



LOCAL OFFICER COMPENSATION COMMISSION AGENDA – November 16, 2023

Mason City Hall, 201 W. Ash Street, Mason, MI
Oak Room 1st Floor, 6:00 p.m.

1. **OATH OF OFFICE**
 - A. Oath of Office
2. **CALL TO ORDER**
3. **CONFIRMATION OF MEMBER ATTENDANCE**
4. **ELECTION OF LEADERSHIP**
 - A. Chair
 - B. Co-Chair
5. **PUBLIC COMMENT**
6. **APPROVAL OF MINUTES**
 - A. Approve Minutes of Local Officer Compensation Commission meeting held on November 17, 2021
7. **UNFINISHED BUSINESS**

None
8. **NEW BUSINESS**
 - A. Determination for Compensation of Elected Officials
9. **LIAISON REPORT**
 - A. City Manager Report (11/03/2023)
 - B. Rules of Order
10. **ADJOURN**

**CITY OF MASON
LOCAL OFFICER COMPENSATION COMMISSION
MINUTES OF NOVEMBER 17, 2021**

Chair Burrage called the Local Officers Compensation Commission meeting to order at 5:06 p.m., in the Maple Room at 201 W. Ash Street, Mason, MI 48854.

Board Members Present: Badder, Burrage, Kenczyk, Meredith
Absent Commissioners: Preadmore
Also Present: Sarah J. Jarvis, City Clerk

OATH OF OFFICE

Clerk Jarvis gave the Oath of Office to Heather Badder, Margo Burrage, Lauren Kenczyk, and Dan Meredith

ELECTION OF CHAIR

Clerk Jarvis opened nominations for the office of Chair of the Local Officers Compensation Commission

Burrage nominated Scott Preadmore

Clerk Jarvis closed the nominations for the office of Chair of the Local Officers Compensation Commission

Preadmore: Yes (4) Badder, Burrage, Kenczyk, Meredith
No (0)
Absent (1) Preadmore

SCOTT PREADMORE ELECTED CHAIR OF LOCC

Clerk Jarvis opened nominations for the office of Co-Chair of the Local Officers Compensation Commission

Kenczyk nominated Heather Badder

Clerk Jarvis closed the nominations for the office of Co-Chair of the Local Officers Compensation Commission

Badder: Yes (4) Badder, Burrage, Kenczyk, Meredith
No (0)
Absent (1) Preadmore

HEATHER BADDER ELECTED CO-CHAIR OF LOCC

PUBLIC COMMENT

None

APPROVAL OF MINUTES – December 2, 2019

MOTION by Kenczyk, second by Badder
to approve the December 2, 2021, Local Officers Compensation Commission minutes

Yes (4) Badder, Burrage, Kenczyk, Meredith

No (0)

Absent (1) Preadmore

MOTION APPROVED

UNFINISHED BUSINESS

None

NEW BUSINESS

A. Determination for Compensation of Elected Officials

MOTION by Badder, second by Kenczyk
to make no change to the compensation of the City of Mason Elected Officials.

Yes (4) Badder, Burrage, Kenczyk, Meredith

No (0)

Absent (1) Preadmore

MOTION APPROVED

ADJOURN

Local Officers Compensation Commission Meeting was adjourned at 5:16 p.m.

Sarah J. Jarvis, City Clerk
City Clerk

City of Mason

2023 LOCC Comparison Information

2021

2023

City Name	Position	Per Meeting	Per Month	Per Quarter	Annually
Mason	Mayor	\$70.00			
	Council	\$60.00			

Note: Mayor/Council paid for attendance at special and budget meetings

City Name	Position	Per Meeting	Per Month	Per Quarter	Annually
Mason	Mayor	\$70.00			
	Council	\$60.00			

Note: Mayor/Council paid for attendance at special and budget meetings

City Name	Position	Per Meeting	Per Month	Per Quarter	Annually
Grand Ledge - 11/1/21	Mayor			\$300.00	
	Council			\$250.00	

