

CITY OF KEEGO HARBOR
CITY COUNCIL

RULES OF PROCEDURE

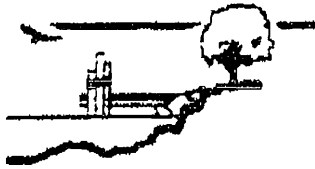
Approved by the Keego Harbor City Council

7/16/2026

2025 Beechmont Street, Keego Harbor, Michigan 48320
www.keegoharbor.org

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"Heart of the Lakes"

City of Keego Harbor

2025 Beechmont

Keego Harbor, Michigan 48320

RULES OF PROCEDURE

CITY OF KEEGO HARBOR CITY COUNCIL

I. Regular and Special Meetings

1. Regular Meetings

All study sessions of the Council shall be held on the third Tuesday of each month in the Council Chambers at Keego Harbor City Hall, 2025 Beechmont Street, at 7:00 p.m., Eastern Time. If the meeting falls on a legal holiday, the Council shall meet on the next regular business day or as otherwise directed by the mayor.

All regular meetings of the Council shall be held on the third Thursday of each month in the Council Chambers at Keego Harbor City Hall, 2025 Beechmont Street, at 7:00 p.m., Eastern Time. If the meeting falls on a legal holiday, the Council shall meet on the next regular business day or as otherwise directed by the mayor.

1. Special Meetings:

The mayor, any two (2) members of the Council, or the City Manager may call special meetings of the Council upon at least eighteen (18) hours' written notice to each member, served personally or left at their usual place of residence or delivered electronically if the member has consented to electronic notice.

- a. No business shall be transacted at any special meeting of the Council unless the same has been stated in the notice of such meeting.

2. Minutes of Regular and Special Meetings

Minutes of the proceedings of each regular and special meeting will be kept in the English language by the Clerk.

Proposed minutes of regular or special meetings will be available for public inspection not more than eight (8) business days after such meeting.

Approved minutes will be available for public inspection not later than five (5) business days after the meeting at which the minutes were approved.

3. Regular and Special Meeting Notice (Posting) Requirements

For regular meetings of the Council, the Clerk shall post at City Hall, within ten (10) days after the first meeting of the Council in each calendar year, a public notice stating the dates, times, and places of its regular meetings for the year. The notice shall also be posted on the City's official website.

For a rescheduled regular meeting or a special meeting, public notice stating the date, time, and place of the meeting shall be posted at least eighteen (18) hours before the meeting at City Hall and on the City's official website.

II. Meeting Procedure

1. Meetings to be Public.

All regular and special meetings of the Council shall be open to the public, and citizens shall have a reasonable opportunity to be heard under such rules and regulations as the Council may prescribe, consistent with the Michigan Open Meetings Act (MCL 15.261 et seq.).

2. Order of Business

An agenda for each regular Council meeting shall be prepared by the City Manager and Clerk in the following order of business:

1. Pledge of Allegiance
2. Roll Call
3. Approval of Agenda
4. Presentations
 - Call to Council – Board & Commission Liaison Reports
5. Public Comment
6. Public Hearings
7. Consent Agenda
 - Approval of Minutes
 - Petitions to be Referred
 - Setting Public Hearing Dates
 - Routine Requests and Information
 - Requests to Take Bids
 - Submission of Bids
 - Reports and Bonds

- Bills, Payrolls, and City Attorney Expense Statements
- 8. Regular Agenda**
- 9. City Council Comments**
- 10. Call to Council – Staff and Community Reports**
- 11. Motion to go into Closed Session (if necessary)**
- 12. Adjournment**

All items listed under the Consent Agenda are considered routine and will be enacted by one motion. There will be no separate discussion unless a Council member requests removal; in that event, the item will be removed and considered at the end of the Regular Agenda. Audience members may comment on any Consent Agenda item at this time (3-minute limit per speaker).

