

City of Allen Park Rules of Decorum for Public Meetings

Whereas the Allen Park City Charter Section 5.13 sets forth that the City Council shall adopt rules for the conduct of its meetings and,

Whereas the Allen Park City Council understands the need to adopt such rules as has been done in the past,

Therefore be it resolved that the Allen Park City Council hereby adopts “Roberts Rules of Order Newly Revised, 10th edition”, to govern the basic order of meetings and additionally adopts the “Rules of Decorum” as submitted.

To ensure the meaningful discussion of issues and an orderly fashion for public business, the following rules of decorum shall apply at all public meetings of the Allen Park City Council, any Council subcommittees and/or commissions, and all city commissions and/or public bodies of the City of Allen Park. These rules shall apply to elected officials, appointed officials, commissioners and the general public.

1. The order of business at the meetings of the City Council, a sub-committee or commission shall be according to an Agenda approved by the body or its Chairperson.
2. An individual may only speak on an issue after the individual has been recognized by the Chairperson.
3. Comments from the floor shall be made at the podium at the front of the council table or such other area as designated by the Chairperson.
4. Prior to an individual speaking from the floor, the individual shall identify themselves and state their address for the record. The individual shall also identify if they are representing any group or organization. If a group or organization is represented, the group of organization may select up to three (3) individuals to speak on its behalf.
5. All comments shall be directed only to the Chairperson. Speakers are not to address other members of the council or members of the audience
6. Each member of the public may speak for up to Four (4) minutes. Time may not be transferred or conveyed from one person and/or group to another. Unused time is forfeited after the speaker(s) relinquish the floor.
7. All written statements should be given to the City Clerk prior to the meeting so that copies may be made available to the members of the public body.
8. No individual shall be allowed to make any defamatory attack or invasion of another individual's personal life.
 - a. There shall be no questions, comments, discussion or attacks regarding anybody's personal life. The Chairperson shall immediately rule out of order any person who begins to bring up such issues. If the Chairperson does not do so, any member of the Council may, by calling for a point of order, request the

Chairperson to rule the offending party out of order. If the Chairperson does not rule the offending party out of order, any Council member may call for an appeal of the decision of the Chairperson. If the Chairperson's decision is overturned, the offending person shall be deemed as being out of order.

- b. If the person making the comments is allowed to continue, the person who is being challenged or whom the comments are made against, shall be entitled to make an immediate rebuttal statement.
 - c. For purposes of these Rules as they relate to Elected Officials or City Officials, the term "personal life" shall refer to anything other than that which is said or done in the person's official capacity as an elected official or in the person's official City capacity.
 - d. Any and all comments that are ruled out of order shall be stricken and/or redacted from any and all records or recordings of the meeting.
9. Members of the public body may question the speakers, but the members of the public body are not obligated to answer any questions or make any statements on the issue raised or discussed by the speaker. Issues may be referred to the appropriate body, department or individual for investigation and review.
10. No person or group shall be allowed to disrupt the meeting or proceedings.
11. Any individual, who fails to comply with these rules after having first been warned by the Chairperson to cease such actions, shall be ordered by the Chairperson to leave and/or be ejected from the meeting.

Michael I. Mizzi – City Clerk – 03/23/16
City of Allen Park