



Board of Trustees

Rules of Order

Date: April 28, 2015

1. Authority

These rules of order are adopted by the Board of Trustees of the Charter Township of Oakland pursuant to the provisions of Section 42.7 of the Compiled Laws of Michigan.

2. Meetings

2.1 - Regular Schedule: The Township Board shall provide by resolution for the time, date, and place of the Board's regular meetings. The Township Board shall generally meet on the second Tuesday of each month and also the fourth Tuesday of the month of March in regular session. If any regularly scheduled meeting falls on one of the Township's approved holidays, the regular meeting shall be held on the next day that is not a Saturday, Sunday or holiday.

2.2 - Special Meetings: The Charter Township of Oakland Board shall meet in special session at the call of the Township Clerk upon the written request of the Supervisor or two members of the Township Board. Written notice of special meetings shall be given to each Township Board member at least 24 hours in advance of the special meeting. Such notice shall be served personally or left at the member's usual place of residence by the Township Clerk or designate. The notice shall contain the date, time, place and purpose of the meeting.

2.3 - Place of Meetings: Regularly scheduled meetings shall be held in the Oakland Township Hall, 4363 Collins Road, Oakland Township, Michigan. Upon the occurrence of an event that necessitates a change in the place of the meeting, a notice of such change shall be prominently posted on the door of the regular meeting place as well as the township website. The Clerk shall give notice of such change in the place of meeting in a newspaper of general circulation in the Township, if time permits.

2.4 - Time of Meeting: Regularly scheduled meetings shall generally begin at 7:00 p.m. unless special circumstances require the setting of a different starting time. When the issue of time is raised by any Board member, the Township Board shall not begin discussion or take action on

any new agenda item after 10:30 p.m., unless a majority vote of the Board members present approve an extension of time.

2.5 - Change in Schedule: Changes in the regular schedule shall not be made except upon the approval of a majority of the seven-member Board.

3. Public Notice of Meetings

The Township Clerk or designate shall be responsible for providing proper notice for all meetings of the Township Board. Such notifications shall include, but not necessarily be limited to the following:

3.1 - Regular Meetings: The Clerk or designate shall post a notice within ten (10) days after the first meeting of the Township Board in each fiscal year, indicating the dates, times, and place of the Board's regular meetings.

3.2 - Schedule Change: Whenever the Board shall change its regular schedule of meetings, the Clerk or designate shall post a notice of the change within three (3) days.

3.3 - Emergency Meetings: If the Board reschedules a meeting or calls a special meeting, the Clerk or designate shall post a notice of such change immediately and at least eighteen (18) hours before the meeting. An emergency meeting may be held upon the consent of two-thirds of the members and only if there is a threat to the health, safety, and welfare of the public.

3.4 - Notification to Media and Others: The Clerk or designate shall notify, without charge, any newspaper, or radio or television station of meeting schedules, schedule changes, or special meetings, whenever such newspaper, radio or television station shall have filed a written request for such notice with the Clerk.

4. Quorum, Attendance, Call of the Township Board

4.1 - Quorum: Four (4) members shall constitute a quorum for transaction of business at all meetings of the Township Board.

4.2 - Roll Call Votes: The order for calling Board Member names for a roll call vote shall be done by random rotation.

4.3 -Absence from Meeting: Any member of the Township Board shall notify the Clerk or Supervisor as soon as possible when he or she will be absent from a Board meeting.

5. Regular Meeting Agenda

The Township Manager shall prepare the agenda for all Township Board meetings. Anyone wanting to place a matter on the Board Meeting agenda shall submit a written request, preferably by using the Oakland Township Request for Action form, to the Manager by 12:00 noon on the Wednesday preceding the next regular meeting date. The placement of any item

on the agenda will be at the discretion of the Township Manager or if requested by the Supervisor or at least two members of the Board of Trustees.

5.1 - Special Meeting Agenda: When the Township Board calls a special meeting, the purpose shall be stated in the call of the meeting. No other matters shall be considered, unless all Board members are present and agree by majority vote to additional agenda matters.

5.2 - Distribution of Agenda and Board Meeting Packet: The Manager or designate shall distribute copies of the agenda and Board Meeting packet including back-up information and memorandums relating to the items on the agenda. The Manager or designate shall distribute Board packets by personal delivery to each Trustee's home, unless the Trustee agrees otherwise.

