

**RULES OF PROCEDURE
FOR THE CORUNNA CITY COUNCIL
November 19, 2018 as Adopted**

I. Scope

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 to 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 Unless amended, repealed, or replaced, these rules shall remain in force until the first Regular Council Meeting after the next biennial City election.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](#))

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

II. Council Meetings and Standing Committee Meetings Times/Locations

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 Lower Level of the Corunna Community Center 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 to 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.

1. Committee of the Whole Meetings (COW). Committee of the Whole Meetings

may be called by the Clerk/Treasurer on request of the Mayor Pro Tem 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 work-session 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 Lower Level of the Corunna Community Center 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 preceding 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 Manager shall attend additional meetings as directed by the Council or by Charter. ([Charter Section 4.9i](#)) ([Charter Section 4.9j](#))

3. City Clerk/Treasurer. The Clerk/Treasurer shall be the Clerk/Treasurer of the Council and shall attend all regular and special meetings of the Council and shall keep the minutes of the meeting and perform such other duties as may be requested

by a majority vote of the Council. The Clerk/Treasurer shall attend additional meetings as directed by the City Manager. (Charter Section 4.10) (Charter Section 5.2f)

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

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

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

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

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

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

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

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

- 151 ▪ The Open Meetings Act is Act 267, Michigan Public Acts of 1976, as amended (MCL et
152 seq; MSA 4.1800(1 1) et sec).

153
154 **Definitions:**

155
156 “Public body” means any state or local legislative or governing body, including a board,
157 commission, committee, subcommittee, authority, or council empowered by state
158 constitution statute, charter, ordinance, resolution or rule to exercise governmental or
159 proprietary authority or perform a governmental or proprietary function.

160
161 “Meeting” means the convening of a “public body” at which a quorum of that “public
162 body” is present for the purpose of deliberating toward or rendering a decision or
163 recommendation on a public policy, to include deliberations amongst a quorum via
164 electronic communication.

165
166 “Decision” means a determination, action, vote, or disposition upon a motion, proposal,
167 recommendation, resolution, order, ordinance, bill or measure on which a vote by
168 members of a public body is required and by which a public body effectuates or
169 formulates public policy.

- 170
171 1. All meetings of a public body shall be open to the public and held in a place
172 available to the general public.
- 173
174 2. The public has the right to tape-record, videotape, broadcast and/or telecast the
175 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
181 rules 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
188 present, members absent, any decisions made at a meeting, and the purpose for
189 which a closed session is held. Minutes shall include roll call votes taken at the
190 meeting.
- 191
192 8. The act does not apply to a meeting of a public body which is a social or chance
193 gathering not designed to avoid the law.
- 194
195 9. An informal canvas by one member of a public body of all the members of the
196 body is not a meeting for the purposes of the Open Meetings Act. ([St. Aubin v.](#)
197 [Ishpeming City Council, 197 Mich App 100 – 1992](#))
- 198
199 10. A public body may, without complying with the Open Meetings Act, attend a
200 conference or informational gathering designed to focus upon issues of general
201 concern and intended primarily to provide training and/or background information,

provided that the public body may not engage in discussions or deliberations during such a meeting or otherwise enter into the process of addressing or resolving issues of public policy. ([Attorney General Opinion No. 6074, p. 662, June 11, 1982](#))

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

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

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

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

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

253 6. To consider material, exempt from discussion or disclosure by state or federal
254 statute.
255

256 The person requesting a closed session shall state the purpose or purposes of such
257 session. The stated purpose(s) for the session shall constitute the only agenda items in
258 the closed session. An affirmative vote by no less than four (4) Council members is
259 required to call a closed session. The Council by majority vote may adjourn a closed
260 session or open the meeting to the public. Council members may deliberate during
261 closed sessions, but shall not make any decisions, determinations, actions, votes or
262 dispositions upon a proposal, recommendation, resolution, order or ordinance in closed
263 session. Council may arrive at a conclusion as to negotiating strategy at a closed
264 meeting. That conclusion is not a “decision” that the Open Meetings Act requires to be
265 made at an open meeting. ([Open Meetings Act](#)) ([Moore v Fennville Public Schools](#)
266 [Board of Education](#), 223 Mich App 196 – 1997)
267

