



Committee

Reference

Manual

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Mission and Objectives

Mission

The City of Marquette is dedicated to providing a superior quality of life through professional municipal services.

Objectives for Employee Development and Public Service:

Plan for our future while preserving our past

Change with the challenges

Provide a safe, healthy environment

Create a sense of community

Recognize the accomplishments of employees and community members

Provide opportunities for personal and community growth

Provide leadership for the community

Commission and Administrative Policies

- i. Attendance*
- ii. FOIA*
- iii. Rules of Procedure*

**CITY OF MARQUETTE, MICHIGAN
CITY COMMISSION POLICY**

Policy Number: 1973-01	Revision Date:
Date Adopted: December 10, 1973	
Department: Administrative	

**SUBJECT: ATTENDANCE POLICY FOR MARQUETTE CITY
BOARDS/COMMITTEES/COMMISSIONS**

PURPOSE:

POLICY:

A resolution was adopted at the regular meeting of the Governing Body of the City of Marquette on Monday, December 10, 1973 stating that no member who is appointed by the City Commission to serve on a Committee, Board, or Commission may miss more than three successive meetings or one-third of all meetings held by that committee in a given year.

If a member misses more than three successive meetings or one third of all meetings, he or she will tender their resignation to the Committee Chairman and the City Commission.

If a committee member knows that he or she will not be able to attend a meeting, the chairman or City Clerk will be notified in advance.

**CITY OF MARQUETTE, MICHIGAN
CITY ADMINISTRATIVE POLICY**

Policy Number: 215-02	Revision Date(s):
Date Adopted: Jan. 18, 2016	
Department: Administrative	

SUBJECT: CITY APPOINTED BOARD/COMMITTEE MINUTES

PURPOSE: To provide a consistent and comprehensive policy that will allow for the appropriate storage and dissemination of meeting minutes that result from meetings that are held by any City appointed public body.

POLICY:

As a matter of routine business operations various City appointed Boards, Committees, and Commissions hold public meetings that are subject to the State of Michigan’s Open Meetings Act (OMA). As such, meeting minutes are required by statute and are the public record of these meetings. Therefore, this policy has been developed in an effort to provide a consistent and comprehensive guide that will allow for the appropriate storage and dissemination of meeting minutes that result from meetings that are held by any City appointed public body.

General Guidelines: Meeting minutes that meet OMA requirements shall be prepared for all appointed public bodies of the City Commission; and shall be prepared within eight working days following a given meeting; and shall be approved at that body’s next meeting. When completed, draft minutes marked “DRAFT” are to be submitted to the Manager’s Office staff as soon as they are completed. Approved (signed) minutes shall then be submitted the City Clerk’s Office staff, by hard copy and in electronic format (Word or Adobe) the next working day after they have been approved.

Clerk’s Office:

The Clerk’s Office shall then distribute the approved minutes to the City Commission and City Manager’s Office, and arrange for their publication by sending the electronic version to Information Services. The Clerk’s Office shall also file the hard copy of submitted minutes as part of the City’s official record.

Information Services:

Information Services shall then post the approved minutes to the City’s website.

Minutes Format:

Minutes should be printed using size 12 Arial font in the body and must include:

- The Board, Commission or Committee Name
- Date
- Time
- Location
- List Members Present
- List Members Absent
- Approval of the Agenda
- Announcements Made
- Public Comment

- Actions Taken by the Public Body (including identifying the motion maker and supporter as well as stating the motion and the outcome).
- Time of adjournment
- Signature of the Secretary of the Board or designee shall be made on approved minutes

**CITY OF MARQUETTE, MICHIGAN
CITY COMMISSION POLICY**

Policy Number: 2002-03	Revision Date:
Date Adopted: 06-24-02	
Department: Administrative	

SUBJECT: FREEDOM OF INFORMATION ACT POLICY

PURPOSE: This policy is intended to provide clear direction to City staff and the public as regards City of Marquette compliance with the State of Michigan Freedom of Information Act

POLICY: City documents and records shall be available to the public for inspection and/or copying in accordance with the Freedom of Information Act (FOIA), upon receipt of a written request which specifically describes the exact public records desired, unless those records are exempted from disclosure by Section 13 of the Act or other law. Compliance with FOIA does not require that the City create new public records, nor make a compilation, list, summary or other report of information which does not already exist in order to satisfy a request.

All FOIA requests must be made in writing, and will include requests made by facsimile copy or electronic mail. A FOIA request received by facsimile copy, electronic mail, or by other electronic means, is deemed received the first business day following its transmission. Employees receiving written requests shall be forwarded to the FOIA Coordinator, or appropriate departmental designee, for response. The request must sufficiently describe the public record to enable the FOIA Coordinator to identify the requested public record.

The City Clerk is the designated FOIA Coordinator. The FOIA Coordinator has the authority to issue notices extending response time, or to deny requests, all or in part, on behalf of any office or department of the City. The following departments or offices, acting through the department head or City Manager, shall have limited authority to respond to requests, as well as to sign notices extending the response time for routine requests made to their respective departments or office:

- | | |
|--------------|----------------------|
| Assessor | Human Resources |
| City Clerk | Parks and Recreation |
| City Manager | Police |
| Engineering | Public Works |
| Finance | Treasurer |
| Fire | Water and Sewer |

All denials and non-routine requests should be reviewed by the City Attorney prior to response. Each designated person who accepts and answers FOIA requests must keep a copy of all written requests and responses on file for not less than one (1) year from the date of the response and should (*shall*) file with the City Clerk copies of the response form.

The FOIA Coordinator or designated department head or City Manager shall respond in writing to a FOIA request within five (5) business days of receipt, utilizing the Notice of Freedom of Information Act Response form, with one of the following actions:

1. Grant the request;
2. Deny the request;
3. Grant the request in part and deny the request in part;
4. Issue a Notice of FOIA Response extending the deadline for response not more than ten additional business days from the date of the original response deadline due to unusual circumstances. One such notice per request is permitted, and shall also include the reason(s) for the extension and the date by which the coordinator or designee shall respond to the request.

In the event of a denial of a FOIA request, in whole or in part, the Notice of FOIA Response form should explain the reason for denial as well as the requesting party's right to appeal or request judicial review of the denial. Reasons for denial include:

1. The exemption from disclosure of the public record under Section 13 of FOIA or as provided for in other statutes.
2. The record does not exist under the name provided by the requester or under another name reasonably known to the City.
3. The request was not sufficiently specific regarding the public record that is desired.
4. Such other reason as may be allowed by law.

In the event of an appeal, the Marquette City Commission shall serve as the governing body responsible for hearing the appeal. Appeals should be submitted in writing addressed to the Mayor in care of the City Manager. In its consideration of any appeal, the City Commission shall review the materials submitted by the Appellant, any written comments received from the FOIA coordinator, and such other information as the City Commission deems necessary. The Commission will address the appeal at the next regularly scheduled meeting following established submission requirements. The Commission will respond to the appeal within ten (10) days after the meeting.

The Marquette City Commission may deliberate and take one of the following actions in response to the filing of an appeal:

- a) Reverse the disclosure denial;
- b) Issue a written notice to the requesting person affirming the disclosure denial;
- c) Reverse the disclosure denial in part and issue a written notice to the requesting person affirming the denial in part.

Upon receipt of a written request or completion of a FOIA Request form, the City shall also make public documents and records available for supervised inspection. The records may be inspected

at the time of the request if the request is made at a reasonably convenient time during normal business hours of the department in which the records are held. If the request falls outside of normal business hours or is not reasonably convenient, a mutually convenient time shall be determined and the records will be made available within five (5) business days of receipt of the request. If unusual circumstances exist, an extension may be issued utilizing the procedure noted previously.

Inspection of public records shall be supervised by a City employee to insure the integrity of City records. Upon completion of the inspection, the City employee will provide copies of inspected documents as requested according to the guidelines as outlined in this policy. At no time are original City records to be removed from the office where they are being inspected and no alteration, defacement, or removal of

records is permitted.

Fees shall be assessed as allowed by law for the services performed by City employees relating to the processing of FOIA requests.

