



## Pittsfield Charter Township

6201 West Michigan Avenue, Ann Arbor, MI 48108  
Phone: (734) 822-3101 • Fax: (734) 944-8024  
Website: [www.pittsfield-mi.gov](http://www.pittsfield-mi.gov)

*Mandy Grewal, Supervisor*

**Mandy Grewal**  
*Township Supervisor*  
supervisor@pittsfield-mi.gov

**Alan Israel**  
*Township Clerk*  
clerk@pittsfield-mi.gov

**Patricia Tupacz Scribner**  
*Township Treasurer*  
treasurer@pittsfield-mi.gov

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### Pittsfield Charter Township Board Rules

#### 1. Authority

These rules are adopted by the Board of The Charter Township of Pittsfield pursuant to MCL 42.7(6).

#### 2. Meetings

- 2.1. Regular schedule. The Township Board will meet in regular session on the second and fourth Wednesday of each month at 6:30 p.m. except in the months of June, July, August, November and December at which regular meetings will be held on the second Wednesday only. If any regularly scheduled meeting falls on an election day or a legal holiday, a regular meeting may be held on the previous or subsequent secular day that is not a holiday. The Supervisor may schedule additional Regular meetings as necessary.
- 2.2. Working session. The Township Board may meet in working session on the fourth Wednesday except when such Wednesday falls on a legal holiday. The Supervisor may schedule additional Working sessions as necessary.
- 2.3. Special meetings. The Township Board shall meet in Special session at the call of the township Clerk upon the written request of the Supervisor or two members of the Township Board. Written notice of Special meetings shall be given to each Township Board member at least 24 hours in advance of the Special meeting. Such notice shall be served personally or left at the Member's usual place of residence by the township Clerk or the Clerk's designee. The notice shall contain the time, place, and purpose of the meeting.
- 2.4. Place of meeting. Regularly scheduled meetings and Working sessions will be held in the Pittsfield Charter Township Administration Building. Whenever the regular meeting place of the Township Board appears to be inadequate for members of the public to attend, the Supervisor or Clerk may change the meeting to a larger facility located in Pittsfield Charter Township. A notice of such change shall be prominently posted on the door of the Regular meeting place. The Clerk will also give notice of such change in the place of meeting in a newspaper if time permits.
- 2.5. Time of meetings. Regularly scheduled Board meetings will convene at 6:30 p.m. and working sessions will begin at 7:00 p.m. or at the conclusion of a regular meeting on the same date, whichever comes later. The Township Board will not begin considering any matter on the agenda not yet under consideration after the hour of 11:00 p.m. except by unanimous consent of the Board members present. Matters on the agenda and not yet acted upon at the time of adjournment will be placed on the agenda of the next Regular meeting or Special meeting if one is called.
- 2.6. Change in schedule. Changes in the regular schedule may not be made except upon the approval of a majority of the Board members in session. In the event the

Board meets and a quorum is not present, the Board, upon the action of a majority of those present, may adjourn the meeting to another day provided that proper notice to members and the public is given.

- 2.7. Cancellation of Meetings. The Supervisor may cancel a meeting of the Township Board for lack of agenda items, or when four members of the Township Board have stated they cannot attend a meeting, provided that at least one meeting is held in each calendar month.

3. Public notice of meetings.

The township Clerk is responsible for providing the proper notice for all meetings of the Township Board. Such notification shall include but not necessarily be limited to the following:

- 3.1. Regular meetings. The Clerk shall post a notice within 10 days after the first meeting of the Township Board in each calendar year, indicating the dates, times, and places of the Board's Regular meeting schedule.
- 3.2. Schedule change. Whenever the Board changes its regular schedule of meetings, the Clerk shall post a notice of the change within 3 days following the meeting in which the change was made. If a meeting is cancelled for lack of agenda items, the Clerk shall post the cancellation notice as soon as practicable.
- 3.3. Emergency meetings. If the Board reschedules a meeting under the provisions of Rule 2.6 or calls a special meeting under Rule 2.3, the Clerk shall post a notice of such change immediately and no meeting except Emergency meetings shall be held until the notice has been posted at least 18 hours. Any such notice shall be posted in a prominent and conspicuous place at the Township Hall and on the Township website. An Emergency meeting shall be held only upon the consent of two-thirds of the members and only if a delay would threaten severe and imminent danger to the health, safety, and welfare of the public.
- 3.4. Notification to media and others. The Clerk shall notify, without charge, any newspaper, or radio or television station of such meeting schedules, schedule changes, or Special meetings, whenever such newspaper, radio or television station shall have filed a written request for such notice with the Clerk. The Clerk shall also notify other individuals or organizations of meeting schedules, schedule changes, or Special meetings, upon their written request and agreement to pay the township for printing and postage expenses. The Clerk shall mail all such notices pursuant to this rule by first class mail.