3. Quorum

A majority of all the members elected to the Council shall constitute a quorum. The affirmative votes of a majority of the Council shall be required for the passage of any ordinance or resolution, unless a greater number is required by the City Charter or state law.

4. Presiding Officer

The mayor shall be the presiding officer (Chair) of the Council. The Council shall, at its first regular meeting, elect a member of the Council as Mayor Pro Tem who, during the absence or disability of the mayor, shall perform those duties and exercise all powers of the mayor. In the absence or disability of the Mayor Pro Tem, the Council may temporarily appoint one of its members to that office.

The mayor, as a member of the Council, shall have the right to vote on all matters before the Council and shall possess all other rights and powers of Council members. The mayor shall not have the right to veto.

5. Presentations by Community Organizations

Community or school groups wishing to present before the Council must first obtain approval from the City Manager. A written summary stating the purpose of the presentation shall be submitted to the City Manager's office. The presentation will be placed on the next available agenda, and the group will be notified by the Clerk's Office of the date. Presentations are limited to five (5) minutes unless additional time is approved in advance.

6. Meeting Closure Time

A mandatory closure time of 10:00 p.m. is set for all Council meetings. Any business not completed by 10:00 p.m. will be rescheduled to the next regular meeting, unless there is a matter of urgency. In that case, Council may suspend the Rules of Procedure by majority vote to extend the closure time for that meeting or may schedule a special session to address the item(s).

7. Time Limitations — Meeting Procedure

Speaker / Action	Time Limit
Presentations (community groups)	5 minutes
Council Comments	5 minutes per member

8. Public Hearings for Special Land Uses

Upon completion of any report and recommendation by the Planning Commission for a special land use, the City Council shall hold a public hearing at the next regularly scheduled Council meeting which permits sufficient time for public notice in compliance with Michigan Public Act 110 of 2006 (Michigan Zoning Enabling Act), as amended.

III. Closed Sessions

1. Purpose

The Council may only meet in closed session for purposes expressly authorized by the Michigan Open Meetings Act (MCL 15.268).

2. Calling Closed Sessions

A two-thirds (2/3) roll call vote of the Council members elected and serving shall be required to call a closed session, except as otherwise permitted under the Michigan Open Meetings Act. The roll call vote shall be taken at an open meeting, and the purpose for calling the closed session shall be entered into the minutes of the meeting at which the vote is taken.

3. Minutes of Closed Sessions

A separate set of minutes shall be kept at each closed session by the Clerk or, in the absence of the Clerk, by a recording secretary designated by Council. These minutes shall be retained by the Clerk, shall not be available to the public, and shall only be disclosed if required by civil action.

Closed session minutes shall be distributed to Council for approval at a subsequent closed meeting and returned to the Clerk at the same meeting.

4. Confidentiality

No person may disclose confidential information discussed in a closed session to any unauthorized person before the Council authorizes its release. Council members shall maintain the confidentiality of all debate and discussion held in closed session.

5. Placement on Agenda

Closed sessions, when necessary, shall be held at the end of the regular agenda, consistent with the Order of Business in Section II.

IV. Voting and Discussion

On all parliamentary questions, Robert's Rules of Order, 12th edition (2020), and as subsequently amended, shall govern in so far as applicable and except as they conflict with these Rules or the City Charter.

1. Roll Call Voting

In putting questions to a vote, a roll call shall be taken, and the Clerk shall record the "ayes" and "nays" from each Council member voting. The Chair, or the Clerk at the Chair's request, shall declare the result.

Roll call votes shall be taken in alphabetical order for all Council members upon the first vote of a meeting. For each subsequent vote, the voting order shall rotate in a consistent manner with the member previously called first moved to the last position. The mayor shall always vote last in the roll call order.

2. Changing a Vote

Any Council member shall have the right to change his or her vote on any question before the result is announced.

3. Explanation of Vote

Any member of the Council shall have the right to briefly explain his or her vote on any question.