268 A separate set of minutes of the closed session shall be taken by the City Clerk/Treasurer,
269 or other such designated person taking minutes at the closed session. These minutes must
270 include the place, date, and time of the meeting, the members present and absent, and the
271 purposes of the session. These minutes shall be retained by the City Clerk/Treasurer and
272 shall not be available to the public and shall only be disclosed if required by a civil action
273 filed under Section 10, 11, or 13 of the Open Meetings Act. The minutes of a closed
274 session shall be destroyed one year and one day after approval of the minutes of the
275 regular meeting at which the closed session was approved. ([Open Meetings Act](#))
276 ([Attorney General Opinion No. 6817](#), p. 190, September 14, 1994)
277

278 **L. Meeting Participation.** The public is invited and encouraged to attend all City Council and
279 Committee Meetings and to address the City Council during the period reserved for public
280 comment. The Council shall make every effort to reorder the agenda to encourage public
281 participation and shall provide that citizens shall have a reasonable opportunity to be heard.
282 Unless granted more time by the Mayor or a majority vote of the Council, each member of the
283 public is limited to three (3) minutes to address the Council at each Call to the Audience. Unless
284 granted more time by the Mayor or a majority vote of the Council, each Call to the Audience
285 session (citizen in-put to the Council) shall be limited to a total of fifteen (15) minutes. The
286 public does not have a right to be heard outside of the Call to the Audience period(s) of the
287 meeting, although individual members of the public may, from time to time, be recognized by
288 the presiding officer, subject to objection by Council, to address an issue under discussion. In
289 any event, all matters to come before the meeting shall be addressed to the presiding official
290 ([Charter Section 5.2c](#))
291

292 **III. Conduct of Meetings**

293

294 **A. Presiding Official.** The Mayor shall preside at all Council meetings. The Mayor Pro Tem
295 shall preside in the absence of the Mayor or at the call of the Mayor. If neither person is present
296 at a meeting, the Council shall select one of its members to preside until the Mayor or Mayor Pro
297 Tem is present and seated. Committee Chairpersons shall preside at all Committee meetings.
298 All matters to come before the meeting shall be addressed to the presiding official. ([Charter](#)
299 [Section 4.5a](#)) ([Charter Section 4.6](#))
300

301 The presiding official shall endeavor to conduct the meeting in a fashion that draws a balance
302 between the informality and congeniality possible in a small community the size of the City of
303 Corunna while also maintaining the decorum and formality necessary to transact business in an

orderly fashion. Any member of the Council or other officer of the City who fails to conduct himself/herself in an orderly manner at any Regular or Special meeting shall be deemed guilty of misconduct in office. (Charter Section 5.2f)

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

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

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Moment of Silence
5. Resolution Approving the Agenda and Amendments to the Agenda
6. Public Comment #1
7. City Manager Report
8. Consent Agenda
9. Items of Business
10. Council Roundtable Reports/Comments
11. Public Comment #2
12. Adjournment

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

1. Mr./Ms. Councilperson/Mayor/Position
2. Mr./Ms. (Last Name)
3. Councilperson/Mayor/Position (Last Name)

D. Roundtable Reports/Comments. Roundtable discussion will include committee minutes or reports and general announcements. All Councilpersons/Mayor shall have the right to be heard during roundtable reports/comments.

E. Consent Agenda. The consent agenda is a SINGLE ITEM that encompasses items the council would normally approve with little discussion. Examples of these items are minutes, financials, appointments, resignations, reports, routine items such as formal approval of a contract that has already been deliberated at past meetings. As a single item on the agenda, the consent agenda is voted on with a single vote - to approve the consent agenda. The key to the Consent Agenda's effectiveness is that there is NO DISCUSSION of the item.

Sometimes a board member after having read the board materials related to the Consent Agenda, may have a question he/she would like answered before he/she votes. Or he/she feels the issue

still requires discussion before he/she would feel comfortable voting. Those are two distinct scenarios, and they receive two distinct treatments.

“Items for Clarification or Questions”

For items that require clarification, or for which a board member has a question, that clarification must be requested before the meeting. An item cannot be pulled from the consent agenda just to have a question answered. That sort of information gathering should happen ONLY before the meeting. In that way, the person being asked the question has time to gather the information. In addition, that clarification can then be sent to all board members, so everyone has the same information before the meeting. This is particularly useful for clarifying the minutes, which often takes considerable amounts of time that could otherwise be spent in more meaningful discussion.

