



**City Hall  
118 Orchard Street  
Morenci, MI 49256  
(517) 458-6828**

## **City of Morenci Council Rules of Procedure**

### **Sec 1: Regular Meetings**

1. **Date & Time.** Regular meetings of the City Council shall be held on the second and fourth Monday of each month beginning at 7:30 p.m., local prevailing time, in the City Hall Council Chambers, Morenci, Michigan, unless special circumstances, e.g. holidays, closing of City Hall, etc., warrant otherwise.

In accordance with Section 26 of the City of Morenci Charter, a regular meeting of the City Council shall occur the Monday following a regular City election at 7:30 p.m. eastern standard time.

2. **Governance.** All meetings shall be governed by and subject to all applicable provisions of the City of Morenci Charter and relevant Michigan State Statutes, including, but not limited to Michigan's Open Meeting Act, MCL 15.261 et seq.; MSA 4.1800 (1) et seq.
3. **Quorum.** In accordance with Section 27 of the City of Morenci Charter, four Council members shall constitute a quorum to conduct municipal business. A majority of the quorum may take action on behalf of the City; except as provided by the City of Morenci Charter. A majority vote of the membership of the City Council (four votes) is specifically required for the appointment of the Mayor, Mayor Pro-Tem and members of the City Council (to fill a vacancy): as well as to adopt ordinances.
4. **Agenda.** The City Administrator / Clerk shall prepare agendas for City Council meetings which, shall be made available and delivered to the City Council, per the individual Council members preference, via email, delivery, or mailed on the Friday preceding the City Council meeting. If the Friday is a holiday, the agenda shall be transmitted to the City Council on the last regular work day of the week preceding the City Council meeting. All items which members of the public or the City Council desire to have on a City Council agenda must be received by the City Administrator / Clerk not later than two full business days prior to the time that the agenda is transmitted to the City Council. Except for holidays, the deadline for submission of agenda items to the City Administrator / Clerk is 5:00 p.m. on the Tuesday preceding the City Council meeting. Submissions after the deadline will be processed during the "Approval or Amendment to Agenda" portion of the meeting.

- a. The following shall be the format of the agenda for Council meetings:
- Call to Order
  - Pledge of Allegiance
  - Roll Call
  - Approval or Amendment to Agenda
  - Public Comment Regarding Agenda Items
  - Consent Agenda & Communications
  - Mayor's Report
  - City Administrator/Clerk's Report
  - Public Hearing(s), if any
  - Public Safety Committee
  - Public works Committee
  - Finance, Legal, ADM Personnel & Economic Development Committee
  - Additional Council Business
  - Staff Comment
  - General Public Comment
  - Next Regular Morenci City Council Meeting Announcement
  - Adjourn
- b. Prior to approval of the Consent Agenda, any member of the City Council may have an item from the Consent Agenda removed and taken up during the regular portion of the meeting. The Consent Agenda's purpose is for routine agenda-items that do not generally require debate.
- c. Agenda Addendum. The City Council shall not act on items submitted late or items raised at the Council meeting without first amending the agenda to add the item for consideration. Late items submitted for City Council consideration shall be added to the agenda only on an affirmative vote of a majority of the City Council present at the meeting.
5. **Voting.** In accordance with Section 27 of the City of Morenci Charter, all voting shall be by roll call, and each Council member is required to vote on each item before the City Council unless excused by the unanimous consent of the remaining members present. In the event of a conflict of interest, the member shall identify that conflict when the matter comes before the City Council and shall refrain from participating in the discussion and debate regarding the matter

and shall not vote on the question. At the discretion of the Mayor or Mayor Pro-Tem, the member may be requested to vacate his/her seat during the discussion and voting on the question.