4. Motion to Reconsider

A motion to reconsider a vote on any question may be made by any member of the prevailing side at the next regular meeting following the meeting at which the vote was taken, provided that member has filed with the Clerk, within seventy-two (72) hours after the motion to be reconsidered was passed, written notice of intent to seek reconsideration.

In the absence of the member who filed such notice, any other member of the prevailing side may move for reconsideration. No motion to indefinitely postpone a motion to reconsider shall be entertained at the same meeting at which the action proposed to be reconsidered was taken.

5. Duty to Vote / Conflict of Interest

It is the duty of every Council member to vote. However, no Council member shall be required to vote if that member identifies a potential conflict of interest as defined by the Michigan Conflict of Interest Act (MCL 15.321 et seq.) or other applicable laws. A member precluded from voting pursuant to a conflict of interest shall refrain from participating in discussion on that issue and shall so state on the record. Council members should disclose any potential conflict of interest to the City Manager within two weeks of a posted City Council meeting.

6. Time Limitations Guidelines — Voting and Discussion

Speaker / Action	Time Limit
Making a motion	3 minutes
Discussion / debate per member	5 minutes
Explanation of vote	2 minutes

V. Citizen Participation

1. Public Comment (Call to Audience)

Each Council meeting agenda shall provide time for audience participation, to be known as the Call to Audience. Call to Audience is intended for comments on non-agenda items. Comment on specific agenda items is addressed in Rule 3 below.

2. Time Limitation Guidelines for Public Comments

Speaker / Action	Time Limit
Public Comment (non-agenda items)	3 minutes per speaker; once per meeting
Public Hearings	3 minutes per speaker
Regular Agenda items	3 minutes per speaker; once per agenda item
Presentations (appeals from boards/commissions)	10 minutes

Large groups are encouraged to designate two or three representatives to present the group's position, except during Special Assessment District (SAD) proceedings.

The Chair or designee shall use a timer to ensure adherence to time restrictions.

3. People Addressing the Council

Every speaker, after being recognized by the Chair, shall approach the public microphone, state his or her name, and indicate whether they are a resident or non-resident. Speakers may omit their address when speaking but must provide their address on the sign-in sheet.

The public comment portion of the meeting is not a question-and-answer session.

4. Agenda Items — Public Comment

Public comment on regular agenda items may be permitted at the discretion of the Chair. When the Chair elects to receive public comment on an agenda item, speakers shall be subject to the time limits established in Rule 2. and may address each agenda item once. Board members shall not engage in discussion during the public comment portion of a public hearing; Council questions and deliberation shall occur after the Chair closes public comment.

5. Disorderly Conduct

Persons addressing the Council shall make responsible comments and shall refrain from making personal, impertinent, slanderous, or profane remarks. The Chair may call to order any person who is being disorderly, including by speaking when not recognized, failing to be germane, speaking beyond the allotted time, or using vulgarities. Such people shall be seated pending the Chair's ruling.

If a person continues to be disorderly and disrupts the meeting, the Chair may choose to order a temporary recess and adjourn the meeting until order is restored or order the removal of that person from the meeting.

6. Interruptions

No Council member or member of the public should interrupt another individual while that individual is speaking.

7. Complaints Against City Employees

Council members receiving complaints against City employees shall utilize the City's established Citizens Complaint Policy involving City employees and/or coordinate for processing said complaints through the City Manager's office. Such complaints shall not be adjudicated during a Council meeting.

VI. Agenda

1. Preparation

The City Manager and Clerk shall prepare an agenda for each regular or special meetings of the Council.

Items of business may be placed on the agenda through the City Manager. The deadline for submitting items to the Manager's Office, for a regular Council agenda, is 12:00 noon on the Wednesday preceding the Council meeting. All items shall be submitted on the standard agenda template and shall contain a suggested motion for Council's consideration.