“Items for Discussion”

If there is an item about which a board member disagrees, or believes that item requires discussion, then a request is made at the board table to pull that one item from the Consent Agenda, and to add it to the agenda as an Item of Business. The remainder of the Consent Agenda items are voted on and approved, and only that single item is held out for discussion.

“Mr. Mayor, I would like to request that Item ‘c’ be pulled from the Consent Agenda for discussion.” “All in favor of approving the Consent Agenda, minus Item ‘c,’ Roll Call Please.” Then Item ‘C’ will be discussed as an Item of Business item.

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

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

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

- 1. Precedence and Classification of Motions.** Motions shall consist of four classes: main motions, subsidiary motions, incidental motions, privileged motions, and reversal motions.
- 2. Main Motions.** This group consists of all motions which bring or raise a particular subject to the Council for decision, as opposed to a procedural issue. These motions will constitute the principal business of a meeting.

405 **3. Subsidiary Motions.** This is a group of alternative methods of changing or disposing
406 of a main motion. Such motions are always subsidiary to a main motion and
407 therefore can only be proposed when the main motion is before the Council.
408

409 **4. Privileged Motions.** These motions are given precedence over all motions. They
410 deal with rights and privileges of members and do not directly affect the main motion.
411

412 **5. Incidental Motions.** These motions are concerned with the rights and privileges of
413 the members, and their purpose is to handle procedural problems which arise out of
414 the consideration of the business at hand.
415

416 **6. Reversal Motions.** These motions are to consider again a motion already decided and
417 are too brought to the table by a member on the prevailing side of the decided motion.
418

419 The following are divisions of the types of motions:
420

421 **a. Main Motion**

- 422 1) General Main Motion
423

424 **b. Subsidiary Motions**

- 425 1) Lay on the Table
426 2) Postpone Temporarily
427 3) Vote Immediately (Call the Question)
428 4) Limit Debate
429 5) Postpone Definitely
430 6) Refer to Committee
431 7) Remove from Committee
432 8) Amend or Substitute
433 9) Postpone Indefinitely
434 10) Take from the Table
435

436 **c. Privileged Motions**

- 437 1) Adjourn
438 2) Recess
439 3) Question of privilege
440

441 **d. Incidental Motions**

- 442 1) Appeal
443 2) Point of Order
444 3) Parliamentary Inquiry
445 4) Withdraw a Motion
446 5) Suspend Rules
447

448 **e. Reversal Motions**

- 449 1) Rescind
450 2) Amend
451

452 **IV. Voting**

453
454 **A. Required Vote of Members Present.** Unless otherwise stated in these rules, required by
455 ordinance or charter, or by state or federal law, the passage of all matters before the City Council

shall require the affirmative vote of a majority of the members present at any meeting. The Mayor shall vote only in the case of a tie, except when the Mayor has a conflict of interest. The Mayor Pro Tem shall have a vote, even when presiding over the meeting. (Charter Section 4.5a)

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

1. Veto Override: Requires the affirmative vote of one less than the total number of Councilpersons then holding office. (Charter Section 4.5d)
2. Unless by the affirmative vote of four (4) Councilpersons, no office shall be created or abolished, no tax or assessment shall be imposed, no street, alley, or public ground shall be vacated, no real estate or any interest therein shall be sold or disposed of, no action shall be taken to condemn private property for public use, no money shall be appropriated, nor shall any vote of the Council be reconsidered or rescinded. (Charter Section 5.16)
3. The City Manager shall serve at the pleasure of, and be subject to removal by the Council, but he shall not be removed from office during a period of sixty days following any regular city election except by the affirmative vote of five (5) members of the Council. (Charter Section 4.8a)
4. Ordinances may be enacted, amended or repealed by the affirmative vote of no less than four (4) Councilpersons. (Charter Section 5.4)
5. The Council, may by a vote of not less than two (2) of its members, compel the attendance of its members and other officers of the City at its regular and special meetings and enforce orderly conduct herein. (Charter Section 5.2f)
6. 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.
7. An affirmative vote by no less than Four (4) Council members is required to call a closed session.
8. 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.

