COUNCIL ORGANIZATION RULES AND ORDER OF BUSINESS

ADOPTED: December 15, 1997
AMENDED: September 14, 2026

CITY OF NOVI
COUNCIL ORGANIZATION RULES
AND ORDER OF BUSINESS

PROLOGUE

The City Council of the City of Novi consists of seven members, including the Mayor, elected at large in a non-partisan election. These Rules shall serve as guidelines for the organization and the conduct of the Council so that the City is governed and conducts its business in an orderly fashion. This document shall be reviewed every two years, following the Regular City Election. The Rules are subject to compliance with the City of Novi Charter, ordinances, and State Statutes.

1. ORGANIZATION

A regular meeting of the Council shall be held on the Monday following each Regular City Election (Charter, Sec. 6.1), or following secular day, if there is a holiday. The Mayor shall, at the first regular meeting of the Council after the election of the Mayor, appoint another member of the Council to serve as Mayor Pro Tem, who, during the absence or inability of the Mayor to perform his duties shall act in the name and stead of the Mayor and shall, during the time of such absence or inability, exercise all the duties and possess all the powers of the Mayor. (Charter, Sec. 4.5a) In the absence of both the Mayor and the Mayor Pro Tem, the most senior member of Council shall preside. The seniority shall be determined by the length of the concurrent terms as listed below. In those instances where concurrent terms are of equal length, seniority shall be determined by the number of votes received in the most recent election of the members with such equal terms:

Mayor Fischer – Re-Elected November, 2025 (elected 2019)
Mayor Pro Tem Casey – Re-Elected November 2023(elected 2011)
Council member Staudt – Re-Elected November 2023 (elected 2007)
Council member Smith – Re-Elected November 2025 (elected 2021)
Council member Heintz – Elected November 2023
Council member Gurumurthy – (Appointed December 2023) Elected November 2025
Council member Martinez – Elected November 2025

2. REGULAR MEETINGS

The Council shall hold two Regular Meetings per month in accordance with the Schedule of Regular Meetings to be established by the City Council by the end of November of the preceding year. These public business meetings shall be held at 7:00 P.M. in the Council Chambers of the Novi Civic Center and shall begin promptly at the appointed time.

In addition to the regular meetings above, the Council shall hold a regular meeting the

Monday following certification of the Regular City Election or following secular day, if there is a holiday. This meeting is intended to include an organizational meeting of the Council. The Council shall request staff to organize and present orientations as described in Section 19 herein, voluntary for new Council members and open to returning Council members as they deem necessary.

The Council will have as a goal to conclude all meetings no later than 10:00 P.M.
If the Council meets at a place other than its regular meeting place, then public notice to such effect shall be published in a newspaper circulated in the City. (Charter, Sec. 6.1)

Minutes of regular meetings will be kept in the English language by the Clerk and shall be signed by the City Clerk upon approval by City Council.

3. **SPECIAL MEETINGS**

Special Meetings of the Council may be called by the Clerk upon the written request of the Mayor or by any two members of the Council. There shall be at least twenty-four (24) hours' written notice to the public and each member of the Council designating the time, place, and purpose of a special meeting and served personally on, or left at, the usual place of residence of each of the Council members. Any special meeting of the Council at which all members of the Council are present or have in writing waived the requirements that the required notice be given, and at which a quorum of the Council is present, shall be a legal meeting. (Charter, Sec. 6.2) It is the preference of Council that special meetings are held on Mondays.

Minutes of special meetings will be kept in the English language by the Clerk and shall be signed by the City Clerk upon approval by City Council.

4. **JOINT MEETINGS**

The City Council may hold Joint Meetings with School Boards, Boards, Commissions, Committees, and municipal governments who share a community of interest with the City of Novi. Such meetings shall be scheduled for a specific purpose or goal, agreed to by the Council and other entity or entities before the meeting.

Minutes of joint meetings will be kept in the English language by the Clerk and shall be signed by the City Clerk upon approval by City Council.

5. **EXECUTIVE SESSIONS**

A two-thirds (2/3) roll call vote of members elected or appointed and serving shall be required to call a closed session, except for those circumstances where the Open Meetings Act, 1976 PA 267 permits the calling of an executive session by a lesser vote. Those circumstances not requiring a two-thirds (2/3) vote are sessions:

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, when the named person requests a closed hearing.

For strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement when either negotiating party requests a closed hearing.