6. **Secretary.** In accordance with Section 27 of the City of Morenci Charter, the City Administrator / Clerk shall act as the Secretary for the City Council. With the exception of Closed Sessions, all meetings of the City Council shall be recorded through the use of minute taking and shall be the responsibility of the City Administrator / Clerk. These minutes shall be published to the city website within 1 week of the meeting.
7. **City Administrator / Clerk Role.** In accordance with Section 30 of the City of Morenci Charter, the City Administrator / Clerk shall have a seat at all City Council meetings. The City Administrator / Clerk may take part in all proceedings and, upon receiving expressed permission from the Chairperson, take part in deliberations, but without the right to vote.
8. **City Superintendent.** In accordance with Section 15 of the City of Morenci Charter, the City Superintendent shall attend all meetings of the council, unless excused by council, and have the same right to speak as any member of council, but without the right to vote.
9. **Role of the Chair.** In accordance with Section 12 of the City of Morenci Charter, the presiding officer of the Council (Mayor, Mayor Pro-Tem or temporary Chair) may make nominations, debate from the Chair, and have a vote as any other Council member, subject only to such limitations as are by the rules imposed on all members.
10. **Chair Absence.** In accordance with Section 12 of the City of Morenci Charter, in the case of the absence of the Mayor and the Mayor Pro-Tem, the City Administrator / Clerk shall call the City Council to order and call the roll of the members. If a quorum is present, the City Council shall nominate and elect by a majority vote of those present, a Chair of the meeting to act in the absence of the Mayor or Mayor Pro-Tem.
11. **Parliamentary Procedure.** The most recent edition of Roberts Rules of Order are adopted as the Council Guidelines of parliamentary procedure for City Council so that meetings are orderly and address the matters before City Council. Specific Council Guidelines shall take precedence over Roberts Rules of Order. Matters of parliamentary procedure not specifically addressed in Council Guidelines, shall generally follow Roberts Rules of Order. The purpose of Roberts Rules of Order is to provide an organized and orderly procedure for addressing business before Council, without elevating form over substance in the conduct of Council meetings.
  - a. Precedence of Motions. When a main motion is before the Council, other motions may not be entertained except to:
    - Adjourn
    - Recess
    - Table
    - Refer to a committee, or
    - Amend.

These motions have precedence in the order indicated. Once made and seconded, each

motion shall be put to a vote without debate; except that a motion to amend is debatable. The presiding officer shall not move or second a motion.

- b. When a motion is made and seconded, it shall be restated by the presiding officer before debate. Any member may demand that it be put in writing. A motion may be withdrawn at the request of the mover with the consent of the second in which event the motion shall not be recorded in the minutes and shall not be subject to further action.
- c. In all roll call votes, the names of the members of Council shall be called in order determined by random draw of numbers preceding each meeting, with the Mayor as the default last vote called. After initial roll call using random number draw sequence, the City Administrator / Clerk will call names in each subsequent roll call vote rotating through random order of draw. Example: Initial Roll Call 1,2,3,4,5,6,7 – Next Roll Call Vote 2,3,4,5,6,7,1 Next Roll Call Vote-3,4,5,6,7,1,2 etc... In all cases where a vote is taken, the City Administrator / Clerk shall declare the result.
- d. After a decision on any ordinance, resolution or motion, any member who voted with the majority may move for a reconsideration of the action on the same or the next succeeding meeting; provided however, that a motion for reconsideration is out of order if the action earlier authorized has been implemented or partially implemented. A motion for reconsideration does not require a second. If approved by council, the effect is to place the original action before the Council for further consideration, not to overrule the original decision.
- e. A point of order, parliamentary inquiry, personal privilege and similar actions do not require a second and are subject to a ruling by the presiding officer which may be appealed to the Council.

## **Sec 2: Decorum and Order**

1. **Presiding Officer Authority.** The presiding officer shall maintain decorum and decide all questions of order, subject to appeal to the City Council. The Chief of Police or his designated officer of choice shall serve as the Sergeant at Arms and shall act at the direction of the presiding officer.
2. **Decorum During Council Meetings.** During Council meetings, Council members shall preserve order and decorum and shall neither by conversation or otherwise, delay or interrupt the proceedings nor refuse to obey the orders of the presiding officer or the rules of the City Council. Every Council member desiring to speak shall address the Chair and upon recognition, shall confine themselves to the question under debate and shall avoid all uncivil tones, personal attacks and inflammatory language.

Council members may address questions to the administrative staff in attendance at City Council meetings; however, the City Administrator / Clerk may ask permission of the presiding officer to intervene and answer the inquiry on behalf of the administrative staff; or designate some other member of the staff for that purpose.

A Council member once recognized shall not be interrupted while speaking unless called to order by the presiding officer, unless a point of order is raised by another Council member or unless the speaker chooses to yield to questions from another Council member. If the presiding

officer fails to maintain order and decorum, any Council member may move to require enforcement of these Council Rules of Procedure and an affirmative vote by the majority of the City Council shall require the presiding officer to act.

