



Pontiac Charter Revision Commission

Tameka Ramsey, Chairperson
Kermit Williams, Vice Chairperson
Norbert Burrows
Gill Garrett
Bryan E. Killian

Lucy Payne
Scott Stewart
Bruce Turpin, DDS
Jose Ybarra, III

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Sheila Grandison, MiPMC, CMC, Deputy City Clerk

6th Session

MEETING AGENDA

October September 27, 2022 at 6:00 p.m.
Meeting Location: City Council Chambers
Pontiac City Hall
47450 Woodward Ave. Pontiac, MI 48342

- I. Call to Order**
- II. Roll Call**
- III. Authorization to Excuse Commissioners**
- IV. Amendments to and Approval of the Agenda**
- V. Approval of the Minutes**
 - A. September 22, 2022
- VI. Agenda Item**
 - B. First Listening Session
- VII. Public Comment**
- VIII. Adjournment**

September 22, 2022 Draft

**Official Proceedings
2022 Pontiac Charter Revision Commission
5th Session**

Call to order

A Meeting of the 2022 Charter Revision Commission of Pontiac, Michigan was called to order by Chairman Williams at the City Hall Council Chambers, 47450 Woodward Ave Pontiac, MI 48342 on Thursday, September 22, 2022 at 6:00 p.m.

Roll Call

Members Present – Norbert Burrows, Gill Garrett, Lucy Payne, Bruce Turpin, Kermit Williams and Jose Ybarra III

A quorum was announced.

Excuse Commissioners

22-50 **Motion to excuse Commissioner Bryan Killian and Chair Tameka Ramsey for personal reasons.** Moved by Commissioner Payne and second by Commissioner Stewart.

Ayes: Garrett, Payne, Stewart, Turpin, Williams, Ybarra, and Burrows

No: None

Motion Carried

Amendments to and Approval of the Agenda

22-51 **Motion to approve the agenda.** Moved by Commissioner Garrett and second by Commissioner Turpin.

Ayes: Payne, Stewart, Turpin, Williams, Ybarra, Burrows and Garrett

No: None

Motion Carried

Approval of the Minutes

22-52 **Motion to approve meeting minutes from August 25, 2022.** Moved by Commissioner Payne and second by Commissioner Ybarra III.

Ayes: Payne, Stewart, Turpin, Williams, Ybarra, Burrows and Garrett

No: None

Motion Carried

Chair Tameka Ramsey arrived at 6:04 p.m.

Commissioner Bryan Killian arrived at 6:06 p.m.

Agenda Items

Committee Business

22-53— **Motion to approve Resolution for the Commission Rules and Procedures.** Moved by Commissioner Williams and second by Commissioner Ybarra. Discussion.

Amend motion to change language under Committee Business. Moved by Commissioner Williams and second by Commissioner Stewart.

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Committees shall meet ~~at least once a month~~ as determined by the committee members and meetings shall be properly notice in accordance with the Open Meetings Act.

Ayes: Ramsey, Stewart, Turpin, Williams, Ybarra, Burrows, Garrett, Killian and Payne

No: None

Motion Carried

****See Exhibit A “Rules & Procedures” after the minutes****

22-53 **Resolution to approve the Commission Rules and Procedures as amended.** Move by Commissioner Williams and second by Commissioner Ybarra.

Whereas, the 2022 Charter Revision Commission of the City of Pontiac (the “Commission”) is a public body organized pursuant to the affirmative vote of the people of the City of Pontiac at an election held Tuesday, August 3, 2022 to propose certain revisions to the City Charter of the City of Pontiac (the current Charter being effective as of May 3, 1982), and;

Whereas, the Charter Revision Commission established rules and procedures to govern its proceedings and deliberations.

Now, Therefore, Be It Resolved, the 2022 Pontiac Charter Revision Commission approves its Rules and Procedures.

Ayes: Stewart, Turpin, Williams, Ybarra, Burrows, Garrett, Killian, Payne and Ramsey

Mo: None

Resolution Passed

Discussions on Committees – Commissioners will volunteer for Committees

Rules and Planning Committee – Commissioner Williams, Ramsey and Garrett

Outreach Committee – Commissioner Ybarra, Stewart, Payne, Killian, and Burrows

Personnel Committee – Commissioner Garrett, Payne, Killian and Williams

Research Committee – Commissioner Garrett, Ybarra, Stewart, Turpin and Burrows

Scheduling of First Listening Session

22-54 **Motion to schedule First Listening Session at the next meeting on October 27, 2022 at 6:00 p.m.** Moved by Commissioner Williams and second by Commissioner Killian.

Ayes: Turpin, Williams, Ybarra, Burrows, Garrett, Payne, Ramsey and Stewart

No: None

Motion Carried

Commissioner Killian was absent during the vote

Public Comment – None

Commissioner Killian left the meeting at 6:41 p.m.

Adjournment

22-55 **Motion to adjourn the meeting.** Moved by Commissioner Turpin and second by Commissioner Stewart.

