

City Council Study Session

Monday, December 15, 2025 at 6:00 PM

27400 Southfield Road, Lathrup Village, Michigan 48076

1. **Call to Order** by Mayor Kantor
2. **Discussion Items**
 - [A.](#) Council Committee/Liaison Assignments
 - [B.](#) Council Meeting Dates & City Observed Holidays
 - [C.](#) Library Service Research Update
 - D. Study Session Recordings
 - [E.](#) Council Rules & Procedures Review
 - F. Regular Meeting Agenda Items
3. **Public Comments**
4. **Mayor and Council Comments**
5. **Adjourn**

6. ADDRESSING THE CITY COUNCIL

Your comments shall be made during the times set aside for that purpose.

Stand or raise a hand to indicate that you wish to speak.

When recognized, state your name and direct your comments and/or questions to any City official in attendance.

Each person wishing to address the City Council and/or attending officials shall be afforded one opportunity of up to three (3) minutes during the first and last occasion for citizen comments and questions and one opportunity of up to three (3) minutes during each public hearing.

Comments made during public hearings shall be relevant to the subject of the public hearings being held.

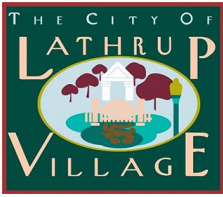
In addition to the opportunities described above, a citizen may respond to questions posed to them by the Mayor or members of the Council, provided members have been granted the floor to pose such questions.

No speakers may make personal or impertinent attacks upon any officer, employee, City Council member, or other elected Official that is unrelated to how the officer, employee, or City Council member or other Elected Official performs their duties.

No person shall use abusive or threatening language toward any individual when addressing the City Council.

Attendees are permitted to make video and sound recordings of the public meeting. However, video recording devices shall only be permitted in a designated area, and the device shall remain there through the duration of the meeting.

The Mayor shall direct any person who violates this section to be orderly and silent. If a person addressing the Council refuses to become silent when so directed, such person may be deemed by the Mayor to have committed a "breach of the peace" by disrupting and impeding the orderly conduct of the public meeting of the City Council and may be ordered by the Mayor to leave the meeting. If the person refuses to leave as directed, the Mayor may direct any law enforcement officer who is present to escort the violator from the meeting.



City of Lathrup Village
27400 Southfield Road
Lathrup Village, MI 48076
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TO: Mayor & City Council
FROM: Mike Greene – City Administrator
DATE: December 15, 2025
RE: Study Session

Council Committee/Liaison Assignments – Regular Meeting Agenda Item

This is a continuation of the discussion that began during the December 1, 2025, Study Session. This topic also encompasses the idea of combining the Tree Committee & Parks/Recreation Committee, as well as the potential of a new Communications/Inclusion Committee.

During the Regular Meeting, the intention is to appoint various Councilmembers to boards/commissions.

- Downtown Development Authority (Alternate) – Mayor Kantor is the de facto Council Liaison
- Planning Commission
- Parks & Recreation
- Tree Committee
- Election Commission
- Southfield School Board
- SEMCOG
- NEW – Lathrup Village Chamber of Commerce
- NEW – Communications/Inclusion Committee

At the previous sessions, the Council Liaisons for the Tree Committee and Parks & Recreation determined it would be best to reach out to the respective boards and gather feedback about the potential combination. Some feedback was read directly at the meeting; however, a couple of members did provide feedback in writing.

Nicole Lowery – P&R Chair

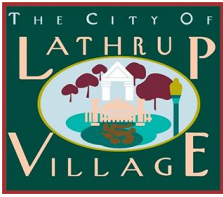
“Bruce in terms of my input on joining with tree committee, while I can see where the suggestion has come from in terms of green space as a topic - I do not think the focuses make sense to combine. Our job dealing with green space and parks is not just about maintaining them which sure I can see the tree committee helping with. Our focus should be to promote and encourage the use of these spaces through events and recreational use the city deems wanted and needed. The tree committee does not have a focus of that but rather the beautification and readiness of said spaces and city as a whole. Again my issues brought up last time with Jason speak to ideas like this. I’m not sure who suggested it but it is not the collaboration and shared work I was talking about and just confirms a lack of vision again as if anything it further dilutes efforts and real need for change just to solve what exactly? Not directing that at you since you said most of council was not interested in the idea anyway but to the general notion of it.”

Roger Lynn – Tree Committee

“Hi Bruce:

Is this true there is talk to merge both the Tree Committee and P&R together? If so, what is the reasoning behind this?

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|-----------------------|--------------------------------|----------------------------------|---------------------------------|---------------------------------|
| Bruce Kantor Mayor | Kelly Garrett Mayor Pro-Tem | Jalen Jennings Council Member | Jason Hammond Council Member | John Sousanis Council Member |
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I signed up to promote and manage LV trees in efforts to enhance our green space and our urban forest. The Tree Committee meetings are strictly to promote LV tree grants and updating tree ordinances in efforts to make them current and to make residents aware of them. I have no interest in P&R and really don't see the similarities unless you are thinking about trees in our park system (?). In any event should there be an overlap such as Arbor Day or Park Planting etc I don't have a problem working together in combine forces with P&R for the betterment of LV.

Though if this is going to be the new direction to merge the 2 organizations, unfortunately, I'll probably be stepping down from the Tree Committee.

I look forward to hearing why 2 distinctly different organizations are being merged in the first place, especially volunteer organizations.

Look forward to your response."

As for the Communications/Inclusion Committee, the discussion needs to continue to see if this committee is warranted and, if so, what it would look like. Back in 2023, resident Charles Hall pitched the idea of an "Accessibility & Inclusion" committee for Lathrup Village; that proposal is included.