1. If the City Commission has established a fee for furnishing that specific kind of record, that fee will be charged.
2. Labor costs shall be assessed for the time spent in the search for, examination of, review of, the deletion and separation of exempt from nonexempt information within the requested records if the FOIA Coordinator determines that the failure to charge such a fee with regard to a specific request would result in unreasonably high costs to the City because of the nature of that request, and the FOIA Coordinator specifically identifies the nature of those unreasonably high costs. Where the time spent by one or more City employees, individually or in the aggregate, exceeds one-half hour in performing the above described tasks, such labor costs shall be assessed: and,
3. The actual incremental cost of duplicating the requested records plus the cost of labor involved in such duplication of the requested records; and,
4. Actual mailing costs; and,
5. Such other fees and costs as may be allowed by law.

In calculating the labor costs authorized by this Policy the City shall not charge more than the amount allowed by law.

Should estimated fees exceed fifty dollars (\$50.00), a good faith deposit of one-half of the total estimated fee will be required prior to the processing of the FOIA request; otherwise, the established fee shall apply. The balance must be paid prior to the release of the public record copies. Charges for labor costs shall be determined by using the wages of the lowest paid, full- time public body employee capable of retrieving the record request.

**CITY OF MARQUETTE, MICHIGAN
CITY COMMISSION POLICY**

Policy Number: 2011-02	Revision Date: 01-01-13 10-14-14
Date Adopted: 04-25-11	
Department: Administrative	

**SUBJECT: CITY-APPOINTED AUTHORITIES, BOARDS AND COMMITTEES’
RULES OF PROCEDURE**

PURPOSE: The City Commission Rules of Procedure for home rule cities and villages are generally authorized by City Charter. These Rules of Procedure help the Commission to run an efficient meeting and to deal with the public and the media in a positive manner. Similarly, the Commission recognizes the importance of all City-appointed groups to run efficient meetings and interact with the citizens, media and general public in a progressive fashion.

These Rules of Procedure, when not in conflict with the City Charter, may be revised by majority action of the City Commission.

POLICY:

I. REGULAR AND SPECIAL MEETINGS

All meetings will be held in compliance with state statutes, including the Open Meetings Act, 1976 PA 267 as amended, and with the following rules.

A. Regular Meetings

1. Each City-appointed authority, board and committee will adopt its meeting schedule no later than November 30 for the upcoming calendar year. The schedule will then be provided to the City Clerk for posting.
2. If a regularly-scheduled meeting falls on an official state holiday, it will be scheduled for the next day.

B. Special Meetings

1. Special meetings will be called by the City Clerk on the written request of the Chair, the Vice Chair, or any two members of the authority, board or committee, provided that at least twenty-four hours notice to each member of the group will be provided electronically or in writing.
2. No business will be transacted at any special meeting of any authority, board or committee unless the same has been stated in the notice of such meeting. However, any business which may lawfully come before a regular meeting may be transacted at a special meeting if all the members of the authority, board or committee present consent thereto and all the members absent file their written consent.

C. Posting requirements for Regular and Special Meetings

1. No later than the first day of January each year the City Clerk will provide public notice stating the dates, times, and places of the regular meetings of each City-appointed authority, board and committee.

2. For a rescheduled regular or special meeting, a public notice stating the date, time, and place of the meeting will be posted in City Hall at least 18 hours before the meeting, and sent by fax or e-mail to the news media which have requested such notification, and all news media in Marquette County.

D. Minutes of Regular and Special Meetings

Each authority, board or committee will record all the proceedings and resolutions of the group in accordance with the Charter and Open Meetings Act. Approved minutes will be filed with the City Clerk and be available for public inspection not later than eight business days after the meeting at which the minutes are approved by the public body. Minutes will also be made available on the City's website, as well as posted in City Hall. A copy of the minutes of each regular or special meeting will be available for public inspection at the City Clerk's office during business hours.

II. CONDUCT OF MEETINGS

A. Meetings to be Public

1. All regular and special meetings will be open to the public, and all persons will have a reasonable opportunity to be heard in accordance with such rules and regulations as the group may determine, except that the meetings may be closed to the public and the media in accordance with the Open Meetings Act.
2. All official meetings and its committees will be open to the media, freely subject to recording by radio, television, and photographic services at any time, provided that such arrangements do not interfere with the orderly conduct of the meetings.

B. Agenda Preparation

1. An agenda for each regular meeting will be prepared by the group's Chair with the following order of business:
 - a. Call to order and roll call
 - b. Approval of Agenda
 - c. Announcements by the Chair
 - d. Public hearings on ordinances, resolutions or other matters requiring a public hearing.
 - e. Presentations
 - f. Public Comment. May not exceed three minutes per person. A person may reserve time to speak on agenda items. This may result in the item being moved up on the agenda, at the Chair's discretion.
 - g. Consent Agenda
 - h. Unfinished Business. Unfinished Business is intended for items that were on the last meeting agenda and further information was required before taking action.
 - i. New Business. New business is intended to introduce a new topic and should be the time when members ask questions or seek other clarifications. If need be, the item can be moved to "Unfinished Business" for the next meeting, by a majority vote.
 - j. Public Comment. May not exceed three minutes per person.
 - k. Comments from the Members
 - l. Adjournment
2. Any member will have the right to add items to the regular agenda, provided support from one additional member is obtained. Any member will have the right to remove items from the regular agenda by a majority vote.

C. Consent Agenda

A consent agenda may be used to allow the authority, board or committee to act on numerous administrative or non-controversial items at one time. Included on this agenda can be non-controversial matters such as approval of minutes or payment of bills. Upon request by any one (1)

member, an item will be removed from the consent agenda and placed on the regular agenda for discussion.

D. Quorum

A majority of the members in office at the time will constitute a quorum for the transaction of business at all meetings. In the absence of a quorum, a lesser number may adjourn any meeting to a later time or date.

E. Attendance at meetings

1. Appointment to any City authority, board or committee is a privilege freely sought by the nominee. It carries with it the responsibility to participate in person at meetings. Attendance at meetings is critical to fulfilling this responsibility.
2. Any two or more members of the authority, board or committee may by vote either request or compel the attendance of its members and other officers of the group at any meeting. Any member of the authority, board or committee or other officer who, when notified of such request for their attendance, fails to attend such meeting for reasons other than confining illness or absence from Marquette County, will be deemed guilty of misconduct in office, unless excused by the authority, board or committee. The presiding officer will enforce orderly conduct at meetings and any member of the authority, board or committee or other officer who will fail to conduct himself/herself in an orderly manner at any meeting will be reported to the City Manager and Mayor.

F. Presiding Chairman

The presiding Chair will be responsible for enforcing these Rules of Procedure and for enforcing orderly conduct at meetings. The authority, board or committee will appoint one of its members Vice Chair who will preside in the absence of the Chair. In the event of absence or disability of both, the Chair may designate another of its members to serve as Acting Chair during such absence or disability.

G. Disorderly Conduct

1. The Chair may call to order any person who is being disorderly by speaking out of order or otherwise disrupting the proceedings such as walking about or whispering, failing to be germane, speaking longer than the allotted time or speaking vulgarities. Such person will be seated until the Chair determines whether the person is in order.
2. If the person so engaged in presentation is 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 authority, board or committee. If the person will continue to be disorderly and disrupt the meeting, the Chair may order the person from the meeting. No person will be removed from a public meeting except for an actual breach of the peace committed at the meeting.
3. Any police officer will enforce the provision of this section.

III. DISCUSSION AND VOTING

A. Rules of Parliamentary Procedure

1. The rules of parliamentary practice as contained in the latest edition of *Robert's Rules of Order* will govern the group in all cases to which they are applicable, provided that they are not in conflict with these Rules, City ordinances, the City Charter, or applicable state statutes.
2. A vote upon all motions and resolutions will be taken by "Yes" and "No" vote and entered upon the records; except that where the vote is unanimous, it will only be necessary to so state.

3. The Chair will preserve order and decorum and may speak to points of order in preference to other members. The Chair will decide all questions arising under this parliamentary authority, subject to appeal and reversal by a majority of the members present.
4. Any member may appeal to the authority, board or committee a ruling of the Chair. If the appeal is seconded, the member making the appeal may briefly state the reason for the appeal and the Chair may briefly state the ruling. There will be no debate on the appeal and no other member will participate in the discussion. The question will be, "Will the decision of the Chair be sustained?" If the majority of the members present vote "Yes," the ruling of the Chair is sustained; otherwise it is overruled.

