



Village of Vicksburg
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VILLAGE OF VICKSBURG COUNCIL RULES OF PROCEDURE

Approved as of March 1, 2021

I. Scope

It is the purpose of this policy to establish reasonable procedures and regulations for the orderly conduct of regular and special meetings of the Village of Vicksburg, Michigan Council, hereinafter referred to as “Council,” as well as regular and special work sessions, in accordance with applicable Michigan law.

These rules shall govern the Council proceedings unless amended or suspended by a vote of four (4) Council members. No amendment of a rule shall be effective until the next regularly scheduled meeting of the Council. An amendment of these rules shall appear in the minutes of the meeting at which adopted, and the text of the amendment and its date shall be certified by the Clerk on an addendum to the official set of rules held by that official. Copies of the amended text shall be furnished to each Council member, the Village President, the Village Manager and the Village Attorney.

II. Council Meetings

A. Notice/Posting. All Council meetings shall be conducted in accordance with the Open Meetings Act. Public notice of all meetings shall be given as provided in the Act, by the Clerk. An agenda shall be prepared by the Village Manager or their designate and approved by the President for all regular meetings.

The agenda for all regular meetings shall be posted on the Village Website and on the front window Village Hall. The notice of all work sessions shall be posted on the front window of the Village Hall and the Village website.

B. Regular Meetings. Regular Meetings shall be held on the 1st and 3rd Monday of each month, except for July, August, and September, wherein the Regular Meeting shall be held on the 3rd Monday. This will occur unless adjourned by the Council or unless that day is a legal holiday, in which case the meeting shall be held on a day determined by the Village Council on their official meeting schedule adoption in December for the forthcoming year.



- C. **Special Meetings.** Special meetings may be called by the President or by a majority of the members of the Council. The call for a special meeting shall be filed with the Clerk in written form, except that an announcement of a special meeting during any regular meeting at which a majority of members are present shall be sufficient notice of such special meeting. The call for a special meeting shall specify the day, the hour, and the location of the special meeting and shall list the subject or subjects to be considered. No special meeting shall be held until at least eighteen (18) hours after the call is issued. Only such business may be transacted at a special meeting as may be listed in the call for said meeting or an incident thereto.

- D. **Adjourned Meetings.** Any meeting of the Council may be adjourned to a later date and time, provided that no adjournment shall be for a longer period than until the next Regular Meeting.

- E. **Recessed Meetings.** To carry on business from a previous meeting that was recessed, only matters appearing on the agenda at the previous meeting may be considered. A meeting which is recessed for more than 36 hours shall be reconvened only after a public notice stating the date, time and place of the meeting has been posted for at least 18 hours prior to the meeting. If a public meeting has been adjourned or recessed for less than 18 hours, the aforementioned requirement for posting shall not apply.

A recess during the meeting shall be called at the discretion of the President, presiding officer or by a vote of the Council.

- F. **Work Sessions.** The Council may meet in a Work Session, at the call of the President or designee or of any two members of the Council, to serve in an advisory capacity to provide general guidance and to consider items such as: review forthcoming programs of the Village, receive progress reports on current programs or projects, or receive other similar information from the Village Manager or designee. Official Council action cannot be taken in a Work Session. All Work Sessions will be open to the public. The agenda will be posted on the front window of the Village Hall and on the website. Failure to post an agenda will not invalidate the holding of the meeting if proper notice has been provided to the public pursuant to the Michigan Open Meetings Act. No formal business shall be conducted nor shall motions be made at a Work Session. Discussion may take place even in the absence of a quorum or the meeting may be adjourned. Work Sessions shall be devoted to a limited number of priority items, preferably a maximum of five (5). Work Sessions shall include time for public comment.



G. Place. All regular meetings of the Council shall be held in the Council room. Any change in meeting location shall be in accordance with the Michigan Open Meetings Act.

H. Attendance at Meetings:

1. President and Council. The President and members of the Village Council shall attend all meetings of the Council, unless excused.

On December 23, 2020, Michigan Governor Gretchen Whitmer signed into law Senate Bill 1246, extending the authority for public bodies to conduct electronic “virtual” meetings for any reason through March 31, 2021. The law, now known as Public Act 254 of 2020 (“Act 254”), amends the Open Meetings Act (the “OMA”), with immediate effect, to extend authority for virtual meetings that were previously set to expire on December 31, 2020.