City Name	Position	Per Meeting	Per Month	Per Quarter	Annually
Grand Ledge - 10/12/23	Mayor			\$300.00	
	Council			\$250.00	

City Name	Position	Per Meeting	Per Month	Per Quarter	Annually
St. Johns - 11/1/21 <small>*will be meeting later in 2021</small>	Mayor	\$45.00			\$2,000.00
	Council	\$45.00			\$1,600.00

Note: Regular Meeting \$45.00, Special Meeting \$45.00 (cap of 18 meetings a year)

City Name	Position	Per Meeting	Per Month	Per Quarter	Annually
St. Johns <small>from August 2023 survey</small>	Mayor	\$45.00			\$2,000.00
	Council	\$45.00			\$1,600.00

Note: Regular Meeting \$45.00, Special Meeting \$45.00 (cap of 18 meetings a year)

City Name	Position	Per Meeting	Per Month	Per Quarter	Annually
Flushing - 11/2/21	Mayor	\$40.00			\$800.00
	Council	\$40.00			

City Name	Position	Per Meeting	Per Month	Per Quarter	Annually
Flushing <small>from August 2023 survey</small>	Mayor	\$40.00			\$800.00
	Council	\$40.00			

City Name	Position	Per Meeting	Per Month	Per Quarter	Annually
Dewitt - 11/2/21	Mayor	\$69.69			\$1,050.00
	Council	\$67.67			

City Name	Position	Per Meeting	Per Month	Per Quarter	Annually
Dewitt <small>from August 2023 survey</small>	Mayor	\$71.00			\$1,100.00
	Council	\$71.00			\$1,100.00

City Name	Position	Per Meeting	Per Month	Per Quarter	Annually
Greenville - 11/9/21	Mayor	\$75.00		\$600.00	
	Council	\$75.00			

City Name	Position	Per Meeting	Per Month	Per Quarter	Annually
Greenville - 10/12/23	Mayor	\$75.00		\$600.00	
	Council	\$75.00			

City Name	Position	Per Meeting	Per Month	Per Quarter	Annually
Howell - 11/2/21	Mayor	\$18.38			\$4,000.00
	Council	\$52.50			

City Name	Position	Per Meeting	Per Month	Per Quarter	Annually
Howell - 10/20/23	Mayor	\$20.00			\$4,000.00
	Council	\$55.00			

City Name	Position	Per Meeting	Per Month	Per Quarter	Annually
Marshall - 11/2/21	Mayor				\$500.00
	Council				\$300.00

Note: Per charter, annual payment (City pays them quarterly)

City Name	Position	Per Meeting	Per Month	Per Quarter	Annually
Marshall - 10/12/23	Mayor				\$500.00
	Council				\$300.00

Note: Per charter, annual payment (City pays them quarterly)

City Name	Position	Per Meeting	Per Month	Per Quarter	Annually
Charlotte - 11/2/21	Mayor	\$55.00			\$2,000.00
	Council	\$50.00			

Note: Mayor/Council receive \$10.00/hr for attending other Board or Commission meetings they are assigned to
Mayor/Council receive \$50.00 for attending half-day conference (Meals/Mileage reimbursed upon request)
Mayor/Council receive \$100.00 for attending a full-day conferences (Meals/Mileage reimbursed upon request)

City Name	Position	Per Meeting	Per Month	Per Quarter	Annually
Charlotte - 10/12/23	Mayor				\$3,650.00
	Council				\$1,500.00

Based on 30 meetings/year (inc. Council and Boards/Commissions)
Mayor/Council receive \$50.00 for attending half-day conference (Meals/Mileage reimbursed upon request)
Mayor/Council receive \$100.00 for attending a full-day conferences (Meals/Mileage reimbursed upon request)

City Name	Position	Per Meeting	Per Month	Per Quarter	Annually
Chelsea - 11/4/21	Mayor	\$200.00			
	Council	\$50.00			

Note: 23 meetings per year (2 per month, except December, which only has 1)

City Name	Position	Per Meeting	Per Month	Per Quarter	Annually
Chelsea - 10/12/23	Mayor	\$200.00			
	Council	\$50.00			

Note: 23 meetings per year (2 per month, except December, which only has 1)



City Manager's Report: November 3, 2023

OPERATIONS

- **General:**

- The City has finalized negotiations with the MMR and the Mason Area participants for Ambulance Services. A contract will be presented at the next meeting that includes a two-year extension with no cost to residents or the City.