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

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

507
508 **E. Veto Power.** The Mayor shall have Veto Power. The Mayor shall have power to veto any
509 Ordinance or Resolution (motion) adopted by the Council, by writing the word "VETO" then
510 signing and dating the same, at any time before the beginning of the next Regular meeting of the
511 City Council. Any Ordinance or Resolution (motion) not so marked by the time the next Regular
512 meeting of the Council is called to order, shall stand approved. The Mayor shall, during the next
513 Regular meeting, inform the Council of such Veto and shall, at such time, state his reason and
514 grounds for such a veto. (Charter Section 4.5a) (Charter Section 4.5b) (Charter Section 4.5c)
515

516 **F. Veto Override.** Any member of the Council, upon notice from the Mayor at the Regular
517 meeting or at any of the following two (2) succeeding meetings, may make a motion to override
518 the Mayor's veto, which motion must have at least an affirmative vote of one less than the total
519 number of Councilpersons then holding office, to prevail. If the motion prevails, the Ordinance
520 or Resolution shall stand as originally adopted. If not, the Ordinance or Resolution shall be null
521 and void. (Charter Section 4.5d)
522

523 **V. Conduct of Council Members**

524

525 **A.** Each Council member and the Mayor shall conduct himself or herself in a manner consistent
526 with the dignity and decorum of the office and shall act in a manner which accords respect to the
527 public, staff members, the Mayor and fellow Council members.
528

529 **B.** Council members shall comply with ethical rules as may be adopted by the City Council.
530

531 **C.** Except for purposes of inquiries and investigations authorized by it, the Council, its
532 committees, and its members shall deal with administrative officers and employees of the city
533 solely through the City Manager concerning matters relating to the performance of their several
534 official duties and employments. No action contrary thereto shall be valid or binding upon the
535 City Manager or any officer or employee of the City. Any violation of the provisions of this
536 paragraph shall constitute a violation of this Charter. Neither the Council, its members, nor the
537 Mayor shall give orders to any such officer or employee either publicly or privately. (Charter
538 Section 5.16)
539

540 **VI. Council Standing Committees**

541

542 Three standing committees are established by these Rules to assist the City Council in its work.
543 The committees are the Committee of the Whole, the Council Work Session, and the Pre-Council
544 Meeting. The committees are not formed for the purpose of removing prerogatives from the City
545 Manager or the Council granted by the City Charter, but rather to enhance their abilities to
546 perform efficiently and economically.
547

548 **A. Attendance and Minutes.** The City Manager and a staff person, who shall keep minutes,
549 shall attend meetings of each committee. The Mayor shall be an ex-officio member of each
550 committee without vote.
551

552 **B. Committee of the Whole.** Responsibilities of this committee shall include review and
553 recommendations on employment and labor contracts and shall preside as the Finance
554 Committee for issues related to the budget. The foregoing, however, shall not prevent the City
555 Council from referring any item to a committee.
556

557 **C. Council Work Sessions.** Council Work Sessions are informational gatherings designed for
558 the purpose of training, education, strategic planning, fact finding, and other related purposes.
559 Council work-sessions will not require that a quorum be present, as no formal deliberations,
560 actions, decisions or recommendations may be made.

561
562 **D. Pre-Council.** Pre-Council Meetings are informational gatherings designed for the purpose
563 receiving reports from the City Manager and city staff, consideration of the council agenda for
564 additions and/or deletions, obtaining clarifications regarding meeting packet information, and
565 other related purposes. Pre-Council Meetings will not require that a quorum be present, as no
566 formal deliberations, actions, decisions or recommendations may be made.

567
568 **E. Committee Minutes.** Each committee shall submit minutes of its meetings to the Council.

569
570 **F. Committee Rules.** Each committee will operate under the Rules of Procedures as herein
571 adopted.

572
573 **G. Additional Committees.** Nothing in these rules shall prevent the City Council from creating
574 additional committees, including ad-hoc committees.

575 576 **VII. Legislation**

577
578 **A. Ordinances and Resolutions.** All action taken by the City Council shall be by ordinance
579 or by resolution (motion), as provided by the City Charter. All acts carrying a penalty for the
580 violation thereof shall be by ordinance. ([Charter Section 5.4](#))

581
582 **B. Ordinances.** Any one or more Council members may introduce a request for an ordinance,
583 or an amendment of an ordinance, on a form the Council shall provide. The form shall be
584 submitted to the Clerk/Treasurer who shall record the date and time of receipt of the request and
585 shall provide a copy of the request to the City Manager, the City Attorney, and to any department
586 head affected by the request, and shall also provide a copy to each City Council member and the
587 Mayor by placing a copy in the next City Council pre-meeting packet. The Clerk/Treasurer will
588 place the request for action on the agenda for the next regular City Council meeting, under a
589 separate heading. If the Council pre-meeting packet does not contain a copy, the request may not
590 be considered until the next meeting unless the Council votes otherwise.