Act 254 also adds COVID-related safety procedures for public meetings held in-person before April 1, 2021 (assuming such in-person meetings are permitted under Michigan Department of Health and Human Services orders). Specifically, for an in-person meeting held before April 1, 2021, the public body shall do both of the following:

- To the extent feasible under the circumstances, ensure adherence to social distancing and mitigation measures recommended by the Centers for Disease Control and Prevention for purposes of preventing the spread of COVID-19, including the measure that an individual remain at least 6 feet from anyone outside the individual’s household.
- Adopt heightened standards of facility cleaning and disinfection to limit participant exposure to COVID-19 as well as protocols to clean and disinfect in the event of a positive COVID-19 case in the public body’s meeting place.

Act 254 provides that commencing on April 1, 2021, public bodies may only meet remotely under specific circumstances (i.e. military duty, a medical condition, or a statewide or local state of emergency or state of disaster that would risk the personal health or safety of members of the public or the public body if the meeting were held in person). The public body must establish procedures by which an absent member may participate in, and vote on, business before the public body, including:



- Two-way communication, and
 - For each member of the public body attending the meeting remotely, a public announcement at the outset of the meeting by that member, to be included in the meeting minutes, that the member is attending remotely. If attending remotely for a purpose other than for military duty the member must state the county, city, township or village and state, and
 - Procedures by which the public is provided notice of the absence of the member and information about how to contact the member in advance of a meeting to provide input on any business that will come before the public body.

Act 254 incorporates recognition that a public body may declare a local state of emergency or state of disaster pursuant to a local ordinance – as well as pursuant to law or charter – and recognizes a municipality’s chief administrative officer as an individual who may declare a local state of emergency or state of disaster.

2. Clerk. The Clerk shall attend all meetings of the Council, unless excused, and shall keep the minutes of the meeting and perform such other duties, as may be requested by the Council.
3. Village Attorney. The Village Attorney shall attend all meetings and Work Sessions as requested by the President and/or Council, and upon request shall give opinions, either written or oral, on questions of law, and shall act as Council parliamentarian.
4. Village Manager. The Village Manager shall attend all meetings of the Council, unless excused. Before each meeting the Village Manager shall prepare the agenda and obtain reports for business matters and other items to be presented to the Council.
5. Other Officers and Staff. The Council may also require the attendance of any department head or employee of the Village upon the request of two (2) of its members. The determination of which staff members will be in attendance, or conversely, excused from attendance at a meeting of the Council will be the responsibility of the Village Manager.



6. To the extent possible prospective absences and the reason for absence shall be reported to the Clerk or President before the meeting, who shall record the reason with the minutes of the meeting. The Council by resolution may decline to excuse the absence of any elective official or appointive officer from a meeting.
- I. Pre-Meeting Packet. The Village Manager shall cause a pre-meeting packet for each regular Council meeting to be delivered to each Council member and the Village Attorney at their residence or place of business not later than Friday of the week preceding the meeting. The packet pertaining to a special Council meeting shall be delivered by at least the day before the meeting. The packet for all meetings shall contain the proposed meeting agenda and all matters proposed to be considered at the meeting plus their supporting documents. In order to give each Agenda item its due consideration, the President and Village Council members are expected to thoroughly review the Agenda packets prior to the meeting.

Delivery of Agenda during Absence from the Village. If notified regarding vacation or other absence from the Village, the administrative assistant will place the packet in the member's mailbox for pickup or make other arrangements for delivery with the member of Council such as picking it up at the Police Station.

- J. Time of Meetings. All regular meetings of the Council shall begin at 7:00 p.m., unless the Council, by majority vote, sets a different starting time. The time of any special meeting shall be included in the meeting notice.
- K. Ending of Meetings. All meetings of the Council shall end at or before 11:00 p.m. At the appointed hour Council shall complete that item of business and immediately adjourn unless Council, by majority vote, extends the meeting.

A motion to adjourn shall always be in order and decided without debate. It will require a motion and second.

III. Conduct of Meetings

- A. Presiding Official. The President shall preside at all Council meetings. The President Pro Temp shall preside in the absence of the President. If neither person is present at a meeting, the Council shall select one of its members to preside until the President or President Pro Temp is present and seated. All matters to come before the meeting shall be addressed to the presiding official.



