Village Of

Northport

RULES OF PROCEDURE

Updated as of August 21, 2025

"The council shall prescribe the rules of its own proceedings, and shall keep a record of those proceedings."

-Michigan General Law Village Act, 1895 PA 3 as amended, MCL 65.5 Section 5(1)

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A. TYPES OF VILLAGE COUNCIL MEETINGS

All meetings of the village council will be held in compliance with state statutes, including the Open Meetings Act, 1976 PA 267 as amended, and with these rules.

1. Regular meetings

Regular meetings of the village council will be held on the third Thursday[i] of each month beginning at 7:00 p.m. at the village hall unless otherwise rescheduled by resolution of the council.

2. Work Session meetings

Work Session meetings will be held on the first Thursday of each month beginning at 2:00 p.m. in the village hall unless otherwise rescheduled by resolution of the Council.

3. Special meetings

A special meeting shall be called by the clerk upon the request of the village president, village manager, or any three members of the council on at least 18 hours' notice and posted at the village hall and the post office. Special meeting notices shall state the purpose of the meeting. No official action shall be transacted at any special meeting of the council unless the item has been stated in the notice of such meeting.

Posting requirements for regular and special meetings

a. Within 10 days after the first meeting of the new fiscal year in July[i], a public notice stating the dates, times, and places of the regular monthly council meetings will be posted at the village office.

b. For a rescheduled regular or a special meeting of the council, a public notice stating the date, time, and place of the meeting shall be posted at least 18 hours before the meeting at the village office.

c. The notice described above is not required for a meeting of the council in emergency session in the event of a severe and imminent threat to the health, safety or welfare of the public when two-thirds of the members of the council determine that delay would be detrimental to the village's efforts in responding to the threat.

Minutes of regular and special meetings

The clerk shall attend the council meetings and record all the proceedings and resolutions of the council in accordance with Section 64.5 of the General Law Village Act of 1895 as amended and the Open Meetings Act. In the absence of the clerk, the council may appoint one of its own members or another person to temporarily perform the clerk's duties.

Within 15 days of a council meeting a synopsis showing the substance of each separate decision of the council or the entirety of the council proceedings shall be prepared by the clerk and shall indicate the vote of the trustees. After the president approves this document, it shall be published on the Leelanau County website or posted in three public places in the village.

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A copy of the minutes of each regular or special council meeting shall be available for public inspection at the village offices during regular business hours.

B. CONDUCT OF MEETINGS

1. Meetings to be public

All regular and special meetings of the village council shall be open to the public, and citizens shall have a reasonable opportunity to be heard in accordance with such rules and regulations as the council may determine, except that the meetings may be closed to the public and the media in accordance with the Open Meetings Act.

All official meetings of the council and its committees shall be open to the media, freely subject to recording by radio, television and photographic services at any time provided that such arrangements do not interfere with the orderly conduct of the meetings.

2. Agenda preparation[ii]

An agenda for each **regular council meeting** shall be prepared by the village manager with the following order of business:

a. Call to order/Roll Call
b. Approval of the agenda / Additions to the agenda / Amendments to the agenda
c. Consent Agenda:
    i. Approval of the minutes
    ii. Staff Reports
    iii. Payment of the Bills
d. Public comment
e. Correspondence
f. ~~Ex-Officio~~ **Planning Commission Liaison** report:
    - ~~Planning Commission~~
    - ~~Infrastructure Liaison~~
    - ~~Marina Liaison~~
    - ~~NLTUA Liaison~~
g. Action items
h. Public comment
i. Council comment
j. Adjournment

An agenda for each work session council meeting shall be prepared by the village manager with the following order of business:

a. Call to order/Roll Call
b. Approval of the agenda / Additions to the agenda / Amendments to the agenda
c. Public comment
d. Liaison reports:
    - **Infrastructure Liaison**
    - **Marina Liaison**

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- **NLTUA Liaison**

e. **Discussion items**
f. **Public comment**
g. **Council comment**
h. **Adjournment**

Any council member shall have the right to add items to the regular **and work session** agenda**s** a week before the next meeting.

3. Consent Agenda[ii]

A Consent Agenda may be used to consolidate routine, noncontroversial items at regular meetings —such as approval of minutes, payment of bills, routine financial or departmental reports, recognition resolutions, and similar matters—into a single agenda item.

The Consent Agenda shall be prepared by the Village Manager or Clerk (or designated official) and included with the meeting materials distributed to members in advance. Any trustee or member of the public may request that an item be removed from the Consent Agenda for separate discussion at regular meetings; such items will be moved to the regular agenda. The Consent Agenda is approved by a single majority vote, without debate on individual items. Notwithstanding collective approval, each item must be recorded separately in the minutes, with the action taken clearly indicated.

