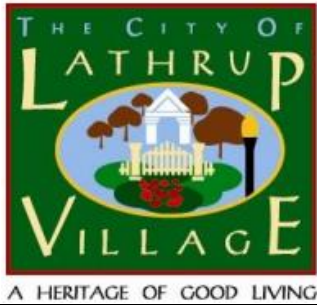




City Council Study Session

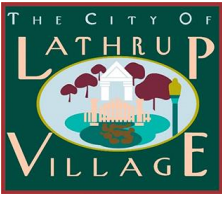
Monday, September 21, 2026 at 6:00 PM

27400 Southfield Road, Lathrup Village, Michigan 48076

1. **Call to Order** by Mayor Kantor
2. **Discussion Items**
 - A. Volunteer Request & Approval Program
 - B. Proclamation Procedures
 - C. Newsletter Promotion
 - D. 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 are 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 may video record, audio record, and livestream public meetings. Recording devices may be handheld or tripod-mounted, provided they do not block aisles, exits, views, or speakers, and may be set up or adjusted quietly at any time during the meeting. Recording equipment must operate without flash or other disruptive lighting or noise. The presiding officer may require equipment to be relocated if it creates a safety or access concern. Attendees may not place recording devices unreasonably close to others without their consent or use recording equipment to intimidate, threaten, harass, or otherwise disrupt the meeting. Participation in a public meeting, including speaking during public comment or addressing the public body, is a public act and may be recorded from a reasonable distance.
- 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.



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TO: Mayor & City Council
 FROM: Mike Greene – City Administrator
 DATE: September 21, 2026
 RE: Study Session

Volunteer Request & Approval Program

Edits have been made to this draft program based on the September 14 Study Session. The purpose of this item is to continue the conversation related to this potential program and determine if any other areas should be addressed before formal approval consideration.

Proclamation Procedures

Based on the September 14 Study Session, edits have been made to Sections E & F of the proposed proclamation procedures for your consideration. The purpose of this item is to continue the conversation related to this policy update and address any additional changes before formal approval consideration.

Newsletter Promotion

The Communications & Engagement Committee is currently developing a draft Communications Plan for the City and would like to obtain Council feedback on one specific section to potentially implement that before the rest of the plan is finalized. The Committee is seeking direction on what types of information and events should be eligible for promotion through the City's e-newsletter. The current draft would limit promotion to City-sponsored or City-partnered events, while allowing events hosted by governmental or nongovernmental organizations that are not City partners to be promoted when the event aligns with City objectives and policies. Private or commercial promotions would not be eligible for City promotion, even when a private or commercial event is being held at a City facility.

Regular Meeting Agenda Items

Holding item if time permits and the Council has general questions regarding items on the regular meeting agenda.

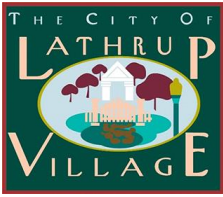
Bruce Kantor
Mayor

Kelly Garrett
Mayor Pro-Tem

Jalen Jennings
Council Member

Jason Hammond
Council Member

John Sousanis
Council Member



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Volunteer Request and Approval Program

1. Purpose

~~The City of Lathrup Village recognizes and appreciates the willingness of residents, community organizations, businesses, civic groups, and other individuals to volunteer their time and talents to benefit the community.~~

~~The purpose of this program is to establish a consistent process for reviewing and approving volunteer activities undertaken on City property, within the public right-of-way, or on behalf of the City. The program is intended to ensure that proposed volunteer activities are consistent with City objectives, do not interfere with City operations, meet applicable safety requirements, and appropriately address liability and risk management concerns.~~

The City of Lathrup Village recognizes and appreciates the willingness of residents, community organizations, businesses, civic groups, and other individuals to volunteer their time and talents to benefit the community.

This program establishes a consistent process for reviewing and approving volunteer-initiated activities proposed to occur on City property, within the public right-of-way, or otherwise on behalf of or for the benefit of the City. Volunteer Requests are initiated by individuals, organizations, businesses, or other community groups and are not City-sponsored activities or programs unless the City expressly determines otherwise in writing.

The purpose of the program is to ensure that proposed volunteer activities are consistent with City objectives, policies, plans, and operations; do not interfere with City services or projects; meet applicable safety requirements; and appropriately address liability and risk management concerns.

City approval of a Volunteer Request does not constitute City sponsorship, endorsement, co-sponsorship, or assumption of responsibility for the activity. Approval simply authorizes the approved volunteer activity to proceed subject to any conditions established by the City and the applicable Volunteer Agreement and Release.