- B. Duties of the Presiding Official. The presiding official shall endeavor to conduct the meeting in an orderly and businesslike fashion. The presiding officer shall state every question coming before the Council, announce the decision of the Council on all subjects, and decide all questions of order. The presiding officer or individual councilmember will normally address questions to staff through the Village Manager. With the permission of the presiding officer, questions may be addressed directly to staff in attendance.
- C. Right to Tape Record, Videotape, Broadcast or Telecast Meeting. Pursuant to the Michigan Open Meetings Act, the right to attend a public meeting includes the right to tape record, videotape, broadcast or telecast the proceedings. However, the Council may establish reasonable rules so that the meeting is not unduly disrupted.
- D. Equipment Set-up Arrangements. Any set-up time for equipment should be completed prior to the meeting. Arrangements must be made with the Clerk to ensure that safety considerations are being met (cords, blocking exits, etc.)
- E. Video Equipment Set-Up Restricts. Unless otherwise allowed by the presiding officer, video cameras shall be permitted in a designated area subject to the following conditions:
- The camera must be on a tripod, be set in one location and remain there. (No portable equipment moving around the room.)
 - The camera must operate without additional artificial light.
 - The camera must operate without additional audio. That is, no additional microphones to be set-up in the room.
- F. Dismantling of Equipment During Meeting. If an individual desires to tape only one agenda item, the presiding officer may permit the individual to tape the agenda item if the camera and/or recording equipment can be set-up and dismantled without disruption of the meeting, such as during a recess. If the equipment cannot be dismantled without disruption of the meeting, then the individual will have to wait until the conclusion of the meeting to dismantle the equipment.
- G. Rule of Procedure for Cablecasting and/or live streaming Village Council Meetings.



1. Announce that proceedings are being recorded before the meeting is officially called to order.
2. Coverage of the meeting will be from opening to adjournment excluding Closed Sessions or breaks.
3. The recognized speaker(s) will be the central focus of the video transmission.
4. The focus of the camera's attention will be on the recognized speaker(s) to the greatest extent possible. Reaction shots will not be sought from anyone. Incidental interaction of the meeting, within the scope of the camera's focus, may be reasonably expected from time to time.
5. Every regular, and other specially designated, meeting of the Village Council will be cablecast live and/or live-streamed and videotaped.
6. A digital recording of the meeting will be saved. Edits made, such as adding titles, shall be done in a manner which shall not affect the integrity of the recording. No section of the meeting shall be cut.
7. The recording of the meeting will be available online for a minimum of six months and be able to be replayed on the Village of Vicksburg Website via the Village of Vicksburg Youtube channel.
8. Use of video enhancement during the production will always relate to the objective documentation of the activity of the meeting. All regular meetings shall be subject to an agenda that will be set by the Council at the opening of business at each meeting. Any item placed on the agenda shall appear on each successive agenda unless disposed of, tabled indefinitely or tabled until a certain date at which time the item shall reappear.

The agenda of each regular meeting shall consist of the following:

1. Call to Order
2. Pledge of Allegiance
3. Moment of Silence
4. Roll Call
5. Scheduled Appearances
6. Public Official Appearances
7. Citizen Comments (**4 Min limit**)



8. Approval of Agenda
 9. Approval of Minutes
 10. Approval of General Consent Agenda
 11. Council Action Items
 12. Village Manager's Report
 - 12a. Department Reports
 - 12b. Communications
 - 12c. Committee Reports
 13. Village President's Time
 14. Village Trustee's Time
 15. Adjournment
- I. Minutes. An account of all proceedings of the Council and minutes of each meeting shall be prepared and kept by the Clerk. A video recording of each meeting shall be made and kept by the Clerk until the minutes have been approved. Proposed minutes shall be available for public inspection within eight (8) business days after a meeting. Approved minutes shall be available for public inspection not later than five (5) business days after the meeting at which they are approved by the Council.

A separate set of minutes shall be taken by the Clerk or the designated secretary of the public body at the closed session. These minutes shall be retained by the Clerk of the public body, shall not be available to the public, and shall only be disclosed if required by a civil action filed as set forth in the Michigan Open Meetings Act. These minutes may be destroyed one (1) year and one (1) day after approval of the minutes of the regular meeting at which the closed session was approved. Unless other direction is received from the Council, Village Manager, or Village attorney, the minutes will be destroyed in accordance with the above.