4. Agenda distribution

The agenda will be made available two days prior to the meeting. No additions will be made after distribution unless added at the meeting. Additions or amendments should only be introduced if they are of an emergency or time-sensitive nature.[iii] Posting to the village website or inclusion in the village council drop box on the website is the expected manner of distribution.

5. Quorum

A majority of the elected or appointed and sworn members of the council shall constitute a quorum for the transaction of business at all council meetings. In the absence of a quorum, a lesser number may (1) conduct a meeting as the committee of the whole, or (2) adjourn any meeting to a later time or date with appropriate public notice. Actions, if any, taken by the village council meeting as a Committee of the Whole **shall be considered advisory only and shall not be binding until ratified by the Council at a meeting with a quorum present.**

6. Attendance at council meetings

Election to the Village Council is a privilege freely sought by the nominee. It carries with it the responsibility to participate in Council activities and represent the residents of the Village. Attendance at Council meetings is critical to fulfilling this responsibility. The Council may excuse absences for cause, including illness, injury, surgery/recovery, bereavement, jury duty or other compulsory legal process, military duty, parental leave for birth/adoption, family emergency, hazardous travel conditions, or other comparable extenuating circumstances. Vacation and routine employment conflicts do not constitute cause unless the Council determines exceptional circumstances exist. Requests should be

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made in advance when practicable; emergency circumstances may be reported as soon as reasonably possible. The Council shall determine excused versus unexcused absences by majority vote. If a Council member has more than three unexcused successive absences for regular or special meetings, the Council may enact a resolution of reprimand. Continued unexcused absences may result in a resolution of censure or request for resignation.

Council members may attend meetings via electronic means (e.g., Zoom) if both audio and video are available. However, remote participation by Council members shall be considered informal and non-deliberative unless the member qualifies under Section 3(2) of the Michigan Open Meetings Act (MCL 15.263), due to one of the following reasons:

1. Military duty;
2. A medical condition (as defined by law);
3. A declared statewide or local state of emergency or disaster that would risk public health or safety.

Only Council members meeting the criteria above and complying with MCL 15.263 procedures shall be considered present for quorum, allowed to deliberate, or permitted to vote.

Trustees attending electronically for reasons other than those listed above may observe the meeting and will be considered "present" for recordkeeping purposes only. They may not vote, be counted toward quorum, or participate in Council deliberation. They may, however, provide public comment during designated times under the same rules and limitations as any other member of the public.

Any electronic attendance must comply with all OMA requirements, including:
-Two-way communication;
-A public announcement by the absent member stating the reason for remote attendance and their physical location (county, city, or township);
-Public notice that includes instructions for contacting the absent member and providing input on agenda items prior to the meeting.

7. Presiding officer

The presiding officer shall be responsible for enforcing these rules of procedure and for enforcing orderly conduct at meetings. The village president is ordinarily the presiding officer. The village council shall appoint one of its members as president pro tempore, who shall preside in the absence of the president. In the absence of both the president and the president pro tempore, the member present who has the longest consecutive service on the council shall preside.

8. Disorderly conduct

The president may call to order any person who is being disorderly by speaking out of order or otherwise disrupting the proceedings, failing to be germane, speaking longer than the allotted time or speaking vulgarities or personal attacks on any citizen. Such person shall be seated until the chair determines whether the person is in order.

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If the person so engaged in presentation is called out of order, he or she shall not be permitted to continue to speak at the same meeting except by special leave of the council. If the person shall continue to be disorderly and disrupt the meeting, the chair may order the sergeant at arms to remove the person from the meeting. No person shall be removed from a public meeting except for an actual breach of the peace committed at the meeting.

C. CLOSED MEETINGS

1. Purpose

Closed meetings may be held only for the reasons authorized in the Open Meetings Act, which include, but are not limed to, the following:

a. To consider the dismissal, suspension, or disciplining of, or to hear complaints or charges brought against a public officer, employee, staff member or individual agent if the named person requests a closed meeting (majority vote).
b. For strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement if either negotiating party requests a closed hearing (majority vote).
c. To consider the purchase or lease of real property up to the time an option to purchase or lease that real property is obtained (2/3 roll call vote).
d. To consult with the village attorney or another attorney regarding trial or settlement strategy in connection with specific pending litigation, but only when an open meeting would have a detrimental financial effect on the litigating or settlement position of the council (2/3 roll call vote).
e. To review the specific contents of an application for employment or appointment to a public office if a candidate requests that the application remain confidential (2/3 roll call vote). However, all interviews by a public body for employment or appointment to a public office shall be held in an open meeting.
f. To consider material exempt from discussion or disclosure by state or federal statute (2/3 roll call vote).