4. Quorum, attendance, call of the Township Board

- 4.1. Quorum. Four members shall constitute a quorum for the transaction of business at all meetings of the Township Board.
  - 4.1.1. Upon the absence of the township Supervisor, township Clerk, or township Treasurer, their respectively named Deputies may act in the place of the respective elected officers but will not be included for the purpose of constituting a quorum of the Board and may not vote on matters before the Board.
- 4.2. Call of the Township Board. The Township Board by majority vote, but in no case less than 2 members of the Township Board members present, whether those present constitute a quorum or not, may order a call of the Board.

5. Regular meeting and working session agendas. The township Supervisor shall prepare the agenda of business for all Township Board meetings. Agenda and supportive documentation will be delivered to the Clerk's office by 9:00 a.m. the Friday preceding the regularly scheduled Board Meeting. Any other Board member or representative of township committees, Boards, or commissions desiring to place a matter on the agenda shall notify the Supervisor of such item by 5:00 p.m. Friday, twelve calendar days preceding the next Regular meeting. The agenda must be approved by the Supervisor prior to public posting.

Items not received by the Supervisor or Clerk before the stated deadlines and placed on the agenda shall not be considered by the Board except upon the consent of a majority of the members present.

- 5.1. Special meeting agenda. Whenever the Board is called into a Special meeting, the matters to be considered shall be stated in the call of the meeting. No other matters may be considered, unless all members of the Board are present and a majority of those present approve.
- 5.2. Distribution of agenda and materials. As soon as the agenda is completed, the Clerk's office shall distribute copies of the agenda together with copies of reports, explanations, etc., that relate to the business matters coming to the Board. The agenda and related materials will be personally delivered by the Clerk's office to the Trustee's homes or by electronic means as determined by the Clerk and Supervisor.
- 5.3. Order of business. Unless otherwise directed by the Supervisor, the agenda will be arranged in the following order of business:
  1. Call To Order
  2. Pledge Of Allegiance
  3. Roll Call
  4. Approval of Agenda
  5. Public Comment I
    - 5.1 Board of Trustees Response to Public Comment I
  6. Approval Of Minutes
  7. Public Hearings / Presentations / Proclamations
  8. Communications
  9. Consent Agenda
  10. Items From The Treasurer
  11. Items From The Clerk
  12. Items From The Supervisor
  13. Unfinished Business
  14. New Business
  15. Liaison/Trustee Reports
  16. Public Comment II
    - 16.1 Board of Trustees Response to Public Comment II
  17. Adjournment
- 5.4. Consent Agenda. A member who wishes to remove an item from the Consent Agenda must do so at the time the agenda is approved. The Supervisor will determine where on the agenda the removed item will be discussed.

## 6. Conduct of meetings

- 6.1. Chair. The township Supervisor shall moderate and chair all meetings of the Township Board. In the absence of the Supervisor, the Clerk shall assume the Chair for the purpose of electing a Chair *pro tempore* who shall assume the duties of the Chair until the meeting is adjourned or until the Supervisor is present.
- 6.2. Recognition. Board members wishing to speak must first obtain the approval of the Chair and each person who speaks shall address the Chair. Other persons at the meeting may not speak unless recognized by the Chair or that person is permitted to interrupt under Robert's Rules of Order. If two members of the Board approve, a member of the audience will be permitted to address the Board during consideration of an item provided that person's comments conform to Sec. 6.3 below.
- 6.3. Disorderly conduct at meetings. The Supervisor may call to order any person who is being disorderly by speaking or otherwise disrupting the proceedings, by failing to speak on the topic before the board, by speaking longer than the allotted time, or by speaking vulgarities. Such person shall thereupon be seated until the Supervisor shall have determined whether the person is in order. If a person so engaged in presentation shall be called out of order, he or she will not be permitted to continue to speak at the same meeting except by special leave of the Township Board. If the person shall continue to be disorderly and disrupt the meeting, the Supervisor may order the person removed from the meeting. No person shall be removed from a public meeting except for an actual breach of the peace committed at the meeting.
- 6.4. Public Comment. Any person wishing to address the Board may do so during the Public Comment periods provided in the agenda. Each speaker shall be allowed to speak once during each Public Comment period for a maximum of 5 minutes.
- 6.5. Board Response Time. The Chair shall recognize members of the Board for response.