- **Financial:**

- The City applied for and has been selected for a Transportation Economic Development Fund (TEDF) Category B grant for up to \$250,000, not to exceed 27% of the total eligible construction cost for fiscal year 2024-2025 for the eligible streets for this year.
- The City applied for and has been selected for reimbursement of purchased firefighter turnout gear in the amount of \$10,712. The MI Fire Equipment Grant has been established to provide funding for the purchase of fire equipment for Michigan's part time, on call, or volunteer firefighters.
- The City was notified that next year's inflation rate multiplier that assessors will use for property values is 5%. The inflation rate is 5.1% but 5% is the max they can use.

- **Storm Recovery Update:**

- All City clean-up is completed. 42 trees need to be removed by the contractor and about a quarter have been completed. Of the \$197,723.24 approved in emergency expenditures, we have spent \$112,580 for overtime, equipment rental, tree removals, dumpsters, and disposal. This does not include regular hours that will also be sent for FEMA reimbursement.

- **Personnel:**

- The Police Department is participating in No Shave November beginning November 1 – December 31, 2023. The proceeds raised will benefit the Mason Food Bank.

Trainings:

- Michigan Municipal League Convention- The City Manager attended with the Mayor and Mayor Pro Tem on October 17-19, 2023. Some of the most beneficial sessions that I would be happy to expand on included "From Conflict to Conversation" and "Reconnecting to Our Sense of Place."
- Officer Michele attended Professional Policing training on October 13, 2023.
- Officers Washington, Chick, Bradley, and Sergeant Fairbotham attended Capital Region Integrated Critical Skills (CRICS) on October 24, 2023.
- Sergeant Fairbotham attended Supervision/Management of the FTO Program, November 1-3, 2023.

Staffing Updates: Current Open Positions (3)

NEW HIRES:

- Full-Time Police Officer – Matthew Birr will be starting Monday, November 27, 2023.

OPEN POSITIONS:

- DPW Director (1) – Not posted, restructuring area prior to posting.
- Utility Supervisor (1) – Not posted, restructuring area prior to posting.
- Seasonal Part-time Crossing Guard (1) - Open until filled.

- **Traffic Complaints:**

- A speed complaint was received for the E Cherry/Rogers-E Cherry/Barnes area. Officers have been assigned to the area. Open until November 30, 2023.

CAPITAL IMPROVEMENT PROGRAM PROJECTS

Removed after one notice of complete.

