

POLICY PURPOSE

Policy Background. This policy statement is to establish norms for meeting preparation and conduct, and to promote efficient and cooperative DMB relationships. This policy is consistent with provisions of State law and the City Charter, as well as the traditional conduct of the City Council and staff.

SCHEDULED MEETINGS AND MEETING CALLS

Regular Meetings. The DMB normally will meet in regular session at 7:00 P.M. on the third Tuesday of each month, in the Community Room at City Hall. Regular meetings of the DMB may be cancelled and/or rescheduled and special-session meetings of the DMB may be scheduled or called.

Organizational Meeting. The first regular meeting of the DMB in January traditionally has been recognized as the organizational meeting of the DMB and the DDA. At such annual organizational meetings, a Chair and Vice Chair of the DMB are elected and the monthly meeting date is set.

Meeting Cancellations. Regular meetings of the DMB may be cancelled by the Chair, usually when the Downtown Director has reported that there are no items of business that are pending for the DMB's consideration, or for any other reason, such as, but not limited to, scheduling conflicts, etc.

Special Meetings. Any meetings of the DMB that occur apart from the DMB's schedule of regular meetings are considered special-session meetings.

Meeting Calls. Special-session meetings of the DMB may be scheduled by the call of the Chair. Notices of such special-session meetings must meet requirements of the law and notices of special-session meetings must be provided at least 24 hours in advance of such meetings. Notices must list the purpose or purposes for such special-session meetings. Only items that have been listed upon the notice of the call for a special-session meeting may be discussed at such a meeting.

Closed Sessions. The DMB may adjourn to and meet in sessions that are closed to the public as permitted by provisions of the Michigan Open Meetings Act and/or applicable case law. Guidance shall be sought from the City Attorney concerning the appropriateness of conducting such closed-session meetings of the DMB.

MEETING AGENDAS AND MINUTES

Agenda Preparation. Agendas that list items for consideration, discussion, and/or action by the DMB shall be prepared by the Downtown Director, or the Downtown Director's designee, in advance of all regular and/or special-session meetings of the DMB. Such agendas shall include a listing of items to be considered, discussed, and/or acted upon, as well as any additional information that the Downtown Director believes would provide background information concerning such items.

In order to promote efficient and cooperative government, DMB members should submit questions to the Downtown Director in advance of any DMB meeting discussion, as much as practicable. Material prepared by staff for individual Board members should be made known and available to all Board members, as soon as practicable in advance of any Board meeting discussion.

Inclusion Requests. Members of the DMB and others may request the Downtown Director to include items on the agendas of regular meetings of the DMB for and upon which the DMB would be asked to consider, discuss, or act.

Agenda Availability. Agenda materials will be prepared for presentation to the DMB no later than the Fridays preceding regular DMB meetings that are scheduled for Tuesdays, unless there exist extenuating circumstances, and will be prepared as soon as possible preceding special-session meetings of the DMB. All such meeting agenda materials shall be made available to the public and the news media upon request, except for any information that has been deemed by the Downtown Director, with the concurrence of the City Attorney, to be confidential in nature.

Agenda Formats. Meeting agendas of the DMB shall follow a format that includes:

- A call to order;
- Roll call of DMB members to record their attendance at the meeting and to determine if a quorum is present;
- Presentations, if such ceremonies have been scheduled;
- A consent agenda that generally includes approval of the minutes of previous regular and special-session DMB meetings, approval of the payment of bills, and approval of the financial statements.
- Miscellaneous public comment (see section titled "Public Participation");
- Any item or items of new business that are to be considered, discussed, and/or acted upon by the City Council;
- Appointments of persons to the DMB's various committees
- Reports from the Downtown Director
- Reports from the City Manager
- DMB member comments; and
- Adjournment, and when appropriate, adjournment to a closed-session meeting of the DMB, with noting the possibility of reconvening to open session to take action or to issue a report, or noting that the DMB will adjourn following the closed session without reconvening in open session.

Meeting Minutes. Records of all regular and special-session meetings of the DMB shall be maintained by the City Administrative Assistant in the form of meeting minutes. Such minutes shall be intended to provide reports concerning actions by the DMB and shall:

- State the starting time, date, and location of the meeting;
- Record attendance of members of the DMB, the DMB and City staff, and other persons or groups, when applicable, or when such persons or groups address the DMB;
- Summarize discussions of members of the DMB and the DMB staff, but with statements of members of the DMB attributed by name only at the request of the members;
- Tally roll-call votes in conjunction with all actions by the DMB; paraphrase miscellaneous comments of members of the DMB, the DMB staff, and the public; and
- State the meeting's adjournment time.

Meeting Quorum. Five members of the DMB shall constitute a quorum of the DMB and no regular and/or special-session meetings of the DMB shall occur without a quorum of the DMB present at such meetings.

Quorum Change. Once a quorum of the DMB has been established, that quorum shall not be defeated if one or more members of the DMB temporarily leave the meeting prior to the meeting's adjournment, but no official action of the DMB may be voted upon while a quorum of the DMB is not present.