Ayes: Turpin, Williams, Ybarra, Burrows, Garrett, Payne, Ramsey and Stewart

No: None

Motion Carried

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Chair Tameka Ramsey adjourned the meeting at 6:48 p.m.

Sheila R. Grandison
Deputy City Clerk

DRAFT

CITY OF PONTIAC
2022 CHARTER REVISION COMMISSION RULES & PROCEDURES

Organization

The 2022 Charter Revision Commission of the City of Pontiac (the “Commission”) is a public body organized pursuant to the affirmative vote of the people of the City of Pontiac at an election held Tuesday, August 3, 2022 to propose certain revisions to the City Charter of the City of Pontiac (the current Charter being effective as of May 3, 1982). The Commission shall operate in accordance to the constitution and laws of the United States of America and the State of Michigan.

Members

The members of the Charter Commission (the “Commissioners”) are established by law; to wit: Pursuant to the vote of the people of the City of Pontiac at an election held on Tuesday, May 3, 2022, the nine (9) candidates for charter commissioner having the greatest number of votes were declared duly elected charter commissioners. The elected members are Kermit Williams, Tameka Ramsey, Scott Stewart, Jose Ybarra III, Norbert Burrows, Bryan E. Killian, Gill Garrett, Bruce Edward Turpin and Lucy Rene Payne.

Vacate Office - Each member shall serve for the entire term of the Charter Commission, unless they shall vacate their office by removal, resignation or by legal disqualification applicable by State Law.

Replacement - In the event of the removal, resignation or death of a Commissioner upon a super majority vote of the Commission, the commission shall fill a vacancy in its membership by application process.

Attendance - Each Commissioner is required to attend a majority of most Commission meetings, unless the Commissioner has sought and received an excused absence from the Chair or acting chair. Absence of five consecutive formal meetings triggers a vote of vacation from commission.

Officers

Officers And Duties - The Commissioners shall elect a Chairperson and Vice Chairperson to perform the duties listed in this section, or such other duties as denoted by the Chair. Each officer shall hold their office for the term of the Commission unless removed from office in accordance with the vacant office section of these rules.

- (a) **Chairperson.** The Chair shall preside over meetings of the Commission, including ground rules for Commission meetings, deciding the order of speaking among Commissioners, determining if members of the public may address the Commission outside of public comment, limiting debate, and generally maintaining order. The Chair shall serve as the primary contact for the Commission, represent the Commission at meetings and other matters outside the Commission and no other Commissioner shall publicly represent the Commission as a whole without the prior approval of the Chair (it being understood that the foregoing does not limit any Commissioner’s right to speak publicly regarding their individual initiatives or undertakings regarding the Commission or 2022 Charter review

process). The Chairperson shall serve as an ex officio member of all Commission committees, and coordinate and oversee the work of all the officers and committees so that the purposes of the organization are served.

- (b) **Vice Chairperson.** The Vice Chairperson shall assist the Chairperson and carry out the Chair's duties in his or her absence or inability to serve. The Vice Chairperson shall also help oversee the committees of this organization.

Commission Clerk

The Deputy City Clerk or another designated staff member from the Office of the City Clerk by the City Clerk shall serve as the Clerk of the Charter Revision Commission. The duties of the Commission Clerk are as follows:

1. The Commission Clerk shall prepare the agenda for meetings of the commission.
2. The Commission Clerk will call the roll for all votes of the Commission and record each members vote.
3. The Commission Clerk shall be responsible for keeping a record of all of the Commission's activity.
4. The Commission Clerk shall be responsible for maintaining the minutes of Commission meetings.
5. The Commission Clerk shall file the approved minutes of each Commission meeting in the office of the City Clerk.
6. The Commission Clerk shall cooperate and assist the City Freedom of Information Act officer in responding to requests for information in accordance with the Michigan Freedom of Information Act, being 1977 PA 442 as amended; MCL 15.231 et. seq.

Committees

Committee List - The standing committees of the Commission shall consist of the following committees:

- (a) **Rules and Planning Committee:** To oversee compliance with the Rules and prepare changes in the Rules (as may be requested by any Commissioner pursuant to Section 9.01 of the Rules), for consideration and approval of the whole body.
- (b) **Outreach Committee:** To organize the presentations during the Community Engagement Phase of the Commission for consideration and approval of the whole body.

- (c) **Personnel Committee:** To interview candidates and firms that will provide contractual services to the Commission and to make recommendations on the selection of candidates and firms for consideration of the whole body.
- (d) **Research Committee:** To complete tasks such as recording or documenting feedback from residents and charter commission members, looking for ideas from other Charter's or other communities and recommending to the whole body the feasibility of any potential changes.

The Chair is authorized to appoint persons to preside over or serve on such standing committees, unless rescinded in accordance with this Section.

After the committees meet, they will further define the scope of work for each committee and bring it back to the body to be voted on as a whole. Members of the committee shall be less than a quorum.

