



## **DOUGLAS HARBOR AUTHORITY RULES OF PROCEDURE**

### **A. Regular and Special Meetings**

All meetings of the Authority will be held in compliance with state statutes, including the Open Meetings Act, 1976 PA 267 as amended, and with these rules.

#### **1. Regular Meetings:**

Regular meetings of the Douglas Harbor Authority will be held on the 4<sup>th</sup> Tuesday of each month at of each month beginning at 7:00 p.m. at the Douglas City Hall offices unless otherwise rescheduled by a majority vote of the Authority. Authority meetings shall conclude no later than 9 p.m., subject to extension by the Authority.

#### **2. Special Meetings:**

A special meeting shall be called by the chair of the Authority upon the written request of any three members of the Authority on at least 24 hours written notice to each member of the Authority served personally or e-mailed to the Authority members. Special meeting notices shall state the purpose of the meeting. No official action shall be transacted at any special meeting of the Authority unless the item has been stated in the notice of such meeting.

#### **3. Posting Requirements for Regular and Special Meetings:**

- a. At the first regular meeting each January, the Authority shall establish dates, times and places of the regular monthly Authority meetings and post at each of the city offices.
- b. For a rescheduled regular or a special meeting of the Authority, a public notice stating the date, time, and place of the meeting shall be posted at least 18 hours before the meeting at each city office.

#### **4. Minutes of Regular and Special meetings:**

Designated staff shall attend the Authority meetings and record a synopsis of the proceedings of the Authority meeting. In the absence of staff, the Secretary of the Authority or an appointee, one of its own members or another person to temporarily record a synopsis of the proceedings.

Within 15 days of an Authority meeting a synopsis showing the substance of each separate decision of the Authority shall be prepared by designated staff and shall indicate the vote of the Authority members. A copy of the approved minutes of each regular or special Authority meeting shall be available for public inspection at each city office during regular business hours.

#### **5. Work/Study Sessions:**

Upon unanimous consent of the Douglas Harbor Authority members and with appropriate notice to the public, the Authority may convene a work session devoted exclusively to the exchange of information relating to Kalamazoo Lake Harbor affairs. No votes shall be taken on any matters under discussion.

## **B. Conduct of Meetings**

### **1. Meetings to be public:**

All regular and special meetings of the Authority shall be open to the public, and citizens shall have a reasonable opportunity to be heard in accordance with such rules and regulations as the Authority may determine, except that the meetings may be closed to the public and the media in accordance with the Open Meetings Act. All official meetings of the Authority and its committees shall be open to the media, freely subject to recording by radio, television and photographic services at any time, provided that such arrangements do not interfere with the orderly conduct of the meetings.

### **2. Agenda Preparation:**

An agenda for each regular Authority meeting shall be prepared by staff with the following order of business:

- (a.) CALL TO ORDER BY CHAIR
- (b.) ROLL CALL BY RECORDING SECRETARY
- (c.) CONSENT CALENDAR
- (d.) APPROVAL OF MINUTES
- (e.) VOTE INVOICES
- (f.) PUBLIC COMMUNICATIONS
  - VERBAL
  - WRITTEN
- (g.) UNFINISHED BUSINESS
- (h.) NEW BUSINESS
- (i.) AUTHORITY / STAFF REPORTS
- (j.) PUBLIC COMMUNICATION
- (k.) AUTHORITY COMMENTS
- (l.) ADJOURN

### **3. Agenda distribution:**

Agendas, along with appropriate support information, will be provided to Authority members typically no later than Friday prior to the regular meeting. Agendas, along with appropriate support information will be sent via e-mail however hard copies may be obtained at each city office by request.

### **4. Quorum:**

A majority of the entire appointed members of the Authority shall constitute a quorum for the transaction of business at all Authority meetings. In the absence of a quorum, a lesser number shall adjourn any meeting to a later time or date with appropriate public notice.