## 7. Record of meetings.

- 7.1. Clerk responsibility. The township Clerk is responsible for maintaining the official record and minutes of each Regular meeting and Working session of the Board. The minutes shall include all the actions of the Board with respect to motions. The record shall include the names of the members making and seconding the motion and the vote of the Board. The record shall state whether the vote was by voice vote or by roll call and when by roll call, the record shall show the yes, no, or abstention for each member.

The Clerk shall maintain in the office of the Clerk copies of each resolution and ordinance or other matter acted upon by the Board. The official minutes, however, may refer to those matters by an identifying number and title descriptive of the ordinance, resolution, or other matter.

- 7.2. Record of discussion. The Clerk is responsible for maintaining a written record or summary of the discussion or comments of the Board members and of the name, address and comments made by members of the public. The Clerk is not responsible for making an audio tape recording of each entire meeting of the Board, unless the recording is pertinent to any legal proceedings then underway, pending, or expected.

- 7.3. Request for remarks to be included. Any member of the Board may request to have his or her comments printed as part of the record. If there are no objections by any member of the Board, the comments may be included. If there is an objection to printing the comments, the Board will decide the matter by majority vote. Comments to be included as part of the official record shall be provided in writing by the member or transcribed exactly by the Clerk from the electronic tape recording if one is made.
- 7.4. Public access to meeting records. The Clerk shall make available to members of the public the records and minutes of Board meetings in accordance with the Freedom of Information Act. Minutes prepared by the Clerk, but not approved by the Board, shall be available for public inspection as required by law. The Clerk shall also promptly send copies of minutes to persons who have subscribed and paid the fee therefore as determined by the Township Board.
- 7.5. Publication of minutes. The Clerk shall be responsible for publication of a summary of the minutes on the township website and as otherwise required by law.

## 8. Committee of the whole

Whenever the Board meets in Working sessions, the Board shall meet as a committee of the whole and the Supervisor shall preside (Sec. 6.1). In the absence of the Supervisor, the Chairperson *pro tempore* shall preside. Meetings of the committee of the whole shall conform to the requirements of the Open Meetings Act with respect to public notice except when the Board devolves into a committee of the whole at one of its Regular meetings. Working sessions are intended to be less formal than Regular board meetings and citizens will be allowed to address the Board at the request of any three members of the Board.

## 9. Closed sessions

- 9.1. Purposes. The Township Board may hold closed sessions only for purposes permitted by the Open Meetings Act or other legal authority.
- 9.2. Procedure. The Township Board may meet in closed session, closed to the public, upon the motion of any member and concurrence of 2/3 of the members by roll call vote. The votes shall be recorded in the minutes of the meeting at which the decision to hold a closed session was made.
- 9.3. Minutes. At each closed session, the Clerk shall keep a separate record and may, upon request, read to the Board the minutes recorded before the Closed session adjourns. This record of minutes shall not be disclosed to the public except upon court order. The Clerk may destroy said minutes one year and one day after the approval of the minutes of the regular meeting at which the Board approved the closed session.

## 10. Motions and resolutions

- 10.1. Statement by the Chair, written motions, and resolutions. No motion or resolution shall be adopted until the motion or resolution is stated by the person chairing the meeting. All motions except procedural motions and resolutions may be required to be in writing upon the demand of any member. A request to recess for the purpose of writing out a motion or resolution shall be in order.
- 10.2. Order of motions. Whenever a question is under debate, no motion shall be received except a motion to:
  - fix the time to adjourn

- adjourn
- recess
- clear the floor
- lay on the table
- vote immediately
- postpone to a certain time
- commit or recommit
- amend

These motions shall take precedence in the order stated above.

- 10.3. Nondebatable motions. Motions to adjourn, to clear the floor, to recess, to lay on the table, to vote immediately, and all questions relating to the priority of business, shall be ordered and voted upon without debate.
- 10.4. Rules on procedural motions. A decision to lay on the table shall carry with it all questions to which it is attached, except in the case of laying an appeal on the chair.
- 10.4.1 A motion to vote immediately may be limited by the mover to one or more questions preceding the main question itself. A roll call vote may be demanded on the question to vote immediately. Whenever the question to vote immediately is ordered, any questions, order, or appeal from the decision of the Chair shall be decided without debate. If the Board rejects a motion to vote immediately, the consideration of the matter shall be resumed as if no such motion had been made.
- 10.4.2. A motion to reconsider shall be in order on any question the Board has decided, but no question shall be reconsidered more than once. The motion to reconsider shall be in order on the same day as the vote to be reconsidered was taken and in the next Regular meeting following. The motion to reconsider shall be moved only by a member who voted with the majority on the vote to be reconsidered.
- A motion to reconsider a motion to amend shall not be in order if the main question has been voted upon. If the Board has adopted the question of reconsideration, however, motions to amend shall be in order.
- A vote to postpone indefinitely shall not be reconsidered. It shall not be in order to take from the table a motion to reconsider, nor shall the vote whereby any motion to reconsider was laid on the table be reconsidered.
- 10.4.3. A motion to clear the floor may be made by the Chair at any time the Chair believes that procedural matters have become sufficiently confused. If the motion is adopted, it shall clear the floor completely of all procedural motions and have the same effect as if all such matters have been withdrawn. The motion shall not be subject to debate nor, if adopted, to a motion to reconsider.
- 10.4.4. A motion to suspend the rules temporarily may be made at any time. By a 2/3 vote the Board may temporarily suspend the rules to facilitate the accomplishment of any legal objective of the Board in a legal manner.