B. Conduct of Discussion

1. During discussion and debate, no person will speak until recognized for that purpose by the Chair. After such recognition, the member will confine discussion to the question at hand and to its merits and will not be interrupted except by a point of order or privilege raised by another member. Speakers should address their remarks to the Chair, maintain a courteous tone and avoid interjecting a personal note into debate.
2. No member will speak more than once on the same question unless every member desiring to speak to that question will have had the opportunity to do so.
3. The Chair, at his or her discretion and subject to the appeal process mentioned in A. 4. above, may permit any person to address the group during its deliberations.

C. Duty to Vote

Election to a deliberative body carries with it the obligation to vote. Authority, board or committee members present at the meeting will vote on every matter before the body, unless otherwise excused or prohibited from voting by law or Charter.

1. Conflict of interest, as defined by law, will be the sole reason for a member to abstain from voting. The opinion of the City Attorney will be binding with respect to the existence of a conflict of interest. A vote may be tabled, if necessary, to obtain the opinion of the City Attorney. No member will vote on any question concerning their own conduct.
2. On all other questions each member who is present will vote when their name is called unless excused by the unanimous consent of the remaining members present. Any member refusing to vote except when not so required by this paragraph will be guilty of misconduct in office.
3. The right to vote is limited to the members present at the time the vote is taken. Voting by proxy or by telephone is not permitted.
4. All votes must be held and determined in public; no secret ballots are permitted.
5. Prior to calling for a vote, the presiding Chair should state the question being voted upon.

D. Results of Voting

1. In all cases where a vote is taken, the Chair will declare the result.
2. It will be in order for any member voting in the majority to move for a reconsideration of the vote on any question at that meeting or at the next succeeding meeting of the authority, board or committee. When a motion to reconsider fails, it cannot be renewed.

IV. PUBLIC PARTICIPATION

A. General

1. Each regular meeting, the agenda will provide for reserved time for public comment. During public comment a member of the public may request permission to speak at the time an agenda item comes before the authority, board or committee.
2. If requested by a member of the authority, board or committee, the Chair will have discretion to allow a member of the audience to speak at times other than reserved time for audience participation.
 - a. No person will speak until recognized for that purpose by the Chair. After such recognition, the person will confine discussion to the question at hand and to its merits, and will not be interrupted except by a point of order or privilege raised by a member of the authority, board or committee. Speakers should address their remarks to the Chair, maintain a courteous tone and avoid interjecting a personal note into debate.

B. Length of Presentation

Any person who addresses the group during the times set for public comment time, will be limited to three minutes in length for the first Public Comment time and three minutes in length for the second Public Comment time, per individual presentation. The Secretary will maintain the official time and notify the speakers when their time is up.

C. Addressing the Authority, Board or Committee

When a person addresses the authority, board or committee, he or she will state his or her name and home address. Remarks should be confined to the question at hand and addressed to the Chair in a courteous tone. No person will have the right to speak more than once on any particular subject until all other persons wishing to be heard on that subject have had the opportunity to speak.

V. MISCELLANEOUS

A. Adoption and Amendment of Rules of Procedure

1. A copy of the Rules adopted will be distributed to each authority, board or committee member.
2. The City Commission may alter or amend its rules at any time, when not in conflict with the City Charter, by a vote of a majority of its members, after notice has been given of the proposed alteration or amendment.

B. Suspension of Rules

These rules may be suspended for a specified portion of a meeting by an affirmative vote of two-thirds of the members present except that members' actions will conform to state statutes and to the Michigan and the United States Constitutions.

C. Committees

1. Standing and special committees
 - a. There will be no standing committees
 - b. The authority, board or committee may create a subcommittee of up to three members to examine a specific subject for a specific period of time.
2. Ad Hoc Committee
Ad Hoc committees may be formed for a specific purpose and for a specific period of time as approved by the group. A broad diversity of experts and/or interests may be represented on an Ad Hoc committee. Only a majority of ad-hoc committee members need to be City residents.

Meeting Minute Template

[Board Name]
Board Minutes

Meeting date: _____, 20__

Call to Order: A regular meeting of the _____ was held in [place, city, state] on [date], 20__. The meeting convened at: 00 A.M/P.M... /P.M on the first day, Chair _____ presiding, _____, Secretary. Members of the Board in attendance were [names]. Members not in attendance were [names].

Approval of Minutes: Minutes of the _____ meeting of the _____ were approved as printed and distributed to the members of the board.

Officers Reports:

Other reports : [committee reports belong here]

Old Business:

Title of Business Discussed

Motion: Moved by [name] and seconded that [state motion].
Motion carried. Motion failed.

New Business:

Title of Business Discussed

Motion: Moved by [name] and seconded that [state motion].
Motion carried. Motion failed.

Announcements:

Adjournment: [Date] and the [place, city, state], were fixed as the time and place of the next regular meeting and the [date] meeting was adjourned at [time].

Respectfully Submitted by

Executive Member's Name
ORGANIZATIONS NAME

Date of Approval

Staff Liaisons

Staff Liaison to a City of Marquette Advisory Board, Commission or Committee

Purpose: Staff Liaisons are typically City of Marquette employees who have significant staff responsibilities that relate to the same work area as the advisory board, commission or committee to which they have been assigned. They do not work "for" or "at the direction of" the group they support. They are professionals who work with their advisory board, commission or committee to develop information and recommendations for City Commission consideration. As the administration's representative, the Staff Liaison provides factual information as needed and clarifies City policy if there is uncertainty on a particular issue. Staff Liaisons do not participate in the deliberations of items before the advisory board, commission or committee. As the facilitator, the Staff Liaison is responsible for ensuring that advisory board, commission or committee members have all the necessary information to allow them to make informed recommendations to the City Commission. The Staff Liaison works with the Chairperson to develop the agenda and packet information. The Staff Liaison is responsible for ensuring compliance with the Open Meetings Act law and the posting of minutes.

Staff Liaison Responsibilities:

- Attend all meetings for the advisory board, commission or committee to which they are assigned. If this is not possible, the staff liaison will organize a replacement.
- Coordinate with the Chair in scheduling and creating an agenda for advisory board, commission or committee meetings. Organize details of meetings such as conference room booking.
- Ensure that meeting notifications and recordkeeping occurs consistent with applicable laws, regulations, and policies including that meeting minutes are up to date with the City Clerk's Office and on the City website within required timelines. Draft minutes are to be emailed to the City Manager's Office staff once prepared. The City Manager's Office staff will provide the draft minutes to the City Manager and City Commission upon receipt. Per City Commission policy, approved minutes will be filed with the City Clerk and be available for public inspection not later than eight business days after the meeting at which the minutes are approved by the public body. The City Clerk's Office will process the approved minutes for posting on the City website.
- Provide regular updates to staff and advisory board, commission or committee members regarding important issues related to the work of the advisory board, commission or committee.
- Serve as a communication link between the advisory board, commission or committee, other City staff and departments, and City Manager, as appropriate.
- Provide professional guidance, issue analysis and recommendations.
- Make sure the intent of the advisory board, commission or committee is not lost after a decision/recommendation, and that it is conveyed through the City Manager to the City Commission in a timely manner.
- Assist the advisory board, commission or committee in staying on track and focused.
- Present advisory board, commission or committee recommendations to City Commission, if requested to do so by City Manager.
- Maintain a positive working relationship with the Chair and members.