The purpose of the meeting will be stated in the motion to call the closed session and shall be in accordance with the Open Meetings Act.

A separate set of minutes shall be taken by the Clerk or the designated secretary at the executive session. These minutes will be retained by the Clerk for the period of time required by the Open Meetings Act and shall not be available to the public and shall be disclosed only if required by a civil action. Minutes of executive session meetings may be distributed to Council for review at an executive session and may be approved, in Council's discretion, and returned to the Clerk.

City Council Members shall not divulge to any unauthorized person confidential information discussed in an executive session in advance of the time prescribed for its authorized release to the public by the City Council. Council members shall honor the confidentiality of the debate and discussion occurring in executive session, and be aware of the potential liability and/or other harm to the City by premature disclosure

6. **AGENDA - REGULAR MEETINGS**

The City Manager and the City Clerk, with consultation and concurrence of the Mayor, shall prepare an agenda of business to be considered at each regular Council Meeting. Items of business must generally be submitted by 12 noon of the Monday preceding the next regular meeting, subject to the discretion of the City Manager. The Mayor and Administration will strive to have agendas resulting in consistent length of meetings.

City Council Members shall have the use, for City business and for City Council meetings, of a City-issued electronic device. Agenda materials will primarily be provided to Council members by electronic delivery method and the member shall be responsible for installing the materials on the electronic device. "Paper" copies of agenda materials will be provided only where the materials are likely to be retained for regular review (bound documents such as the Master Plan for Land Use, or the Budget), or where a paper copy is required or appropriate to completely convey the information contained in the materials.

The Meetings will be held in the Council Chambers UNLESS OTHERWISE NOTED ON THE AGENDA. No items will be added to the published agenda unless approved by a majority vote of the City Council. The Agenda of Regular Meetings of the City Council

shall be prepared generally in accordance with the following format; provided that the Mayor and City Administration can alter the format or the order of agenda items in circumstances deemed appropriate:

A. Call to order
B. Pledge of Allegiance
C. Roll Call
D. Approval of Agenda
E. Public Hearings
F. Presentations
   This is reserved for and limited to presentations by or on behalf of the City itself to the City Council that do not require or anticipate Council action (e.g., presentation of the results of the national survey the City has conducted). It is not intended to be used by third parties.
G. Reports:
   1. Manager/Staff
   2. Attorney
H. Audience Comment
I. Consent Agenda – Removals and Approvals (Items removed from Consent Agenda will be discussed under Item O).
   Only the following kinds of items may be included on the Consent Agenda:
   1. Personnel matters requiring Council action, not including reviews of employee grievances or appointments and terminations
   2. Routine financial management actions, such as approval of warrants, transfer of funds, approval to advertise for bids
   3. Approval of licenses
   4. Setting dates of Public Hearings
   5. Ordinances at second reading and/or resolutions which do not require public hearings prior to adoption
   6. Approval of minutes
   7. Approval of contracts and agreements not to exceed $100,000
   8. Referral to committees
   9. Approval of easements
   10. Additional items which administration feels could be included on Consent Agenda for final approval
J. Matters for Council Action
   1. Proposed Zoning Ordinance Map Amendments
   2. Other Ordinances - First Reading (Introduction)
   3. Action on Special Reports
   4. Appointments to Boards and Commissions
   5. Other matters to be acted upon by Council
K. Consent Agenda Removals for Council Action
   In order to limit the number of items removed from the Consent Agenda, all members of Council will make an effort to contact the administration before the meeting to have questions answered. Unless a member of the Council specifically

requests that an item listed on the Consent Agenda be removed therefrom and action be taken separately on said item, those items listed on the Consent Agenda shall be approved, accepted, etc. by motion and unanimous roll call vote of the Council. Those items so approved under the heading "Consent Agenda" shall appear in the Council minutes in the proper form.

L. Audience Comment

M. Committee Reports

N. Mayor and Council Issues

This portion of the agenda shall be limited to matters as to which a Council member is seeking to receive comments or other reaction from other Council members, or to gain a consensus for giving direction to City staff. Council members may request that an item (each member is limited to one(1) such item) be placed on the printed agenda by notifying the Mayor, City Manager, and City Clerk no later than 3:00 P.M. on the third business day preceding the meeting and provide the language for the item in writing or verbally. Each Council member present at a meeting may also request placement of one (1) additional item on the agenda under Mayor and Council issues for that meeting. With respect to any such issue placed on the agenda, if a Council member is requesting information from City staff as part of the item, the Council member shall have first contacted the City Manager by noon the day of the meeting and requested such information prior to the meeting, and shall so state at the time of placement of the item on the agenda. Motions may be made and voted upon in connection with matters added under this section.