- J. Parliamentary Procedure
The following are divisions of the types of motions.
- I. Privileged Motions - These motions are given precedence over all motions.
1. Adjourn
 2. Recess
 3. Question of privilege



- II. Subsidiary Motions – Alternative methods of changing or disposing of a main motion. Such motions are always subsidiary to a main motion and therefore can only be proposed when the main motion is before the Council.
 4. Lay on the Table
 5. Postpone Temporarily
 6. Vote Immediately
 7. Limit Debate
 8. Postpone Definitely
 9. Refer to Committee
 10. Remove from Committee
 11. Amend or Substitute
 12. Postpone Indefinitely
 13. Take from the Table

- III. Incidental Motions – These motions are concerned with the rights and privileges of the members, and their purpose is to handle procedural problems, which arise out of the consideration of other questions.
 14. Appeal
 15. Point of Order
 16. Parliamentary Inquiry
 17. Withdraw a Motion
 18. Suspend Rules

- IV. Main Motion
 19. General Main Motion

- K. Voting, Abstention and Disclosure
 1. Disclosure of Financial Interest. No member of the Council shall vote on any question on which he or she has a financial interest, other than the common public interest, without prior public disclosure of said interest. In the case of financial interest, the council member shall disclose his or her financial interest prior to voting. The council member may file an affidavit of disclosure with the Clerk in accordance with state law. Guidelines for declaring conflict of interest shall be further defined under state law.

 2. Voting on Questions of One’s Own Conduct Prohibited. No member of Council may vote on any question concerning his or her own conduct. An abstention vote may be considered on any question concerning one’s own conduct or other matters



of a personal nature. When a member has abstained from voting, he/she shall disclose their reasons for abstaining. An abstention vote shall be recorded as a “non” vote.

3. Required to Vote of Members Present. On all other questions properly before the Council, each member who is present shall vote either collectively or when his or her name is called. Unless otherwise stated in these rules, required by ordinance, or by state or federal law, the passage of all matters before the Council shall require the affirmative vote of a majority of those members present at any meeting. The President shall vote except when the President has a conflict of interest
4. Calling for the Vote. In the first instance the President or member presiding over the Council meeting shall call for a voice vote for and against the matter, by “in favor” and “opposed” responses. If on a voice vote no Council member states opposition to the motion, it shall be deemed to have passed unanimously. In the event any member votes no (opposed) to any proposition, a roll call shall be conducted and recorded in the minutes of the meeting.
5. Abstentions. Every Council member present shall vote on all questions unless a member has a conflict of interest, in which case the member’s conduct shall be governed by law. A Council member may abstain from a vote for approval of minutes if the member did not attend the meeting for which the minutes apply.
6. Interruptions. A member of Council once recognized, shall not be interrupted when speaking unless to be called to order by the presiding officer, or as hereinafter provided. If a member, while speaking, is called to order, the member shall cease speaking until the questions of order are determined and if in order, shall be permitted to proceed.

L. Legislation

1. Ordinances and Resolutions. All action taken by the Council shall be by ordinance, motion or resolution.
2. Ordinances. Any one or more Council members may introduce a request for an ordinance, or an amendment of an ordinance, on a form the Council shall provide. The form shall be submitted to the Clerk who shall record the date and time of receipt of the request, and shall provide a copy of the request to the President, Village Manager, the Village Attorney, and to any department head



affected by the request, and shall also provide a copy to each Council member by placing a copy in the next Council pre-meeting packet. The Village Manager will place the request for action on the agenda for the next regular Council meeting, under a separate heading. If the Council pre-meeting packet does not contain a copy the request, it may not be considered until the next meeting unless the Council votes otherwise.

The Clerk shall provide a copy of the text of a proposed ordinance or amendment to the President and to each Council member. In each ordinance amending an existing ordinance, changes or new matters shall be placed in capital type, and matter, which has been omitted, shall be indicated by printing in stricken through type. Every ordinance shall have endorsed thereon the name of the Council member or members introducing it.

An ordinance may be modified or amended by Council prior to the final reading. Staff may present modifications or corrections to the Council without formal amendment prior to final adoption. The Village Manager shall advise Council of any modifications or changes, prior to the final reading. Any modifications or changes shall be incorporated in the final reading of the ordinance

Each ordinance shall be published with reference to title only within fifteen (15) days after its enactment. Each ordinance shall be published in a newspaper of general circulation either separately or as part of the published council proceedings. A full text of the ordinance will be a part of the official minutes of the Council. The effective date of all ordinances shall be stated therein, or shall be adopted upon publication thereof, unless it is declared by the affirmative vote of not less than five members of the Council to be an emergency ordinance.