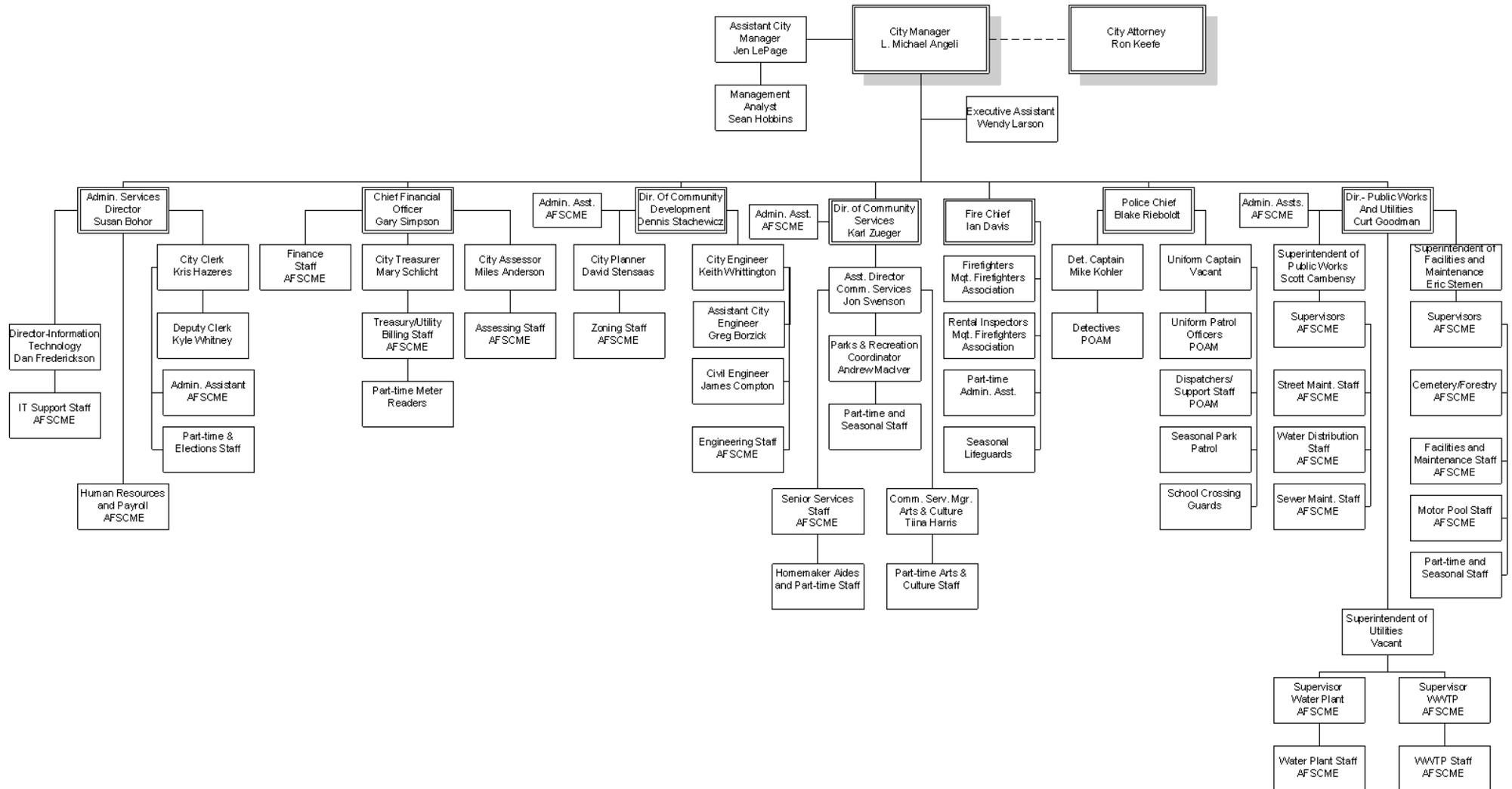
Requirements/Qualifications:

- Strong communication skills.
- Knowledge of Robert's Rules/Commission Rules of Procedure.
- Knowledge of federal and state laws affecting advisory boards, commissions and committees.
- Knowledge of City of Marquette policies relevant to advisory boards, commissions and committees.
- Commitment: Approximately four hours per week for preparation, meeting and follow-up.

Organizational Chart

City of Marquette

January 1, 2016



Guide to City Departments

City Manager's Office

Ph. 906-228-0435 / Fax 906-228-0429 manager@mqtcty.org

The City Manager is the chief administrator for the City government. The Manager has a variety of duties including administering City departments, enforcing all laws and ordinances adopted by the City Commission, recommending an annual budget, implementing the final budget, and advising the Commission.

The City Manager's Office oversees, administers, and supervises all departments within the City with the exception of the City Attorney

The office sets the City Commission agendas, coordinates all special projects, works with nonprofit and business groups and has general control of all operational, financial, support, and maintenance functions of the City government.

According to City Charter, the City Manager must recommend an annual budget to the City Commission, administer the budget as finally adopted under policies formulated by the City Commission and keep the City Commission fully advised at all times as to the financial condition and needs of the City.

City Attorney's Office

Ph. 906-228-0435 / Fax 906-228-0429

The City Attorney's Office is established by the Marquette City Charter (Chapter 5, Section 6). The City Attorney is appointed by and is directly responsible to the City Commission. He/she serves as the legal adviser and counsel for the City and for all officers and departments in all matters relating to their official duties and performs such other duties as may be imposed by the City Commission, either by ordinance or resolution.

Administrative Services

Human Resources

Ph. 906-228-0480 / Fax 906-228-0429 humanresources@mqtcty.org

The mission of the Human Resources Department is to attract, develop, motivate and retain a diverse and highly qualified workforce. The department is responsible for the recruitment of all full-time and part-time personnel, employee orientation, labor relations, contract administration, payroll, employee policies and all mandatory and fringe benefit programs. In addition to maintaining employee job descriptions, personnel and payroll records, the department administers and enrolls employees in the City's various benefit programs and pension plans.

Human Resources assists in negotiating, interpreting and administering five union contracts, resolving grievances and participating in Act 312 and grievance arbitration.

Human Resources provides counseling and assistance to department heads and employees relevant to personnel issues and coordinates/facilitates training to meet department and City needs.

The department reports and monitors workers' compensation and unemployment compensation claims with third party administrators; ensures compliance with MIOSHA, accident/injury policies and procedures, and collective bargaining agreements; performs liaison duties with workers' compensation clinics for employee injuries, new hire physicals and DOT drug testing program and requirements. HR develops, distributes and monitors City policies such as sexual harassment, EEO, ADA, Family and Medical Leave Act, workplace violence, employee assistance, drug free workplace, employee suggestions, nepotism, etc.

City Clerk

Ph. 906-228-0430 / Fax 906-228-0497 clerk@mqtcty.org

The City Clerk serves as Clerk and official recorder for the City Commission, administers City elections, voter registration and is the chair for the City Elections Board. The City Clerk is the Freedom of Information Act (FOIA) coordinator and licensing authority for the City of Marquette. The City Clerk is the custodian of the City seal and shall affix it to all documents and instruments requiring the seal. The City Clerk certifies, by signature, all ordinances and resolutions enacted or passed by the City Commission. The City Clerk also provides forms for all petitions required to be filed for any purpose by the provisions of the City Charter. The City Clerk is also empowered to administer oaths of office.

The City Clerk is the Clerk of the City Commission, and with the Mayor, signs and attests all ordinances; and keeps a journal of record of the City Commission's proceedings. In addition, the City Clerk performs such other duties as are prescribed by the City Charter, the general laws of the state, or by the City Commission.

Information Technology Services

Ph. 228 0418 Cityhelp@mqtcty.org

The Information Technology (IT) Department researches, supports, and coordinates technological solutions to keep the City's information systems functioning and performing consistently at expected levels. The IT Department is the City's central control center for securing and managing the City's technology and data.

The IT staff provide daily support in the following areas: help desk, hardware and network issues, data and document management, data and voice communications and specialized application software. IT also manages the City's website.

Finance and Accounting

Ph. 906-228-0415 / Fax 906-228-0409 finance@mqtcty.org

Finance is responsible for general accounting, project accounting, fixed asset accounting, accounts payable, investments and cash management, debt management, bid openings, coordination of the budget process, preparation of the annual budget book, coordination and management of the annual audit, preparation of the Comprehensive Annual Financial Report (CAFR) and preparation of other financial reports for submission to various federal, state and local governmental agencies.

Working closely with the City Manager's Office, the Finance Department coordinates preparation of the City budget. Budget requests received from City departments are reviewed and revised. The budget is then prepared in accordance with the City Charter and the State's Uniform Budgeting Act. The budget function includes all the personnel costing, cost allocation, monitoring, amendments, forecasts and various financial reports.

All account records are kept by the Finance Department showing all financial transactions of the City. Reports of the financial transactions and conditions of the City as required by law, ordinance, or resolution are prepared by the Finance Department. The Finance Department also creates the CAFR (Comprehensive Annual Financial Report) and all financial compliance reports for State and Federal purposes.

The Chief Financial Officer is ultimately responsible for the other fiscal related functions such as Treasury and Assessing.

Treasurer

Ph 906-228-0475 / Fax 906-228-0409 treasurer@mqtcty.org

The Treasurer collects all revenues, prepares reports and interfaces data for Finance, and deposits funds accordingly. This office is responsible for billing, collecting and reporting taxes for the City, library, Downtown Development Authority (DDA), Public Schools, Marquette Alger Regional Educational Services Agency (MARESA), Heritage Trail Authority and the county. The Treasurer bills, collects, and reports CFT/IFT taxes, special assessments, and delinquent personal property taxes. In addition, changes in tax rolls are computed in accordance with rulings of the Board of Review, Tax Tribunal, and Principal Residence Exemption Adjustments.