P Adjournment

While there is no set space on the agenda for proclamations or recognitions relating to things like civic celebrations or to commemorate state or national events, or to acknowledge significant milestones, achievements, or contributions to the Novi community, such items can be added at the time of preparing an agenda as provided for in these Rules under the title "Recognitions," to occur after Presentations. The inclusion on the agenda of such items is a courtesy, not a right. Matters of public or political controversy, conflict, or strife, or matters that are discriminatory or exclusionary will not be added to any agenda. This space is not available for use by third parties. The Mayor may also issue recognitions and/or proclamations on such items on his or her own behalf.

7. **AGENDA - SPECIAL MEETINGS**

No business shall be transacted at any special meeting of the Council unless the same has been stated in the notice of such meeting. However, other than the enactment of an ordinance, any business which may lawfully come before a regular meeting may be transacted at a special meeting, if all the members of the Council present consent thereto and all the members absent file their written consent. (Charter Section 6.3). The notice of such meeting, setting forth the time, place and purpose, together with the agenda shall be served in accordance with the City Charter upon each member of the Council.

8. **AUDIENCE PARTICIPATION RULES**

A. No person shall interrupt Council members or staff while they are speaking during a meeting or otherwise disrupt a Council meeting.

B. All members of the Audience addressing the meeting (hereinafter speaker) shall direct their remarks to the Mayor.

C. No speaker shall address the meeting unless recognized by the Mayor for that purpose.

D. Remarks should pertain to matters before the Council, to City business or policy, or to issues of community concern or interest. While comment upon the action, inaction, or performance of the Council and the City of Novi commissions, boards, employees and consultants is allowed, speakers are requested to refrain from inappropriate, profane, vulgar or abusive language and personal attacks. Additionally, City Council prohibits the use of any obscene, defamatory, or similarly disruptive language that substantially interrupts, delays, or disturbs the peace and good order of the proceedings of the City Council meeting or constitutes an imminent threat to the person or property of an individual or individuals.

E. No speaker shall continue to address the meeting after being advised by the Mayor that the speaker's time for addressing the meeting has expired.

F. Speakers shall use their time only for voice comment. There shall be no audible comment by the members of the audience other than the speaker, and there shall be no audible indication of approval or disapproval of any remarks of the speaker or member(s) of the public body (i.e., no clapping or hooting or similar activity). The purpose of this rule is to make sure that each speaker can address City Council without interference or intimidation.

G. Each speaker may address the meeting for 3 minutes. The Mayor has the authority to grant additional time, if requested by a speaker, for good cause.

H. Speakers wishing to display visual materials through the City's audiovisual system must provide the materials to City staff for screening no later than 12:00 P.M. the day of the meeting. The materials submitted will be reviewed by the City Clerk (or designee) to ensure that (1) the materials are in a format capable of broadcast or presentation over the City's audiovisual system; (2) the materials relate to a permitted purpose under Paragraph C above; and (3) the material is legally appropriate for broadcast over the audiovisual system and/or cable system. Visual materials include any visual or textual items that are to be displayed through the audiovisual system irrespective of their specific format or media. This includes, without limitation, photographs, audio and video presentations, charts, computer presentations, computer screen images, posters and fliers, whether in physical or electronic format. Once the materials have been submitted for review, they cannot be changed before the meeting. Notwithstanding the foregoing, the Mayor may allow a speaker to utilize the City's audiovisual system to display a limited number (no more than three) of non-electronic, physical documents (e.g., photographs of potholes), provided that the documents are presented to the Clerk for review under Paragraph G above, before the documents are displayed.

I. Speakers using visual materials are subject to the same time limitation set forth in

Paragraph F above.

J. Taped or recorded audio presentations not presented through the City's audiovisual system (i.e., with sound only, not displaying visual materials) shall also be submitted for review as described in Paragraph G above. The use of microphones, speakers, megaphones, amplification systems, or sound or noise distraction devices, except those provided by the City, is prohibited.