Council Meeting Dates & City Observed Holidays – Regular Meeting Agenda Item

Each December, the City Council approves its upcoming meeting calendar, and the City observed holidays. The proposed calendar is in the regular meeting packet. The calendar sticks with recent years by hosting meetings on the 1st and 3rd Monday of each month unless it conflicts with an approved holiday.

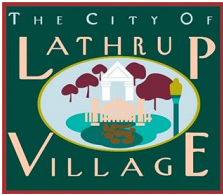
If the City Council wishes to change its meeting dates/times, this is the time to do it.

Library Service Research Update – TABLED ITEM – Regular Meeting Agenda Item

At the Council's request, I have inquired to our neighbors in Birmingham, Berkley, Beverly Hills, Pleasant Ridge, and Huntington Woods to see if they are open to contracting with LV or would have the ability to offer one-off memberships. Below is the information I have currently received.

- **Beverly Hills** – contracts with the City of Birmingham. At one point in time (City Manager believes during the mid-90s), a library services millage was approved for 1 mill. The contract with the library states that they receive an annual payment (paid quarterly) equal to whatever amount the millage generates, which accounts for Headlee rollbacks. The millage has been renewed several times since then, with the most recent being in 2020. The millage rate is currently 0.7731, which generates about \$645,000 a year.
- **Pleasant Ridge** – contracts with Huntington Woods. It costs them ~\$50,000 annually (inflation-adjusted). Their contract has been in place for 20+ years. The PR City Manager highly doubts they would have been given that price today. PR has a voted-upon library millage that covers its costs for this service, which is renewed every 5 years. It's written into the contract that if the millage vote fails, library service for PR is canceled immediately.
- **Berkley** – no longer sells individual cards for library access.
 - **Has offered to take Lathrup Village via contract. They are proposing offering library services for an annual cost of \$95,000 per year, with a 3% annual increase.**
 - **Berkley could take the City under contract as of July 1, 2026**

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- Troy – Public Library offers individuals the ability to purchase library cards for \$200 per year. Purchasing a card allows an individual to receive full privileges at the Troy Public Library and the rest of the Suburban Library Cooperative Libraries.
Southfield – The Library Board started its discussion about the City’s request at the November Board meeting. They are gathering more information about both questions. Our Library contact will share more information when they have it.
Ferndale – LV residents can obtain a non-resident card for \$100 per year. It gives cardholders the same rights as Ferndale residents, including access to their library of things, hotspots, and video game collections.
Royal Oak – LV residents can obtain a non-resident card for \$125 per year. The Library Director will approach the contracting idea with their Library Board during their December meeting.
Birmingham – does not sell library cards or memberships. Patrons who wish to use Birmingham services must be registered users with an in-network library (Troy cardholders or a Library Network member) or a resident, employee, or property owner in our service area of Birmingham, Beverly Hills, Bloomfield Hills, or Bingham Farms.
o Birmingham works with three neighboring communities that contract for library services. Residents in these communities are essentially paying an annual fee through their property taxes to use library services; they are not represented on the library board, and they have no claim to the building or its contents should the community withdraw from the contract.
o Historically, they have set individual rates for each community based on negotiations with the Village or City councils. Here's a preview of their per capita funding for each community and a comparison for the Lathrup Village population to give you a range of costs that they would be comfortable negotiating for library services here:

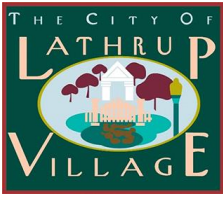
Table with 4 columns: Community, Population, Annual Taxes Collected, Per Person. Rows include Beverly Hills, Bloomfield Hills (City), Bingham Farms, Birmingham, Lathrup Village, and a comparison row.

Study Session Recordings

This is a continuation of the November 24, 2025, Study Session discussion. If the Council wishes to proceed with recording the sessions, the City will need to determine in which manner to record the meetings and how to fund the additional recordings.

If the City were to utilize the service of LVTV to record the sessions in the Meeting Place, with the same quality (video/audio) presently, it is anticipated that it would cost ~\$6,500 extra per fiscal year. Another option could include utilizing an existing City cell phone and purchasing \$100-200 worth of accessories (tripod/microphone) and recording sessions that way; however, it is anticipated that the quality (video/audio) would be diminished. These would not be live videos; they would be recorded and uploaded to the City’s YouTube Channel in the following days. If the City wanted to

Bruce Kantor Mayor, Kelly Garrett Mayor Pro-Tem, Jalen Jennings Council Member, Jason Hammond Council Member, John Sousanis Council Member



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utilize live recordings, we could do so either via Facebook or Microsoft TEAMS. However, as previously discussed, we will not have staff available to manage the live recordings, and if there are issues, they would not be immediately addressed.

Study session recordings were a prompt on the Michigan Manager Listserv recently, and the limited results showed that the majority of communities do not record these types of meetings for similar reasons as the Council has previously discussed, notably that discussion is more open and active when a camera is not recording.

Responding Communities

Record Study/Work Sessions: Shoreline

Do Not Record Work Sessions: Hastings, Coldwater, Caledonia Township, Plainfield Township, Farmington Hills, Ann Arbor, Spring Lake Township

During the 11/24 Study Session, staff were asked to reach out to Listserv communities to see if they have general public record their meetings. The communities that provided feedback all shared similar information: while they do not record their study/work sessions, it is rare to have a member of the public want to record their meetings (outside of some local media), especially as no formal action items take place; they do not stop any member from doing so. Some of the communities have very similar rules/regulations providing guidelines for those who are recording.