Community Services Department

The City of Marquette Community Services Department is dedicated to enriching a sense of community and superior quality of life through Arts and Culture, Parks and Recreation, and Senior Services.

Arts and Culture

Ph. 906-228-0472 / Fax 906-228-0479 arts@mqtcty.org

The City of Marquette Arts and Culture Division serves to encourage, develop, and facilitate a rich environment of artistic, creative, and cultural activity in Marquette and acts as an umbrella organization for local arts and culture groups. The Arts Center is located in the lower level of the Peter White Public Library. In addition to providing gallery and workshop space, averages 263 visitors per day and provides services to more than 300 local artists and organizations.

The division was organized in 1992 and relocated to the renovated Peter White Public Library in 2000. In addition to being a regional of arts and culture activities, the division provides the following services and programs: workshops, art exhibitions, community art projects, a retail gallery for regional artists, performances events, meeting space for arts organizations, an arts calendar, and coordination of national and local heritage festivals.

Parks and Recreation

Ph. 906-228-0460 / Fax 906-228-0493 parks@mqtcty.org

The Parks and Recreation Department is responsible for all park facilities including the Tourist Park campground, two marinas, Lakeview Arena, and the Presque Isle Park and Pavilion. The department maintains reservations and schedules at the various soccer, softball and baseball fields within the park system.

The Lakeview Arena is home to the Parks and Recreation Department office, the facility houses a variety of recreational activities year round. From September to April the two-ice sheets at Lakeview are available for public and private use. Various uses include: adult and junior hockey programs, figure skating clubs, and public skate for all ages, while also providing skate rental and private ice rental! Lakeview is available April through August as a dry floor venue for many community events and weddings. Home of the Dead River Derby bouts, food shows, car shows, circus performances and race headquarters. The large reception/banquet hall has seating for up to 600 guests for weddings and large community dinners. The Citizen's Forum is also available for rent and is located in the Lakeview Arena. The Forum hosts numerous community meetings, parties and events throughout the year. Wireless internet is provided for facility users convenience.

Senior Center

Ph. 906-228-0456 / Fax 906-225-8569 seniors@mqtcty.org

It shall be the mission of the City of Marquette Senior Center to assist members of the community's older adult population to live in an environment of their choosing with the maximum dignity and independence possible.

The Senior Center offers services and activities to the City's older adult population at its location in the lower level of City Hall. The Senior Center publishes a monthly newsletter which highlights activities and information of interest to seniors. It also offers a wide variety of health, education, nutrition, fitness and recreation programs, as well as the services of state-licensed social workers. Social workers and homemaker assistants also provide services to home-bound residents.

Community Development Department

Engineering

906-228-0440 / Fax 906-228-0445 engineering@mqctcy.org

The Engineering Department issues and monitors work or activities within the public Right-of-Ways (streets or public easements). Right-of-Way permits are required for all utility work, street work, hauling activities, house moving, parades or other activities that impact the street system

Planning

Ph. 906-228-0430 / Fax 906-228-0497 planner@mqctcy.org

The City Planner provides technical assistance and planning information to ensure public and private development will preserve the community's character. The Planning office is responsible for the development of the Community Master Plan and ensuring that proposed developments and improvements are consistent with land use actions outlined in the Community Master Plan. In fulfilling this mission, the Planning Department provides administrative support to the City Commission and various advisory boards, most notably the Planning Commission.

The traditional role of the Planning Department, in the context of municipal government, involves foreseeing the various physical and economic development needs of a community and then providing for those needs through the preparation of various plans and ordinances, which may be considered for approval by elected and appointed officials.

Zoning

Ph. 906-228-0425 / Fax 906-228-0497 zoning@mqctcy.org

The Zoning office reviews zoning applications and plans for residential and commercial property to ensure zoning compliance and enforcement of all zoning ordinances. The office provides assistance to the Planning Commission by analyzing and making recommendations on requests for the rezoning of property, planned unit developments, subdivision plats, and conditional uses. Personnel from this office may also make recommendations to the Board of Zoning Appeals regarding variance requests.

Police Department

Ph. 906-228-0400 / Fax 906-228-0446 Emergency 911 police@mqctcy.org

Marquette enjoys one of the lowest crime rates in the United States, thanks in large part to the City's Police Department. In addition to crime prevention, law enforcement and traffic control, the department offers many other services to the community including bicycle patrol, rescue/dive teams, snowmobile patrol, a school liaison officer, and youth services officer. Through its youth services bureau, the Department offers many preventative and educational programs including bicycle safety, and youth violence prevention. The Department works in partnership with other local law enforcement personnel including the County Sheriff's Department and Northern Michigan University's Department of Public Safety to enhance the safety and protection of area residents.

Fire Department

Fire Hall 1: Ph. 906-228-0410, 723 N. Front St.

Fire Hall 2: Ph. 906-228-0414, 418 S 3rd St

Emergency 911 Fax 906-228-0413 fire@mqtcty.org

The Marquette Fire Department is tasked with safeguarding the lives of the City's inhabitants and visitors. They are an all-risk lifesaving service wholly dedicated to managing and mitigating life, property, and environmental threats. They work to achieve these ends by providing basic life support services to the community, providing all-incident rescue and support, combating fires, developing and delivering creative fire education programs for all age groups, pursuing vigorous enforcement of the building and life safety codes, contributing to the mitigation and restoration of environmental events, engaging in cheerful public service throughout the community and managing the waterfront safety program.

The Marquette City Fire Department, while steeped in tradition, has made great strides to become a progressive and modern life saving organization. The community experiences fewer fire incidents than the State average due to comprehensive Fire Prevention, Code Enforcement, and education programs.

The Fire Department serves the community through its two locations. The main office is housed in Station #1 at 418 South Third Street and Station # 2 is located in the historic fire house at 723 North Front Street. Marquette fire personnel respond to many different types of emergencies and are trained in many different fields of rescue: High Angle Rescue (cliff rescue), Auto Extrication, Hazardous Materials, Confined Space Rescue, Emergency Medical Services (EMT-basic level), Ice and Water Rescue and Terrorist Threat Responses. Marquette Fire has "mutual aid" agreements with the surrounding townships and participates in many community education and safety programs.

In addition to fire prevention, firefighting and emergency rescue, the Marquette City Fire Department also administers the City's Building Inspection Program and is responsible for enforcing the City's rental code ordinance, and the entire beachfront safety program.

In 2012, the City's lifeguards made the transition to operating under the Fire Department. The City's lifeguards are trained by Fire Department personnel following American Red Cross Standards in Waterfront Lifeguarding. Such training includes CPR and AED for the Professional Rescuer.

Public Works and Utilities

Public Works

Ph. 906-228-0444 / Fax 906-228-0445 pubworks@mqtcty.org

The mission of the Public Works Department is to provide, support, maintain and preserve the municipal facilities, infrastructure and services within the City of Marquette. The department accomplishes this mission through the operations and services listed below.

Street Maintenance is responsible for maintaining 18 miles of bike path, 68 miles of sidewalk, 92 miles of street right-of-way and 25 public parking lots. Services include concrete and asphalt patching, sweeping, plowing, ice control, snow removal, right-of-way mowing, pavement marking, and maintenance of thousands of traffic/parking control signs.

Water Distribution is responsible for delivering superior quality drinking water and firefighting supplies through

maintenance of a 99-mile distribution network of water mains using three storage reservoirs, three booster pumping stations, 885 fire hydrants, 25 pressure district control valves and about 5800 metered connections.

Facility Maintenance consists of full-time and seasonal employees who maintain City buildings including City Hall, the Municipal Service Center, the Wastewater Treatment Plant, and the Water Filtration Plant. prepare, groom and maintain eight ball fields, three soccer fields, six outdoor basketball courts, two swimming beaches, two marinas, 12 playgrounds, a skateboard park, the Tourist Park campground, a band shell, five pavilions, two outdoor ice sheets and over six miles of hiking trails.

Sewer Maintenance is responsible for the repair, inspection and preventative maintenance of 88.3 miles of sanitary sewer main, 53 miles of storm water main, 34 run-off detention basins and other control structures. In addition to routine and emergency cleaning, this group is responsible for maintaining the quality of streams and natural water courses through the City by repair and control of erosion and sedimentation on public property.