2. Calling closed meetings

At a regular or special meeting, the council may call a closed session under the conditions outlined in Section 1 above. The vote and purpose(s) for calling the closed meeting shall be entered into the minutes of the public part of the meeting at which the vote is taken.

3. Minutes of closed meetings

A separate set of minutes shall be taken by the clerk or the designated secretary of the council at the closed session. These minutes will be retained by the clerk, shall not be available to the public, and shall only be disclosed if required by a civil action, as authorized by the Michigan Open Meetings Act. These minutes may be destroyed one year and one day after approval of the minutes of the regular meeting at which the closed session was approved.

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D. Discussion and voting

1. Rules of parliamentary procedure

The rules of parliamentary practice as contained in the latest edition of *Roberts Rules of Order* shall govern the council in all cases to which they are applicable, provided that they are not in conflict with these rules, the ordinances of the Village of Northport or state statutes applicable to the Village of Northport. The village president may appoint a parliamentarian.

The chair shall preserve order and decorum and may speak to points of order in preference to other trustees. The chair shall decide all questions arising under this parliamentary authority, subject to appeal and reversal by a majority of the trustees present.

Any member may appeal to the council a ruling of the presiding officer. If the appeal is seconded, the member making the appeal may briefly state the reason for the appeal and the presiding officer may briefly state the ruling. There shall be no debate on the appeal and no other member shall participate in the discussion. The question shall be, "Shall the decision of the chair be sustained?" If the majority of the members present vote "aye," the ruling of the chair is sustained; otherwise it is overruled.

2. Conduct of discussion

During the council discussion and debate, no member shall speak until recognized for that purpose by the chair. After such recognition, the member shall confine discussion to the question at hand and to its merits and shall not be interrupted except by a point of order or privilege raised by another member. Speakers should address their remarks to the chair, maintain a courteous tone and avoid interjecting a personal note into debate.

No member shall speak more than once on the same question unless every member desiring to speak to that question shall have had the opportunity to do so.

The chair, at his or her discretion and subject to the appeal process mentioned in Section D.1., may permit any person to address the council during its deliberations.

3. Ordinances and resolutions

No ordinance, except an appropriation ordinance, an ordinance adopting or embodying an administrative or governmental code or an ordinance adopting a code of ordinances, shall relate to more than one subject, and that subject shall be clearly stated in its title.

A vote on all ordinances and resolutions shall be taken by a roll call vote and entered in the minutes unless it is a unanimous vote. If the vote is unanimous, it shall be necessary only to so state in the minutes, unless a roll call vote is required by law or by council rules.

4. Roll call

In all roll call votes, the names of the members of the council shall be called with the president voting last.

5. Duty to vote

Election to a deliberative body carries with it the obligation to vote. Trustees present at a council meeting shall vote on every matter before the body, unless otherwise excused or prohibited from

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voting by law. A council member who is present and abstains or does not respond to a roll call vote shall be counted as voting with the prevailing side and shall be so recorded, unless otherwise excused or prohibited by law from voting.
Conflict of interest, as defined by law, shall be the sole reason for a member to abstain from voting. The opinion of the village attorney shall be binding on the council with respect to the existence of a conflict of interest. A vote may be tabled, if necessary, to obtain the opinion of the village attorney.
The right to vote is limited to the members of council present at the time the vote is taken. Voting by proxy or by telephone is not permitted.

6. Results of voting

In all cases where a vote is taken, the chair shall declare the result. It shall be in order for any councilmember voting in the majority to move for a reconsideration of the vote on any question at that meeting or at the next succeeding meeting of the council. When a motion to reconsider fails, it cannot be renewed.

E. CITIZEN PARTICIPATION

1. General

Each regular council meeting agenda shall provide for reserved time for audience participation. If requested by a member of the council, the presiding officer shall have discretion to allow a member of the audience to speak at times other than reserved time for audience participation.

2. Length of presentation

Any person who addresses the village council during a council meeting or public hearing shall be limited to five minutes in length per individual presentation. A group will select one speaker to represent them. The clerk will maintain the official time and notify the speakers when their time is up.

3. Addressing the council

When a person addresses the village council, he or she shall state his or her name and street address. Remarks should be confined to the question at hand and addressed to the chair in a courteous tone. No person shall have the right to speak more than once on any particular subject until all other persons wishing to be heard on that subject have had the opportunity to speak. It is the duty of the village president to make sure a general back and forth discussion does not occur.

4. Remote public comment

The Village shall allow members of the public, including residents and non-residents, to offer public comment at Council meetings via electronic means (e.g., Zoom), subject to the same decorum, time limits, and procedural rules as in-person attendees. The Council recognizes this practice as consistent with the intent of the Michigan Open Meetings Act to promote openness and accessibility.

Remote public comment shall be facilitated during the same portions of the meeting agenda reserved for general public comment or public hearings. Individuals who wish to speak

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remotely must provide their full name and general location (city or township) for the record and follow all applicable rules outlined in Section E.