Council Rules & Procedures Review

As we have a new member elected to Council, it is in the Council’s best interest to conduct a review of its Rules & Procedures as a refresher for all parties on the expectations during Council meetings.

Regular Meeting Agenda Items

This topic is to discuss any other items listed on the regular meeting agenda.

Proposal

Proposal for the formation of an advisory commission on accessibility and inclusion for the City of Lathrup Village.
11/28/2023

Overview

A city commission for accessibility and inclusion benefits the city and its current and prospective residents and visitors by helping to ensure its services and communication are accessible and include the diverse needs of people. Such a commission should operate independently in an advisory role like a committee or advisory board – much like the Historic District Commission.

Several cities and municipalities in Michigan have such a commission or a similar role within the broader scope of another commission. Ferndale is such a city with an Accessibility and Inclusion Advisory Commission. [[website](#), [Facebook group](#)] Their membership includes citizens (including those with disabilities) as well as a staff liaison and a council liaison.

This commission should consist of at least: a chair, a secretary, and three additional residents. Volunteer terms could be set at two years, with an option to renew consecutive terms in the absence of new volunteers. Council should determine these details. Ideally, members have some life and/or professional or academic experience with access, inclusion, and equity.

Need

It is evident and clear that the City of Lathrup Village and its 4,000 plus residents would significantly benefit from improved access resulting from the advice of such a commission. Examples in information and communication technologies currently include at least: its website; newsletter; and social media communications. Worse, its website uses an accessibility overlay (more information later in document) – which not only excludes people, but is an additional barrier and insult to access. The official city newsletter is distributed as an untagged and inaccessible PDF. An example in the physical space is a lack of sufficient enforcement for clear sidewalks where residents have shrub and tree growth causing significant or total obstruction.

Additional Relevance

A proclamation for “upholding the principles of diversity, equity, and inclusion” from June 2020, states:

“...welcomes, respects, and encourages the contributions of all people, in all our rich variety by ... language, mental and/or physical impairment and/or disability, ... or any of the other characteristics that are often used to divide people...”

“...the City of Lathrup Village hereby affirm and uphold the principles of diversity, equity, and inclusion. We encourage our residents, businesses, civic groups, schools, government operations, and other institutions to undertake their own initiatives, beyond this resolution, to make the City of Lathrup

Village an inclusive community that honors and values all people, while preventing the tragic effects of bias and violence.”

Yet this is aspirational at best while all of its digital communication excludes many with disabilities. And encouraging everyone else in a single statement buried in archives is disingenuous.

The Law

Under Title II of the Americans with Disabilities Act, State and local governments, all departments, agencies, special purpose districts, and other instrumentalities of State or local government (public entities) must not discriminate on the equal opportunity of or effective communication with people with disabilities – including in all information and communication technology.

[Americans with Disabilities Act Title II Regulations](#)

[ADA Update: A Primer for State and Local Governments](#)

[Accessibility of State and Local Government Websites to People with Disabilities](#)

[Guidance on Web Accessibility and the ADA](#)

Updates and Pending Updates

In July 2023, an NPRM was issued.

[Fact Sheet: Notice of Proposed Rulemaking on Accessibility of Web Information and Services of State and Local Government Entities](#)

[Justice Department Advances Proposed Rule to Strengthen Web and Mobile App Access for People with Disabilities](#)

There are also current US House and Senate bills that would specify the standards for digital content as well as the reporting responsibilities for public entities.

More on accessibility overlays

“It is a mistake to believe that the features provided by the overlay widget will be of much use by end users because if those features were necessary to use the website, they'd be needed for all websites that the user interacts with. Instead, the widget is — at best — redundant functionality with what the user already has.”

[Overlay Fact Sheet](#)

“Vendors of these products claim that their product can repair underlying code quality problems in the sites on which they're deployed and, further still, claim that they are using artificial intelligence to render websites compliant with laws and standards having to do with accessibility.”

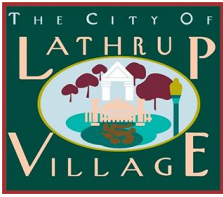
[Overlay False Claims](#)

[All Posts Tagged Overlay](#) — Adrian Roselli

[New Low in the Accessibility “Industry:” Overlay Company Sues Globally-Recognized Accessibility Expert](#) — Lainey Feingold

About the Proposer

My name is Charles Hall. I have been a resident of Lathrup Village since August 2021. I plan to stay and invest here. Previously, I was a resident of Ferndale for over 22 years, and an active member of their Accessibility and Inclusion Advisory Commission from 2019 – 2021. I am a Domain Expert in Inclusive Design and Digital Accessibility for CVS Health. I am an Invited Expert in the W3C Accessibility Guidelines Working Group. I have over 15 years of experience in digital accessibility among over 36 years of experience in digital design. Additionally, I have lived experience as a person with disabilities.