FY 2023-2024			
Project	Project Name/Description	Status	Completed
STREETS, BRIDGES, SIGNALS(S)			
2017-S14/ 2017-U27	E Cherry St: S Rogers St to End	Complete, pending final restoration	October
2017-S16	Maple Street Bridge: Replacement	3Q project (re-bidding)	
2023-S1	E Cherry St South Alley: S Jefferson St to S Rogers St	Complete, pending final restoration	October
UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U)			
2019-U3b	WWTP Plant Construction	First phase demolition is almost complete. Bi-weekly construction meetings are occurring with staff and project is anticipated to slow during winter months.	
2022-U1	WWTP Headworks Huber Screen	3Q Project	
2023-U2	Water Service Line Replacement	Contractor anticipates starting replacements of 13 on Nov 13	
2023-U3	Hunting Meadows/ Stag Thicket Valve	Complete, pending final restoration	October
2023-U4	South Water Tower Chlorine Analyzer	On order, anticipate 4–6-month lead time (December – February).	
2023-U40	WWTP: Curtis Street Lift Station Replacement	Negotiating necessary easements for gravity line. Finalizing License Agreement, County has not closed on property yet.	
PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P)			
2020-P1	Columbia Bridge: Non-Motorized	Completed, pending additional delineators being added.	October
2020-P3	Hayhoe Riverwalk Trail – Eval. & Repair	Under construction.	
2020-P4	Hayhoe Riverwalk Trail: Trail Wayfinding	3Q Project	
2020- P6/ 8/12/13/14	Plan/ Design-Rayner, Lee Austin, Bond, Hayes Parks	Updating plans per Council direction.	
2020-P9	DDA: Downtown Wayfinding Signage	DDA established a sub-committee that is meeting to prepare RFP.	
2020-P11	Rayner Park- Phase 1 Construction	Site plan and play equipment options are available for review - here . Documents are being prepared for winter bidding, requires DNR approval	
2020-P15	Jefferson Trailhead/ Comm Garden	Under construction.	
2020-P21	Hayes Park: Capital Improvements	3Q Project, will need Council on prioritization.	
2022-P1	Maple Grove Cemetery: Columbarium	Complete	October
2022-P2	Maple Grove Cemetery: Trash Receptacles/ Section Signs	3Q Project, in coordination with cemetery board, selecting signs for trash receptacles.	
2023-P3	DDA: Tree Replacement	Awarded, Spring installation.	
MOTOR VEHICLE POOL (MVP)			
2017-MVP18	Vehicle No. 24	Dump/Plow Truck	Ordered, receipt anticipated in 2024
2018-MVP3	Vehicle No. 84	Police Patrol	Anticipate being able to order in November
2019-MVP6	Vehicle No. 802	Fire Expedition	Ordered
2022-MVP5	Equip. No. 37	Public Works Gator	Ordered; anticipated arrival in November
2022-MVP7	Equip. No. 82	Chipper	Anticipate bringing payoff purchase of rental to November 20 th Meeting

2023-MVP1	Vehicle No. 88	New Police Patrol	Anticipate being able to order by November	
BUILDING, PROPERTY, EQUIPMENT (B)				
2017-B5b	Building: Library Phase 1, Part 1		Interior work expected to be finished by March. Updated estimates were received, and exterior work has a funding gap that is currently over \$220,000. CADL/City are continuing to apply for a grant to fill the gap and plan to launch a local fundraising campaign in Nov. Meeting with MEDC for potential crowd funding grant opportunity.	
2018-B23	Planning: Master Plan/Zoning Update		Zoning updates are in progress, Zoning Ordinance Review Committee mtg has been scheduled for Tuesday, November 7 at 5 pm.	
2018-B23a	Cedar/127 Corridor Sub-area Plan		Bids expected to be released by January.	
2019-B2b	City Hall Renovations: Phase 1 /Carpet		3Q Project	
2019-B8	Police: Car Port (7-Car Unit)		3Q Project	
2020-B4	DPW: Facility Design Build		Preparing bid package, staff anticipates bidding Nov/Dec.	
2022-B1	Ordinance Update: Planning, Subdivision, Signs, STR		3Q Project	
2023-B1	City Hall: HVAC Controls Replacement		In progress	
2023-B3	Police: Taser Replacement		Complete	October
2023-B4	Planning: Public Participation Plan & Communication Strategy		3Q Project	

ACTIVE PROJECTS STATUS UPDATES (PROJECTS NOT COORDINATED BY THE CITY)

Project Name	Status
685 Hull Rd PENDING	At their regular meeting on Tuesday, November 14, 2023, the Planning Commission will hear a request from Rodney Austin, on Behalf of Efficiency Production, for concurrent approval of a Preliminary and Final Site Plan for an 11,250 sq. ft. addition to the existing manufacturing building, an addition of a paved drive for truck entry/exit to the site, and an addition of 20 parking spaces in an existing paved area.