K. Council Members or the Mayor shall not respond to general Audience Comment. The Mayor or Council members can bring up a point of order in regard to false information and direct it to the parliamentarian for a response. The Mayor may direct the administration to respond to the speaker, if appropriate, during or outside of the meeting. The Mayor may also respond with an indication of the appropriate action to be taken.

L. Committee Reports will not be accepted during Audience Comment. An Applicant or Representative may present proposals for a period of time at the discretion of the Mayor.

9. CABLE TV VIDEO AND AUDIO TAPES POLICY

A. All Regular, Special, and Joint Council meetings shall be held in the Council Chambers and will be cablecast/video streamed, except interview meetings unless Council Chambers are unavailable or otherwise specified.

B. Meetings will be cablecast/video streamed live. City Council Meeting videos will be archived on the City website for 90 days. The video archive is not the official record of the meeting.

C. Only City Council, Parks Recreation & Cultural Services, Planning Commission, Library Board and Zoning Board of Appeals Meetings will be cablecast/video streamed live, whenever possible.

D. Audio tapes will be retained by the City Clerk until the approval of the minutes.

10. RECONSIDER/RESCIND/REPEAL A QUESTION

When a question has been taken, it shall be in order for any member who was on the prevailing side in the original action to move for reconsideration thereof at the same or next regular meeting. If a matter is to be brought for reconsideration at a succeeding meeting, the Councilmember making the request must notify the City Manager or City Clerk in writing by the Wednesday prior to the meeting who shall place the matter of reconsideration of the matter on the agenda.

A motion to rescind or repeal some previous action may be made at any time at any regular or special meeting of the Council, provided, such matter has been formally placed on the agenda for consideration and it is in order.

11. VOTING

A Roll Call vote shall be required on all ordinances and the "Yes" or "No" vote shall be

entered upon the records opposite the name of the Councilmember. Whenever the vote is unanimous, it shall only be necessary to so state.

No member of the Council shall vote on any question in which he/she has a financial interest other than the common public interest or on any question concerning his own conduct.

12. QUORUM

Four members of the Council shall be a quorum for the transaction of business at all meetings of the Council, but in the absence of a quorum, the Mayor or any two members may adjourn any regular or special meeting to a later date. (Charter, Sec. 6.5)

13. COMMITTEES

Council Committee assignments will be established by the 2nd regular meeting following the Election.

Standing Citizen Boards, Commissions, and Committees: The descriptions provided within this section stating the purposes, functions and membership of Boards, Commissions and Committees are for informational purposes. The provisions of the Charter, the Novi Code of Ordinances and the resolutions establishing such bodies shall define the purposes, functions and membership of such bodies.

Economic Development Corporation, Library Board and Planning Commission are Mayoral appointments with consent of a majority of Council.

Council will be provided with the attendance record of all applicants for reappointment at the time of interview.

Annual schedule for Board, Commission, and Committee Presentations and Appointments

Name	Terms expire on	Approximate # of vacancies per year
Beautification Commission	January 1	2 to 3
Board of Review	January 1	1 to 2
Building Authority	March 1	1 to 2
Construction Board of Appeals	January 1	1 to 2
Corridor Improvement Authority	January 1	2 to 3
Cultural Arts Committee	January 1	3 to 4
Economic Development Corporation	March 1	1 to 3
Election Commission	January 1	0 to 1
Historical Commission	January 1	2 to 3

Library Board	March 1	2 to 3
Parks, Recreation & Cultural Services Commission	January 1	2 to 3
Planning Commission	January 1	2 to 3
Public Utilities and Technology Committee	January 1	0 to 1
Zoning Board of Appeals	January 1	2 to 3

Applications will be considered current for twelve months from the date of application. Council may schedule other interview sessions for newly created committees on an as-needed basis. Applications may also be made up until the start of the City Council meeting at which presentations are made. The City Clerk shall be responsible for providing information as to such application(s) to the Council at or before the meeting.

Presentations by applicants for boards, commissions, and committees will be made to the Council at a regular meeting in November. Applicants will be given two minutes to explain why they are interested and qualified. Questioning by Council Members will not generally be contemplated, but as the Chair of the meeting, the Mayor may (but is not obligated to) entertain questions from other Council Members.

Applicants will be informed that a presentation is mandatory. Notwithstanding anything to the contrary in this section, however, appointments may be made and/or approved without candidate presentation if the Mayor and/or Council deem it to be appropriate under the circumstances.