591
592 The Clerk/Treasurer shall provide a copy of the text of a proposed ordinance or amendment to
593 the Mayor and to each Council member. In each ordinance amending an existing ordinance,
594 changes or new matters shall be placed in capital type, and matter which has been omitted shall
595 be indicated by printing in stricken through type. Every ordinance shall have endorsed thereon
596 the name of the Council member or members introducing it.

597
598 All ordinances and their amendments must be in writing and shall be approved as to form and
599 section numbering by the City Attorney. The regular order for consideration of ordinance
600 proposals shall be:

- 601
602 1. Introduction, first reading by title.
- 603
604 2. Referral to applicable committee, if appropriate.
- 605
606 3. Public hearing scheduled by Council when required, to be held not sooner than five
607 days after notice of the hearing is posted, except in the case of emergency ordinances.

608
609 4. Written committee or staff reports on the ordinance presented to the Council.

610
611 5. Final reading and passage.

612
613 The style of all ordinances passed by the Council shall be: "The City of Corunna Ordains". Each
614 Ordinance passed by the Council shall be published at least once within fifteen (15) days after
615 the adoption of the ordinance by the Council. All ordinances shall become effective immediately
616 upon the publication thereof or a date subsequent as provided by the ordinance. (Charter Section
617 5.4)

618
619 **C. Resolutions.** All action taken by the Council, that are not otherwise required to be
620 accomplished by ordinance by the City Charter or by state or federal law, shall be accomplished
621 by resolution (motion). Any member intending to place a resolution on the Council agenda shall
622 submit a written request stating the resolution to the Mayor or City Manager not less than five
623 (5) days prior to the Council meeting at which the member wishes the resolution to be
624 considered. The City Manager shall include this request for resolution in the pre-meeting packet
625 to be presented to the Council for the next applicable regular Council meeting. The Mayor shall
626 place the item on the agenda for consideration to be approved by Council at the next regular
627 Council meeting.

628 629 **VIII. Appropriations**

630
631 **A. Finance Committee.** The Council shall have a Finance Committee which shall include all
632 Council members and the Mayor, ex officio, without vote. The finance committee shall be
633 known as the Committee of the Whole. The chair shall convene the Committee in March to
634 consider and review budget requests by all City agencies.

635
636 **B. Preparation of Budget Recommendation.** The City Manager is designated the budget
637 officer by City Charter. Each board, commission, authority, or other agency, officer and
638 department head shall submit a recommended budget to the City Manager on or before the first
639 day of March each year. The recommendation shall include a detailed budget with supporting
640 explanation of an proposed expenditures. (Charter Section 6.2)

641
642 The City Manager shall prepare and submit to the Mayor and Council on or before the first
643 regular meeting in April of each year a budget document covering the next fiscal year, tabulating
644 the recommendations of the several officers, department heads and agencies, which shall include
645 at least the following information:

- 646
647 1. Detailed estimates, with supporting explanations of all proposed expenditures for
648 each department and office of the City, together with the expenditures for
649 corresponding items for the last preceding fiscal year in full and for the current year
650 to March 1 and estimated expenditures for the balance of the current fiscal year;
- 651
652 2. Statements of the bonded and other indebtedness of the City, showing the debt
653 redemption and interest requirements, the debt authorized and unissued, and the
654 condition of sinking funds, if any;
- 655
656 3. Detailed estimates of all anticipated revenues of the City from sources other than
657 taxes, with a comparative statement of the amounts received by the City from each of
658 the same or similar sources for the last preceding fiscal year in full, and for the

current fiscal year to March 1, and estimated revenues for the balance of the current fiscal year;

4. A statement of the estimated balance or deficit for the end of the current fiscal year;
5. An estimate of the amount of money to be raised from current and delinquent taxes and the amount to be raised from bond issues which, together with any available unappropriated surplus and any revenues from other sources, will be necessary to meet the proposed expenditures;
6. Such other supporting schedules as the Council may request.

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.