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TO: Mayor & City Council
 FROM: Mike Greene – City Administrator
 DATE: December 15th, 2025
 RE: Council Meeting Dates & City Observed Holidays

Background Brief: Each December, the City Council approves its upcoming meeting calendar, and the City observed holidays. The proposed calendar for 2025 is below. The calendar reflects hosting meetings on the 1st and 3rd Monday of each month unless it conflicts with an approved holiday.

| 2026 City Council Meeting Dates | |
|--|--|
| Study Session – 6:00 PM | Study Session – 6:00 PM Regular Meeting – 7:30 PM |
| January 5 | January 26* |
| February 2 | February 23* |
| March 2 | March 16 |
| April 6 | April 20 |
| May 4 | May 18 |
| June 1 | June 15 |
| July 6 | July 20 |
| August 3 | August 17 |
| September 14* | September 21 |
| October 5 | October 19 |
| November 2 | November 23** |
| December 7 | December 21 |
| *Moved due to the holiday. | |
| **Moved to allow for election certification. | |

City Observed Holidays

- New Year's Day – January 1st
- Martin Luther King Day – 3rd Monday in Jan
- Presidents Day – 3rd Monday in Feb.
- Good Friday – April 3rd
- Memorial Day – 4th Monday in May
- Juneteenth – June 19th
- Independence Day – July 3rd
- Labor Day – 1st Monday in September
- Indigenous Peoples' Day – 2nd Monday in Oct.
- Veteran's Day – November 11th
- Thanksgiving Day – 4th Thursday in Nov.
- Friday After Thanksgiving Day
- Christmas Eve Day – December 24th
- Christmas Day – December 25th
- New Year's Eve Day – December 31st

When a holiday falls on a Saturday, the preceding Friday will be observed as a holiday. When a holiday falls on a Sunday, the following Monday will be observed as a holiday.

Previous Action: N/A

Recommendation: It is my recommendation to approve the 2026 City Council Meeting Dates & City Observed Holidays.

Recommended Motion:

Moved by _____ seconded by _____ to approve the 2026 City Council Meeting Dates & City Observed Holidays as presented.

| | | | | |
|------------------------------|---------------------------------------|---|--|--|
| Bruce Kantor Mayor | Kelly Garrett Mayor Pro-Tem | Jalen Jennings Council Member | Jason Hammond Council Member | John Sousanis Council Member |
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79-
STANDING RESOLUTION CO. 7268a

LIBRARY CONTRACT

THIS AGREEMENT is made this 26th day of September 1979, by and between the CITY OF SOUTHFIELD, a Michigan municipal corporation, of 26000 Evergreen Road, Southfield, Michigan, hereinafter referred to as "Southfield", and the CITY OF LATHRUP VILLAGE, a Michigan municipal corporation, of 27400 Southfield Road, Lathrup Village, Michigan, hereinafter referred to as "Lathrup";

WHEREAS, the parties hereto having previously executed a Library Contract which commenced on the first day of July, 1970, whereby Southfield was to provide Lathrup with library services for a consideration, which Contract shall remain in full force and effect until the first day of October, 1979, and

WHEREAS, the parties are desirous of amending the Library Contract of July 1, 1970, and substituting in lieu thereof a new library contract which provisions shall take effect on the first day of October, 1979; and

WHEREAS, Lathrup has no public library facilities and wishes to continue to provide library service to all of its residents and is authorized by law to do so; and

WHEREAS, Southfield operates an established public library and is willing to make library services available to citizens of Lathrup upon payment by Lathrup for such services; and

WHEREAS, Michigan Public Act 92, of 1952, as amended,

after as this Contract shall remain in effect, Southfield agrees to permit all residents of Lathrup to use the facilities, book collection, and other services of the Southfield Public Library on the same basis and same rules as the same are used by residents of Southfield, and said residents of Lathrup shall be entitled to the same rights and privileges as residents of Southfield.

2. In exchange for the aforesaid library services to be furnished Lathrup residents, Lathrup agrees to pay Southfield for such services which payment shall be computed on the Southfield Library millage rate, established from year to year, and assessed against the state equalized valuation (SEV) of Lathrup at the same rate as Southfield assesses against the state equalized valuation (SEV) of Southfield.

Furthermore, Lathrup shall pay to Southfield a five (5%) percent administrative service charge added to its proportionate share as determined by the above enumerated formula.

Furthermore, the revenues which Lathrup is entitled to receive for library services from state aid and penal fines distributed by Oakland County, respectively, shall be paid directly to Southfield in addition to the fees and service charges previously mentioned.

3. Southfield shall submit bills to Lathrup for the aforesaid services on July 1, and January 2 of each year which shall be payable within thirty (30) days thereafter.

4. Notwithstanding anything else to the contrary herein,

July 1, 1979, to September 30, 1979.

5. This Contract shall continue in effect until terminated by written notice as herein set forth. Either party may terminate this Contract as of July 1 of any year after 1981 by giving written notice not less than one (1) year to the other party of intent to terminate as of July 1. If such notice is given, this Contract shall terminate on the above specified termination date and the parties shall then be discharged of all liabilities hereunder, except those which have been accrued prior to the termination date. Notice required hereunder shall be conclusively presumed to have been served when deposited in a United States Post Office box enclosed in an envelope with postage fully prepaid thereon addressed to the then municipal offices of the party upon whom notice is being served.

6. This Contract shall constitute the entire agreement between the parties hereto. All prior agreements between the parties, whether written or oral, are merged herein and shall be of no force and effect after September 30, 1979.

IN WITNESS WHEREOF, the parties have executed this agreement by their respective officials thereunto duly authorized the day and year first above written.

WITNESS:

CITY OF SOUTHFIELD

[Handwritten signature]

BY: *[Handwritten signature]*

[Handwritten signature]

BY: *[Handwritten signature]*



CITY OF BERKLEY
BERKLEY PUBLIC LIBRARY
3155 COOLIDGE HWY, BERKLEY, MICHIGAN 48072

December 10, 2025

Mike Greene, City Administrator
27400 Southfield Road
Lathrup Village, MI 48076

Dear Mr. Greene,

The City of Berkley was pleased to receive your request to discuss library services for the City of Lathrup Village.