5.3 - Order of Business: Unless amended by a majority vote of the Township Board, the template for the agenda of the meeting will be as follows:

- I. Call to Order
- II. Pledge of Allegiance to the Flag and Roll Call
- III. Announcements and Proclamations
- IV. Public Comment for items not on the agenda
- V. Amendments to the Agenda/Approval of the Agenda
- VI. Consent Agenda including Approval of the Minutes, Bills and other items
- VII. Old Business
- VIII. Pending Business
- IX. Public Comment for items not on the agenda
- X. Township Manager's Report
- XI. Board Reports & Correspondence: Supervisor, Clerk, Treasurer, Trustees
- XII. Adjournment

6. Conduct of Meetings

6.1 - Chairperson: The Township Supervisor shall moderate and chair all meetings of Board. In the absence of the Supervisor or if required by law, the Clerk shall assume the Chair for the purpose of electing a chair pro tempore who shall assume the duties of the Chair until adjourned or until the Supervisor is present.

6.2 - Procedures and Conduct: Meeting procedures and conduct shall generally be consistent with Robert's Rules of Order unless superseded by Oakland Township Rules of Order, and shall be compliant with MCL.15.261 to 15.275.

6.3 - Recognition of Speakers: Board members, petitioners and Department Heads wishing to speak shall first be recognized by the Chair. Each person speaking shall address the Chair.

6.4 - Public Participation: During Public Comment periods, any person may address the Board, when recognized by the Chair, after first identifying themselves. Each person shall be allowed to speak once during each Public Comment period for a maximum of 3 minutes. Public comment on agenda items shall only be permitted after a motion is made and seconded, prior to the Chair calling for the vote. At the discretion of the Chair, public comment

may be limited and terminated prior to the Board's deliberation and discussion of the pending motion. The Chair may suspend the rules to allow comment in instances where no clear motion is apparent.

6.5 - Disorderly Conduct at Meetings: The Chair may call to order any person who is being disorderly by speaking or otherwise disrupting the proceedings, by failing to be germane, by speaking longer than the allotted time, interrupting proceedings, speaking vulgarities, or by speaking out of turn. The Chair shall provide notice by way of a verbal warning that the person is engaging in disorderly conduct. Such person shall thereupon be seated and be quiet until the Chair shall have determined whether the person is in order. If a person speaking is called out of order, he or she shall not be permitted to speak at the same meeting, except on special permission of the Township Board. If the person shall continue to be disorderly and disrupt disruptive to the meeting, the Chair may order an Oakland County Sheriff's Deputy to remove the person from the meeting. No person shall be removed from a public meeting except for an actual breach of the peace committed at the meeting.

6.6 – Recording of Meetings: The right of a person to attend a meeting of the Township includes the right to tape record, videotape, broadcast live on radio, and telecast live on television the proceedings of the public body at a public meeting, without prior approval of the Township. However, the set-up and location of equipment to record, videotape, broadcast, or televise Township meetings shall be in accordance with ensuring the health, safety, and general welfare of the public in attendance at the meeting and minimizing the possibility of disrupting the meeting, including interference with Township recording equipment.

7. Record of Minutes

7.1 - Clerk Responsibility: The Township Clerk, Deputy, or other duly authorized person shall be responsible for maintaining the official record and minutes of each meeting of the Board. The record shall include the name of the person who made the motion and the person who seconded the motion and the vote of the Board, including all roll call votes taken at the meeting. The Clerk shall maintain copies of each resolution and matter acted upon by the Board. The official minutes may refer to those matters by an identifying number and/or title descriptive of the ordinance, resolution, or other matter.

7.2 - Public Access to Meeting Records: The Clerk shall make available to members of the public the records and minutes of Board meetings in accordance with the Open Meetings Act and the Freedom of Information Act.

7.3 - Publication of Minutes: Within ten (10) business days after a meeting of the Board, the Clerk shall be responsible for publication of a synopsis of the Board meeting, approved by the Supervisor, in a newspaper selected by the Board.

Respectfully submitted,

Approved,

Karen Reilly, Clerk

Terry R. Gonser