- 710
711 **2. Transfer of Appropriations:** In the case, other than emergency, the Council shall
712 not increase appropriations, but may transfer any unencumbered appropriation
713 balance, or any portion thereof, from one department, fund, or agency to another.
714

715 Unless by the affirmative vote of four (4) Councilpersons no money shall be appropriated.
716 [\(Charter Section 5.16\)](#)
717

718 **IX. Council and Mayoral Appointments**

719

720 Authority, Committee, Commission and Board structure and appointment shall be approved by
721 Council in the Rules of Procedure subject to applicable Federal, State, Charter and Agreement
722 requirements. City Code and Organizational By-Laws will be amended when allowed and only
723 after proper procedure has been followed, to comply with these Rules of Procedure.
724

725 Any Mayorial appointed position which remains unfilled for a period of sixty (60) days shall be
726 appointed by direct Council election, provided that the intent of Council to assume appointment
727 responsibility as a result of extended vacancy is voiced at a Regular Council meeting fifteen (15)
728 days prior to the assumption of responsibility.
729

730 If a vacancy occurs in any administrative office and the City Manager fails to recommend an
731 appointment thereto within thirty (30) days from the date the vacancy occurs, then such vacancy
732 may be filled by the Council without recommendation by the City Manager. [\(Charter Section](#)
733 [4.9a\)](#)
734

735 Councilpersons under appointment to a Commission, Board or Authority shall serve at the
736 pleasure of and as a representative of the Council. Any Councilperson may be removed without
737 cause from his/her position on said Commission, Board or Authority upon the affirmative vote of
738 four (4) Councilpersons.
739

740 **A. Mayor Pro Tem.** The Council shall at its first regular meeting following each regular
741 biennial election, select one (1) of its members to serve as Mayor Pro Tem. The Mayor Pro Tem
742 shall perform the duties of the Mayor when, on account of absence from the City, disability, or
743 otherwise, the Mayor is temporarily unable to perform the duties of his office, and in the case of
744 vacancy in the office of Mayor, until such vacancy is filled by the Council. [\(Charter Section 4.6\)](#)
745

746 **B. Vacancy of Office of Mayor, Mayor Pro Tem and Councilperson.** In the event of a
747 vacancy occurring in the office of Mayor, Mayor Pro Tem, or Councilmember, the Council shall
748 appoint any qualified elector to fill the vacancy. Candidates applying to fill a vacancy shall be
749 given the right to speak at the meeting in which the appointment is to be made, and prior to a
750 motion being placed on the floor. Vacancies in elective offices shall, within sixty days, be filled
751 by appointment by the Council of a person possessing the qualifications for the office, who shall
752 hold such office until the next regular city election. At which election such vacancy shall be
753 filled for the unexpired term of such office. [\(Charter Section 3.5\)](#) [\(Charter Section 4.6\)](#)
754

755 **C. City Manager.** The City Manager is the Chief Administrative Officer of the City. All
756 administrative officers shall be responsible to the City Manager in and for the performance of the
757 duties of their several offices. He/she shall be selected by the City Council on the basis of
758 training and ability alone. The Council shall appoint a City Manager within ninety (90) days
759 after any vacancy exists unless an Acting Manager has been appointed for the period of the
760 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)

D. Administrative Staff Officers. The Clerk/Treasurer, Assessor, Building Inspector, Attorney, Chief of Police, Fire Chief, Superintendent of Public Works and such additional administrative officers as may be created by ordinance, shall be appointed by the City Council upon recommendation by the City Manager. They shall serve for an indefinite period, to serve at the pleasure of the Council. Any administrative officer may be discharged by the City Manager with confirmation by the Council. (Charter Section 4.7) (Charter Section 4.9a) (Charter Section 4.9f (2))

E. Committee of the Whole. The Committee of the Whole shall consist of all six (6) Council members. The membership of the committee shall elect from within the committee both a chairperson and a vice-chairperson to serve at the pleasure of the committee. The Mayor shall serve as ex officio, without a vote.

F. Council Work Sessions. Council Work Sessions shall consist of all six (6) Council members. The Mayor shall preside over all such meetings.

G. Pre-Council Meetings. Pre-Council Meetings shall consist of all six (6) Council members. The Mayor shall preside over all such meetings.