3. **Obligations of Public.** Public members attending City Council meetings shall observe the same rules of propriety, decorum and good conduct applicable to members of the City Council. Any person making personal, impertinent and slanderous remarks or who becomes boisterous while addressing the City Council or while attending a City Council meeting shall be removed from the meeting if so directed by the presiding officer. In case the presiding officer shall fail to act, any member of the City Council may move to require them to act to enforce the rules, and the affirmative vote of the majority of the City Council shall require the presiding officer to act.

### **Sec 3: Citizen Participation**

1. **Limitation on Public Comment.** All individuals wishing to speak before the City Council shall move to the designated area to be recognized by the Chair. The public member must state their name and home address to be recognized by the Chair. The public member will be limited in length to five minutes per individual presentation. The City Administrator / Clerk will maintain the official time. Additional time may be granted by a majority vote of the Council members present.
2. **Recognition of Public at Other Times.** Upon the request of a member of the City Council, the Chair may recognize a member of the audience who shall be permitted to address the Council at a time other than that designated on the agenda for audience participation; however, all other rules as provided herein shall apply. The person recognized shall only address the agenda item being considered.
3. **Limitation on Public Comment During Public Hearings.** All individuals wishing to speak before the City Council shall be limited to five minutes. The City Administrator / Clerk shall maintain the official time. Additional time may not be granted. When there are numerous individuals desiring to express unanimous support or opposition, the Chair may ask that a spokesperson be designated to address the City Council on behalf of the whole.

### **Sec 4: Special Meetings**

1. **Calling Special Meetings.** In accordance with Section 26 of the City of Morenci Charter, the Mayor or any three Council members on reasonable notice may call special meetings. The reasonable notice requirement shall be met if notice of the meeting is at least 36 hours prior to the date and time of the meeting; or if notice is personally delivered to the residence of each member of the City Council at least 18 hours prior to the meeting. City officials and representatives of the local media shall be likewise informed and the notice shall be publicly posted at City Hall.
2. **Emergency Sessions.** An emergency session may be held in accordance with the Open Meetings Act of 1978.

### **Sec 5: Council Committee of the Wholes**

1. **Committee of the Whole.** The City Council may regularly meet as a Council Committee of the Whole. The Mayor or City Council may cancel Council Committee of the Wholes, as they shall deem appropriate. The Mayor or three Council members may, following reasonable notice, call

the City Council together for a Council Committee of the Whole at any time. Council Committee of the Wholes shall be devoted exclusively to the exchange of information relating to municipal affairs.

2. **Rules Application to Committee Meetings.** Rules of decorum and order and these Council Rules of Procedure shall apply to Council Committees of the Whole as well as regular meetings. However, no votes shall be taken on any matters under discussion nor shall any Council member enter into a formal commitment with another member regarding a vote to be taken subsequently at a public meeting of the City Council; provided however that nothing herein shall prevent Council members from expressing opinions and indicating probable votes as a result of the discussion.

#### **Sec 6: Executive Session**

Executive sessions shall only be called in accordance with the provisions of the Open Meetings Act.

#### **Sec 7: Organizational Meeting**

1. **First Meeting Following Election of Mayor.** At the first City Council meeting following the election of Mayor, the City Administrator / Clerk shall act as temporary Chair until the Mayor has been sworn into office. After swearing into office the Mayor shall assume the duties of office. The City Council shall then elect a Mayor Pro-Tem by majority vote of its members.
2. **First Meeting Following Election of Council members.** At the first City Council meeting following the election of Council members, elected members shall be sworn into office and assume their duties of office. The City Council shall then elect a Mayor Pro-Tem by majority vote of its members.

#### **Sec 8. Special Committees**

Special committees for particular purposes may be appointed by the Mayor or by the City Council to investigate and / or make recommendations to the City Administrator / Clerk or City Council. Such committees shall be ad-hoc and serve only until such time their charge has been fulfilled.