Committee Creation / Assignment - The Chair shall have the authority to establish such additional committees, subcommittees and advisory tasks forces as deemed necessary, subject to approval of the Commission. The Chair shall be authorized to appoint persons to preside over or serve on such committees, subcommittees or advisory tasks forces as deemed necessary by the chairperson, unless rescinded by Commissioners in accordance with the provisions of this section. Any Commissioner may attend meetings of a committee, subcommittee or task force despite not being assigned to such, and may present ideas for consideration. However, only assigned Commissioners may vote on committee matters. For any Commissioners appointed as "co-chairs", they shall work together cooperatively and delineate each person's responsibilities, amongst themselves or within the Committee.

Chair Ex-officio Committee Membership - The Chair shall be a non-voting ex-officio members of all committees, except where the Chair is also appointed as Chair of a committee.

Committee Business - Committees shall meet as determined by the Committee members and all meetings shall be properly notice in accordance with the Open Meetings act. Committee chairs shall submit committee reports of all committee proceedings to the full Commission not less than monthly. All Committee reports recommending action or making recommendations for revisions to the Charter shall be in writing and distributed with the full Commission meeting agenda, to all Commissioners at least forty-eight (48) hours prior to the next Commission meeting.

Meetings

Place and Time - The Commission shall establish regular meetings schedule of the Commission, which shall be held no less frequently than one meeting per month unless otherwise determined by the majority of the Commissioners present. Meetings shall be conducted at a place and time in accordance with applicable law. Notice of meetings will be provided to the public as required by law.

Special Meetings - Special Meetings of the Commission may be called by not less than 5 Commissioners, or as may be otherwise provided by law, and with not less than 14 days' notice. Any request for a special meeting by Commissioners must state the purpose of the proposed

meeting in the initial meeting notice.

Meeting Rules - Meetings shall be conducted according to Roberts Rules of Order Newly Revised (Updated Edition), subject to any provisions to the contrary set forth in these Rules or applicable law, or any procedures or policies governing Commission operations as may be established by a majority vote of the Commission from time-to-time.

Meeting Conduct Of Commissioners - The Commission Chair shall preside over meetings of the full Commission. In her/his absence, the Vice Chairperson shall assume such duties, where s/he will serve as acting chair of the meeting. In the absence of both the Chair and Vice-Chair, the Commission shall select a person to serve as acting chair through majority vote of those persons present. If no Commissioner is selected by majority vote, then the Commissioner with the most votes in a plurality shall serve as acting chair.

- (a) The Chair of each Committee shall preside over meetings of that Committee. In her/his absence, the Committee shall determine the person to preside over the meeting as the meeting chair.
- (b) The following conduct rules are required of each Commissioner during every Commission meeting, whether a full Commission meeting, Committee meeting or other meeting:

- (i) *Only one person shall speak at a time, once recognized by the Meeting Chair.*
- (ii) *The Meeting Chair shall maintain complete impartiality in exercising her/his duties while presiding over the meetings, to all Commissioners and for all points of view expressed.*
- (iii) *For a Commissioner to speak, the Commissioner shall raise her/his hand and be recognized by the Chair or acting chair. The Meeting Chair shall maintain the order of persons to speak.*
- (iv) *All Commissioners must observe decorum and civility at all Commission meetings. Commissioners shall address each other through the Meeting Chair, and with respect and dignity. No Commissioner shall make a negative comment or gesture toward another Commissioner. No Commissioner shall interrupt another Commissioner while speaking, except for a point-of-order or point-of-information made with the permission of the Meeting Chair. Commissioners shall refrain from outbursts, or any public verbal, non-verbal or physical reactions while other Commissioners are speaking, regardless of whether the public reaction is in support of, or in opposition to, a colleague's point of view.*

Meeting Conduct Of The Public - Each Commission meeting will include a period for public

comment. The members of the public are encouraged to speak and voice their opinion to the Commission during the public comment portion of the meeting agenda or when otherwise invited to speak by the Meeting Chair. Public comment is limited to three minutes per person who wishes to speak. No member of the public shall act in a way which disrupts the meeting process. The public must refrain from speaking or making any noise loud enough to be heard by others in the room beyond the person(s) more than two (2) feet away, making excessive motions which distract others in the room, and any other conduct that distracts those in the room. The Meeting Chair shall exercise her/his discretion to deal with members of the public who speak or act to distract the process of the meeting, including immediately recessing the meeting for a period of time or having the disrupting person(s) removed.

Quorum and Voting

Quorum - The quorum shall consist of at least five (5) Commissioners being present. A quorum must be present for official business to be conducted and the sessions of the Commission shall be in public. In the event that a quorum is lost during a meeting, no further official business requiring quorum may be conducted after such quorum is lost.

Voting - Voting shall be by all members and by roll call. All matters before the Commission shall be passed by a majority of the Commissioners entitled to vote.

Amendments

Any Commissioner may make a request for an amendment to these Rules. The proposed amendment may be considered at any regular or special meeting. Amendments shall be approved by a 2/3rds vote of those present.