If a Committee has members of City Council as well as other members who are not Councilmembers, the Chairperson shall be a Councilmember, unless all Councilmembers decline to be chair. In instances where the Mayor appoints the committee and Council approval is not required, the Mayor shall also, at the time of making such appointments, designate a chair.

<u>Council action on appointments (including appointing newly-created committees):</u>

Any *new* committee adopted by Council shall have in its resolution language to the effect of the following:

> That the position will be publicized for applications within ten days of the adoption of the resolution creating the committee.
>
> That Council will hold presentation sessions within three weeks of adoption of the resolution.
>
> That Council will make appointments at the Regular Meeting following the presentation meeting.

Appointments to Standing Committees:

The following standing committees of the Council shall be composed of at least three members who shall be appointed from time-to-time by the Mayor. (Charter, Sec. 6.7(e))

1. Finance and Administration Committee - Three Council representatives. This Committee is responsible for reviewing administrative recommendations for the budget; retirement and OPEB investment strategy; staff recruiting, retention, turnover, employment trends, and compensation strategy; bonding and/or millage recommendations; and large scale capital or other programs or projects. It also provides an initial review of the required annual Capital Improvement Plan (CIP) prepared adopted by the Planning Commission, and shall meet at least twice annually the Planning Commission's designates in order to finalize the CIP for presentation to the Commission. This committee also

   reviews multi-year contracts for professional services (e.g., engineering or environmental consultants) and contracts for professional services of any length where the consultant deals directly with the City Council in a significant way (e.g., attorney services, auditors, or the like).

2. Rules Committee - The Mayor and two members of Council to begin their review of the Council Rules immediately following the first meeting following the November Election. This Committee is responsible for regular or occasional review of these Rules as contemplated in the Prologue Section above.

3. Ordinance Review Committee - The Mayor and two members of Council. This Committee is responsible for discussion and review of amendments to the Code of Ordinances. It is intended to review those ordinances that are substantive in nature and that would benefit from review by the Committee before submission to the Council as a whole. Matters may be referred to the Committee by the Council; additional items may be placed on the Committee's agenda for its consideration with the approval of the Mayor.

4. Mobility Committee. Three members of Council, plus 2 members of the Planning Commission, and 2 members of the Parks, Recreation & Cultural Services Commission. This Committee studies and makes recommendations on road improvements, public transit, non-motorized transportation, and ADA compliance. It replaces the Walkable Novi Committee.

5. Public Utilities and Technology. 3 members of Council, and 2 members appointed from the public at large, with an emphasis on members from the public who have a background and skill set relating to the subject matter of the Committee. This Committee studies and makes recommendations regarding all non-city public utilities (e.g., gas, electric, cable) and broadband expansion opportunities.

Council representation on regional bodies/inter-governmental bodies:

1. SEMCOG - One Delegate (Elected Official) and one Alternate (Elected or Appointed) appointed by the Council for a two-year term.

Where service on a regional or intergovernmental body involves the Council member having to cast a vote on behalf of the City, the member shall, to the extent practicable, inform the Council of the expected vote sufficiently in advance to allow City Council input if deemed appropriate by the Council.

Advisory/implementation and current *ad hoc* committees established by Council:

1. City Council Cultural Arts Committee. Seven members, with an emphasis on members from the arts community (educators, artists). This Committee will make recommendations regarding public art, music, theater, and dance opportunities and ways to broaden cultural art and music opportunities in Novi.

2. Long-Range Strategic Planning Committee. This Committee will work on a strategic plan to determine what Novi wants and expects to be in the year 2050, and to identify actions and options for getting there. Initially three members of Council, who will evaluate the options for the structure of a larger committee with additional community members and stakeholders with diverse backgrounds and expertise.

3. Environmental Sustainability Committee. This Committee will study and advise Council on environmental issues affecting the City, including the protection and enhancement of natural resources, recycling/composting, energy production, etc. Initially three members of Council, who will evaluate the options for the structure of a larger committee with additional community members and stakeholders with diverse backgrounds and expertise.

Council Advisory Committees will not establish any separate *Ad Hoc* Committee without the approval of the Council. This does not prevent a committee from appointing subcommittees of their members.

Boards and Commissions established by Charter or Ordinance:

1. Beautification Advisory Commission - Seven members appointed to three-year terms by the Council. Terms expire January 1st (Sec. 2-171 City Code).