#### **Sec 9: Appointments**

1. **Appointments.** All appointments to City boards and commissions shall be made in accordance with appropriate statutes and local ordinance. Except as otherwise provided by ordinance or statute, boards and commissions shall serve at the pleasure of the City Council and report to the City Council. All vacancies shall be advertised in the official publication of the City of Morenci.
2. **Mayoral Appointments.** Subject to Council Approval. All appointments by the Mayor are subject to City Council's approval, unless otherwise specified by statute or ordinance. A majority vote in favor of placement of the nominee is required for appointment.
3. **DDA and Planning Commission.** By ordinance the Mayor is a member of the Downtown Development Authority and the Planning Commission.
4. **Resignation and Vacancies.** In accordance with Section 13 of the City of Morenci Charter, in the event of the resignation of the Mayor or any Council member the vacancy shall be filled by the appointment of the majority of the remaining members of council. This appointment will be valid until the next election cycle when a permanent replacement will be elected.

5. **Appointment to District Library.** The Stair District Library Board of Trustees will have one voting seat for one City Council member. This Council member will be appointed by majority council vote. Should the Council member filling this seat resign or otherwise vacate the City Council seat, the Stair District Library Board of Trustees seat will also be resigned. A new Council member will be appointed to the Stair District Library Board of Trustees by majority vote.

### **Sec 10: Complaints**

The procedure for complaints, questions, comments & concerns shall be:

1. **Filing Complaints.** All complaints will be submitted in writing with a date, time and name of submitter listed on the complaint.
  - All complaints involving municipal policies shall be referred to the City Council for appropriate action and, except in the most unusual cases, such action shall be preceded by a report and recommendation of the City Administrator / Clerk who shall have had ample opportunity and time in which to investigate and render a report.
  - All complaints involving charges of unfair, improper or inadequate hearings before advisory boards and commissions or City Council committees shall be referred immediately to the particular board or commission concerned for a rehearing provided however that such referral shall be accompanied by a written statement from the person complaining of such improper hearing which shall delineate the specific charges in order that the board or commission concerned may be able to take appropriate action.
  - All complaints with the respect to the management of the City shall be referred to the City Administrator / Clerk for necessary or appropriate action. A copy of written complaints will be forwarded to the City Council for information. In the case of those complaints against the management of the City wherein the Council desires further information, then the City Administrator / Clerk when so requested by a majority vote by Council shall be given adequate time in which to make the necessary investigation and report to the City Council.
2. **City Services.** Questions, comments or concerns regarding municipal services shall be conveyed to the City Administrator / Clerk or the appropriate department during regular business hours and shall not be raised by complainant at City Council meetings unless the City Administrator / Clerk or appropriate department has failed to adequately respond to the issue following a reasonable opportunity to address the same.

### **Sec 11: Administration**

1. **Administration of City.** The City Administrator / Clerk is responsible for the administrative affairs of the City including the hiring, discipline and removal of administrative employees, except as otherwise noted in the City of Morenci Charter. Members of the City Council, which includes the Mayor, shall not individually provide direction to city administrative employees nor make inquiry thereof except through the office of the City Administrator / Clerk. City Council retains control of the hiring, discipline, and removal of employees who are Department Heads.
2. **Authority of Council.** This Section in no way limits the City Council from fully and freely discussing its views with the City Administrator / Clerk pertaining to the hiring, discipline or

removal of employees; nor limit the City Council's ability to initiate investigations into municipal affairs.

3. **No Limitation on Right to Request Services.** This Section shall not limit individual Council members' ability to make requests for services from departments, nor convey a request for services to a department by a constituent as would be available to a citizen at large.

#### **Sec 12: Committee Assignments**

1. **Committee Appointments.** The Mayor shall appoint, with City Council approval, 3 Council members to each standing committee and designate the member who is to serve as chair.
2. **Standing Committees.** The City of Morenci Standing Committees are:
  - Finance, Legal, ADM Personnel & Economic Development
  - Public Safety
  - Public Works
3. **Personnel Committee.** The Mayor and 3 chairs of the above standing committees will form the Personnel Committee.
4. **Authority of Committees.**
  - a. Council members responsibilities will be limited to policy and not the administration of a department or appointed organization.
  - b. Committees of the City Council shall be advisory only (unless given specific authority for particular purposes by the City Council) and no committee shall have budget or spending authority to incur costs, expenses, or purchases of any goods or services. Committees may however, make recommendations to the City Council or administrative officers of the City. These recommendations may result in the incurring of costs, expenses, purchases of goods and services, and the budgeting and appropriation of funds by the City Council.
5. **Presence at Meetings.** The City Administrator / Clerk and Department Heads may request the presence of a City Council representative at any meeting they deem necessary. A City Council representative will be requested to attend meetings where other elected governmental representatives are to be present.