Required Votes. The affirmative votes of five members of the DMB, regardless of the number of members present at a meeting of the DMB, shall be required to adopt any motion or resolution.

Voting Abstentions. It is the duty of Board members to vote on all issues. Members of the DMB may abstain from voting when they believe that they have a conflict of interest. The City Attorney may be consulted to determine the necessity for such voting abstentions; and the City Attorney may opine, whether or not consulted, concerning the need for such voting abstentions. Abstention votes shall be recorded as such in the tally of votes that appears in the minutes of meetings of the DMB. Abstention votes do not reduce the number of votes required for passing a motion.

ROLES AND RESPONSIBILITIES

Presiding Officers. The Chair shall preside at all regular and special-session meetings of the DMB. In the absence of the Chair, the Vice Chair shall preside. In the absences of both the Chair and the Vice Chair, the meeting's presiding officer shall be elected, when a quorum is present, from and by the members of the DMB who are in attendance at the meeting. The Chair, the Vice Chair, and/or any other member of the DMB who is serving as the presiding officer of the DMB at a regular and/or special-session meeting of the DMB, shall have the ability to speak concerning any issue that is brought before the DMB, and shall have a vote with and equal to other members of the DMB, but shall have no power of veto.

Downtown Director. The Downtown Director, who is required to attend all meetings of the DMB, if possible, shall represent all members of the Downtown staff to the DMB and also may speak concerning any issue before the DMB, but shall have no vote. The Downtown Director may designate a member of the Downtown staff to act on behalf of the Downtown Director at any regular and/or special-session meeting of the DMB in the absence of the Downtown Director.

MEETING PROCEDURES

Items Presentations. Except for the consent-agenda portion, the Chair or the presiding officer shall read aloud each item that has been contained on the published DMB meeting agenda. The Downtown Director then will be asked to provide background information concerning that specific agenda item as well as to provide the Downtown Director's recommendation, when necessary. Discussion of the agenda item by members of the DMB then shall follow the Downtown Director's report.

Public Participation. The public is encouraged to attend DMB meetings, and the DMB is proud to allow far more opportunity for public comment than many cities do and more than is required by law. Persons in attendance have an opportunity to make comments at the beginning of the meeting during the "miscellaneous public comment" agenda item and/or during the discussion of each agenda item. The miscellaneous agenda item allows those who cannot stay for the entire meeting to speak on non-agenda items only. The Chair may determine and state that there will be a time limit on public comment at any DMB meeting or special session. On agenda items, following the Chair's reading of the agenda item, the Downtown Director's background report, and some Board Member discussion, the Chair will ask for public comment. After public comment is taken, the Chair will return to the DMB members for further discussion and possible action, but will not re-open the public comment.

The DMB asks that the person speaking state their name and address so comments can be recorded in the minutes. Comments should be directed to the Chair or presiding officer of the DMB and not to specific Board members, the Downtown Director, other Downtown staff if present, or other public present. The Chair may answer questions of fact or ask the Downtown staff or other Board members if they wish to comment.

The value of public comment is for the DMB members to hear all opinions and gain different perspectives on issues. Extended debate is the job of the DMB so public comments should be limited to a maximum of five minutes. The more that comments are concise, thoughtful, and to the merits of the issue at hand, the more they will be helpful. Comments that turn to personal attacks are not useful and will be discouraged. Out of respect to everyone present, clapping, talking while others are speaking, or otherwise disrupting the meeting will not be allowed.

Public Requests. Requests by the public for inclusion of matters on the DMB's meeting agenda may be directed to the Downtown Director. If such requests cannot be handled administratively or require the DMB's consideration or action, the Downtown Director will place those requests on the DMB's meeting agenda and will provide background information to the DMB similar to any other information that would be provided concerning any matter that has been published on the DMB's meeting agenda.

Meeting Conduct. The Chair or the presiding officer shall conduct meetings of the DMB to maintain the decorum and traditional formality that is necessary to transact business in an orderly fashion, but recognizing the balance that exists between informality and congeniality that traditionally has been possible in the Petoskey community. Members of the DMB shall conduct themselves in a manner consistent with the dignity of their appointed offices and shall act in a manner that accords respect of the public, the DMB, and fellow members of the DMB.

Parliamentary Procedure. It shall be the practice of the DMB to balance the formality that is necessary to maintain decorum while acting informally so that the general public may readily comprehend actions of the DMB. In those instances where transactions of the DMB's business requires parliamentary procedure, "Robert's Rules of Order" shall be consulted and the City Attorney shall serve as the DMB's official parliamentarian.

Meeting Security. The Chair or the presiding officer shall maintain an orderly decorum at meetings of the DMB. When necessary and at the direction of the Downtown Director, sergeant-at-arms duties that are necessary for maintaining the orderly conduct of such meetings shall be performed by staff members of the City's Department of Public Safety, including the removal of disorderly persons from meetings of the DMB.

Adopted April 22, 2014