The City's Forestry Division/Arborist is responsible for an urban forest that consists of over 5,500 street trees and tens of thousands of trees in public parks. In addition to planting trees on public properties, the division is responsible for the removal of dead and diseased trees, pruning of some 500 trees each year and the enforcement of the City's tree ordinance. Marquette's efforts in this area have earned it the National Arbor Day Association's designation as a "Tree City USA" every year since 1981.

The Motor Pool is responsible for the maintenance and repair of 217 pieces of medium to large equipment and 156 pieces of small equipment, attachments and accessories required by various City departments. The division also operates a fuel depot for the City's fleet, the Marquette Housing Commission, the Marquette Area Public Schools and the Alger/Marquette Community Action Board (AMCAB).

The Sexton manages the 113-acre Park Cemetery. The cemetery was established at its present location on Seventh Street in 1858. The cemetery provides perpetual care on a year-round basis. Many of Marquette's founding families and early pioneers are buried here

The Public Works Department offers several solid waste collection and drop off services to City residents using contracted and in-house services. The City strives to provide many disposal options for its residents while promoting reduce, reuse, recycle options.

Marquette Area Wastewater Treatment Facility

Ph. 906-228-0485 / 906-228-0486 wastewater@mqtcty.org

The Marquette Area Wastewater Treatment Facility, located on U.S. 41 South, is committed to being a leader in effective waste management, protecting public health and preserving natural resources.

The Wastewater Treatment Facility treats an average of 3.2 million gallons of waste per day and operates over 9 Lift Stations within the City limits. The facility has won several awards from the Environmental Protection Agency (EPA) for its excellence in operations.

Water Filtration Plant

Ph. 906-228-0488 / Fax 906-228-0487 water@mqtcty.org

The Water Filtration Plant, located on Lakeshore Boulevard, produces an average of three million gallons of pure Lake Superior water a day in its modern, state-of-the art facilities. The plant has the capacity to produce over seven million gallons of water per day. In addition, the plant's laboratory tests the water in all public swimming pools and hot tubs, including hotels and schools, in addition to ensuring that the water at public beaches is safe for swimming.

City Commission Schedule



**City of Marquette
2016 City Commission Meetings**

Day	Date	Time	Location
Monday	January 11	7:00pm	City Hall, Commission Chambers
Monday	January 25	7:00pm	City Hall, Commission Chambers
Monday	February 8	7:00pm	City Hall, Commission Chambers
Monday	February 29	7:00pm	City Hall, Commission Chambers
Monday	March 14	7:00pm	City Hall, Commission Chambers
Monday	March 28	7:00pm	City Hall, Commission Chambers
Monday	April 11	7:00pm	City Hall, Commission Chambers
Monday	April 25	7:00pm	City Hall, Commission Chambers
Monday	May 9	7:00pm	City Hall, Commission Chambers
Tuesday*	May 31	7:00pm	City Hall, Commission Chambers
Monday	June 13	7:00pm	City Hall, Commission Chambers
Monday	June 27	7:00pm	City Hall, Commission Chambers
Monday	July 11	7:00pm	City Hall, Commission Chambers
Monday	July 25	7:00pm	City Hall, Commission Chambers
Monday	August 8	7:00pm	City Hall, Commission Chambers
Monday	August 29	7:00pm	City Hall, Commission Chambers
Monday	September 12	7:00pm	City Hall, Commission Chambers
Monday	September 26	7:00pm	City Hall, Commission Chambers
Tuesday*	October 11	7:00pm	City Hall, Commission Chambers
Monday	October 31	7:00pm	City Hall, Commission Chambers
Tuesday*	November 14	7:00pm	City Hall, Commission Chambers
Monday	November 28	7:00pm	City Hall, Commission Chambers
Monday	December 12	7:00pm	City Hall, Commission Chambers
Monday**	December 19	7:00pm	City Hall, Commission Chambers

Note: Unless otherwise noted, all meetings take place in the City Commission Chambers of City Hall, 300 West Baraga Avenue, on the second and last Monday of each month. Additional meetings may be called, and changes may be made in accordance with the City Charter. Notices will be posted for such changes in compliance with Public Act 267 of 1976.

*Scheduled for Tuesday instead of Monday due to legal holidays as defined by State Law (MCL 435.101); the City Charter (section 17.8) prohibits holding a meeting on a legal holiday.

**Changed by the City Manager due to conflict with the holiday season.

Ethics and Code of Conduct Ordinance

Preface

Ordinance #610 Ethics and Code of Conduct

The City Charter, adopted by the citizens of the City of Marquette at the November 2012, General Election, requires that the City Commission adopt an Ethics and Code of Conduct Ordinance by which all persons in municipal service (including the Board of Light and Power and employees thereof), shall abide. The ordinance shall encourage such persons to place the public interest above self-interest. The duty of such persons is to:

- (1) Represent the best interests of the City and to serve the City with the highest degree of loyalty.
- (2) Not exploit this position of power in unjust or inappropriate ways.
- (3) Use the position and power of public office or employment for the benefit of the community as a whole.
- (4) Not receive a greater benefit from his or her actions than anyone else in the community.
- (5) Avoid or fully and publicly disclose the existence of a private business relationship between him or her and the City.
- (6) Assure the public that, except for publicly approved pay and related benefits, they receive no benefits or services that are not available to any member of the public.

Preamble

The citizens of Marquette are entitled to have fair, ethical and accountable local government that has earned the public's full confidence for integrity. Furthermore, the effective functioning of democratic government requires that public officials comply with both the letter and spirit of the laws and policies affecting the operations of government; public officials be independent, impartial and fair in their judgment and actions; public office be used for the public good, not for personal gain; and public deliberations and processes be conducted openly, unless legally confidential, in an atmosphere of respect and civility. To this end, the Marquette City Commission adopts this ordinance to assure public confidence in the integrity of local government and its effective and fair operation.

THE CITY OF MARQUETTE ORDAINS:

SECTION 1: SHORT TITLE

This Ordinance shall be known as the Ethics and Code of Conduct Ordinance: Chapter 2 Administration, Article III Officers and Employees, Division 1-Generally; Section 2-60

SECTION 1:2-60 (1) Purpose, Intent and Definition

- a. The purpose of this ordinance is to set forth standards of conduct for officers, employees and members of elected and appointed boards, commissions and committees of the City of Marquette. The ordinance also provides references to certain state statutes that regulate the conduct of officers and employees of local government. The ordinance provides for sanctions for violations of this ordinance.
- b. It is the intent of this ordinance that a public servant, regardless of whether specifically prohibited by this ordinance, shall avoid any action which might result in or create the appearance of:
 - (1) Using public office or employment for private gain;
 - (2) Giving improper preferential treatment to any person or organization;

- (3) Impeding government efficiency or economy;
 - (4) A lack of independence or impartiality of action;
 - (5) Making a government decision outside of official channels;
 - (6) Affecting adversely the confidence of the public in the integrity of the City.
- c. It is not the intent of this ordinance to in any way limit the right or ability of any public servant to exercise his discretion in making legitimate policy decisions which are within his discretion so long as such action does not provide a special benefit to that person, relieve the public servant of a particular duty, or treat that person differently than other similarly situated City residents.
 - d. Severability. If any section, subsection, sentence, clause, phrase, or portion of this ordinance is held by any court of competent jurisdiction to be invalid or unconstitutional, such portion shall be deemed a separate and distinct provision and such holding(s) shall not affect the validity of the remaining portions thereof.

SECTION 1:2-61 Definitions:

- a. “Employee” means a person employed by the City, whether on a full-time or part-time basis.
- b. “Gift” means any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, travel, lodging, and honoraria for speaking engagements related to or attributable to government employment or the official position of an officer or employee.
- c. “Government contract” means a contract in which the City acquires goods or services, or both, from another person or entity, but the term does not include a contract pursuant to which a person serves as an employee or appointed officer of the City.
- d. “Governmental decision” means a determination, action, vote, or disposition upon a motion, proposal, recommendation, resolution, ordinance, or measure on which a vote by members of a legislative or governing body of a public entity is required and by which a public entity formulates or effectuates public policy.
- e. “Officer or Official” means a person who holds office, by election or appointment within the City regardless of whether the officer is compensated for service in his or her official capacity.
- f. “Official action” means a decision, recommendation, approval, disapproval or other action, or failure to act which involves the use of discretionary authority.
- g. “Prohibited source” means any person or entity who:
 - (1) is seeking official action
 - (a) by an officer; or
 - (b) by an employee, or by the officer or another employee directing that employee;
 - (2) does business or seeks to do business
 - (a) with the officer; or
 - (b) with an employee, or with the officer or another employee directing that employee;
 - (3) conducts activities regulated

- (a) by the officer; or
 - (b) by an employee, or by the officer or another employee directing that employee; or
- (4) has interests that may be substantially affected by the performance or non-performance of the official duties of the officer or employee.