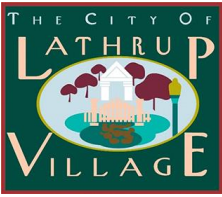
Nothing in this program shall be construed to require the City to participate in, fund, promote, advertise, supervise, maintain, or otherwise support an approved volunteer activity unless the City separately agrees to do so in writing.

2. Prior City Approval Required

No individual, group, organization, business, or other entity may undertake volunteer work on behalf of the City or perform work on City-owned property or within the public right-of-way without prior approval from the City.

Volunteer activities may include, but are not limited to:

- Landscaping, gardening, planting, or beautification projects;
- Park, trail, or public space clean-up activities;
- Tree planting or maintenance;
- Painting or other aesthetic improvements;
- Community events or activities;
- Neighborhood improvement projects;
- Installation or placement of items on City property;
- Donations of labor, materials, or services; and
- Any other activity proposed to benefit or improve City property or services.



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Approval is required even when the volunteer activity is being offered at no cost to the City.

3. Volunteer Request

Individuals or groups wishing to volunteer must submit a Volunteer Request to the City before beginning work.

The request should include, as applicable:

- Name and contact information of the individual or organization;
- Description of the proposed volunteer activity;
- Location of the proposed work;
- Proposed date and duration;
- Number of anticipated volunteers;
- Description of any equipment, tools, vehicles, or materials to be used;
- Whether the activity involves planting, pruning, removing, installing, painting, digging, construction, or other physical work;
- Whether the activity involves minors;
- Any anticipated costs or donated materials;
- Proposed funding or source of materials;
- Whether the volunteer activity involves a contractor or other third party; and
- Any other information requested by the City.

The City may request additional information when necessary to evaluate the proposal.

4. Review and Approval

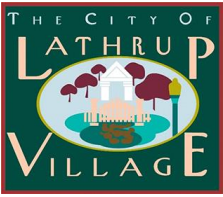
The City will review each request to determine whether the proposed activity:

1. Is consistent with City policies, plans, ordinances, and objectives;
2. Provides a public benefit;
3. Is compatible with the intended use of the property;
4. Does not interfere with City operations or planned projects;
5. Can be performed safely;
6. Does not create unreasonable liability or risk for the City;
7. Does not create an ongoing maintenance obligation that the City has not approved;
8. Does not conflict with existing contracts, grants, warranties, or other obligations of the City;
9. Complies with applicable laws, regulations, permits, and utility requirements; and
10. Is appropriate for the proposed location and circumstances.

Approval may be granted, denied, or granted subject to specific conditions.

The City may also modify the scope, location, timing, materials, methods, or other aspects of a proposed volunteer activity as a condition of approval.

5. No Implied Authority



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Approval of a volunteer request does not authorize the volunteer or organization to act as an employee, agent, representative, or contractor of the City.

Volunteers may not represent that they are acting with authority on behalf of the City unless specifically authorized to do so.

Approval of one volunteer activity does not constitute approval of future or recurring activities. A new request may be required when the scope, location, timing, or nature of the activity changes.

6. Volunteer Agreement and Release

Before beginning an approved activity, the City may require each volunteer, organization, or other responsible party to execute a Volunteer Agreement and Release acceptable to the City.

The agreement may include provisions addressing:

- Assumption of risk;
- Release and waiver of claims against the City;
- Indemnification and defense of the City;
- Insurance requirements;
- Responsibility for damage to City property;
- Compliance with applicable laws and City requirements;
- Responsibility for the conduct and supervision of volunteers;
- Responsibility for minors participating in the activity;
- Use of equipment and vehicles;
- Safety requirements; and
- Restoration or cleanup following the activity.

The City may require proof of insurance or additional insured status when appropriate based upon the nature and risk of the proposed activity.

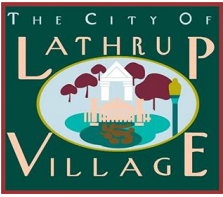
7. Safety and Work Requirements

All approved volunteer activities must be performed in a safe and workmanlike manner and in accordance with all applicable laws, regulations, ordinances, permits, and City requirements.

Volunteers may not:

- Enter restricted areas without authorization;
- Operate City-owned equipment unless specifically authorized;
- Perform electrical, plumbing, structural, excavation, or other specialized work without specific City approval;
- Remove, alter, or damage City infrastructure or property;
- Perform work that requires a permit without obtaining the required permit;
- Conduct activities that create an unreasonable hazard to the public; or
- Undertake any activity beyond the scope approved by the City.