Remote public comment is not a statutory requirement under the OMA and is provided as a courtesy and transparency practice by the Village Council. Technical issues that prevent comment during the live meeting shall not invalidate the meeting or any actions taken.

F. MISCELLANEOUS

1. Adoption and amendment of rules of procedure

These rules of procedure of the village council will be placed on the agenda of the first meeting of the council following the seating of the newly elected trustees for review and adoption. A copy of the rules adopted shall be distributed to each council member.

The council may alter or amend its rules at any time by a vote of a majority of its members after notice has been given of the proposed alteration or amendment.

2. Suspension of rules

The rules of the village council may be suspended for a specified portion of a meeting by an affirmative vote of two-thirds of the members present except that council actions shall conform to state statutes and to the Michigan and the United States Constitution.

3. Bid awards

Bids will be awarded by the village council during regular or special meetings. A bid award may be made at a special meeting of council if that action is announced in the notice of the special meeting.

4. Committees

Standing and special committees of council and council staff liaisons

The village shall have one standing committee designated as the Budget Committee. It shall consist of the village president, the president pro tempore, and one council member appointed by the village president. This committee shall be responsible for initial review of the proposed annual budget, all proposed budget amendments and transfers, review of financial and personnel policies, periodic review of village operations compared to budget, and such other matters as assigned to it resolution of the council.

The village president shall appoint a village council staff liaison for each of the following subject matter concerns. It shall be the primary responsibility of these liaisons to meet with the village manager, or staff members as designated by the village manager, on issues of interest or concern, track staff attention to assigned tasks, propose projects or initiatives, and to present a report at the village council work session meeting related to the assigned subject matter.

1. Waterfront Marina & Parks
2. Infrastructure: Water, Streets & Lights[i]

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Special committees may be established for a specific purpose and a specific period of time by the village president or by a resolution of the council which specifies the task of the special committee and the date of its dissolution.

Citizen task forces
A citizen task forces may be established by a resolution of the village council. The resolution shall specify the task to be accomplished by the task force, the number of members, and the date of its dissolution. Members of such committees will be appointed by the village president, subject to approval by a majority vote of the village council and must be residents of the village, unless the resolution creating the task force specifically permits non-resident members. Vacancies will be filled by majority vote of the village council in the same way appointments are made. Citizen task force meetings are subject to the Michigan Open Meetings Act

5. Standing representatives and titled officials

The village council will have the following representatives and titled officials. These officials shall be appointed by the village president and approved by a majority vote of the village council.

1. NLTUA representative
2. Planning commission representative(s) – maximum of two
3. President Pro Tem
4. Z.B.A. chairperson

6. Authorization for contacting the village attorney

Inquiries to the village attorney must be approved by a vote of the village council unless they are of an urgent nature (determined by the president) and time is of the essence. In all cases, the exact wording of all such inquiries shall be provided to all council members in electronic format at the time they are made. All other correspondence between the village attorney and village officials, *in addition to work product,* will also be provided to all council members.[iv]

The following village officials (by title) are authorized to contact the village attorney regarding village matters.

1. Village President[i]
2. Village Manager

7. Appointments to Village Boards and Commissions[v]

a. Eligibility and Residency

Applicants for appointment to the Village Council, Planning Commission, NLTUA, and any taskforce or ad hoc committee must be residents of the Village of Northport, unless otherwise authorized by statute or Village ordinance.

b. Application Requirements

Applicants must submit the following materials to the Village Manager:

- A letter of interest outlining their qualifications, background, and reasons for seeking the appointment.

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- A résumé and references.

c. Submission Deadline
Letters of interest must be submitted no less than 30 days prior to the Village Council meeting at which the appointment is scheduled to be considered.

d. Review and Attendance Expectations
- The Village Manager shall distribute submitted materials to all Council members at least two weeks prior to the scheduled vote.
- Applicants are strongly encouraged to attend the meeting in person the night of the decision, to introduce themselves and respond to Council questions.

e. Nomination and Voting Procedure
Appointments to the Planning Commission shall be made by the Village President, subject to approval by a majority vote of the Village Council members elected and serving, pursuant to MCL 125.3815(1).

Vacancies on the Village Council shall be filled by appointment of the Village Council, pursuant to MCL 62.13, and the appointee shall serve until the next regular village election.

All other appointments require a majority vote of the Village Council.

f. Time-Sensitive Vacancies
In cases of urgency, the Council may waive the 30-day requirement, provided that proper notice is given and the process remains transparent.

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[i] Amended December 2012
[ii] Amended August 2025
[iii] Amended June 2018
[iv] Amended September 2018, Restated and Adopted March 2025
[v] Amended June 2025

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