**CITY OF MASON
CITY COUNCIL RESOLUTION NO. 2023-36**

**RULES OF ORDER FOR THE CITY COUNCIL AND
FOR CITY BOARDS AND COMMISSIONS**

August 7, 2023

WHEREAS, the process of government in the City of Mason includes the activity of a City Council as well as numerous Boards and Commissions sanctioned by the City Council, each of which can play a significant role in the conduct of the affairs of the City; and

WHEREAS, the citizens of the City of Mason are best served by a City Council as well as by City Boards and Commissions that function smoothly with a firm basis for resolving questions of procedure that may arise; and

WHEREAS, the City Council and City Boards and Commissions must each conduct business with the greatest measure of protection and consideration for the people of Mason, the City of Mason, the Council and each Board and Commission and the rights of individual members and individual citizens; and

WHEREAS, the application of parliamentary law is the best method yet devised to enable the City Council and City Boards and Commissions to arrive at the general will on the maximum number of questions of varying complexity in a minimum amount of time and under the most diverse set of conditions, ranging from total harmony to impassioned division of opinion, with due regard for the opinion of each member and for the right of every citizen to address the Council, a Board or a Commission; and

WHEREAS, Rules of Order are the written rules of parliamentary law and are critical to ensure effective and efficient operation of any deliberative body and informed in-person participation by all members is imperative to fulfilling the objectives of Rules of Order and representative democracy; and

WHEREAS, the citizens of the City of Mason will be best served when the meetings of all public bodies are conducted according to similar procedures consistent with the applicable policies and laws of the City and the State.

NOW, THEREFORE, BE IT RESOLVED, that the Rules of Order included as part of this resolution shall be the parliamentary law of the City Council and all City Boards and Commissions of the City of Mason, and shall nullify and replace any other previously approved Rules of Order; and

BE IT FURTHER RESOLVED, that these Rules of Order shall be consistently applied and actively enforced at all times in relation to the orderly transaction of business in meetings, and in relation to the duties of officers in the conduct of meetings, of the City Council as well as all City Boards and Commissions, and shall take effect at the first meeting following approval of this resolution.

The foregoing Resolution was moved for adoption by Councilmember Preadmore and seconded by Councilmember Clark and declared adopted by the following vote:

Yes (5) Clark, Droscha, Ferris, Preadmore, Whipple

No (0)

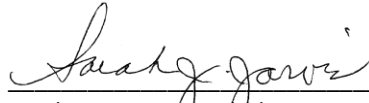
Absent (2) Schaffer, Vogel

RESOLUTION DECLARED ADOPTED.

STATE OF MICHIGAN)
COUNTY OF INGHAM) ss
CITY OF MASON)

I, the undersigned, the duly qualified and acting Clerk of the City of Mason, County of Ingham, State of Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council of the City of Mason at a regularly scheduled meeting held on Monday, August 7, 2023, pursuant to the Michigan Open Meetings Act, the original of which is on file in my office as part of the Council minutes.

IN WITNESS WHEREOF, I have hereunto set my official signature, this 14th day of August, 2023.



Sarah J. Jarvis, City Clerk
City of Mason, Ingham County, Michigan

**RULES OF ORDER FOR THE CITY COUNCIL AND
FOR CITY BOARDS AND COMMISSIONS**

City Council Resolution No. 2023-36
City of Mason, Michigan

1) ORDER OF BUSINESS.

a) City Council: At each regular meeting of the City Council the business to be considered shall be taken up, when applicable, for consideration and disposition in the following order:

1. Oath of Office
2. Call to Order
3. Roll Call
4. Pledge of Allegiance and Invocation
5. Election of Mayor and Mayor Pro Tem
6. Public Comment
7. Presentations
8. Approval of Minutes (if no Consent Calendar)
9. Correspondence (if no Consent Calendar)
10. Consent Calendar
11. Public Hearings
12. Unfinished Business
13. New Business
14. Council Member Reports
15. Manager's Report
16. Adjourn (Adjourn Sine Die)

b) City Boards and Commissions: At each regular meeting of a City Board or Commission the business to be considered shall be taken up, when applicable, for consideration and disposition in the following order:

1. Oath of Office
2. Call to Order
3. Confirmation of Member Attendance
4. Election of Leadership
5. Public Comment
6. Presentations
7. Approval of Minutes (if no Consent Calendar)
8. Correspondence (if no Consent Calendar)
9. Consent Calendar
10. Public Hearings
11. Unfinished Business
12. New Business
13. Liaison Report
14. Adjourn

2) MANAGEMENT OF THE ORDER OF BUSINESS.

- a) Any item of business proposed for inclusion in the Order of Business and all supporting information shall be filed with the City Manager, or assigned staff liaison to the board/commission, by noon on Wednesday of the week preceding the subject meeting. Only items proposed as prescribed by these rules by a member of the body or the City Manager/staff liaison will be considered for inclusion in the Order of Business.
- b) Any item of business proposed by the Chair of the body or the City Manager/staff liaison may be included in the Order of Business if filed as prescribed in these Rules.
- c) Any item of business proposed by a member of the body requesting action by motion or resolution of the body shall be automatically included in the Order of Business if filed as prescribed in these Rules.
- d) Any item of business proposed by a member, except the Chair of the body, that does not require action, including but not limited to a discussion item or a workshop item, must be approved by a majority vote of the members present for inclusion in the Order of Business of a subsequent meeting.
- e) Each item appropriately filed for inclusion in the Order of Business shall include sufficient explanation to indicate intent. The member of the body proposing an item of business is responsible for providing supporting material including an agenda report summarizing the item on the form provided by the City Manager/staff liaison.
- f) Any issue introduced at a meeting that does not appear in the Order of Business for that meeting may be deferred for inclusion in the Order of Business of a subsequent meeting in the manner prescribed by these Rules, except that said issue may be added to the current Order of Business if approved by a majority vote of the members present.
- g) The City Manager/staff liaison shall send a complete Order of Business with supporting materials to each member by close of business on the last business day of the week preceding the subject meeting.

3) PUBLIC COMMENT.

- a) It is the intent of these Rules to encourage public comment and participation by interested persons that is constructive, informative, and factual in a manner conducive to the conduct of an organized, efficient and professional business meeting. Public comment shall be allowed only during the Public Comment and Public Hearing business items, or when permitted by the meeting Chair.
- b) The Public Comment business item is intended to receive comment on any topic a member of the public would like to bring to the attention of the body. A member of the public who wants to speak to a specific Order of Business item may inform the Chair that they would like to reserve their comments to a specific item of interest. The Chair will make note of the request. Prior to the debate of the specific business item by the body, the Chair will call on the individual, who may speak regarding that business item in accordance with this section
- c) A member of the public may submit a written comment to be read aloud by the Chair during the appropriate business item noted in subsection (a). A written comment to be read aloud shall be provided to the Chair no later than during the time the appropriate business item is in order. A written comment submission shall identify the agenda item or topic being addressed and comply with this section. If an appropriate business item cannot be discerned from the written comment,

the written comment shall be included as Correspondence.