2. Board of Review – Three, six, or nine members and up to three alternate members - appointed to two-year terms by the Council. Terms expire January 1st of each odd year (Sec. 9.6 City Charter).

3. Construction Board of Appeals - Five members and two alternate members - Appointed to four-year terms by the City Council. Terms Expire March 1st. (Sec. 7-19 City Code)

4. Corridor Improvement Authority – Nine member, made up of the Mayor and eight member appointed by the Mayor subject to Council approval. Terms expire December 31st. (Resolution 12/04/2017)

5. Economic Development Corporation -Nine members - Appointed to five-year terms by the Mayor subject to Council approval. Terms Expire March 1st (EDC Articles of Incorporation)

6. Election Commission - Three members, including the City Clerk – Appointed to three-year terms by the Council. Terms expire January 1st (Sec.3.4 City Charter)

7. Historical Commission - Seven members - Appointed to three-year terms by the Council. Terms expire January 1st. (Sec. 17-18 City Code)

8. Library Board - Seven members - appointed to three-year terms by the Mayor subject to Council approval l. Terms expire March 1st. (Sec.19-21 City Code)

9. Parks and Recreation Commission - Seven members - Appointed to three-year terms by the Council. Terms expire June 30th (Sec. 25-37 City Code)

10. Planning Commission - Seven members - Appointed to three-year terms by the Mayor subject to Council approval. Terms expire June 30th (Sec. 27-18 City Code)

11. Street Name Review Committee -Representatives of the Department of Community Development, Police Department, Fire Department and Building Department. (Sec. 31-51 City Code).

12. Zoning Board of Appeals - Seven members and one alternate member appointed to three-year terms by the Council. Terms expire January 1st (Sec. 3100 Zoning Ordinance)

Generally applicable rules for Council standing or advisory boards and committees

Board and Commission meetings shall be open to the public and a notice of the date, time and location of each meeting shall be posted within the lobby of the City Hall no less than 18 hours before the meeting.

Minutes of the proceedings shall be taken and available to the City Clerk of all Board and Commission meetings. Board and Commissions shall endeavor to hold their meetings in the City Council Chambers for consistent public access.

Except as expressly authorized by its enabling resolution or these rules, or some other applicable law or resolution, no standing committee of the City Council or advisory board or committee of the Council shall have the authority to enter into contracts or agreements on behalf of the City, or to authorize or approve the expenditure of funds to support its activities, including the retention of experts or consultants to assist it. Such board or committee may request approval of such expenditures or retention by city Council. No standing committee of the City Council or advisory board or committee of the Council shall have the authority to apply for or accept grants or awards, or request or accept any sort of outside assistance or services without approval of City Council, unless expressly authorized by its enabling resolution or these rules, or some other applicable law or resolution.

The City Council expects all standing committees and advisory boards or committees to be staffed in some manner by City employees, unless its enabling resolution or these rules, or some other applicable law or resolution provides otherwise. The staff members or liaisons are expected to perform the work of preparing agendas, assembling packet materials, coordinating attendees and speakers, and the like, rather than the board/committee members, whose primary task is the provision of guidance and/or recommendations in the process of carrying out the board/committee's charge by Council.

14. **STANDARDS OF CONDUCT FOR CITY COUNCIL MEMBERS**

A. General Rules. City Council members will be governed by the Standards of Conduct of Novi Officers, Employees, and Consultants, as adopted and amended from time to time by City Council Resolution. Those standards generally include (but are not limited to) the following:

1. Confidential Information and information with limited distribution to City Council. A Council member shall not divulge to an unauthorized person, confidential information acquired in the course of the Council member's duties in advance of the time prescribed for its authorized release to the public. A Council member shall also not share information that involves unusual or sensitive topics such as ongoing (or past) public safety events or actions (such as police activity, fire or water/sewer or traffic emergency events) where the City's official channel of communication to the public is through the City Manager's office or the Community Relations Department for purposes of assuring a continuity of information and coordination of an ongoing City response or message to the public. Information that the Council members receive as to such matters is to be considered confidential or restricted until shared with the public by the Administration. City Administration is the body responsible for communicating directly with

the public on such matters. The requirement to keep confidential information confidential survives the activity or event to which it relates.

2. Representations. A Council member shall not represent his or her personal opinion, or position on any specific issue, whether before City Council or not, as that of the City or the City Council. A Council member shall not misrepresent the position of the City or another Council member on any issue.