The Berkley Public Library offers a vast collection of popular books, movies, music, wifi hotspots, and more. In addition to the physical collection, cardholders have access to a range of downloadable content. We run several programs per month for all ages. Programs include family storytimes, baby playtime, take home crafts, concerts, history talks, and more. Our friendly staff is ready to serve everyone who visits the library.

We propose offering library service to your community for an annual cost of \$95,000 per year with a 3% annual increase. This would provide every resident in your community access to a library card that could be used at Berkley Public Library as well as all participating libraries within The Library Network consortium. A library card can be used to borrow physical items from area libraries as well as downloadable content from Berkley's online offerings.

If you'd be interested in having Berkley Public Library at community events such as the farmers market and summer concerts as well as some programs hosted at the City of Lathrup Village Hall, that could be added on at an agreed upon price.

We are proud of the level of service we deliver to the Berkley community and are confident your residents would find great satisfaction with our library. I look forward to discussing this proposal with you further.

Sincerely,

Matthew D. Church
Library Director

**STANDING RESOLUTION NO. 2025-05
COUNCIL RULES OF ORDER AND PROCEDURE**

The Lathrup Village City Council meeting is dedicated to the premise that the government has a responsibility to the residents of the City and to the media to conduct a well-organized and objective meeting and an obligation to keep them informed. Council meetings should be attractive, interesting, and understandable to all in attendance with as much opportunity for audience participation as possible. Accordingly, the following Rules of Order and Procedure are adopted:

1. Definitions

- A. "Breach of the peace," shall mean seriously disruptive conduct involving abusive, disorderly, dangerous, aggressive, or provocative speech and behaviors tending to threaten or incite violence. "Breach of the peace" goes well beyond behavior acceptable in civil society and is the only basis to eject, exclude, or prevent a participant from attending all or part of a public body meeting.
- B. "Meetings" shall mean all regular meetings, study sessions, and all other public hearings of Lathrup Village "public bodies," as defined under the Open Meetings Act, MCL 15.261 et seq. (OMA), including the Lathrup Village City Council.
- C. "Participant" shall mean any person attending and/or addressing the public body at a meeting during public comment but does not include elected public officials.
- D. "Public comment" shall mean the audience communication period(s) prescribed in this ordinance or the approved by way of agenda of a meeting that is intended for members of the public to address a Lathrup Village public body in compliance with the OMA. MCL 15.263(5).
- E. "Out of order," shall mean verbal and/or nonverbal conduct by a participant disrupts the orderly administration of a meeting including but not limited to the interruption of the efficient Order of Business, violation of state or local ordinance at a meeting, use of profanity, shouting, verbal threats of physical violence, or other acts of indecorum.

2. Regular Council Meetings

The Council shall set a regular schedule for its meeting dates (February through January of the following year) as a part of the agenda at its organizational meeting (first meeting in January). The place and time of the meeting shall be decided by the Mayor and shall be included in the agenda calling for the meeting.

3. Special Meetings

According to Section 6.2 of the Charter, special meetings shall be called by the Clerk on the written request of the Mayor, the City Administrator, or any two members of the Council on at least 24 hours written notice to each member of the Council, an e-mail notice is sufficient; but a special meeting may be held on shorter notice if all members of the Council are present or have waived notice thereof in writing.

The City Clerk will also make a diligent effort to notify each member of the Council in person of each special session. At such a meeting only the matters in the notice shall be acted upon.

4. Recessed Meetings

Any session of the Council may be continued to another day, but no such continuation shall be for a longer period than until the next regular meeting thereafter.

5. Study Meetings

A study meeting may be convened on call by the Mayor or by two or more members of the Council. All members of the Council must be notified of the time and place of the meeting as in Rule # 2. Attendance at study meetings and notices calling such meetings shall be in harmony with the provisions of the Michigan Open Meetings Act.

The call for the meeting may also invite such people as may be required for consultation and advice with respect to the matters under discussion. At a study meeting no formal votes may be taken on any matter under discussion nor shall any Council members enter into a commitment with another respecting a vote to be taken subsequently at a public meeting of the Council. All study meetings shall be called by the Mayor at regular Council meetings. A brief confirmation of the time and date may be held at the meeting and all study meetings will be attempted to be held on Monday nights between regular Council dates.

6. Council Meeting Agenda

The agenda for all council and study meetings shall be prepared by the Mayor and/or Mayor Pro-Tem with the assistance of the City Administrator. The City Clerk shall furnish a copy to each member of the Council, the City Administrator, the City Attorney, and all other citizens who are involved in the meeting such as the Chairperson of Advisory Committees or other functions, on Friday evening of the week preceding the meeting. All reports, communications, ordinances, resolutions, contract documents, or other materials to be submitted to the Council shall be delivered to the members of the Council, the City Administrator, and the City Attorney, by the City Clerk as early as possible but no later than Friday evening.

7. Official Reports

Wherever possible, reports by the City Administrator, City Attorney, Police Department, City Clerk, Advisory Boards, and Committees will be made in writing to the Council, submitted prior to the meeting, and listed on the agenda. Under such procedure, discussion at an open council meeting will be limited to general questions from the audience or the Council on the subject matter of these reports. Concluding action may be taken at this time. Items requiring action at the request of the City Administrator or City Attorney will be listed as regular agenda items and, unless conditions make it impossible, will be submitted to members of the Council with the agenda for the meeting. Copies of other reports will be distributed to the Council for their information.