All ordinances and their amendments must be in writing and shall be approved as to form and section numbering by the Village Attorney or the Clerk. The regular order for consideration of ordinance proposals shall be:

- a. Public hearing scheduled by Council when required, to be held not sooner than five days after notice of the hearing is posted, except in the case of emergency ordinances.
- b. Introduction, first reading in written form.



- c. Any written comments/suggested changes on the ordinance presented to the Council.
- d. Final reading (second) and passage.

M. Appropriations

1. Adoption of Budget, Tax Limit. Not later than Last meeting in June the Council shall, by resolution, adopt the budget for the next fiscal year and shall, in such resolution, make an appropriation for the money needed for municipal purposes during the ensuing fiscal year of the Village and provide for a levy of the amount necessary to be raised by taxes upon real and personal property for municipal purposes. The levy shall not exceed _____ percent (____%) of the assessed valuation, as equalized, which is the equivalent of _____ mills of all real and personal property subject to taxation in the Village.
2. Budget Control. No money shall be drawn from the treasury of the Village without an appropriation, nor shall any obligation for the expenditure of money be incurred without an appropriation covering all payments, which will be due under such obligation in the current fiscal year. The Council may transfer any unencumbered appropriation balance, or any portion of it, from one department, fund or agency to another. In the case of emergency and when necessary to protect the public health, safety or welfare, the Council may make additional appropriations to cover unanticipated expenditures required of the Village because of such emergency. The balance in any appropriation, which has not been encumbered at the end of the fiscal year, shall revert to the general fund.

N. Public Hearings

1. Conduct of Public Hearings. Procedures for the conduct of public hearings shall be as follows:
 - a. The President shall declare the purpose of the public hearing and further declare the hearing open for public input. No vote is required to open the hearing.
 - b. A staff presentation may be made on the subject if directed by the presiding officer. Such presentation shall take place prior to public input.



- c. Persons addressing Council shall state their name and address to be entered into the minutes. The presiding officer may also prescribe reasonable guidelines to facilitate the public input as part of the public hearing.
- d. Questions from council members to the citizens during the hearing should be for clarification purposes only.
- e. All public statements shall be addressed to the Council. All questions should be directed to the presiding officer.
- f. A motion to close the public hearing shall be made.
- g. Council may deliberate on the merits of the subject item and consider appropriate action, if necessary.
- h. It will be the general policy of the Village to defer final actions following a public hearing to the next regular meeting of the Council, unless waived by the Council.
- i. All public hearings shall be limited to two hours in length, unless waived by the Council.

O. Public Comments

- 1. There shall be a 4-minute time limit per person at the public comment section of the Regular Meeting Agenda. Public comment should be limited to Village-related business.
- 2. Speaker Identification. Persons addressing the Council shall give their names and street addresses in an audible tone of voice for the record and provide the information in writing to the Clerk on the sign-in sheet.
- 3. Action or Voting Prohibited. The Council shall take no action or vote during public comments.
- 4. Council Questions. The members of Council may ask questions of the citizens addressing the Council but these questions should be brief and limited to clarification or corrections only.



5. Public Comments not published in Minutes. Generally, questions or comments from the audience will not be printed as part of the official Council minutes unless determined to be essential to the general public interest.
 6. Questions from the Public. Questions from the audience shall be directed to the presiding officer and not to individual council members nor to members of the audience. Council or staff response to a question or comment, if any, shall be brief and speak directly to the issue. When possible, the issue may be referred to staff for response outside of the meeting. The public comment period is not intended to be a question and answer session nor a debate between the speaker and others.
- P. Public Relations. Members of Council should not get into a confrontational debate with a member of the public or staff at Council meetings since these debates seldom resolve concerns and many times inflame feelings at a public meeting. Any concerns by a member of council over the behavior or work of a Village employee during a Council meeting should be directed to the Village Manager privately to ensure the concern is resolved.
1. Personal and Slanderous Remarks: Any person making personal, impertinent or slanderous remarks, or who shall be come boisterous while addressing the Council, may be requested to leave the meeting and may be removed forthwith, by the presiding official, for a breach of the peace actually committed at the meeting.
 2. Reading of Protests: Interested persons, or their authorized representatives, may address the Council for the reading of protests, petitions, or communications relating to any matter over which the Council has control when the item is under consideration by the Council, or otherwise if a majority of the Council present agrees to let them be heard.
 3. Written Communications: Interested parties, or their authorized representatives, may address the Council by written communication in regard to any matter concerning the Village's business or over which the Council has control at any time by direct mail or by addressing the Clerk and copies will be distributed to the Council members.
- Q. Consent Agenda. The consent agenda is a single agenda item that contains several matters of business that are generally procedural and routine in nature and which can normally be approved with little comment or debate by Council. Examples of these items include, but are not limited to, board and commission minutes, correspondence,