Requests from governmental entities, authorities, or City boards and commissions shall be made through the Manager's Office by 12:00 noon at least one (1) week prior to the Council meeting.

Requests shall be submitted on the standard template. The Manager shall review the materials and may suggest additional information or changes and shall prepare a recommendation to Council as part of the standard template.

Council members may request that an item be placed on the agenda of a future regular Council meeting. Such request shall be submitted in writing to the City Manager by the applicable agenda deadline and shall be supported in writing by at least two (2) members of the Council. Upon receipt of a timely request supported by two (2) Council members, the City Manager shall place the item on the agenda. The requesting Council members shall work collaboratively with the City Manager to prepare the agenda materials, including a description of the requested

action, supporting documentation, and a proposed motion using the City's standard agenda template.

Nothing in this section shall preclude the City Manager from providing professional analysis, recommendations, or other information regarding any agenda item requested pursuant to this section.

2. Agenda Material

The deadline for submitting all supporting data for an agenda item is 12:00 noon on Thursday preceding the Council meeting. Any agenda item not submitted in its entirety by Thursday at noon will be pulled from the agenda and postponed to the next regular meeting. The Clerk or Manager may make exceptions in case of emergency.

3. Distribution

Agenda packets will be delivered or made available to Council members at least forty-eight (48) hours before the scheduled regular meeting, or at least twelve (12) hours before a scheduled special meeting. Agenda packets shall also be made available on the City's official website by the same deadline.

VII. Board and Commission Appointments

1. Council Member Appointments

The Council shall, at its first regular meeting each year, confirm appointments of its members to City boards and commissions.

2. Citizen Appointments

The Clerk's Office shall receive and forward citizen applications to the appointing authority (Mayor, Council, or Manager) and to the board or commission secretary as information only. The board or commission secretary shall provide the appointing authority with a written recommendation regarding appointments when vacancies occur.

The appointing authority, or the secretary at the direction of the appointing authority, shall submit a nomination to the Clerk's Office to be placed on a Council meeting agenda. Normal deadlines apply. The Clerk shall maintain a copy of all applications to be used as a resource for future nominations.

3. Reappointments

Board and commission members whose terms are due to expire and who wish to be reappointed shall file an updated application with the board or commission. The secretary shall provide the appointing authority with a written recommendation regarding reappointments.

4. Resignations

Resignations from board and commission members shall be forwarded to the Mayor and Council in their meeting packets by the Clerk's Office as Information Only items. The staff liaison shall then submit a recommendation to the Mayor and Council for filling the vacancy.

VIII. Miscellaneous

1. Cell Phones and Electronic Devices

Cellular phones and other electronic devices must be turned off or silenced during Council meetings. Council members should refrain from using personal devices for non-meeting purposes while the Council is in session.

2. Travel

Council members are required to obtain advance approval prior to incurring expenses for official out-of-town travel.

3. Amendment of Rules

These Rules may be amended by a majority vote of the Council, provided that notice of the proposed amendment has been given at the regular Council meeting immediately preceding the meeting at which the amendment is voted upon. These Rules may be suspended for a single session by a majority vote of the Council.

4. Accessibility Accommodations

The City of Keego Harbor will provide necessary, reasonable auxiliary aids and services, as required by the Americans with Disabilities Act and Michigan law, upon proper notification to the City Clerk. Requests for accommodation should be directed to:

City Clerk, City of Keego Harbor

2025 Beechmont St. Keego Harbor, MI 48320

248-682-1930

Clerk@keegoharbor.org

Services include:

- Hearing-impaired sound system and receivers — requires three (3) day advance notice.
- Sign language interpreters — requires two (2) weeks advance notice.

Adoption

These Rules of Procedure for the City of Keego Harbor City Council were adopted by the City Council at a duly noticed public meeting.

Adopted: 7/16/2026

Mayor, City of Keego Harbor

City Clerk, City of Keego Harbor