8. Correspondence

The City Administrator and the Mayor are delegated the responsibility of handling all correspondence. Under this system, only those correspondence which necessarily requires a Council decision on policy will be brought before the Council meeting. Copies of other correspondence may be distributed to the Council for their information.

Correspondence received by all Council Members via e-mail which requires Council decision on Policy shall be acknowledged and responded to by the Mayor within a reasonable time frame; the correspondence shall then be transmitted to the City Administrator for inclusion on the agenda of the next regular meeting.

Correspondence received by individual Council Members via e-mail which requires council decision on Policy shall be forwarded to the Mayor for acknowledgement and response within a reasonable time frame; the correspondence shall then be transmitted to the City Administrator for inclusion on the agenda of the next regular meeting.

Correspondence received by all Council Members via e-mail which does not require council decision on Policy shall be acknowledged and responded to by the Mayor within a reasonable time frame; the correspondence shall then be transmitted to the City Administrator for follow-up and if necessary, action.

Correspondence received by individual Council Members via e-mail which does not require council decision on Policy shall be acknowledged and responded to within a reasonable time frame; the correspondence shall then be transmitted to the City Administrator for follow-up and if necessary, action.

9. Attendance at Conferences

The selection of the City's representative at conferences and meetings with outside organizations and officials, where official designation is required, is delegated to the Mayor, with the concurrence of the Council if substantial expense is involved.

10. Presiding Officer

The Mayor shall take the chair at the time appointed for the Council to meet and call the members to order. The Role will be noted by the Mayor and recorded by the Clerk for the minutes. The Mayor Pro-tem shall take the chair as presiding officer in the absence of the Mayor.

11. Temporary Chairperson

In case of absence of the Mayor and Mayor Pro-tem, the Clerk shall call the Council to order and call the roll. If a quorum is found to be present, the Clerk shall appoint a Chairperson to act until the Mayor or Mayor Pro-Tem appears.

12. Council Privileges

The presiding officer may move, second, and debate from the chair, subject only to such limitations on debate as are by these rules imposed on all members, and shall not be deprived of any of the rights and privileges of a Council member by reason of his/her acting as the presiding officer.

13. Decorum and Order

Meetings are to be formal with the enforcement of stringent rules for debate which will control the expenditure of valuable time. The presiding officer shall preserve decorum and decide all questions of order, subject to formal appeal to the Council as a whole.

Every person desiring to speak shall address the chair and shall wait to be recognized by the chair. They shall then confine himself/herself to the question under debate. Every Council member desiring to question the administrative staff shall address their questions to the City Administrator, who may either answer the inquiries or designate some member of staff for that purpose. A Council member, once recognized, shall not be interrupted while speaking unless a point of order is raised.

14. Quorum

The majority of the Council members elected shall constitute a quorum. In the case that a lesser number than a quorum shall convene at a regular or special meeting, the majority of the members present may send for any or all absent members by agreement. In the event a quorum cannot be obtained, the meeting must be adjourned. It is the duty of each Council member to notify the Mayor or Administrator if he/she cannot attend any Council meeting a minimum of 2 hours prior to the start of the meeting. A Council member who has provided timely notice shall be excused from attendance. A Council member who fails to provide timely notification shall not be excused. Any member of Council that fails to provide timely notice of absence may, at the next regular meeting, present an explanation of absence and if warranted may have their absence excused.

15. City Administrator

The City Administrator shall attend all meetings of the Council unless excused by the Mayor. He/she shall keep the Council fully advised as to the needs of the City and make recommendations to the Council; they may take part in discussions on all matters concerning the welfare of the City and shall have a seat but no vote in the Council meetings.

16. City Clerk

The City Clerk shall be the Clerk for the City Council and shall attend all regular and special Council meetings unless excused by the Administrator, wherein the Administrator shall provide for the recording of minutes. The Clerk shall be responsible for keeping the minutes of the meetings and shall perform such other duties in the meeting as may be in order. Within one week after the meeting, the Clerk shall make available upon request a copy of the minutes of the preceding meeting. Each member shall be furnished with a copy of the preceding meeting minutes no later than the next regular meeting.

17. City Attorney

The City Attorney shall attend all regular and special meetings of the Council unless excused by the Mayor. Any member of the Council may at any time call upon the City Attorney for an oral or written opinion concerning routine questions of law with respect to the City which do not require extensive research.

18. Right of Appeal

Any Council member may appeal to the full Council from a ruling of the Presiding Officer. If the appeal is seconded, the Presiding Officer shall immediately put the question of sustaining the decision of the chair to a vote.

19. Voting

Every Council member present when an ordinance or resolution is put to a vote shall vote, whether "yes" or "no", on a question during roll call. The only exception to this requirement for voting shall be in the case of a con-flict of interest which shall preclude a Council member from voting.

20. Personal Privilege

The right of a Council member to address the Council on a question of personal privilege in cases where his integrity or motives are questioned shall be given preference over other discussions. Any member shall have the right to express dissent against any ordinance or resolution of the Council and have the reason therefore entered upon the official minutes, and whenever possible shall present to the City Clerk his expression in written form for the official records.

21. Code of Ethics

City Council members occupy positions of public trust. All business transactions of such officials dealing in any manner with public funds, either directly or indirectly, must be subject to the scrutiny of public opinion both as to the legality and to the propriety of such transactions. Council members shall not have a pecuniary interest either directly or indirectly in contracts of any character with the City unless fully and publicly disclosed to the full Council and handled in accordance with proper legal procedures.