The City may immediately suspend or terminate any volunteer activity if it determines that the activity presents a safety concern, creates liability for the City, conflicts with City operations, or otherwise fails to comply with the approved scope.



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8. City Property and Materials

Volunteers may not install, remove, alter, paint, landscape, plant, construct, or otherwise modify City property without specific approval.

Any donated materials, equipment, plants, trees, furnishings, structures, or other items proposed for use on City property must be approved by the City before they are purchased, delivered, or installed.

The City reserves the right to reject donated materials or improvements that do not meet City standards or that would create an unreasonable maintenance, replacement, or financial obligation.

9. Ongoing Maintenance

Unless specifically agreed to in writing by the City, approval of a volunteer project does not obligate the City to provide ongoing maintenance, repair, replacement, watering, pruning, removal, or other services related to the volunteer project.

The City may require the volunteer or sponsoring organization to assume responsibility for specified maintenance activities as a condition of approval.

10. City Discretion

The City retains sole discretion to approve, deny, modify, suspend, or terminate a proposed volunteer activity.

Approval may be withdrawn if circumstances change, if the volunteer activity is not being performed as approved, or if the City determines that continuation of the activity is no longer in the City's best interest.

Nothing in this program creates a right or entitlement to conduct volunteer activities on City property.

11. Emergency and Routine Community Activities

The City may establish standing approvals or simplified procedures for recurring activities that have been reviewed and determined to present minimal risk.

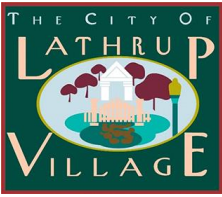
The City may also waive or modify portions of this process when appropriate for emergency response, disaster recovery, or other circumstances in which immediate action is necessary to protect public health, safety, or property.

12. Program Administration

The City Administrator, or their designee, shall administer the Volunteer Request and Approval Program and may establish administrative procedures, forms, approval requirements, and standard volunteer agreements necessary to implement the program.

Certain projects may require approval from the City Council or another City board, commission, or committee based upon the nature, scope, cost, location, or policy implications of the proposed activity.

13. Appeal of Denial



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If the City Administrator or their designee denies a Volunteer Request, the applicant may appeal the denial to the City Council.

The appeal must be submitted in writing to the City Clerk within 30 calendar days of the denial date and must state the basis for the appeal and any additional information the applicant wants the City Council to consider.

Upon receipt of a timely appeal, the City Administrator shall place the matter on a future City Council agenda for consideration. The City Council may request additional information from the applicant, City staff, or other appropriate parties before making its determination.

Following consideration of the appeal, the City Council may:

- Uphold the denial;
- Approve the proposed volunteer activity;
- Approve the activity subject to specified conditions; or
- Remand the request to the City Administrator or their designee for further consideration.

The City Council's determination shall constitute the final administrative decision of the City regarding the Volunteer Request.

Filing an appeal does not authorize the applicant or any volunteer to begin or continue the proposed activity. No volunteer activity may commence unless and until written approval has been provided by the City Administrator, their designee, or the City Council through the appeal process.

14. Effective Date

This program shall become effective upon approval by the City and shall apply to all volunteer activities conducted on behalf of, or on property owned by, the City following its effective date.

**CITY OF LATHRUP VILLAGE
OAKLAND COUNTY, MICHIGAN**

**VOLUNTEER HOLD HARMLESS, RELEASE,
AND INDEMNIFICATION AGREEMENT**

This Agreement is made between the City of Lathrup Village, a Michigan municipal corporation (the "City"), and the undersigned volunteer (the "Volunteer").

1. Volunteer Activity. Volunteer desires to perform unpaid volunteer work at _____ located in the City of Lathrup Village, Michigan (the "Park"). The work may include, without limitation, weeding, raking, spreading or removing wood chips, painting or cleaning play structures, relocating play equipment, digging or installing a sand area, operating personal or third-party equipment (including tractors, rakes, trailers, and similar machinery), and related park-improvement activities (the "Work"). Volunteer will perform the Work only if and to the extent approved by the City and only in the manner and at the times directed or authorized by the City.

2. Assumption of Risk. Volunteer understands that the Work involves inherent risks of injury to persons and damage to property, including risks associated with the use of tools and equipment, uneven ground, existing park structures, concrete walks and pads, play equipment, buried utilities, and weather. Volunteer voluntarily assumes all such risks.

3. Responsibility for Damage to City Property. Volunteer is solely responsible for any damage to City property caused by Volunteer, any person assisting Volunteer, or any equipment brought onto or used in the Park by Volunteer or at Volunteer's direction. This includes, without limitation, damage to concrete walks, pads, curbs, play structures, fencing, landscaping, irrigation, utilities, and other Park improvements. Volunteer shall promptly repair, restore, or pay the full cost of repair or replacement of any such damage, to the City's reasonable satisfaction and at no cost to the City.