- d) All public comment shall be appropriate to the conduct of a public business meeting and, if applicable, the matter under consideration. Each person shall be allowed to speak for a maximum of three (3) minutes and the Chair may limit the number of times each person is allowed to speak. The limits on time and quantity for speaking may be extended at the discretion of the Chair.
 - e) Any person in attendance at a meeting shall comply with the direction of the Chair as to the appropriateness of their actions or comments. The Chair shall retain discretion to disallow or stop a person from speaking or to temporarily recess the meeting at any time to maintain the order of the meeting.
 - f) Any public comment presented to the body shall include for the record the name, residence address and group affiliation, if any, of the person providing the comment.
- 4) PRESENTATIONS. Presentations will provide a venue in the Order of Business for brief presentations that do not require formal action. The City Manager, or assigned secretary to the board/commission, shall determine if a presentation is included in the order of business of a meeting. If the City Manager, or assigned staff liaison to the board/commission, determines that a presentation will not be included in the order of business for a meeting, the person requesting permission for the presentation may appeal directly to the body which shall determine if the presentation is allowed during a future meeting. Presentations shall be no more than 15 minutes in length except upon prior approval of additional time by the body.
- 5) PUBLIC HEARINGS. Business items requiring a public hearing shall be placed under the related Public Hearing item for immediate consideration following the public hearing.
- 6) CONSENT CALENDAR. A Consent Calendar may be used to allow the body to take action on numerous items at one time. Items in the Consent Calendar may include, but are not limited to, non-controversial matters such as approval of minutes, payment of bills, approval of simple motions, street closures, correspondence, etc. The body shall act upon all items listed in the Consent Calendar by a single vote without debate. Upon request by any member made prior to the vote on the Consent Calendar, an item in the Consent Calendar shall be removed from the Consent Calendar and placed in the Order of Business appropriately as determined by the Chair.
- 7) MINUTES. Meeting minutes requiring approval shall be distributed to each member with the Order of Business for the next regular meeting. There shall not be a reading of the minutes at the meeting. If the Order of Business includes a Consent Calendar, approval of the minutes shall be included in the Consent Calendar. If the minutes are not included in the Consent Calendar and a substantial correction, as determined by the Chair, is suggested by the Chair or a member, said correction shall be agreed to by a two-thirds vote of the members present. Corrections not determined to be substantial shall be considered agreed to by consensus unless any member challenges such determination, in which case said correction shall be treated as a substantial correction. Minutes shall be considered approved by consensus without a vote if no corrections are suggested or after all suggested corrections are agreed to as required.
- 8) UNFINISHED BUSINESS. Items considered under Unfinished Business are items or matters that have been previously addressed by the body but have not received final action
- 9) NEW BUSINESS. Items considered under New Business are items or matters that may require immediate or future action by the body.
- 10) COUNCIL MEMBER REPORTS. A Council member may provide information regarding an event, a meeting, a conference or other matter that might be of interest to the City Council or local residents.

A Council Member Report shall not exceed three (3) minutes unless additional time is allowed by the meeting Chair. If the subject matter requires action or additional discussion, the matter may be placed in the Order of Business in the manner prescribed by these Rules.

11) CONDUCT OF BUSINESS.

- a) Parliamentarian: The meeting Chair shall serve as Parliamentarian unless that duty is assigned to and accepted by another member. The application and enforcement of these rules is the responsibility of the Chair.
- b) Reconsideration: A motion to reconsider enables a majority to bring back for further consideration a motion that has been voted on previously. The motion to reconsider can be made only by a member voting on the prevailing side and is in order only until the adjournment of the next regular meeting following the meeting during which the motion to be reconsidered was acted upon.
- c) Appeal to Chair: Any decision of the Chair in applying or interpreting these Rules of Order may be appealed by a motion made at the time of the ruling being appealed and before any debate or business has intervened. The Chair shall be allowed to speak first to an appeal with each member allowed to speak once. The Chair may speak one last time after all members have been given an opportunity to speak. The question before the body on an appeal of the Chair shall be "Shall the decision of the Chair be sustained?" A majority or tie vote shall sustain the decision of the Chair.
- d) Abstain from Voting: No member of the body shall vote on any question in which the member has a financial interest, other than the common public interest, or on any question concerning the conduct of the member, but, on all other questions, each member who is present shall vote unless excused by unanimous consent of the remaining members present.
- e) Debate, Voting, Motions, and Seconding of Motions: The Chair of the body, or a person serving as Chair, shall have the same rights to debate and vote as a member of the body. The Chair of the body, or a person serving as Chair, shall not make any motion, or second any motion. When five or more members of the body are present, a motion shall require a second to be considered. When four or fewer members of the body are present, a motion shall not require a second to be considered.
- f) Meeting Decorum Guidelines: All members of the City Council and all City Boards and Commissions are expected to conduct themselves professionally, respectfully, and ethically at all times during meetings. To that end, all members shall:
 - 1. Be prepared, ready to actively participate, and remain attentive without distractions during meetings.
 - 2. Maintain civility in all discussions and support ideas and positions with data.
 - 3. Exhibit decorum at all times and adhere to the Meeting Decorum Guidelines and the Rules of Order.
 - 4. Respectfully hold all members accountable to the Meeting Decorum Guidelines and the Rules of Order.
 - 5. Be concise, purposeful, and considerate of others when speaking.
 - 6. Listen attentively and respectfully to the comments of others.
 - 7. Focus discussions on conflict resolution and the development of solutions.