#### **Sec 13: City of Morenci Code of Conduct**

1. **Public Relations.**
  - a. The behavior of individual City Council members reflects on the whole of City Council, any inappropriate behavior can damage the relationship the entire elected body has with the electorate.
  - b. Council members shall not debate with a member of the public at City Council meetings.



If a member of the public has a complaint they are to follow the procedures outlined in Sec 10.

- c. If a member of the public engages a Council member outside a meeting, it is expected and encouraged that City Council member will engage the public in discourse to better understand the opinion of the populace, and / or explain the City Council member's position to the public. During these discussions, if a debate arises it is incumbent on the City Council member to maintain a civil tone. If a member of the public resorts to personal attacks, Council members are not to resort in-kind. Instead the Council member will end the debate.
- d. Social networks are a useful tool for communication between friends, family, associates, and people of like interests. Use of a social network or social media site is entirely up to the Council member, but there are guidelines that must be followed.
  - All communication and discourse with the public shall remain civil.
  - Council members cannot post anything that exposes personal information obtained through the City.
  - Council members cannot post anything that pertains to a closed meeting.
  - All rules from Sec 14 regarding correspondence and stating City Council positions applies to comments and posts on any social media site.
  - As a general rule, Council members are advised to remember that once something (photos, information, comments, status updates, etc.) is posted to the internet it is nearly impossible to delete and / or retract it.

## **2. City Council Relations with City Staff.**

- a. Council members shall not debate with staff during a Council meeting. Any concerns by a Council member over the behavior or work of a City employee during a City Council meeting should be directed to the City Administrator / Clerk privately to ensure the concern is resolved.
- b. City staff shall acknowledge the City Council as policy-makers and the City Council shall acknowledge staff as administering the Council's policies.
- c. All requests for information by the City Council or members of the City Council shall be directed to the City Administrator / Clerk who shall transmit them to the appropriate staff person(s) with direction to reply to the City Administrator / Clerk who shall transmit the reply to the City Council
- d. Mail that is addressed to the Mayor and City Council shall be delivered to the City Council and City Administrator / Clerk. If a response is required, the City Administrator / Clerk will respond after notifying & conferring with Council.

- e. Incoming mail shall not be opened when addressed to the Mayor or individual Council members or Staff.
3. **Limitation on Use of City Attorney.** Council members and the Mayor shall not retain the City Attorney or any member of the City Attorney's law firm for legal representation in any personal matter during their tenure on City Council.
  4. **Use of City Letterhead.** Council members may respond on City letterhead to any person or business that has written them a letter as a Council adherent.
    - a. Such correspondence by the Council member shall state the City Council's position, if there is one, on the given issue.
    - b. No Council member will state a position contrary to that of City Council unless the member states the position of City Council first and, then identifies his position as being personal and not that of adopted policy.
    - c. All such correspondence in Sec 13 (4-a & b) shall be copied to the Mayor, City Council, City Administrator / Clerk, and, if involving a City Department, that department's Department Head.
  8. **Email Subject to FOIA.** All email used for City Council communications shall be subject to the Freedom of Information Act (FOIA).

#### **Sec 14: Code of Ethics**

1. **Statutory Obligations.** Council members are subject to the Standards of Conduct for Public Officers and Employees Act 196 of 1973 MCL 15.341 et seq.
2. **Public Trust.** Council members, public officers, members of boards and commissions and employees occupy positions of public trust. All municipal business must be subject to the scrutiny of public opinion both as to the legality and to the propriety of such business.

In addition to matters of financial interest, Council members, public officers, advisory board members and employees shall refrain from making use of special knowledge or information before it is available to the general public and shall refrain from using the public office as a method of directly or indirectly favoring self, friends, customers, clients, family members, business associates or any other special interests. Council members, officers, advisory board members and employees shall at all times be mindful of their responsibility to the entire electorate and shall refrain from actions benefitting special interest groups at the expense of the City as a whole and shall do everything in their power to ensure equal and impartial law enforcement and opportunity without unlawful discrimination.