3. City resources. A Council member shall use personnel resources, property, and funds under the Council member's official care and control judiciously and solely in accordance with prescribed constitutional, statutory, and regulatory procedures and not for personal gain or benefit.

4. Gifts. A Council member shall not solicit or accept a gift or loan of money, goods, services, or other thing of substantial value for the benefit of a person or organization, other than the City, which tends to influence the manner in which the Council member performs official duties. It shall be presumed that a non-monetary gift having a value of less than fifty dollars ($50.00) does not evidence a violation of the above paragraph. "Non-monetary gifts" do not include gift certificates, vouchers, or any other item which is readily used in place of cash.

5. Profit from Position. A Council member shall not engage in a business transaction in which the Council member may receive a substantial profit from his or her official position or authority or a substantial financial benefit from confidential information which the Council member has obtained or may obtain by reason of that position or authority. A Council member shall not use, or attempt to use, his or her official position to unreasonably secure, request or grant, any privileges, exemptions, advantages, contracts, or preferential treatment for themselves or others.

B. Financial Interest in Contract, Purchase, or Employment

1. No Council member shall vote on any question in which the member has a financial interest other than the common public interest or on any question concerning his or her own conduct. (Charter, Sec. 6.7)

2. Except as otherwise provided by State law (including all disclosure requirements), a Council member shall not engage in or accept employment or render services for a private or public interest when that employment or service is incompatible or in conflict with the discharge of the Council member's official duties, or when that employment may tend

to impair his or her independence of judgment or action in the performance of official duties. If such employment or services for a private or public interest (except the City of Novi) requires the appearance, directly or indirectly, by a Council member before any employee, agency or body of the City of Novi, it shall be conclusively presumed that such appearance is incompatible and in conflict with the Council member's official duties. Except as otherwise provided by State law (including all disclosure requirements), a Council member shall not participate in the negotiation or execution of contracts, making of loans, granting of subsidies, fixing of rates, issuance of permits or certificates, or other regulation or supervision relating directly to a business entity in which the Council member has a financial or personal interest.

3. No Council member shall be a party, directly or indirectly, to any contract between himself and the City, except as provided by state law and City Charter.

4. Members of the City Council shall disclose, upon a form provided by the City Clerk, the following information: Any interest in any property within the City of Novi held by the member, the member's spouse, any child of the member, a trust for the member, any corporation in which the member is an officer, director, or shareholder, or by any partnership, limited partnership, or co-partnership in which the member has an interest The disclosure shall be submitted by City Council members upon taking the oath of office, and annually thereafter.

15. DEBATE AND DECORUM

Where these rules or the City Charter are silent, "Roberts Rules of Order Newly Revised" shall, to the extent reasonably feasible, govern the proceedings of the Council. The City Attorney shall act as Parliamentarian. In addition, the following general rules of debate shall apply:

A. The maker of a motion is entitled to speak first.
B. A Council member must obtain the floor by being recognized by the Mayor.
C. No Council member is entitled to speak a second time on the same motion while any other Council members wish to make their first speech.
D. A Council member may not speak against his/her own motion, but may vote against it.
E. Remarks must be confined to the merits of the pending question.
F. Questions and remarks must be addressed through the Mayor. Council members are not to speak directly to each other.

G. A courteous tone must be maintained. Interjecting personal notes or attacking another member's motives is prohibited.
H. Use of a Council member's name is to be avoided, if at all possible; for example, you should refer to "the maker of the motion" or "the previous speaker" whenever possible.
I. Reading from books, reports, etc. is only allowed with general consent of the Council by vote or general consent, that is, if there are no objections.
J. No Council member may comment adversely on any prior act of the Council that is not pending.

16. USE OF COMMUNICATION DEVICES DURING MEETINGS

A Council member shall refrain from the use of electronic or wireless communication devices during meetings to communicate with other Council members or with members of the public, regardless of whether the device is provided by the City. This prohibition shall not apply to communications with family members, employees, or co-workers, or others with whom the member communicates on a matter unrelated to an agenda item for Council action; such communications shall be infrequent and shall not disrupt, disturb, or otherwise adversely affect the conduct of the meeting.

