

**CITY OF LANSING**  
**ELECTION COMMISSION**  
**RULES OF PROCEDURE**

The following Rules of Administrative Procedure are adopted by the City Election Commission (hereinafter referred to as "Commission") to facilitate the performance of its duties and the exercising of its responsibilities as set forth in Articles 2.205 and 2.206 of the 1978 City Charter, annexed hereto.

**SECTION 1.0 OFFICERS**

**1.1 SELECTION**

The City Clerk shall be the Chairperson of the Commission. The Commission shall elect a Vice-Chairperson. The Vice-Chairperson of the Commission shall not hold the same office for more than two consecutive years.

**1.2 TENURE**

The Vice-Chairperson shall take office at the first meeting in January and shall hold office for a term of one year or until his/her successors are elected and assume office.

**1.3 DUTIES OF THE COMMISSION**

The Commission shall perform the duties and activities set forth in Section 2-205 of the 1978 City Charter.

**1.4 DUTIES OF THE CHAIRPERSON AND VICE CHAIRPERSON**

- A. The Chairperson shall preside at all meetings and perform such other duties as may be ordered by the Commission.
- B. The Chairperson may appoint such standing and special committees necessary to make an effective administrative and progressive body of this Commission and to expedite certain functions of the Commission.
- C. The Vice-Chairperson shall act in the capacity of the Chairperson in his/her absence.
- D. The Chairperson shall be an ex-officio member of all committees.

## SECTION 2.0 DUTIES OF THE SECRETARY

### 2.1 MINUTES

- A. The Secretary shall be responsible for maintaining the minutes of the Commission meetings and shall have them available for public inspection no later than eight (8) business days after the meeting to which the minutes refer. Approved minutes shall be available for public inspection not later than five (5) business days after the meeting at which the minutes are approved. Copies of the proposed minutes shall be distributed to all Commission members prior to the meeting at which they will be considered for approval.
- B. The approved minutes of the Commission meeting shall be filed in the office of the City Clerk as a public record and no official action taken by the Commission at any meeting shall be validated or effective until a copy of the minutes of the meeting at which such action was taken is filed with the City Clerk.

### 2.2 RECORDS

The Chairperson shall be responsible for keeping a record of all of the Commission's transactions.

### 2.3 COMMUNICATIONS, PETITIONS AND REPORTS

All communications, petitions and reports shall be addressed to the Commission and delivered or mailed to:

City Clerk, Chairperson.  
Election Commission  
9th Floor, City Hall  
Lansing, MI 48933

## SECTION 3.0 MEETINGS

### 3.1 GENERAL

All meetings of the Commission shall be conducted in accordance with the applicable provisions of the "Open Meetings Act of 1976," Public Act 267 of 1976, as amended.

### 3.2 REGULAR MEETINGS

Meetings of the Commission will be held as listed on the schedule for Election Commission meetings located on the bulletin board in the City Clerk's office, and at such other times and places as designated by the Commission at a regular meeting. The Chairperson may reschedule regular meetings as necessary to assure a quorum or to avoid conflict with other meetings. The meetings shall be held in the 9th Floor Conference Room, City Hall, Lansing, and notices of all meetings shall be posted at

least 18 hours prior to each scheduled meeting.

### 3.3 SPECIAL MEETINGS

Special meetings may be called at the request of the Chairperson or two (2) members of the Commission. At least eighteen (18) hours before the meeting the Secretary shall give public notice of the meetings and shall cause each Commission member to be served personally with a notice of the meeting or shall cause the notice to be delivered at the usual place of residence of the Commission member. No business shall be transacted at any special meeting except that stated in the notice of the meeting.

Notwithstanding the foregoing requirements for the calling of special meetings, any special meetings of the Commission shall be a legal special meeting if all members are present or in the event that any member or members are to be absent, if all absent members have in writing, waived the requirements that notice be given; provided that a quorum is present.

### 3.4 PUBLIC

All regular and special meetings, hearings, records of the Commission, its resolutions, transactions, findings and determinations, as well as acts shall be open to the public, except as otherwise provided by law. The public shall have a reasonable opportunity to be heard at all Commission meetings open to the public. The name and address of each person addressing the Commission will be recorded.

### 3.5 QUORUM

- A. Two (2) members present shall constitute a quorum for the transaction of business, and concurring vote of two (2) members of the Commission shall be necessary for official action. Any amendment to a motion is by majority vote of the members present.
- B. Whenever a quorum is not present at a regular or special meetings, those present may adjourn the meeting to another day or may meet as a Committee of the Whole for the purpose of considering such matters as are on the agenda. No action taken at such a meeting shall be final or official.

### 3.6 ORDER OF BUSINESS

Agenda: The Chairperson shall prepare an agenda for meetings, and provide a copy to each Commission member five or more days in advance of each regular meeting.

- 1. Call to Order
  - a. Roll Call
  - b. Excused Absences
- 2. Approval of Minutes

3. Public Comment on Agenda Items

The public may comment on any of the following items listed on the agenda: Communications and petitions, Reports from the Chairperson, Action Items and Information Items. (Time Limit: five (5) minutes per speaker)

4. Communications and Petitions

5. Reports from the Chairperson

6. Action Items

- a. Staff Presentation
- b. Commission Questions
- c. Commission Action

7. Tabled Items

8. Information Items

9. Old Business

10. New Business

11. Items for the Suspension of the Rules

12. Public Comment on Non-Agenda Items  
(Time Limit: three (3) minutes per speaker)

13. Adjournment

### 3.7 MOTIONS

Motions shall be restated by the Chairperson before a vote is taken. The names of the persons making the motion and its second shall be recorded.

### 3.8 VOTING

Voting shall be recorded by verbal "yeas" and "nays", unless otherwise ordered by the Chairperson. Every member present shall vote unless disqualified due to a conflict of interest.

### 3.9 NOTIFICATION OF COMMISSION ACTION

A copy of the letter notifying the Mayor and City Council of action taken by the Commission will also be sent to the originators of a request for the Commission to study a particular item.

### 3.10 PARLIAMENTARY PROCEDURE

In all matters of procedure, not covered by these Rules or by the provisions of the City Charter, the provisions of "Robert's Rules of Order, Revised" shall control, with the exception that the Chairperson shall have a vote.

#### SECTION 4.0 AMENDMENTS TO RULES OF ADMINISTRATIVE PROCEDURE

##### 4.1 AMENDMENTS

Amendments to the Rules of Administrative Procedure may be initiated by any member of the Commission at any regular meeting and voted upon at the next regular meeting. All Commission members must be notified of such amendments by mail at least five (5) days before the amendment is to be voted upon. The affirmative vote of two (2) members present shall be required to amend the Rules of Administrative Procedure.

##### 4.2 SUSPENSION OF RULES

It shall require the vote of two (2) members present of the Commission to suspend the Rules of Administrative Procedure.

Approved as to form only:

ALVAN P. KNOT, City Attorney

Date: \_\_\_\_\_