution approving the session

14.4 Council Staff: Council Members shall be permitted to have one staff person attend a Closed Session. Each Council Member may choose which staff person they wish to attend a particular Closed Session. Any staff person attending a Closed Session must sign a confidentiality agreement before attending a Closed Session. A copy of the signed agreement shall be placed on file with the Research & Analysis Division. Council Members may invite other necessary parties to attend a Closed Session provided the necessary parties agree to keep confidential any matters discussed. All staff and necessary parties are required to sign an attendance sheet for the Closed Session that shall be placed on file with the Research & Analysis Division.

14.5 Remaining In Closed Session: Council staff and necessary parties attending the Closed Session must be in the room prior to the start of the Closed Session. All persons are expected to remain in the Closed Session for the duration of the meeting. Any staff person or necessary party who leaves the room will not be permitted to re-enter the Closed Session. Upon request, the Council President may excuse a Council Member who needs to leave. The Council President may waive the re-entering prohibition for staff or necessary parties at his discretion.

14.6 No Communications Devices Allowed: No communications devices or recording devices other than those belonging to the court reporter shall be permitted within the Closed Session.

15.0 ORDINANCES, RESOLUTIONS AND MOTIONS AND OTHER LEGISLATIVE PROCESS

15.1 Authority: The procedures for drafting and adoption of city ordinances shall remain as proscribed in sections 4-114 through 4-118 of the Detroit City Charter. The Corporation Counsel shall approve all ordinances as to form prior to consideration by the Council or Standing Committee unless approval is waived by the City Council.

15.2 Forwarding To Standing Committees: All ordinances, resolutions with the effect of law, petitions, requests for authorization or approval and any other business to come before Council shall be forwarded to the proper Standing Committee prior to any action

by the City Council. Urgent matters or items needing immediate action may be referred, by the President, to the Committee of the Whole or the Formal Session.

15.3 Year-End Reporting: At the end of one calendar year following the date of introduction of an ordinance, the City Clerk shall report to the City Council the existence of any such ordinance that is pending on the Table. At the end of every four (4) year term, the Clerk shall report to the City Council the existence of any such ordinance that is pending on the Table. At the next Formal Session of the City Council following such report, the President shall bring the ordinance for a motion to take one of the following actions:

15.3.1 Adopt the ordinance

15.3.2 Indefinitely postpone the action on the ordinance.

15.4 Resolutions With The Effect Of Law: Nothing in this rule shall prevent the City Council from reintroducing as a new ordinance any ordinance that has been indefinitely postponed. Upon notice from the City Clerk that a resolution with the effect of law has been returned by the Mayor "neither approved nor vetoed" such resolution shall be deemed effective. This resolution shall then be printed in the Journal of the City Council and the Detroit City Code under Resolutions with the Effect of Law with the date of adoption and indexed by subject.

15.5 Council Actions By Ordinance, Resolution And Motion: The Council takes action in the form of ordinances, resolutions and motions.

15.5.1 Referral Of Ordinances, Resolutions And Motions: All ordinances, resolutions, and formal motions shall be referred to Standing Committees by the President during the Formal Session, except as determined by Rule 16.2.

15.5.2 Preparation Of Ordinances: The Corporation Counsel and the Research & Analysis Division generally prepare proposed ordinances. Requests to prepare proposed ordinances are submitted by the Mayor, department heads and the Council. The request may include draft language.

15.5.3 Resolution Writing: Resolutions shall be prepared by the individual Council Member's office, by the requesting department, or by Council Divisions.

15.5.4 Grant Applications: Grant application submissions and grant application fund acceptances are approved by the Council subject to the recommendation of the appropriate Standing Committee and sign off by Budget and Finance Departments.

15.5.5 Legislative Introductions: Council Members may introduce measures and other matters during the portion of the Formal Session designated for member reports or at any time by presenting them to the Clerk with the signature of the sponsoring Council Member, in which case titles of the legislation will be printed

at the end of the next available agenda of Council, and will be introduced by the sponsoring Member.

15.5.6 Subject Hearings: A Council Member may introduce, by resolution, a request for a Standing Committee hearing on a subject matter without having legislation.