17. USE OF CITY-ISSUED ELECTRONIC DEVICES

City-issued electronic devices are intended to be used for City business and City-related purposes. Personal use is discouraged and should occur infrequently and shall be incidental to the intended use of the electronic device. The following rules shall apply to Council members' use of City-issued electronic devices:

A. The City shall supply the electronic device and all associated hardware and software. Council members shall not install any hardware or software on the electronic device without prior approval through the City's Chief Information Officer.
B. Council members shall have the use of the electronic device during the member's term of office, and such right shall terminate at the same time as the member's term of office ends, at which time the electronic device and all associated equipment shall be returned to the City.
C. Council members shall be responsible for maintaining the electronic device in good condition, and to reasonably protect it from theft, loss, or damage. City policies applicable to City staff with regard to damaged or lost equipment shall apply.
D. Council members may not use the electronic device in connection with election or re-election efforts or campaigning, either for the member or any other candidate for public office.
E. Council members shall not use the electronic device, or the internet access

or e-mail provided with it, for any commercial, illegal, or illicit purpose or activity, or for financial gain. Council members shall not use the electronic device to download or store inappropriate or obscene material. Council members shall not knowingly violate copyright laws or site guidelines in connection with internet access. Council members shall not knowingly use the electronic device, or the internet access or e-mail provided with it, to propagate any virus, worm, "Trojan horse," "trap door," or back door" program code or to knowingly disable, disrupt, or overload the computer system or network, or to circumvent any system designed to protect the privacy or security of another user, computer system, communications network, or organization.

F. Council members should recognize that many, and perhaps most, of the documents that exist on the electronic device or that are created during internet usage or while using the e-mail function may be subject to the Freedom of Information Act, MCL 15.231 *et seq*., or other means of discovery, and should govern their use accordingly.

G. Council members shall not use the electronic device for any purpose that violates the Open Meetings Act, MCL 15.261, *et seq*.

H. The electronic device shall at all times remain City property, and therefore subject to return to the City upon request, for inspection, repair, installation of additional hardware or software or other applications, and the like, or to ensure compliance with these rules.

I. The Council member to whom an electronic device is issued is responsible to insure the proper use of the electronic device in accordance with these rules.

18. COUNCIL APPROVAL OF INDIVIDUAL COUNCIL MEMBER NON-ROUTINE REQUESTS FOR INFORMATION OR INVESTIGATIONS BY CITY STAFF

Prior to any individual Council members request to City staff for reports or other information, other than routine (requests that can be answered within 5-10 minutes), the requests must be raised at the Council table and approved.

19. NEW COUNCIL MEMBER ORIENTATION; IN-SERVICE PROGRAMS; OFF-SITE TRAINING/CONFERENCES

Each new member of Council shall, upon taking the oath of office, be given the following materials unless the member has or has access to a current copy of:

- Charter and Code of Ordinances
- Master Plan for Land Use
- Current year Budget
- Council Rules
- City of Novi Internet Usage and E-Mail Usage Policies

- City of Novi rules regarding damaged or lost equipment (e.g., for City-issued electronic device)

Each new member of Council shall, upon taking the oath of office, be offered an opportunity by the City Manager to tour the various City facilities (i.e., City Hall, DPW, Police/Fire stations, and the like).

After each City election at which a new member of Council is elected, the City staff shall arrange a series of presentations or programs, conducted during the first year of their term following a City election, to inform new members of the operations of City government. Generally, and subject to member availability, these shall occur before City Council meetings, and shall cover basic subjects such as land use and planning, finance/taxation/assessing, police/fire, and infrastructure maintenance and construction. The programs shall be open to all members of the City Council as in-service educational opportunities.

Council members are strongly encouraged to attend training sessions and conferences to develop their understanding of their role and responsibilities as public officials, including by way of example by the Michigan Municipal League (such as the Newly-Elected Officials' Training) and the Michigan State University Extension Service Citizen Planner sessions. Council will annually establish a budget during budget discussions, to be used to offset the cost of such activities. City Administration shall regularly provide Council with a list of conferences for organizations that the City belongs to. Reimbursement of expenses incurred in connection with such sessions or events shall also follow the rules established for City employees.

20. SUSPENSION AND AMENDMENT OF RULES

These rules may be suspended or amended at any time, in accordance with the Charter of the City of Novi by a vote of the majority of the Council elected and serving.

21. ENFORCEMENT OF RULES

These rules are subject to enforcement by the City Council as it determines appropriate under applicable provisions of State law, the City Charter, and Roberts' Rules of Order (which have been adopted above to the extent reasonably practicable), and any penalty for violation hereof shall be in accordance with said provisions.