H. Corunna Downtown Development Authority Board of Directors. The Corunna Downtown Development Authority Board of Directors shall consist of eleven (11) members; one (1) Mayor (or his designee) and ten (10) at large members serving for four (4) year terms. The at large members of the board shall be appointed by Mayor, subject to the confirmation of the Council. Eligibility for membership on the board and terms of office shall be as provided in Act No. 197. The membership of the board shall annually, in January, elect from within the board its chairperson, vice-chairperson, treasurer, and secretary. All members shall hold office until the member's successor is appointed. (DDA By-Laws) (PA 197 of 1975) (City Code 30-5)

I. Election Commission. The election commission shall consist of the Clerk/Treasurer, Mayor, and one qualified elector appointed directly by the Council. The Clerk/Treasurer shall be the Chairperson. All members shall hold office until the member's successor is appointed. (Charter Section 3.12)

J. Forest Management Commission. The Forest Management Commission shall consist of five (5) members serving for three (3) year terms. One (1) Councilperson and four (4) At Large. The members of the commission shall be appointed by Mayor, subject to the confirmation of the Council. The members must be citizens and residents of Corunna. Any vacancies in the commission shall be filled by appointment for the remainder of the unexpired term. 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. (City Code 82-61)

K. Parks & Recreation Commission. The members of the Parks and Recreation Commission are administrative officers of the City. The Parks and Recreation Commission shall consist of nine (9) or eleven (11) at large members. They shall serve 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 commission shall be filled by appointment. The membership of the commission shall annually, in January, elect from within the commission a chairperson, vice-chairperson and secretary. Neither the Mayor nor any Councilperson shall serve on this Commission. 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. Any administrative officer may be discharged by the City Manager with confirmation by the Council. (Charter Section 4.7) (Charter Section 4.9a) (Charter Section 4.9f (2)) (City Code 2-242)

L. Softball Commission. The members of the Softball Commission are administrative officers of the City. The Softball Commission shall consist of nine (9) or eleven (11) at large members. They shall serve 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 commission shall be filled by appointment. The membership of the commission shall annually, in January, elect from within the commission a chairperson, vice-chairperson, treasurer and secretary. Neither the Mayor nor any Councilperson shall serve on this Commission. 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. Any administrative officer may be discharged by the City Manager with confirmation by the Council. (Charter Section 4.7) (Charter Section 4.9a) (City Code 2-207) (Charter Section 4.9f (2))

M. 4th of July Commission. The members of the 4th of July Commission are administrative officers of the City. The Fourth of July Commission shall consist of nine (9) or eleven (11) at large members. They shall serve 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 commission shall be filled by appointment. The membership of the commission shall annually, in January, elect from within the commission a chairperson, vice-chairperson, treasurer and secretary. Neither the Mayor nor any Councilperson shall serve on this Commission. 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. Any administrative officer may be discharged by the City Manager with confirmation by the Council. (Charter Section 4.7) (Charter Section 4.9a) (City Code 2-231) (Charter Section 4.9f (2))

N. Corunna Historical Commission. The members of the Corunna Historical Commission are administrative officers of the City. The Corunna Historical Commission shall consist of nine (9) or eleven (11) 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 commission shall be filled by appointment. The membership of the commission shall annually, in January, elect from within the commission a chairperson, vice-chairperson, treasurer and secretary. Neither the Mayor nor any Councilperson shall serve on this Commission. 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. Any administrative officer may be discharged by the City Manager with confirmation by the Council. (Charter Section 4.7) (Charter Section 4.9a) (City Code 2-181) (Charter Section 4.9f (2))

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 amended.

P. Shiawassee Airport Board. 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 three (3) year terms. The appointment of members of such board shall be based upon their knowledge and experience in property valuation. The members of the board 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 unexpired term. The membership of the board shall annually, in February, elect from within the board both a chairperson and a vice-chairperson. Neither the Mayor nor any Councilperson shall serve on this Board. The Assessor shall be the Clerk/Treasurer of the board and shall be entitled to be heard at its sessions but shall have no vote. All members shall hold office until the member's successor is appointed. (Charter Section 6.13)

914
915 **S. Cemetery Board of Trustees.** The members of the Cemetery Board of Trustees are
916 administrative officers of the City. The Cemetery Board of Trustees shall consist of five (5) at
917 large members serving indefinitely. The members of the board shall be appointed directly by the
918 Council upon recommendation by the City Manager and shall serve at the pleasure of the City
919 Council. Any vacancies in the board shall be filled by appointment. The membership of the
920 board shall annually, in January, elect from within the board its chairperson and vice-
921 chairperson. Neither the Mayor nor any Councilperson shall serve on this Board. All members
922 shall hold office until the member's successor is appointed. Any administrative officer may be
923 discharged by the City Manager with confirmation by the Council. (City Code 26-2) (Charter
924 Section 4.7) (Charter Section 4.9a) (Charter Section 4.9f (2))

925
926 **T. Corunna Area Ambulance Board.** The Corunna Area Ambulance Service (C.A.A.S.)
927 Board of Directors consists of seven (7) members; two (2) City of Corunna Elected Officials,
928 two (2) Caledonia Charter Township Elected Officials, and three (3) At-Large members
929 appointed as follows:

- 930 - One (1) appointed by the City of Corunna.
- 931 - One (1) appointed by Caledonia Charter Township.
- 932 - One (1) appointed by New Haven Township.

