

City of Escanaba Brownfield Redevelopment Authority

Rules of Procedure

1. AUTHORITY

1.1 General. The City of Escanaba has created a Brownfield Redevelopment Authority to carry out the duties and responsibilities of the Brownfield Redevelopment Financing Act, PA 381 of 1996. The Authority consists of five (5) members appointed by the Escanaba City Council to act on matters pertaining to Brownfield Redevelopment and who are not employees of the jurisdiction. The City Administration shall provide an ex-officio member to the authority who shall act as secretary to said Authority, but shall have no vote on any matter before the Authority. The Authority shall adopt rules of procedure which shall be subject to approval by City Council, and shall render all decisions and findings in writing to the petitioner with duplicate copies to the City Administration and City Council.

1.2 Limitations of Authority. The Brownfield Redevelopment Authority shall have no authority to waive requirements of the Brownfield Redevelopment Financing Act, Act 381 of 1996, as amended, except as provided by State and local law.

2. GENERAL RULES

2.1 Meetings to be Public. All official meetings of the Authority shall be open to the public. The journal of proceedings shall be open to public inspection as specified by the Open Meetings Act.

2.2 Quorum. Three (3) members of the Authority shall constitute a quorum and be necessary for the transaction of business. If a quorum is not present, the names of those in attendance will be recorded and they shall adjourn to a later time.

2.3 Journal of Proceedings. An account of all proceedings of the Authority shall be kept by the City Administration and shall be entered in a book constituting the official record of the Authority.

2.4 Right of Floor. Any Authority member desiring to speak shall be recognized by the Chairperson and shall confine his/her remarks to one subject under consideration or to be considered.

2.5 City Administration. The City Administration shall be represented at all meetings of the Authority. The City Administration may make recommendations to the Authority and shall have the right to take part in all discussions of the Authority, but shall have no vote.

2.6 City Department Heads and Employees. Department heads or other employees of the City shall attend Authority meetings when the agenda includes matters pertinent to their department(s) upon request of the City Manager.

2.7 Rules of Order. The rules of Parliamentary Procedure as contained in "Roberts Rules of Order Newly Revised" shall govern the proceedings of the Authority in all cases to which they are applicable, unless they are in conflict with these rules, the City Code or Charter, or the laws of the State of Michigan.

2.8 Election of Officers. During the last regularly scheduled meeting of the calendar year the Authority shall hold an election of Officers for the positions of Chairperson and Vice Chairperson.

3. MEETINGS

3.1 Public Notice of Meetings. The City Administration shall be responsible for providing the proper notice of all meetings of the Authority as specified by the State Open Meetings Act.

3.2 Regular Meetings. The Authority shall meet on a regular basis at a time most likely convenient to accommodate the full attendance of the Authority, or upon a call of the Chair, or at the request of two (2) Authority members. The Authority may assume that no meeting is scheduled unless notified by the City Administration. Any request for agenda item placement must be submitted to the City Administration at least seven (7) days before the meeting date.

3.3 Special Meetings. Special meetings may be called by the City Administration with the agreement of the chairperson or by two (2) members of the Authority. The call for a special meeting shall specify the date, the hour and the location of the special meeting. The City Administration shall give public notice as specified by the State Open Meetings Act.

3.4 Recessed Meetings. Any meeting of the Authority may be recessed to a later date and time provided that no adjournment shall be for a period longer than until the next scheduled meeting.

3.5 Study Sessions. The Authority may meet informally in Study Sessions (open to the public) at the call of the City Administration or majority of the Authority to review forthcoming requests of the City, receive progress reports on current programs or projects or receive other similar information from the City Administration, provided that all discussions and conclusions arising therefrom shall be informal. No formal actions may be taken at a study session.

3.6 Emergency Meetings. Emergency meetings shall be called as specified in the State Open Meetings Act.

4. CHAIRPERSON AND DUTIES

4.1 Chairperson. The Chairperson shall preside at all meetings of the Authority. In the absence of the Chairperson, the Vice Chairperson shall preside. In the absence of both the Chairperson and the Vice Chairperson, the Authority shall elect a temporary Chairperson.

