

**VILLAGE OF WEBBERVILLE
RESOLUTION NO. 2026-14**

**RESOLUTION ADOPTING THE VILLAGE COUNCIL RULES OF PROCEDURE &
GOVERNANCE BYLAWS**

WHEREAS, The Village Council desires to establish formal procedural standards governing the conduct of its meetings and internal operations; and

WHEREAS, Clear procedural rules promote transparency, consistency, public accountability, and compliance with applicable Michigan law; and

WHEREAS, The Village Council is authorized to regulate its internal procedures pursuant to authority granted under Michigan law governing general law villages; General Law Village Act

WHEREAS, The Council recognizes its obligation to conduct meetings in compliance with public meeting requirements; Michigan Open Meetings Act

NOW THEREFORE BE IT RESOLVED THAT:

1. The Village Council hereby adopts the attached document entitled “Village Council Rules of Procedure & Governance Bylaws” as the official procedural governing framework for Council operations.
2. These Rules shall become effective immediately upon adoption unless otherwise specified.
3. The adopted Rules may be amended by majority vote of the Council at a properly noticed public meeting.
4. The Clerk is directed to maintain the adopted Rules as part of the official Village records and to make them publicly accessible.

BE IT FURTHER RESOLVED that the Village Council approves the Village Council Rules of Procedure & Governance Bylaws at a regular meeting held on June 22, 2026.

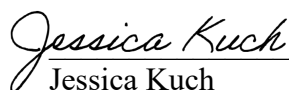
Adopted at a regular meeting of the Village Council on June 22, 2026.

YEAS: Schoenborn, Stanfield, Schulte

NAYS: - 0 -

Absent: McEwan and Walter

I certify that the above is a true and complete copy of Resolution 2026-14 adopted by the Village Council at a meeting held on June 22, 2026.



Jessica Kuch

Village Clerk/Treasurer

VILLAGE OF WEBBERVILLE
COUNCIL RULES OF PROCEDURE & GOVERNANCE BYLAWS
Adopted by Resolution No. 2026- 14 on June 22, 2026

ARTICLE I – AUTHORITY & LEGAL FOUNDATION

Section 1 – Authority

These Rules are adopted pursuant to authority granted under the General Law Village Act, as amended, and applicable Michigan law governing general law villages.

The Village Ordinance Code establishes the structure of the Village Council, defines membership qualifications, sets terms of office, and provides procedures for filling vacancies. These Rules implement and regulate those ordinance provisions for procedural purposes.

Section 2 – Open Meetings Compliance

All meetings shall comply with the Michigan Open Meetings Act.

Meetings shall be:

- Publicly posted
- Open to attendance
- Properly recorded

Closed sessions may only occur under statutory authorization.

Section 3 – Legal Hierarchy

If conflict arises:

1. Federal Law
2. Michigan Constitution
3. Michigan Statutes
4. Village Ordinances
5. Council Resolutions
6. These Rules

Higher authority controls.

Section 4 – Purpose

These Rules establish:

- Transparent governance procedures
- Defined roles and responsibilities
- Consistent meeting standards
- Public participation protections
- Clear voting procedures

They regulate procedure only and do not expand or limit statutory authority.

ARTICLE II – COUNCIL AUTHORITY & LIMITATIONS

Section 1 – Legislative Authority

The Council has authority to:

- Adopt ordinances
- Adopt resolutions
- Approve budgets
- Levy taxes
- Authorize expenditures
- Approve contracts

The Council may delegate administrative tasks but may not delegate core legislative authority unless permitted by law.

Section 2 – No Permanent Binding Effect

No procedural rule adopted under this document shall bind future Councils from amending or repealing it.

ARTICLE III – COUNCIL COMPOSITION & OFFICERS

Section 1 – Composition

Council membership, qualifications, number of seats, and term lengths are established by the General Law Village Act and implemented through the Village Ordinance Code.

The ordinance defines eligibility requirements for office, procedures for appointment or election, and processes for filling vacancies consistent with state law.

A majority of seated members constitutes a quorum.

Section 2 – Annual Organization & Officer Election

At the first regular meeting held in November of each year, the Council shall elect from among its members:

- President Pro Tem

Election shall occur by majority vote.

Officers shall serve for one (1) year or until a successor is elected.

If the Village President position is not vacant and the incumbent continues to serve, the Council may reaffirm the position by motion and majority vote.

Section 3 – Vacancy in the Office of President

If the office of Village President becomes vacant for any reason:

- The vacancy shall be declared at the next regular or special meeting.
- The Council shall elect a new President from among its members by majority vote.

The President Pro Tem does not automatically become President unless formally elected to that office.