15.5.7 Committee Reference: The President of the City Council shall refer proposed legislation and subject matter hearing requests to one of the Standing Committee or special committees for public hearing.

15.5.8 Authors And Sponsors: The Clerk shall include, on every measure introduced, the name of the author, the topic and title of the measure, and any sponsors or co-sponsors.

15.5.9 Pending Legislation: Unless otherwise provided, legislation shall be referred to a Standing Committee and placed, by the Clerk, on the assigned committee's pending list and placed on a committee agenda. Committee Chairs have wide latitude on whether and when to calendar legislation for hearing. Legislation to be heard at a committee meeting is to be noticed. Standing Committees may not consider legislation that has not been noticed pursuant to these rules or legislation that has not been assigned to the Standing Committees by the President.

15.5.10 Transmittal And Actions By The Mayor: Every ordinance or resolution of the City Council, except quasi-judicial acts of the City Council, shall be presented by the City Clerk to the Mayor within four (4) business days after adjournment of the meeting at which the ordinance or resolution is adopted.

> **15.5.10.1 Return By Mayor:** The Mayor, within seven (7) days of receipt of an ordinance or resolution, shall return it to the City Clerk with or without approval, or with a veto and a written statement explaining the veto. (1997 Detroit City Charter, Section 4-119)
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> **15.5.10.2 Emergency Ordinance:** With respect to an emergency ordinance, the Mayor shall notify the City Clerk of a veto in any reasonable manner within twenty-four (24) hours after the Mayor's office received written notice from the City Clerk that the emergency ordinance has been adopted. (Section 4-119)
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> **15.5.10.3 Mayoral Approval:** An ordinance approved by the Mayor shall be deemed enacted thereupon. (Section 4-119)
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> **15.5.10.4 Neither Approved Nor Vetoed:** An ordinance returned to the City Clerk neither approved nor vetoed by the Mayor shall be deemed enacted upon receipt by the City Clerk. The Mayor shall return any

resolution neither approved nor vetoed to the City Clerk with a written statement explaining the reason the resolution was neither approved nor vetoed. (Section 4-119)

15.5.10.5 Not Returned By Mayor: An ordinance or resolution not returned to the City Clerk within seven (7) days of receipt by the Mayor shall be deemed enacted upon expiration of the seven (7) day period; however, with respect to an emergency ordinance, should the Mayor fail to notify the City Clerk of a veto within twenty-four hours of receipt by the Mayor's office of notice that the ordinance has been adopted, the ordinance shall be deemed enacted upon expiration of the twenty-four hour period. (Section 4-119)

15.5.10.6 Veto By Mayor: An ordinance or resolution vetoed by the Mayor can be reconsidered by the City Council only at a Formal Session within one (1) week after receipt of the Mayor's veto. A two-thirds (2/3) majority of City Council Members serving may pass the ordinance or resolution over the Mayor's veto. (Section 4-119)

15.5.11 Effective Dates: A two-thirds (2/3) majority of City Council Members serving may give immediate effect to any ordinance. (Section 4-116)

15.5.12 Immediate Effect: An ordinance given immediate effect shall become effective upon publication or at any later date specified therein. (Section 4-119)

15.5.13 Honors: The City Council shall award citizens, visiting dignitaries and others as determined by the City Council with testimonial resolutions, testimonial memoriam resolutions, awards of recognition, Spirit of Detroit awards, and the Distinguished Service Award.

15.5.14 Appointment Consideration: Mayoral appointments to boards and commissions whose appointments are subject to approval by City Council shall be referred to the appropriate Standing Committee for interviews and recommendations.

15.5.15 Master Plan Amendments: When proposed Master Plan amendments are received by City Planning Commission, the Clerk shall promptly consult with the President, and refer the amendments to the Standing Committee that considers land use issues.

15.5.16 Proposed Charter Amendments: Any proposal for amendment of the Charter ordered submitted to the electors by the City Council on its own shall be ordered pursuant to the provisions of applicable state law.

15.5.17 Non-Profit Organizations: Any request concerning public access to records and minutes of non-profit organizations created, affiliated, or funded by City government shall be forwarded to the Law Department FOIA coordinator.