8. Respect the body and agenda by staying on-topic.
9. Respect the decisions of the body regardless of personal opinion.

12) ELECTION OF LEADERSHIP.

- a) Election: The Chair (Mayor), Vice-Chair (Mayor Pro Tem) and any other leadership of the body shall be elected pursuant to the applicable provisions of the City Charter or of the City Code if such provisions exist. Absent Charter or Code requirements, election shall be by majority vote of the members present during the first regular meeting of each calendar year.
- b) Absence: In the absence of the Chair, the Vice-Chair shall serve as Chair. In the absence or disability of the Chair and the Vice-Chair, the members present shall select by majority vote a member to be designated as Acting Chair to perform the duties of the Chair as necessary.

13) MEETING HELD REMOTELY, REMOTE PARTICIPATION OF A MEMBER IN A MEETING.

- a) Subject to applicable state law, the laws and policies of the City of Mason, and these rules, members may be allowed to participate in a meeting remotely by electronic means.
- b) A member may participate remotely in a meeting only when the member is capable of participation using two-way audio and video communication through use of the electronic platform employed by the City for such meetings.
- c) Any member participating remotely in a meeting shall announce such participation at the time of roll-call or confirmation of attendance for the meeting. In addition, except when the remote participation is due to military duty, the member shall also specify their physical location.
- d) Remote participation by the public in a meeting shall only be allowed when the meeting is a remote meeting of the whole body.
- e) Remote meeting of whole body: The Chair, in consultation with the City Manager or assigned secretary to a board/commission, may declare that a meeting of the whole body will be held remotely.
 1. The justification for holding the meeting remotely and the manner by which the meeting will be conducted shall be communicated to all members of the body no later than when the agenda for the meeting is delivered to the members. The body shall determine if the justification given warrants subsequent meetings being held remotely.
 2. The published agenda for a meeting to be held remotely shall include notice that the meeting will be a remote meeting, the reason for holding a remote meeting, the manner by which the public may participate in the remote meeting, and the manner by which a member of the body may be contacted by the public.
- f) Remote participation by a member in an otherwise in-person meeting: A member may participate remotely in a meeting held in-person only under the circumstances allowed by state law and subject to these rules.
 1. The member shall provide written notice to the City Manager or assigned staff liaison to a board/commission of their intention to participate remotely no later than the time when agenda items are due for the meeting pursuant to these rules. Failure to provide this notice will result in the member not being allowed to participate remotely as a member of the body.

2. The notice by the member of their intention to participate remotely shall include the reason for remote participation and a description of the manner by which the public may contact the member to provide input on any business that will come before the body. Failure to provide an appropriate reason for remote participation or contact information will result in the member not being allowed to participate remotely as a member of the body.
 3. The published agenda for a meeting to be attended remotely by a member shall include notice that the member intends to participate remotely, the reason for remote participation and the manner by which the member may be contacted by the public.
- 14) RULES OF ORDER. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the City Council and all City Boards and Commissions in all applicable cases in which Robert's Rules are consistent with these Rules of Order, the City Charter, City Code, and State Statute.
- 15) SUSPEND RULES. A request to suspend the Rules of Order shall be granted only by unanimous vote of the members present.