Council members shall conduct themselves so as to bring credit upon the City as a whole and so as to set an example of good ethical conduct for all citizens of the community. Council members shall always bear in mind their responsibility to the entire electorate, shall refrain from actions benefiting special interest groups at the expense of the City as a whole, and shall do everything in their power to ensure equal and impartial law enforcement throughout the City at large.

Council members shall conduct themselves in accordance with the City Charter and all ordinances of the City.

22. Order of Business

The business of all regular meetings of the Council shall be generally transacted in the following order at the discretion of the Mayor:

- 1. Call to Order
- 2. Roll Call of Council

- 3. Pledge of Allegiance
- 4. Approval of Agenda
- 5. Presentations
- 6. Public Comment on Agenda Items
- 7. Consent Agenda
 - a. Approval of Minutes
 - b. Approval of Disbursement Reports
 - c. Acceptance of Departmental Reports
 - d. Routine and non-controversial action request
- 8. Petitions
- 9. Public Hearings
- 10. Action Request
- 11. City Administrator's Report
- 12. City Attorney's Report
- 13. Reports of Boards, Commissions and Committees
- 14. Unfinished/New Business
- 15. Correspondence
- 16. Public Comment
- 17. Mayor and Council Comments
- 18. Adjournment

23. Parliamentary Procedure

The conduct of Council meetings shall be in accordance with the manual on parliamentary procedures entitled "Roberts Rules of Order".

24. Permission to Address Public Body / Public Comment Procedure

The following rules shall govern public comment during public meetings of a Lathrup Village public body:

- A. Public comment shall be allowed by the Chairperson one participant at a time.
- B. Participants shall not speak until they are recognized by the Chairperson.
- C. Each participant recognized by the Chairperson to address the public body shall identify himself/herself by name and, if appropriate, group affiliation for purposes of recordation in the meeting minutes.
- D. A participant addressing the public body shall be limited to three (3) minutes
- E. The Chairperson or public body member may, at the discretion of the Chairperson, be allowed to respond to participant questions posed, but the overall time limit of 3 minutes shall continue to run against the participant's allotted time.
- F. The Chairperson shall designate a timekeeper for purposes of enforcing the time limit.

- G. There shall be public comment, as approved in the meeting agenda, wherein participants may address the public body on any new business (non-agenda items) items.
- H. Participants addressing the public body shall make responsible comments and shall refrain from making redundant, personal, impertinent, slanderous, or profane remarks.
- I. Any participant who is “out of order” may be interrupted and gaveled “out of order” by the Chairperson with the end to maintain order and decorum of the meeting at the Chairperson’s discretion.
- J. A participant making public comment who is ruled “out of order” by the Chairperson:
 - a. May be admonished by the Chairperson and instructed to refrain from the indecorum, disruptive, or other prohibited conduct.
 - b. Shall be allowed to continue his or her public comment within the time limits prescribed only if it is in conformity with the Chairperson’s instruction.
 - c. Shall be allowed to continue his or her public comment to the extent that it is within the approved time limit, with allowance for time lapsed by the Chairperson’s “out of order” ruling(s), or other public body members’ discussion/commentary.
 - d. Without limiting the discretion of the Chairperson, if an “out of order” participant repeatedly violates the ruling(s) by the Chairperson three (3) or more times, the Chairperson may instruct the participant that his or her public comment is concluded and instruct him/her to withdraw from addressing the public body, vacate the lectern, and return to their seat or other position in the audience at the meeting, or may exercise other lawful measures to restore decorum and maintain order.
 - e. The Chairperson may recess the meeting until such time as order and decorum is restored and shall allow the participant time to comply with the Chairperson’s instruction(s).
 - f. During any recess called to restore order the Chairperson may summon law enforcement officers to monitor the public meeting, if not already provided.
 - g. Any “out of order” participant shall not be ordered to be removed or excluded from the meeting unless he/she is in “breach of the peace” or inciting a “breach of the peace” at that meeting.
- K. A participant who is found to be “out of order,” shall be given a reasonable period of time to comply with the Chairperson’s directives.
- L. A participant who is found to be “out of order,” ordered to cease public comment, suffer removal from the meeting for “breach of the peace,” or otherwise have his/her public comment limited or restricted, except as to the expiration of time limit, shall be allowed upon his/her request to appeal the Chairperson’s ruling to the other public body members present and this appeal shall be decided by a roll call vote.
- M. No person shall be ejected, removed, or excluded from attending any part of a meeting unless he/she is causing a “breach of the peace” at that meeting.

N. Nothing in this policy shall be construed as creating a cause of action by a participant against the City of Lathrup Village, its public officers, law enforcement officers, or any other City of Lathrup public officials.

25. Video/Audio recording during a public meeting

Attendees shall be permitted to make video and sound recordings of a public meeting and to broadcast live. The following rules shall govern the video and sound recording during public meetings of a Lathrup Village public body in order to minimize disrupting the meeting:

- A. Unless otherwise allowed by the presiding officer, video recording devices shall only be permitted in a designated area subject to the following conditions:
 - a. Recording devices must be on a tripod, be set in one location, and remain there (no portable equipment moving around the room).
 - b. Recording devices must operate without additional artificial light (no flash photography).
 - c. Recording devices must operate without additional audio (no additional microphones to be set up in the room).
 - d. Recording devices must be set up prior to the start of the public meeting and shall remain in one location until the adjournment of the meeting to minimize disruption of the meeting.
- B. Individuals are prohibited from intentionally placing a recording device within close proximity to another attendee without their consent. This includes positioning the recording device in a manner that invades the personal space of the other attendee or obstructs their view.
- C. Individuals shall not utilize a recording device to intentionally frighten, intimidate, threaten, harass, or annoy any other person or to disturb an open meeting of a public body.

