

**AGENDA
ROYAL OAK CITY COMMISSION
May 12, 2010**

6:00 PM

SPECIAL BUDGET MEETING

1. Call to Order
2. Public Comment
3. Mayor/City Commission
4. City Manager
5. City Clerk
6. City Attorney
7. Human Resources
8. Planning
9. Engineering
10. Capital Projects
11. Treasury
12. Assessing
13. Finance
14. Information Systems
15. Ordinance Enforcement
16. State Construction Code
17. Adjourn

ROYAL OAK CITY COMMISSION MEETING RULES OF PROCEDURE
OFFICIALLY ADOPTED BY THE ROYAL OAK CITY COMMISSION ON DECEMBER 7, 2009

INTRODUCTION:

It is the purpose of these procedures to encourage public participation in an orderly manner, which gives everyone a reasonable opportunity to present his or her point of view for consideration of the City Commission. The public is invited to speak on issues before the City Commission during public hearings and during general audience participation. Items on the agenda or other topics can be discussed during general audience participation.

Individuals may request that an item be placed on the City Commission agenda by submitting the request in writing to the City Clerk who will forward the request to the Mayor and City Commission for consideration. Individuals may also request that an item be placed on the agenda by contacting a member of the City Commission or by speaking to the item during public comment at a regular City Commission meeting.

If your presentation concerns a specific complaint or suggestion, you may find it more convenient and may receive faster service if you call the appropriate City department during regular business hours. If you have contacted the department and for some reason results were not satisfactory, please call the head of the department or the City Manager's office.

A time limit is established to be sure that everyone has an opportunity to speak and that presentations do not become repetitious. While the City Commission wishes to give everyone an opportunity to express his or her point of view, it is not necessary nor advisable for every member of a group to address the City Commission. In those cases where a group is in attendance, it is suggested that one or two spokespersons be selected. The City Commission attempts to make informed decisions based on all the information available rather than simply on the number of people who offer the same information or arguments.

RULES OF PROCEDURE

1. An individual shall not address the City Commission without first having been recognized by the Mayor.
2. Upon being recognized, the individual should proceed to the front of the room to use the microphone and state his or her full name (providing an accurate spelling), residential address, and the topic to be discussed.
3. Speakers shall be limited to a presentation of five minutes unless such period of time is extended by a vote of the City Commission.
4. An individual will not be given an opportunity to speak a second time on the same issue until all others wishing to make a presentation on the subject have had an opportunity to do so.
5. When a person(s) becomes unruly, the Mayor may declare said person(s) in the audience to be out of order and if necessary may rule that the individual(s) has forfeited the opportunity to speak further. A person(s) may be excluded from the meeting for breach of the Peace committed at the meeting. Clapping and cheering are inappropriate.
6. These rules of procedure are intended to supplement Robert's Rules of Order, which have been adopted by the City Commission. Where inconsistencies or conflict may exist between these rules and Robert's Rules of Order, these rules shall prevail.