4.2 Call to Order. The meetings of the Authority shall be called to order by the Chairperson or, in his/her absence, by the Vice Chairperson. In the absence of both the Chairperson and the Vice Chairperson, the meeting shall be called to order by the City Administration for the election of a temporary Chairperson.

4.3 Preservation of Order. The Chairperson shall preserve order and decorum; prevent attacks on personalities or the impugning of members' motives, and confine members in debate to the question under discussion.

5. ORDER OF BUSINESS AND AGENDA

5.1 Order of Business. The general rule as to the order of business in regular meetings shall be as follows:

1. Call to Order
2. Roll Call
3. Approval and/or Correction to Minutes of Previous Meeting
4. Approval/Adjustments to the Agenda
5. Conflict of Interest Declaration
6. Unfinished Business
7. New Business
8. Public Comment
9. Member/staff Announcements
10. Adjournment

5.2 Agenda. The order of business of each meeting shall be as contained in the Agenda prepared by the City Administration. Agenda items must be submitted seven (7) days prior to the meeting. The Agenda shall be a listing by topics of subjects to be considered by the Authority and shall be delivered to members of the Authority five (5) calendar days before the meeting. Draft meeting minutes shall be available for public review within eight (8) business days after the meeting.

5.3 Presentation by Members of the Authority. The Agenda shall provide a time when the Chairperson or any Authority member may bring before the Authority any concerns or business that he/she feels should be deliberated upon by the Authority. These matters need not be specifically listed on the Agenda, but formal action on such matters shall be deferred until a subsequent Authority meeting except when immediate action is needed to be taken upon a majority vote of Authority Members present.

6. VOTING

6.1 Majority. A majority vote of the Authority shall consist of at least three (3) members and shall be required to approve a motion which has been made by an Authority member and supported by another Authority member.

6.2 Roll Call Votes. Roll call votes shall be taken when required by policy/law, at the request of any member of the Authority or when the Chairperson cannot determine the results of a voice vote.

7. CITIZENS' RIGHTS

7.1 Addressing the Authority. Members of the public desiring to address the Authority by oral communication shall first secure the permission of the Chairperson. Preference will be given to those persons who have notified the City Administration prior to the regular Authority meeting of their desire to speak. Their names will be placed on the agenda and they will be recognized by the presiding officer without further action. Petitioner and aggrieved party comments on an agenda item shall be restricted to fifteen (15) minutes unless amended by the Chairperson. General public comment shall be restricted to two (2) minutes unless amended by the Chairperson.

7.2 Manner of Addressing the Authority. Each person addressing the Authority shall approach the lectern and may give his/her name in an audible tone of voice for the record. All remarks shall be addressed to the Authority as a body and not to any member thereof. No person, other than members of the Authority and the person having the floor shall be permitted to enter into any discussion, either directly or through the members of the Authority. No questions shall be asked of any Authority member except through the Chairperson.

7.3 Personal and Slanderous Remarks. Any person making personal, impertinent or slanderous remarks, or who shall become boisterous, while addressing the Authority, may be requested to leave the lectern.

7.4 Chairperson May Appoint Committee or Refer Citizens' Complaints. The Chairperson may appoint a committee of two members of the Authority and/or various members of City Administration to hear Citizens' complaints or the Chairperson may refer Citizens' complaints to the City Manager.

7.5 Written Communications. Interested parties, or their authorized representatives, may address the Authority by written communication in regard to any matter concerning the City's business or over which the Authority has control at anytime by direct mail or by addressing the City Administration.

8. SUSPENSION, AND THE AMENDMENT OF THESE RULES

8.1 Suspension of these Rules. Any provision of these rules not governed by State law, City Charter or City Code may be temporarily suspended by a vote of a majority of the Authority. The vote on any such suspension shall be taken by ayes and nays and entered upon the record.

8.2 Amendment of These Rules. These rules may be amended or new rules adopted, by a majority vote of all members of the Authority subject to approval of the City Council.