933
934 The City of Corunna Elected Officials shall be Councilpersons or the Mayor, appointed by the
935 Mayor, subject to the confirmation of the Council. The City of Corunna At-Large Member shall
936 be appointed by the Mayor, subject to the confirmation of the Council. All members shall hold
937 office until the member's successor is appointed. Note: The current composition of the board
938 does not comply with the last adopted Ambulance Service Agreement. Ambulance Service
939 Agreement) (Ambulance By-Laws)

940
941 **U. Community District Library Board of Directors.** The Community District Library Board
942 shall consist of seven (7) members. One (1) Representative each shall be appointed by the
943 legislative bodies party to the agreement, consisting of Burns Township, Hazleton Township,
944 Perry Township, Shiawassee Township, Venice Township, Caledonia Charter Township, and the
945 City of Corunna. They shall serve for four (4) year terms. The Corunna representative to the
946 board shall be appointed by Council. Any vacancies in the board shall be filled by appointment
947 for the remainder of the unexpired term. Each board member shall be a resident and qualified
948 elector of the Library District and a resident of the appointing municipality. (Community
949 District Library Agreement)

950
951 **V. Fire Board.** The Fire Board shall consist of five (5) members serving for six (6) year terms;
952 two (2) representatives from the City of Corunna, two (2) representative from Caledonia
953 Township, and one (1) at large member elected by the other four members. The Corunna
954 representatives of the board shall be Councilpersons or the Mayor appointed by the Mayor,
955 subject to the confirmation of the Council. Any vacancies in the board shall be filled by
956 appointment for the remainder of the unexpired term. All members shall hold office until the
957 member's successor is appointed. (Corunna-Caledonia Fire Agreement)

958
959 **W. Wastewater Treatment Board.** The Wastewater Treatment Review Board shall consist of
960 four (4) members. One (1) shall be a representative from the City of Owosso, one (1) shall be a
961 representative from the City of Corunna, one (1) shall be a representative from Owosso
962 Township, and one (1) shall be a representative from Caledonia Township. Each Representative
963 shall have an Alternate named by the Municipality. The representative for Corunna shall be the
964 City Manager, subject to appointed by the Mayor and confirmation of the Council. The

Alternate shall be the Department of Public Works Superintendent, subject to appointed by the Mayor and confirmation of the Council. Neither the Mayor nor any Councilperson shall serve on this Commission. 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 Wastewater Treatment Board. ([Wastewater Treatment Agreement](#))

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

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

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

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

AB. Heritage Park Committee. The Heritage Park Committee shall consist of three (3) at large members. They shall serve indefinitely. The members of the committee shall be appointed directly by the Council upon recommendation by the Mayor and shall serve at the pleasure of the City Council. The membership of the committee shall annually, in January, elect from within the committee a chairperson, vice-chairperson and secretary. Neither the Mayor nor any Councilperson shall serve on this committee. All members shall hold office until the member's successor is appointed. Any committee member absent from three consecutive meetings, without approval, will be considered for removal from the committee.

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

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

AE. Trail Joint Powers Committee (TJPC). The TJPC shall consist of one (1) Corunna Representatives, one (1) City of Owosso representative, one (1) Shiawassee Airport Board representative, and one (1) Caledonia Charter Township Representative. The Corunna representatives of the board shall be comprised of Councilpersons, the Mayor, the City Manager or a member at large. If a Councilperson, the Mayor and/or the City Manager desire to be appointed to a board seat, the members at large shall vacate the board seat. Any vacancies in the board shall be filled by appointment for the remainder of the unexpired term. All members shall hold office until the member's successor is appointed.

X. Certificate of Adoption

Certified to be a complete and accurate set of the Rules of the Corunna City Council of the City of Corunna amended and adopted by resolution at its regular meeting held November 19th, 2018.

Nichole L. Cowdrey, City Clerk/Treasurer
City of Corunna