activity reports, and special event requests. Any member of Council may request an item to be removed from the consent agenda and moved to 'Matters for Action' if they believe the item is in need of discussion or further consideration. A member desiring to remove an item from the consent agenda shall make such request either before or immediately after a motion has been made to approve the consent agenda. After a motion to approve the consent agenda has been seconded, the motion will be immediately voted upon without discussion, except that a member may request to remove an item from the consent agenda before a vote is called.

IV. Citizen Committees, Boards and Commissions. The Council may create committees, boards, and commissions to assist in the conduct of the operation of the Village government with such duties as the Council may specify not inconsistent with law.

- A. A member of the Council should not attempt to unduly influence commission or committee recommendations, or to influence or lobby individual commission or committee members on any item under their consideration. It is important for commissions and committees to be able to make objective recommendations to the Council on items before them. Members of Council that attempt to strongly influence commission positions on an item may prejudice or hinder their role in reviewing the commission's recommendation as a member of the Council.
- B. Individual Council members shall have the right to attend meetings but are cautioned about becoming involved in the meeting's discussions.
- C. If a member of the Council represents the Village before another governmental agency or organization, the Council member should first indicate the majority position as an opinion of the Council. Personal opinions and comments may be expressed only if the Council member clarifies that these statements do not represent the position of the Council.

V. Village Council Relations with Village Staff

- A. Village staff and Council should not debate each other during a Council meeting.
- B. There shall be mutual respect from both Staff and Council members of their respective roles and responsibilities when and if expressing criticism in public session.



- C. Village staff shall acknowledge the Council as policy makers and the Council shall acknowledge Staff as administering the Council's policies.
- D. All requests for information or questions by the Council shall be directed to the Village Manager. All complaints should be submitted to the Village Manager.
- E. All written informational material requested by individual Council members shall be submitted by Staff to the Village Manager who will transmit them to the President and all Council members with the notation indicating which Council member requested the information.
- F. An individual Council member shall not attempt to coerce or influence Staff in the hiring of employees, the selection of consultants, the processing of development applications, the granting of Village licenses or permits or other Village business.
- G. Mail that is addressed to the President and Village Council shall be circulated by the Village Manager to the Council with a comment as to which Staff person will be assisting the President in preparing a response. The President's response, in addition to the original communication, will be submitted to the Council for their information.
- H. Incoming personal mail shall not be opened when addressed confidentially to individual Council members or staff.
- I. A Council member shall not direct Staff to initiate any action or prepare any report that is significant in nature or initiate any project or study without the approval of a majority of the Council. All such requests will be first directed to the President.

VI. Village Council Conduct

- A. Continuing Education and Training: The President and Council members are encouraged to participate in and take advantage of available education seminars, conferences, and training to keep abreast of the latest issues affecting local government.
- B. Adherence to Village's Email Policy: Upon adoption, the President and Council members are required to adhere to the Village's electronic mail policy.
- C. Except for purposes of inquiries and investigations, the Council and its members shall deal with Village officers and employees who are subject to the direction and



supervision of the President solely through the Village Manager, and neither the Council nor its members shall give orders to any such officer or employee either publicly or privately.

VII. Suspension and Amendment of These Rules

- A. Suspension of These Rules: Any provision of these rules not governed by the law may be temporarily suspended by a vote of a majority of the Council. The vote on any such suspension shall be taken by ayes and nays and entered upon the record.

- B. Amendment of These Rules: These rules may be amended, or new rules adopted, by a majority vote of all members of the Council, provided that the proposed amendments or new rules shall have been introduced into the record at a prior Council meeting.