16.0 DECORUM AND CIVILITY

16.1 Duty Of The President: It shall be the duty of the President to maintain order and decorum of Council Sessions.

16.2 Duty Of The Chair: It shall be the duty of the Chair of each Standing Committee, sub-committee, special committee or task force to maintain order and decorum. The Chair shall also determine the formality or informality of the meeting.

16.3 Addressing Colleagues: Council Members shall address each other, through the Chair, with respect and will not direct negative comments or gestures towards other Council Members.

16.3.1 Exceptions A Member may request a colloquy with the permission of the Chair. Council Members shall not interrupt one another, however, point-of-information or fact may be allowed with permission of the Chair.

16.4 Refrain From Outbursts: Council Members will avoid public verbal, non-verbal or physical reactions while other members are speaking, regardless of whether the public reaction is in support of or in opposition to a colleague's point of view.

16.5 Maintaining Respect For Colleagues: Chairs shall maintain impartiality and treat all colleagues with the respect that is due the position of a Detroit City Council Member.

16.6 Communication Devices During Committee and Formal Sessions: Council Members who have indicated a necessity to have cell phones or other communication devices at the table may be allowed to retrieve information for emergency purposes. However, they may not return communication in any form, e.g. text messages. Members shall excuse themselves from the table in order to return needed messages. All cell phones shall be set to vibrate or placed in the silent mode during meetings.

17.0 HANDLING OF CITIZEN'S COMPLAINTS

17.1 Citizen Complaints: If a member is unable to resolve a constituent complaint, it may be referred to the Ombudsman, other City Departments, other governmental agencies, or the appropriate Standing Committee for consideration.

18.0 ASSIGNMENT TO CITY COUNCIL DIVISIONS

All assignments to City Council Divisions shall be through the Committee of the Whole or Standing Committees.

19.0 CITY COUNCIL EXECUTIVE PROTECTION DETAIL

19.1 Executive Protection Detail Authority: The Detroit Police Department City Council Executive Protection Detail shall serve as the Sergeant-At-Arms for all Formal Sessions, Standing Committee meetings, and any other special meetings and taskforces, as requested, that are called by the Detroit City Council. All members of this detail are appointed by the Chief of Police.

19.2 Removal For Breach Of Peace: At the direction of the President or the Chair of a Committee, the Sergeant-At-Arms will remove any person who, after a warning, commits a breach of the peace. The Sergeant-At-Arms will also remove any person whose conduct interrupts the orderly course of a Council or Standing Committee meeting.

19.3 Signs Not Allowed To Block View: Signs or other items that block the view of any person attending a Council of the Whole, Formal Session, Standing Committee, sub-committee, special committee, task force, evening community or any other meeting are not permitted. Upon the direction of the President or the Chair, the Sergeant-At-Arms shall remove signs deemed disruptive.

19.4 Duties Limited To Protection: The City Council Executive Protection Detail shall have no other responsibility during the City Council meetings other than to provide security to Council Members, Council staff and the public. All distribution of materials, dissemination of speaker cards, and related clerical duties, will be the responsibility of the staff of the President or the Chair of a Standing Committee.

19.5 Authority To Take Control Of Situation: When circumstances warrant, the City Council Executive Protection Detail under the command of the Detroit Police Department sergeant or lieutenant appointed by the Chief of Police shall take command of any City Council location for purposes of ensuring the safety of the members of the Detroit City Council, Council staff, or the general public.

20.0 TAXES AND ASSESSMENTS

No resolution, ordinance or proceeding of the City Council imposing taxes or assessments, or requiring the payment, expenditure, disposition of money or property or creating a debt or liability shall be passed at the same meeting at which it was introduced. No resolution or other proceeding confirming or rescinding any assessment roll shall be acted upon by the City Council unless the Corporation Counsel shall have certified the roll with the word "Approved" to indicate that the assessment roll as well as the preliminary proceedings are legally correct.

21.0 EMERGENCY ACTIONS DURING COUNCIL RECESS

The following procedure shall govern any emergency action, other than the adoption of ordinances, required of the Council during its recess:

The City Clerk's office shall deliver to each Council Member's office a written summary of an emergency request and the explanation of it at least 24 hours before any action is taken.

