



RULES FOR VILLAGE MEETINGS

These rules have been established by Resolution of the Bingham Farms Village Council pursuant to Section 3 of the Open Meetings Act, MCL 15.263, for the purpose of establishing behavior and conduct at all village meetings. Failure to abide by these rules after being ordered to do so by the meeting chairperson shall be treated as a breach of the peace and possibly subject the violator to exclusion from the meeting.

The definition of "person" in the numerations below includes all elected and/or appointed village officials, commissioners, board members and employees; all village consultants and contracted employees; and all members of the public regardless of residency.

1. No person may speak at a meeting until recognized and allowed by the chairperson. When physically possible, persons wishing to speak should indicate their intention by raising a hand. Interruption by any person is prohibited except to notify the speaker of his/her remaining time, or to raise a point of order.
2. No member of the public may speak at a meeting unless they first provide their name and address.
3. Members of the public speaking at a meeting shall address their statements to council, not to other members of the public that may be in attendance. There shall be no dialogue or discussion between -- or questioning of -- members of the public.
4. All persons in attendance shall not use vulgar, obscene, or physically threatening language or conduct when speaking or observing.
5. Mobile phones and pagers must be on vibrate or silent mode during meetings.
6. A member of the public may speak one time for no more than three minutes during "Public Comment" on matters that are not on the meeting agenda. In response to "Public Comment" and subject to applicable parliamentary rules, council may, but shall not be required to, place the subject of a "Public Comment" on the agenda of that or a future meeting for additional discussion.
7. A person that is not a party or petitioner/applicant with respect to an agenda item may speak one time for no more than three minutes prior to council action on that item. Comments shall be strictly limited to the agenda item.
8. Public hearings are for the public. Council members shall not speak until after the hearing is closed. Once the hearing is closed, comments from the public shall no longer be accepted.



9. When a large number of people wish to make the same point or speak on the same agenda item or are represented by a subdivision association or similar representative, they may be required to designate no more than two representatives to present positions opposing and no more than two representatives supporting the item under consideration. Each presentation is limited to three minutes.

However, a person cannot legally be prohibited from speaking at a meeting simply because it is duplicative or was said by another person.

10. A designated member of the body holding the meeting or other person shall be responsible for keeping time with an accurate device and advising the chairperson when a speaker's allowed time has expired.
11. The time limits in these rules shall not apply to presentations by petitioners/applicants or parties (including village staff and consultants) on an agenda item, appeal and similar hearings. In such situations, each person and/or their representatives shall be provided 15 minutes.
12. Persons wishing to speak or make a presentation to council in connection with a requested or scheduled agenda item that will take longer than 15 minutes shall be scheduled through the village administrator. No such presentation shall exceed 30 minutes.
13. The recording of any meeting shall not disrupt the meeting in any manner, including beeping sounds and other noise, excessive movement, or moving to different locations.
14. After a final vote on a motion, no further comments will be accepted.

However, this does not prevent a member of council from making a motion to amend, rescind, or reconsider a previous motion.

15. All persons in attendance at a meeting shall conduct themselves in an orderly and non-disruptive manner, refraining from private conversations and speaking only when recognized and allowed by the chairperson. Adults shall be responsible for the conduct of any children that accompany them at a meeting.
16. These rules shall be enforceable by the chairperson with violations presented as a "point of order" by any member of the sitting body. By a discretionary majority vote of members present, these rules may be amended or suspended in connection with a specific item.

Adopted by the Bingham Farms Village Council on October 28, 2019.