3. **Nepotism.** Nepotism is prohibited as it applies to relatives of the Mayor, Council, City Administrator / Clerk, and City Superintendent to the second degree of consanguinity including grandparents, sons and daughters, grandsons and granddaughters, siblings, aunts and uncles, nieces and nephews, and first cousins, whether by blood, marriage or law. Applicants who are related by this degree shall not be considered for employment unless the City Administrator / Clerk individually, specifically and in writing determines that the skills, abilities or talents of the applicant are unique and of such a value to the City generally that an exception to the policy is

warranted. The City Administrator / Clerk must seek the concurrence of the entire City Council by unanimous vote at a properly noticed regular or special meeting prior to the hiring of such an applicant.

4. **Pecuniary Interest.** Members of the City Council, officers and employees shall not be a party to a contract involving the City except as provided by law and this Section. Council members who have an interest in a firm (meaning as an officer or employee of a firm including a co-partnership or other unincorporated association or private corporation in which he/she is a stockholder owning more than 1% of the total outstanding stock) which is involved in the supply of routine goods or services to the City handled as administrative purchases not subject to formal Council approval shall at a regular Council Meeting of the City Council advise in writing the Council and administrative staff of that interest in that firm. Thereafter the firm is eligible to supply goods or services in accord with normal municipal purchasing policies.
5. **Highest Ethical Standards.** It is recognized that no ethics clause can adequately address the broad scope of potential conflicts and ethical dilemmas. The City Council, officers and employees must be dedicated to the highest ideals of honor, integrity and fidelity with no color of self-interest in the execution of the public's business.

#### **Sec 15: Misc.**

1. **Absence from Council Meetings.** In accordance with Section 26 of the City Of Morenci Charter, an absence from three consecutive regular meetings shall deem the seat vacated unless the City Council excuses the absence.
2. **Contacting City Attorney.** The Mayor and Mayor ProTem are allowed to contact the city attorney. This type of contact has financial impacts to the city and therefore the City Administrator / Clerk will be notified of the contact occurring so that budgetary considerations are taken into account. The specific details relating to the purpose of the contact may or may not be divulged at that time to the City Administrator / Clerk dependent upon the subject matter. At the appropriate time the City Council will be notified of reason for and results of the contact.

#### **Sec 16: City Council Relationship with City Commissions and Committees, and Council member Representation to Other Agencies and Groups**

1. **Lobbying Committees.** Members of the City Council shall not influence commission or committee recommendations, or 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 City Council. Members of the City Council who influence commission positions on an item may prejudice or hinder their role in reviewing the commission's recommendation as a member of the City Council.
2. **Attending Other Committee Meetings.** Council members are cautioned of attending committee meetings to which you are not a member of such committee. Doing so may be a violation of the Open Meetings Act due to the number of participants in attendance from City Council. Council members are encouraged that should you have concerns or feedback relating to specific committee agenda items that you put in writing your concerns and comments and share them with the Committee chair prior to the actual meeting. This will allow your concerns and feedback to be communicated to the committee while not violating the Open Meetings Act.

- 3. **Representation of City Before Other Agencies.** If a member of the City Council represents the City before another governmental agency or organization, the Council member shall first indicate the opinion of the City Council. Personal opinions and comments may be expressed only if the Council member clarifies that these statements do not represent the position of the City Council.

**Sec 17: Severability, Repealer and Enforcement.**

- 1. **Severability.** Any part of these Guidelines which shall conflict with any state or federal law now or in the future, or the Charter of the City of Morenci, or any ordinance of the City duly adopted now or in the future shall be null and void but only to the extent of the conflict. All other parts shall continue in full force and effect.
- 2. **Repealer.** The text herein shall constitute the entire Council Rules of Procedure. These rules supersede and/or render void any and all prior written and / or oral Council Rules of Procedure relating in any manner whatsoever to the subject matter contained herein.
- 3. **Enforcement.** The presiding officer shall be responsible for enforcing the Council Rules of Procedure contained herein, as well as the Code of Conduct.

**Sec 18: Amendments**

These Guidelines may be amended by the City Council at any regular or special meeting of the City Council, by a majority vote of the members elect.

Adopted: October 12, 2015

Revised:

<u>Signature</u>	<u>Signature</u>
City Administrator / Clerk	Mayor
 Councilor	 Councilor
 Councilor	 Councilor
 Councilor	 Councilor