4. Equipment. Any tools, vehicles, or equipment used in the Work are provided by Volunteer, not by the City. Volunteer represents that such equipment is in safe working condition, that Volunteer is competent to operate it, and that Volunteer will use it in a careful and workmanlike manner. The City is not responsible for loss of or damage to Volunteer's equipment.

5. Release and Hold Harmless. To the fullest extent permitted by law, Volunteer, for Volunteer and Volunteer's heirs, executors, administrators, and assigns, hereby releases, waives, discharges, and covenants not to sue the City and its elected and appointed officials, employees, agents, and volunteers (collectively, the "Released Parties") from any and all claims, demands, causes of action, damages, losses, and expenses (including reasonable attorney fees) arising out of or related to the Work or Volunteer's presence in the Park, including claims for personal injury, death, or property damage, whether caused by the negligence of any Released Party or

otherwise, except to the extent caused by the sole gross negligence or willful misconduct of a Released Party.

6. Indemnification. Volunteer shall indemnify, defend, and hold harmless the Released Parties from and against any and all claims, demands, liabilities, damages, losses, and expenses (including reasonable attorney fees) arising out of or related to: (a) the Work; (b) Volunteer's use of equipment in the Park; (c) injury to any person, including Volunteer and any helper or bystander; and (d) damage to any property, including City property. This obligation survives completion of the Work.

7. Insurance. Volunteer is not covered by the City's workers' compensation or liability insurance. Volunteer is encouraged to maintain personal health, automobile, and liability insurance covering the Work and any equipment used.

8. Compliance and Authority. Volunteer shall comply with all applicable laws, ordinances, and City directions. This Agreement does not authorize Work that has not been approved by the City. Volunteer has no authority to bind the City or to represent that Volunteer is a City employee or contractor.

9. Miscellaneous. This Agreement is governed by Michigan law. If any provision is held invalid, the remaining provisions remain in effect. Volunteer has read this Agreement, understands it, and signs it voluntarily.

Volunteer Information

Printed Name: _____

Address: _____

Phone: _____ Email: _____

Description of equipment to be used (if any):

Volunteer Signature: _____ Date: _____

If Volunteer is under 18 years of age, a parent or legal guardian must also sign:

Parent/Guardian Printed Name: _____

Parent/Guardian Signature: _____ Date: _____

City Acknowledgment (optional – for approved Work only)

Approved scope / date(s) of Work: _____

City Representative: _____ Date: _____

STANDING RESOLUTION NO. 2026-16

COUNCIL RULES OF ORDER AND PROCEDURE

The Lathrup Village City Council meeting is dedicated to the premise that 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 is 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 a 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 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 that 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, 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 the 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 by 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 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 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 inclusion on the agenda of the next regular meeting.

Correspondence received by individual Council Members via e-mail which require 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.

Correspondence from any Council Member to the City Administrator shall also cc the Mayor as part of that communication.

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 concurrence of Council if substantial expense is involved.

Newly elected officials shall be required to attend the ‘Newly Elected’ training offered through the Michigan Municipal League within the first six (6) months of being sworn in.

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 that 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 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 who is present when a question is put to a vote shall vote either "yes" or "no." The only exception to this requirement shall be in the case of a conflict of interest that precludes the member from voting as provided by law. Abstentions for any other reason are not permitted.

A. Ordinances and resolutions shall be voted on by roll call vote.

B. For all other motions, procedural matters, or questions, the presiding officer may take the vote by voice vote.

C. Any Council member may request a roll call vote on any motion or question at any time before the presiding officer calls for the vote. Upon such a request, the vote shall be conducted by roll call.

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 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 for 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. New Business
15. Old Business
16. Correspondence
17. Public Comment
18. Mayor and Council Comments
19. 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 meeting 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, in 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 in 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 a public meeting of a Lathrup Village public body to minimize disrupting the meeting:

A. Recording devices may be used within publicly accessible seating or standing areas, subject to the following conditions:

a. Recording devices may be handheld or mounted, including use of tripods, provided they do not obstruct aisles, exits, or required access pathways, block another attendee’s view, or interfere with a speaker.

b. Recording devices must operate without additional artificial light (no flash photography) and without additional noise that would disrupt the meeting.

c. Recording may begin at any time during the meeting so long as it would not disrupt the meeting. Recording shall not be prohibited solely because an individual arrives after the meeting has commenced.

d. Minor adjustments to recording equipment are permitted provided they are conducted quietly and without disrupting the meeting.

e. If necessary to address actual obstruction or safety concerns, the presiding officer may direct placement of mounted equipment to a location that resolves those concerns.