SECTION 2:2-62 Standards of Conduct for Elected Officials, Administrative Employees, Appointed Members of Boards, Commissions and Committees

2-62 (1) Gift Ban

- a. Except as permitted by this ordinance, no officer or employee of the City shall intentionally solicit or accept any gift from any prohibited source or which is otherwise prohibited by law or ordinance.
- b. Exceptions. The gift ban is not applicable to the following:
 - (1) Opportunities, benefits and services that are available on the same conditions as for the general public;
 - (2) Anything for which the officer or employee pays the fair market value;
 - (3) Any contribution that is lawfully made under the Campaign Finance Laws of the State of Michigan;
 - (4) A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, half-sister, and including the father, mother, grandfather or grandmother of an individual's spouse and the individual's fiancé or fiancée;
 - (5) Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the recipient and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the recipient shall consider the circumstances under which the gift was offered, such as:
 - (a) the history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals;
 - (b) whether to the actual knowledge of the recipient the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and
 - (c) whether to the actual knowledge of the recipient the individual who gave the gift also at the same time gave the same or similar gifts to other officers or employees.
 - (6) Food or refreshments not exceeding \$100.00 per person in value in a single calendar year, provided that the food or refreshments are:
 - (a) Consumed on the premises from which they were purchased or

prepared; or

(b) Catered. For the purposes of this Section, “catered” means food or refreshments that are purchased ready to consume which are delivered by any means.

(7) Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities (or outside activities that are not connected to the official duties of an officer or employee), if the benefits have not been offered or enhanced because of the official position or employment of the officer or employee, and are customarily provided to others in similar circumstances.

(8) Intra-governmental and inter-governmental gifts. For the purpose of this ordinance, “intra-governmental gift” means any gift given to an officer or employee from another officer or employee of City, and “inter-governmental gift” means any gift given to an officer or employee by an officer or employee of another governmental entity.

(9) Bequests, inheritances, and other transfers at death.

(10) Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$50.00.

c. Each of the exceptions listed in this Section is mutually exclusive and independent of every other.

SECTION 2:2-63 Disposition of Gifts

An officer or employee does not violate this ordinance if he or she promptly takes reasonable action to return a gift from a prohibited source.

SECTION 2:2-64 Confidential Information

A public officer or employee shall not divulge to an unauthorized person, confidential information acquired in the course of employment in advance of the time prescribed by City Commission or the City Manager for its authorized release to the public.

SECTION 2:2-65 Personal Opinion

An officer or employee shall not represent his or her personal opinion as that of the City.

SECTION 2:2-66 Public Resources

An officer or employee shall use personnel resources, property, and funds under the officer's or employee's official care and control judiciously and solely in accordance with prescribed constitutional, statutory, and regulatory procedures and not for personal gain or benefit.

SECTION 2:2-67 Personal Profit

A public officer or employee shall not engage in a business transaction in which the public officer or employee may profit from his or her official position or authority or benefit financially from confidential information which the public officer or employee has obtained or may obtain by reason of that position or authority.

SECTION 2:2-68 Incompatibility and Conflicts of Interest

Except as otherwise provided in Michigan Constitution 1963, statute, or in this ordinance, an officer or employee shall not engage in or accept employment or render services for a private or public interest when that employment or service is incompatible or in conflict with the discharge of the officer or employee's official duties or when that employment may tend to impair his or her independence of judgment or action in the performance of official duties.

SECTION 2:2-69 Personal and Financial Interests

Except as provided in this ordinance, an officer or employee shall not participate in the negotiation or execution of contracts, making of loans, granting of subsidies, fixing of rates, issuance of permits or certificates, or other regulation or supervision relating to a business entity in which the officer or employee has a financial or personal interest.

SECTION 2:2-70 State Conflict of Interest Act, Validity of Contracts, and Voting on, Making, or Participating in Governmental Decisions

- a. This ordinance shall not in any manner vary or change the requirements of 1968 PA 317 (MCL 15.321 to 15.330) which governs the solicitation by and participation in government contracts by officers and employees of the City and preempts all local regulation of such conduct.
- b. A contract in respect to which a public officer or employee acts in violation of this ordinance shall not be considered to be void or voidable unless the contract is a violation of a state statute which specifically provides for a specific remedy.
- c. Subject to the provisions of this ordinance, an officer shall be permitted to vote on, make, or participate in making a governmental decision if all of the following occur:
 - (1) The requisite quorum necessary for official action on the governmental decision by the City to which the officer has been elected or appointed is not available because the participation of the officer in the official action would otherwise violate this ordinance;
 - (2) The officer is not paid for working more than 25 hours per week for the City;
 - (3) The officer promptly discloses any personal, contractual, financial, business, or employment interest he or she may have in the governmental decision and the disclosure is made part of the public record of the official action on the governmental decision.
- d. If a governmental decision involves the awarding of a contract, a public officer shall be permitted to vote on, make, or participate in making the governmental decision if all of the following occur:
 - (1) All of the conditions of subsection (3) are fulfilled;
 - (2) The public officer will directly benefit from the contract in an amount less than \$250.00 or less than 5% of the public cost of the contract, whichever is less;
 - (3) The public officer files a sworn affidavit containing the information described in subdivision (b) with the City of Marquette making the governmental decision;

- (4) The affidavit required by subsection (3) is made a part of the public record of the official action on the governmental decision.

SECTION 2:2-71 Political Activities of Public Employee or Public Officer

- a. Employees of local units of government running for office, political campaigning by employees, and limitations on officers and employees seeking support from other employees for those campaigning for public office and for or against ballot proposals are regulated by the Political Activities by Public Employees Act, MCL 15.401 et seq. Complaints may be filed with the Michigan Department of Energy, Labor and Economic Growth. Violation of the provisions of this Act by employees and appointed officers are subject to appropriate disciplinary action, up to and including termination by the appointing authority. Violations of the ordinance are also subject to the sanctions listed in this ordinance.
- b. Michigan Campaign Finance Act (MCL 169.201 et seq.). Complaints regarding compliance with this Act may be filed with the Michigan Department of State.

SECTION 2:2-72 Representation Before Governmental Body

An official or employee of the City shall not represent any other person in any matter that the person has before the City when the officer or employee appoints or otherwise supervises the board, commission, officer or employee responsible for handling the matter.

SECTION 2:2-73 Transactional Disclosure

Whenever an officer or employee is required to recuse himself or herself under this chapter of this ordinance, he or she:

- (1) Shall immediately refrain from participating further in the matter;
- (2) Shall promptly inform his or her superior, if any.

SECTION 2:2-74 Sanctions

- a. Sanctions shall not be construed to diminish or impair the rights of an officer or employee under any collective bargaining agreement nor the City's obligation to comply with such collective bargaining agreements.
- b. State statutes cited in this ordinance contain criminal penalties and civil remedies that apply, as provided in those statutes, to the conduct regulated by those statutes.
- c. In addition to any other penalty, whether criminal or civil, an employee or officer who intentionally violates this ordinance may be subject to disciplinary action including censure, reprimand, removal, dismissal or discharge, provided, however, elected officials may be removed from office by the governor in the manner and for the causes provided for by law.
- d. In addition, the City Commission may adopt guidelines for the Commission in their Rules of Procedure.

SECTION 3: EFFECTIVE DATE

This ordinance shall become effective 10 days after adoption but not before publication.