The President may give tentative approval to the action on behalf of the Council if the President obtains written consent from five (5) or more Council Members. At least five (5) Council Members tentatively approving said action must agree the action constitutes an emergency need as well as tentatively approving the action itself.

Any action tentatively approved after the conclusion of this procedure shall be brought before a meeting of the Council. This meeting shall occur as soon as a quorum can be assembled after the action has been taken.

22.0 VIDEOTAPING OF COUNCIL SESSIONS

Videotaping of Council sessions, committees and meetings shall be from gavel-to-gavel and shall not be edited for content or length.

Requests for the videotaping of special committees, task forces and other events shall be in writing. The request shall be referred to the President, the Research & Analysis Division, and the City Clerk at least two (2) weeks prior to the event for scheduling purposes.

23.0 PROCEDURES FOR PERSONS WISHING TO ADDRESS COUNCIL

A person shall be permitted to address a meeting of the City Council subject to the following rules:

A brief written notice of a request to address the City Council shall be filed with the City Clerk not later than 2:00 PM of the business day immediately preceding the day of the scheduled meeting to which the request pertains. The Clerk shall provide reasonable assistance in the preparation of such request to any person requesting assistance.

A written notice of a request to address the City Council shall identify the person making the request. Identification shall include: full name, address (both resident and business), phone number, and shall state the subject matter on which such person wishes to address the City Council.

Upon approval of the request by the Body, the Chair of the Standing Committee or Committee of the Whole shall have the discretion as to when during the meeting the person shall be heard and shall also have the discretion to impose a reasonable limitation on the time allotted to hear such person.

This procedure shall not apply to scheduled public hearings or to persons invited by the City Council to participate in discussions before the City Council.

23.1 Translators. The Council shall seek to provide translators at each of its Sessions and all meetings of its Standing Committees for each language requested, including the hearing impaired, where the translation is necessary to enable Detroit residents with limited English proficiency to participate in the proceedings. The service will be provided as long as the request for such translation services is communicated to the Clerk of the Council at least 48 hours before the meeting. For meetings on a Monday or a Tuesday, the request must be made by noon of the last business day of the preceding week. The unavailability of a translator shall not affect the ability of Council or its committees to deliberate or vote upon any matter presented to them.

23.2 Public Testimony And Communications Encouraged: The policy of the Detroit City Council is to encourage and permit public testimony before the Council takes legislative action. Members of the public are encouraged to write to the City Council concerning municipal issues. Persons speaking before a Standing Committee and/or Council in Formal Session shall confine their remarks to the question before the Council or committee. Although the City Council welcomes public testimony at the Standing Committee meetings, persons in the audience shall not vocally express support or opposition to statements by Council Members or by persons testifying.

23.3 Speaker Cards: Speakers are required to get a numbered speaker card from the Sergeant-At-Arms to determine the order in which they will appear before Council. Speakers must identify themselves by name on the numbered speaker card. Any additional information requested on the speaker card is voluntary. No speaker shall be denied the right to speak if they do not complete all the information on the speaker card.

24.0 REPORTING

24.1 Legislative Actions: By January 15th of each year the Research & Analysis Division shall provide the City Council with a report of its legislative actions for the previous calendar year. This report shall also be made on the Council's Web site.

24.2 Task Force Reporting: Each Task Force created by the City Council shall provide the Council with an annual report of its activities. Task Forces shall also respond to any requests from Council for activity reports prior to the Submission of an Annual Report.

25.0 Suspension and Revision of These Rules

25.1 Suspension of Rules: Upon a two-thirds majority of the members present, the Council may suspend any of the Rules of Order except a rule relating to the date, time or location of a meeting, which may be suspended upon a simple majority vote of the members present. The following cannot be suspended: Rules requiring the presence of a

quorum and rules requiring the physical presence of members in order to vote. A motion to suspend the rules must be seconded and is not open to debate.

25.2 Revision of Rules: These Rules shall be reviewed periodically and may be amended by a vote of the majority of Council Members seated.