### **5. Presiding officer:**

The presiding officer shall be responsible for enforcing these rules of procedure and for enforcing orderly conduct at meetings. The chair is ordinarily the presiding officer. The Authority shall appoint one of its members as vice chair, who shall preside in the absence of the chair. In the absence of both the chair/vice Chair the Secretary shall preside.

### **6. Disorderly conduct:**

The chair may call to order any person who is being disorderly by speaking out of order or otherwise disrupting the proceedings, failing to be germane, speaking longer than the allotted time or speaking vulgarities. Such person shall be seated until the chair determines whether the person is in order. If the

person so engaged in presentation is called out of order, he or she shall not be permitted to continue to speak at the same meeting except by special leave of the Authority.

### **C. Discussion and voting**

#### 1. Rules of parliamentary procedure:

The rules of parliamentary practice as contained in the latest edition of Robert's Rules of shall govern the Authority in all cases to which they are applicable, provided that they are not in conflict with these rules, city ordinances or applicable state statutes.

#### 2. Conduct of discussion:

During the Authority discussion and debate, no member shall speak until recognized for that purpose by the chair. After such recognition, the member shall confine discussion to the question at hand and to its merits and shall not be interrupted except by a point of order or privilege raised by another member. Speakers should address their remarks to the chair, maintain a courteous tone and avoid interjecting a personal note into debate. No member shall speak more than once on the same question unless every member desiring to speak to that question shall have had the opportunity to do so. The chair, at his or her discretion may permit any person to address the council during its deliberations.

#### 3. Roll call:

In all roll call votes, the names of the members of the Authority shall be called in alphabetical order.

#### 4. Duty to vote:

Appointment to a deliberative body carries with it the obligation to vote. Authority members present at a meeting shall vote on every matter before the body, unless otherwise excused or prohibited from voting by law. An Authority member who is present and abstains or does not respond to a roll call vote shall be counted as voting with the prevailing side and shall be so recorded, unless otherwise excused or prohibited by law from voting. Conflict of interest, as defined by law, shall be the sole reason for a member to abstain from voting. The opinion of a municipal attorney shall be binding on the Authority with respect to the existence of a conflict of interest. A vote may be tabled, if necessary, to obtain the opinion of a municipal attorney. The right to vote is limited to the members of Authority present at the time the vote is taken. Voting by proxy or by telephone is not permitted. All votes must be held and determined in public; no secret ballots are permitted.

#### 5. Results of voting:

In all cases where a vote is taken, the chair shall declare the result. It shall be in order for any Authority member voting in the majority to move for a reconsideration of the vote on any question at that meeting or at the next succeeding meeting of the council. When a motion to reconsider fails, it cannot be renewed.

### **D. Citizen participation**

#### 1. General:

Each regular Authority meeting agenda shall provide for reserved time for audience participation. The presiding officer shall have discretion to allow a member of the audience to speak at times other than reserved time for audience participation.

#### 2. Length of presentation:

Any person who addresses the Authority during a meeting shall be limited to three minutes in length per individual presentation. The chair will maintain the official time and notify the speakers when their time is up.

### 3. Addressing the Authority:

When a person addresses the Authority, he or she shall state his or her name and home address. Remarks should be confined to the question at hand and addressed to the chair in a courteous tone. No person shall have the right to speak more than once on any particular subject until all other persons wishing to be heard on that subject have had the opportunity to speak.

## **E. Miscellaneous**

### 1. Adoption and amendment of rules of procedure:

These rules of procedure of the Authority shall be adopted by the Authority at a regular meeting. A copy of the rules adopted shall be distributed to each Authority member. The Authority may alter or amend its rules at any time by a vote of a majority of its members after notice has been given of the proposed alteration or amendment.

### 2. Suspension of rules:

The rules of the Authority may be suspended for a specified portion of a meeting by an affirmative vote of two-thirds of the members present except that Authority actions shall conform to state statutes and to the Michigan and the United States Constitutions.