Section 4 – Village President Duties

The President shall:

- Preside over meetings
- Maintain order and enforce procedural rules
- Recognize speakers
- Coordinate agenda preparation with administration
- Execute documents authorized by Council

The President retains full voting rights.

Procedural rulings made by the President may be overridden by majority vote of the Council.

Section 5 – President Pro Tem

The President Pro Tem shall:

- Preside over meetings in the absence or temporary incapacity of the President
- Perform duties assigned by the Council

The President Pro Tem does not assume the office of President unless formally elected to that office.

ARTICLE IV – MEETINGS

Section 1 – Regular Meetings

The Council shall establish its regular meeting schedule annually by motion and majority vote.

The approved schedule shall specify:

- Meeting dates for the upcoming year
- Meeting times
- Meeting location

The annual schedule shall be publicly posted in accordance with applicable law.

Regular meetings may be modified during the year by majority vote of the Council at a properly noticed meeting.

At each meeting, the Council shall approve the agenda and the minutes of the prior meeting by motion and majority vote.

No formal vote approving the meeting itself is required beyond standard agenda and procedural approval.

Regular meetings shall comply with public posting requirements under applicable law.

Section 2 – Special Meetings

Special meetings may be called by:

- The President
- A majority of Council members

Business is limited to items included in the meeting notice.

Section 3 – Emergency Meetings

Emergency meetings may occur when immediate action is necessary to protect:

- Public safety
- Public health
- Legal or financial interests of the Village

The basis for emergency action shall be documented in the minutes.

Section 4 – Quorum

A quorum consists of a majority of seated members.

If quorum is lost:

- No votes shall occur
- Meeting shall adjourn or recess

Section 5 – Electronic Participation

Members may participate electronically if:

- Authorized by law
- Real-time communication is available
- Public participation is preserved

Electronic participation counts toward quorum if legally permissible.

Section 6 – Remote & Hybrid Meetings

Remote participation shall comply with statutory requirements and provide public access.

Technical failure does not invalidate actions if quorum remains intact.

ARTICLE V – AGENDA & DOCUMENT CONTROL

Section 1 – Agenda Preparation

The Clerk/Administration prepares the agenda in consultation with the President.

The published agenda constitutes official notice of items for action.

Section 2 – Agenda Amendment

The Council may amend the agenda by majority vote.

Items not published may only be added by majority vote with justification.

Section 3 – Mandatory Publication

All items requiring action must appear on the agenda unless added properly during meeting.

Failure to properly publish may delay or invalidate action.

Section 4 – Consent Agenda

Routine items may be combined into a consent agenda including:

- Minutes
- Bill payments
- Routine approvals

Any member may remove an item for separate discussion.

Section 5 – Record Authentication

Official records include:

- Minutes
- Ordinances
- Resolutions
- Recorded votes

Minutes shall be certified by the Clerk.

Certified minutes constitute official record of action.

Section 6 – Digital Records

Electronic recordkeeping is authorized.

Records shall be backed up and protected from unauthorized alteration.

ARTICLE VI – VOTING

Section 1 – Voting Requirements

Actions require:

- Quorum
- Majority vote unless otherwise required by law

Section 2 – Roll Call Votes

Roll call votes shall be recorded for:

- Ordinances
- Budget adoption
- Tax levies
- Contract approvals
- Upon request

Individual votes shall be reflected in minutes.

Section 3 – Conflict of Interest

Members must disclose conflicts.

If a conflict exists:

- Member shall abstain

- Member shall not participate in discussion if required by law
Disclosure shall be recorded.

ARTICLE VII – COMMITTEES

Section 1 – Creation

Committees may be created by resolution.

Scope shall be defined at creation.

Section 2 – Authority

Committees serve in an advisory capacity unless expressly delegated authority by ordinance.

Committees may not exercise independent legislative authority.

Section 3 – Reporting

Committees shall:

- Maintain minutes
- Keep attendance records
- Submit written recommendations to Council

ARTICLE VIII – ENFORCEMENT & PROCEDURAL CORRECTION

Procedural violations may be addressed by:

- Motion to reconsider
- Majority corrective vote
- Formal record amendment

Actions taken in violation of statutory requirements may be subject to legal challenge.

ARTICLE IX – INTERPRETATION

The Village Attorney shall serve as legal interpreter when ambiguity exists.

If no legal opinion is available, interpretation shall be determined by majority vote.

ARTICLE X – AMENDMENT

These Rules may be amended by majority vote at a properly noticed meeting.

Proposed amendments must appear on the agenda prior to adoption.

ARTICLE XI – SEVERABILITY

If any provision is declared invalid by a court of competent jurisdiction, remaining provisions shall remain in effect.