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. Participation in a public meeting, including speaking during public comment or addressing the Council, constitutes a public act and may be recorded from a

reasonable distance, provided such recording does not otherwise violate this section.

D. 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 which contemplate cooperation with, or financial participation by, the State or Federal government, shall be transmitted to 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 majority vote of the Council.

The vote on any such suspension shall be taken by "yeas" and "nays" and entered upon 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 of or amendments to these rules 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.

29. Proclamations

The City may issue ceremonial proclamations in accordance with the following policy:

A. Purpose

The purpose of this policy is to establish a consistent and transparent process for the issuance of ceremonial proclamations by the City. Proclamations are intended to recognize noteworthy events, organizations, individuals, causes, or achievements that positively contribute to the community and promote the health, safety, welfare, history, culture, or civic life of the City.

Proclamations are ceremonial in nature and do not establish law, create legal rights, or constitute an official policy position of the City.

B. Authority

The Mayor is authorized to issue ceremonial proclamations on behalf of the City in accordance with this policy.

C. Eligibility

The City may issue proclamations recognizing:

- National, state, or local observances that promote public awareness or civic engagement.
- Nonprofit organizations providing a significant public benefit.
- Community events held within or substantially benefiting the City.
- Individuals or groups for outstanding achievements, public service, volunteerism, military service, educational accomplishments, or other exceptional contributions to the community.
- Milestone anniversaries of organizations serving the community.
- Other matters determined by the Mayor to be in the public interest.

D. Ineligible Requests

The City will not issue proclamations that:

- Endorse or oppose political candidates, campaigns, ballot proposals, or political parties.
- Promote or oppose religious organizations, doctrines, or beliefs.
- Promote commercial products, businesses, or for-profit enterprises, except when recognizing significant community contributions or anniversaries.
- Recognize matters that are primarily personal or private in nature unless they involve extraordinary public service or achievement.
- Contain language that is discriminatory, defamatory, obscene, or inconsistent with local, state, or federal law.
- Conflict with the City's adopted policies, mission, or legal obligations.

E. Request Procedures

1. All requests for proclamations must be submitted in writing using the City's proclamation request form.

2. A proclamation request must be received by the City at least thirty (30) calendar days before the City Council meeting at which the requester wishes the proclamation to be read.
3. Requests received fewer than thirty (30) days before the requested meeting may be considered for a subsequent City Council meeting at the discretion of the City.
4. Requests shall include:
 - Name and contact information of the requester.
 - Proposed proclamation title.
 - Requested City Council meeting date.
 - Background information supporting the request.
 - Draft proclamation language, if available.
5. Submission of a request does not guarantee approval, placement on a City Council agenda, or presentation at the requested meeting.

F. Administrative Review and City Council Consensus

Upon receipt, City Administration shall review the request for completeness and compliance with this policy. Requests that meet the requirements of this policy shall be placed on the agenda for a City Council Study Session preceding the requested Regular City Council Meeting.

The purpose of the Study Session review is to provide City Council with an opportunity to review the proposed proclamation, discuss any requested revisions, and determine whether there is general consensus to proceed with the proclamation

A proclamation shall not be placed on a Regular City Council Meeting agenda unless it has first been reviewed at a preceding Study Session and there is consensus among the City Council to proceed.

The Study Session discussion shall be for consensus-building purposes only and shall not constitute formal action unless otherwise permitted and properly noticed under applicable law.

Following Council consensus, City Administration may make any necessary administrative or formatting revisions to the proclamation and place the final proclamation on the Regular City Council Meeting agenda.

G. Presentation

Approved proclamations may be:

- Presented at a City Council meeting.
- Presented at a community event.
- Delivered electronically.
- Published on the City's website or social media at the City's discretion.

Presentation of a proclamation is subject to scheduling and availability.

Presentations at Council meetings shall occur under the Presentations item of the Order of Business.

H. Disclaimer

Issuance of a proclamation is honorary and ceremonial only. A proclamation does not constitute an endorsement of any organization, program, product, viewpoint, or event by the City, its elected officials, or its employees.

I. Exceptions

The Mayor may waive procedural requirements when circumstances warrant, including emergency recognitions, memorial observances, or time-sensitive national or state proclamations.

Adopted

Replaces CO 79-7122, CO 80-62, CO 82-273a, 85-117a, 22-____, 2025-05, 2026-06