26. State or Federal Cooperation - Procedure

All proposals for projects that contemplate cooperation with, or financial participation by, the State or Federal government, shall be transmitted to the Council by the City Administrator. If a City Board or Commission desires to propose such a project, the proposal shall first be filed with the City Administrator. All proposals shall be in approved form and accompanied by proper plans and specifications conforming to the requirements of respective State or Federal governments. If the Council approves the proposal, it shall by resolution authorize the City Administrator to make an application to the proper authority.

27. Suspension of Rules

Any provisions of these rules not governed by the Charter or Code may be temporarily suspended at any meeting of the Council by the Presiding Officer unless objected to by any Council member. Such objection must then be sustained by a majority vote of the Council.

The vote on any such suspension shall be taken by "yeas" and "nays" and entered into the records.

28. To Amend Rules

These rules may be amended, or new rules adopted by a majority vote of all members of the Council. Any such alterations or amendments shall be submitted in writing at the preceding regular meeting and shall be placed on the calendar under the order of new business. This requirement shall be waived only by unanimous consent, with a recorded vote of all members.

Adopted 3-17-15
Replaces CO 79-7122, CO 80-62, CO 82-273a, 85-117a, 22-_____

Roberts Rules of Order – Simplified

Guiding Principles:

- Everyone has the right to participate in discussion if they wish, before anyone may speak a second time.
- Everyone has the right to know what is going on at all times. Only urgent matters may interrupt a speaker.
- Only one thing (motion) can be discussed at a time.

A **motion** is the topic under discussion (e.g., “I move that we add a coffee break to this meeting”). After being recognized by the president of the board, any member can introduce a motion when no other motion is on the table. A motion requires a second to be considered. If there is no second, the matter is not considered. Each motion must be disposed of (passed, defeated, tabled, referred to committee, or postponed indefinitely).

How to do things:

You want to bring up a new idea before the group.

After recognition by the president of the board, present your motion. A second is required for the motion to go to the floor for discussion, or consideration.

You want to change some of the wording in a motion under discussion.

After recognition by the president of the board, move to amend by

- adding words,
- striking words or
- striking and inserting words.

You like the idea of a motion being discussed, but you need to reword it beyond simple word changes.

Move to substitute your motion for the original motion. If it is seconded, discussion will continue on both motions and eventually the body will vote on which motion they prefer.

You want more study and/or investigation given to the idea being discussed.

Move to refer to a committee. Try to be specific as to the charge to the committee.

You want more time personally to study the proposal being discussed.

Move to postpone to a definite time or date.

You are tired of the current discussion.

Move to limit debate to a set period of time or to a set number of speakers. Requires a 2/3rds vote.

You have heard enough discussion.

Move to close the debate. Also referred to as calling the question. This cuts off discussion and brings the assembly to a vote on the pending question only. Requires a 2/3rds vote.

You want to postpone a motion until some later time.

Move to table the motion. The motion may be taken from the table after 1 item of business has been conducted. If the motion is not taken from the table by the end of the next meeting, it is dead. To kill a motion at the time it is tabled requires a 2/3rds vote. A majority is required to table a motion without killing it.

You believe the discussion has drifted away from the agenda and want to bring it back.
 “Call for orders of the day.”

You want to take a short break.
 Move to recess for a set period of time.

You want to end the meeting.
 Move to adjourn.

You are unsure the president of the board announced the results of a vote correctly.
 Without being recognized, call for a “division of the house.” A roll call vote will then be taken.

You are confused about a procedure being used and want clarification.
 Without recognition, call for "Point of Information" or "Point of Parliamentary Inquiry." The president of the board will ask you to state your question and will attempt to clarify the situation.

You have changed your mind about something that was voted on earlier in the meeting for which you were on the winning side.
 Move to reconsider. If the majority agrees, the motion comes back on the floor as though the vote had not occurred.

You want to change an action voted on at an earlier meeting.
 Move to rescind. If previous written notice is given, a simple majority is required. If no notice is given, a 2/3^{rds} vote is required.

Unanimous Consent:

If a matter is considered relatively minor or opposition is not expected, a call for unanimous consent may be requested. If the request is made by others, the president of the board will repeat the request and then pause for objections. If none are heard, the motion passes.

- **You may INTERRUPT a speaker for these reasons only:**
 - to get information about business –point of information to get information about rules– parliamentary inquiry
 - if you can't hear, safety reasons, comfort, etc. –question of privilege
 - if you see a breach of the rules –point of order
 - if you disagree with the president of the board’s ruling –appeal
 - if you disagree with a call for Unanimous Consent –object

| Quick Reference | | | | | |
|--------------------------|------------------|---------------------|----------------|-----------------------------|----------------------------------|
| | Must Be Seconded | Open for Discussion | Can be Amended | Vote Count Required to Pass | May Be Reconsidered or Rescinded |
| Main Motion | √ | √ | √ | Majority | √ |
| Amend Motion | √ | √ | | Majority | √ |
| Kill a Motion | √ | | | Majority | √ |
| Limit Debate | √ | | √ | 2/3 ^{rds} | √ |
| Close Discussion | √ | | | 2/3 ^{rds} | √ |
| Recess | √ | | √ | Majority | |
| Adjourn (End meeting) | √ | | | Majority | |
| Refer to Committee | √ | √ | √ | Majority | √ |
| Postpone to a later time | √ | √ | √ | Majority | √ |
| Table | √ | | | Majority | |
| Postpone Indefinitely | √ | √ | √ | Majority | √ |