- 10.4.5. Any member of the Board may appeal from any decision of the Chair. On all appeals the question shall be "Shall the decision of the Chair stand as the judgment of the Township Board?" Appeals shall be debatable except when the Township Board is under operation of the order to vote immediately or the decision appealed from relates to the priority of business. Any such appeal may be laid on the table, but it shall not carry with it the matter before the Township Board at the time such appeal is taken.
- 10.4.6. Any Board member may call for a division of any pending question. The question shall be divided if it contains propositions so distinct that, one being removed, a substantive proposition shall remain.

## 11. Voting

Whenever a question is put by the Chair, every member present shall vote on all questions decided by the Township Board. No member present may abstain from voting yes or no, unless excused by unanimous consent of the other members present or as otherwise permitted by law.

- 11.1. On demand by any Township Board member, the vote on any pending question shall be taken by a record roll call vote.
- 11.2. When a record roll call vote is demanded and after the Chair has stated the question, the Clerk is directed to call the roll; no Board member is entitled to speak on the question, nor shall any motion be in order until such roll call is completed and the result announced.

## 12. Parliamentary authority

Robert's Rules of Order shall govern all questions of procedure that are not otherwise provided by these rules or by state law.

## 13. Introduction and consideration of ordinances

- 13.1. Proposition and adoption of ordinances must be done in accordance with applicable statutes.
- 13.2. Review by township attorney. Each ordinance, before being introduced, shall be approved as to form and section numbers by the township attorney.
- 13.3. Introduction. Any Township Board member may introduce an ordinance at any regular meeting of the Township Board in the regular order of business.
- 13.4. Order for consideration. The regular order for consideration of proposed ordinances shall be:
  - Introduction, first reading by title.
  - Placement on the agenda under Unfinished Business—Adoption of Ordinances.
  - Final reading and vote. The final reading shall be in full unless otherwise ordered by a majority of those members present.
- 13.5. Form. Any ordinance proposing to amend an existing ordinance shall contain those sections proposed for amendment in full. Proposed deletion of words and phrases shall be shown with lines drawn through them. Proposed addition of words shall be shown in underline.

Each proposed ordinance shall have endorsed thereon the name of the Board member(s) introducing it. On each page of a proposed ordinance each line shall be consecutively numbered.

The township Clerk shall be responsible for reproducing proposed ordinances, after they have been introduced, in quantity sufficient to meet demand for copies.

- 13.6. Review by committee of the whole. The Township Board meeting as the committee of the whole may consider each proposed ordinance.
  - 13.7. Final adoption. Following a public hearing or board discussion on a proposed ordinance, a motion to amend shall be in order. Adoption of such amendments shall require 4 votes. On the final adoption of all proposed ordinances, the votes shall be taken on a record call of the roll. No ordinance shall be declared adopted without an affirmative vote of 4 members.
  - 13.8. Publication and effective date. Ordinances shall be published as required by applicable statutes. Ordinances shall become effective as stated in the ordinance and as provided by law.
  - 13.9. Record of ordinances. Following the publication of any new ordinance or a revision thereof, the township Clerk shall comply with the applicable statutory provisions regarding ordinances.
14. Amendment to the Board Rules, Adoption of Board Rules, Applicability of Board Rules.
- 14.1 Adoption of Board Rules. At the last meeting in November or at the December meeting in any given calendar year the Board may adopt rules for the following calendar year. If no such rules are adopted, the current rules will remain in force.
  - 14.2. Amendment of Board Rules. Any Board member may propose amendments to the Board Rules at a Board meeting. Those amendments shall be referred to a subsequent Board meeting for action. Amendments to Board Rules may not be passed at the same meeting at which they are introduced, except as allowed in article 14.1.
  - 14.3 Applicability of Board Rules. These rules are intended to govern the order of business of the Board and are not intended to create a legal duty. An objection to a claimed deviation from these rules must be made at the time the claimed deviation occurs.