Robert's Rules of Order Cheat Sheet

Roberts Rules of Order Cheat Sheet

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Adjourn	"I move that we adjourn"	No	Yes	No	No	Majority
Recess	"I move that we recess until..."	No	Yes	No	Yes	Majority
Complain about noise, room temp., etc.	"Point of privilege"	Yes	No	No	No	Chair Decides
Suspend further consideration of something	"I move that we table it"	No	Yes	No	No	Majority
End debate	"I move the previous question"	No	Yes	No	No	2/3
Postpone consideration of something	"I move we postpone this matter until..."	No	Yes	Yes	Yes	Majority
Amend a motion	"I move that this motion be amended by..."	No	Yes	Yes	Yes	Majority
Introduce business (a primary motion)	"I move that..."	No	Yes	Yes	Yes	Majority

The above listed motions and points are listed in established order of precedence. When any one of them is pending, you may not introduce another that is listed below, but you may introduce another that is listed above it.

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Object to procedure or personal affront	"Point of order"	Yes	No	No	No	Chair decides
Request information	"Point of information"	Yes	No	No	No	None
Ask for vote by actual count to verify voice vote	"I call for a division of the house"	Must be done before new motion	No	No	No	None unless someone objects
Object to considering some undiplomatic or improper matter	"I object to consideration of this question"	Yes	No	No	No	2/3
Take up matter previously tabled	"I move we take from the table..."	Yes	Yes	No	No	Majority
Reconsider something already disposed of	"I move we now (or later) reconsider our action relative to..."	Yes	Yes	Only if original motion was debatable	No	Majority
Consider something out of its scheduled order	"I move we suspend the rules and consider..."	No	Yes	No	No	2/3
Vote on a ruling by the Chair	"I appeal the Chair's decision"	Yes	Yes	Yes	No	Majority

The motions, points and proposals listed above have no established order of preference; any of them may be introduced at any time except when meeting is considering one of the top three matters listed from the first chart (Motion to Adjourn, Recess or Point of Privilege).

Procedure for Handling a Main Motion

NOTE: Nothing goes to discussion without a motion being on the floor.

Obtaining and assigning the floor

A member raises hand when no one else has the floor

- The chair recognizes the member by name

How the Motion is Brought Before the Assembly

- The member makes the motion: *I move that (or "to") ..* and resumes his seat.
- Another member seconds the motion: *I second the motion* or *I second it* or *second*.
- The chair states the motion: *It is moved and seconded that .. Are you ready for the question?*

Consideration of the Motion

1. Members can debate the motion.
2. Before speaking in debate, members obtain the floor.
3. The maker of the motion has first right to the floor if he claims it properly
4. Debate must be confined to the merits of the motion.
5. Debate can be closed only by order of the assembly (2/3 vote) or by the chair if no one seeks the floor for further debate.

The chair puts the motion to a vote

1. The chair asks: *Are you ready for the question?* If no one rises to claim the floor, the chair proceeds to take the vote.
2. The chair says: *The question is on the adoption of the motion that .. As many as are in favor, say 'Aye'. (Pause for response.) Those opposed, say 'Nay'. (Pause for response.) Those abstained please say 'Aye'.*

The chair announces the result of the vote.

1. *The ayes have it, the motion carries, and ..* (indicating the effect of the vote) or
2. *The nays have it and the motion fails*

When Debating Your Motions

1. Listen to the other side
2. Focus on issues, not personalities
3. Avoid questioning motives
4. Be polite

How to Accomplish What You Want to Do In Meetings

Main Motion

You want to propose a new idea or action for the group.

- After recognition, make a main motion.
- Member: "Madame Chairman, I move that _____."

Amending a Motion

You want to change some of the wording that is being discussed.

- After recognition, "Madame Chairman, I move that the motion be amended by adding the following words _____."
- After recognition, "Madame Chairman, I move that the motion be amended by striking out the following words _____."
- After recognition, "Madame Chairman, I move that the motion be amended by striking out the following words, ____, and adding in their place the following words _____."

Refer to a Committee

You feel that an idea or proposal being discussed needs more study and investigation.

- After recognition, "Madame Chairman, I move that the question be referred to a committee made up of members Smith, Jones and Brown."

Postpone Definitely

You want the membership to have more time to consider the question under discussion and you want to postpone it to a definite time or day, and have it come up for further consideration.

- After recognition, "Madame Chairman, I move to postpone the question until _____."

Previous Question

You think discussion has gone on for too long and you want to stop discussion and vote.

- After recognition, "Madam President, I move the previous question."

Limit Debate

You think discussion is getting long, but you want to give a reasonable length of time for consideration of the question.

- After recognition, "Madam President, I move to limit discussion to two minutes per speaker."

Postpone Indefinitely

You want to kill a motion that is being discussed.

- After recognition, "Madam Moderator, I move to postpone the question indefinitely."

Postpone Indefinitely

You are against a motion just proposed and want to learn who is for and who is against the motion.

- After recognition, "Madame President, I move to postpone the motion indefinitely."

Recess

You want to take a break for a while.

- After recognition, "Madame Moderator, I move to recess for ten minutes."

Adjournment

You want the meeting to end.

- After recognition, "Madame Chairman, I move to adjourn."

Permission to Withdraw a Motion

You have made a motion and after discussion, are sorry you made it.

- After recognition, "Madam President, I ask permission to withdraw my motion."

Call for Orders of the Day

At the beginning of the meeting, the agenda was adopted. The chairman is not following the order of the approved agenda.

- Without recognition, "Call for orders of the day."

Suspending the Rules

The agenda has been approved and as the meeting progressed, it became obvious that an item you are interested in will not come up before adjournment.

- After recognition, "Madam Chairman, I move to suspend the rules and move item 5 to position 2."

Point of Personal Privilege

The noise outside the meeting has become so great that you are having trouble hearing.

- Without recognition, "Point of personal privilege."
- Chairman: "State your point."
- Member: "There is too much noise, I can't hear."

Committee of the Whole

You are going to propose a question that is likely to be controversial and you feel that some of the members will try to kill it by various maneuvers. Also you want to keep out visitors and the press.

- After recognition, "Madame Chairman, I move that we go into a committee of the whole."

Point of Order

It is obvious that the meeting is not following proper rules.

- Without recognition, "I rise to a point of order," or "Point of order."

Point of Information

You are wondering about some of the facts under discussion, such as the balance in the treasury when expenditures are being discussed.

- Without recognition, "Point of information."

Point of Parliamentary Inquiry

You are confused about some of the parliamentary rules.

- Without recognition, "Point of parliamentary inquiry."

Appeal from the Decision of the Chair

Without recognition, "I appeal from the decision of the chair."

Rule Classification and Requirements

Class of Rule	Requirements to Adopt	Requirements to Suspend
Charter	Adopted by majority vote or as proved by law or governing authority	Cannot be suspended
Bylaws	Adopted by membership	Cannot be suspended
Special Rules of Order	Previous notice and 2/3 vote, or a majority of entire membership	2/3 Vote
Standing Rules	Majority vote	Can be suspended for session by majority vote during a meeting
Modified Roberts Rules of Order	Adopted in bylaws	2/3 vote

*MML Open Meetings Act
One-Pager*

Definitions

Public Body	Any state or local legislative or governing body, including a board, commission, committee, subcommittee, authority or council, empowered to exercise governmental or proprietary authority or function.
Meeting	The convening of a public body at which a quorum is present for the purpose of deliberating toward or rendering a decision on a public policy
Closed Session	A meeting or part of a meeting of a public body which is closed to the public.
Decision	A determination, action or vote on a motion, proposal, recommendation, resolution or ordinance, on which a vote by members of a public body is required and by which a public body effectuates or formulates public policy.
Person	An individual, corporation, partnership, organization or association. This does not include an individual serving a sentence of imprisonment in a state or county correctional facility in this state or any other state, or in a federal correctional facility.

Requirements for Meetings

- All meetings of a public body shall be open to the public and shall be held in a place available to the general public. A person may tape record, video tape, broadcast live, and telecast live the proceedings. A public body may establish reasonable rules and regulations in order to minimize the possibility of disrupting the meeting.
- All decisions of a public body shall be made at a meeting open to the public.
- All deliberations of a public body constituting a quorum of its members shall take place at a meeting open to the public, except for closed sessions.
- A person shall be permitted to address a meeting of the public body under rules established by a public body; a person shall not be excluded from a public meeting except for breach of the peace at the meeting.
- The Act does not apply to a meeting which is a social or chance gathering or conference not designed to avoid the Act.
- Notice of regular meetings shall be posted within ten days after the first meeting in each calendar or fiscal year.
- Notice of special meetings shall be posted at least 18 hours before the meeting. (Special requirements for notice of zoning and budget committee meetings may also apply.)
- Minutes must be taken