



# City of Petoskey

## WARD CONVENTION PROCEDURE

### **PURPOSE OF THE WARD CONVENTIONS:**

1. Select up to two non-partisan candidates for City Councilmember in each Ward every other year. The First and Third Wards select candidates for City Councilmember in odd calendar years and in the Second and Fourth Wards in even years. These candidates for City Councilmember will appear on the November ballot.
2. Select up to 15 Delegates and 5 alternates from each Ward for the annual City Convention. These 60 Delegates will select up to two candidates for Mayor at the annual City Convention. These candidates for Mayor will appear on the November ballot.
3. Hear comments on Ward or City issues.

### **WARD CONVENTION MEETING AGENDA:**

1. Call to order.
2. Eligibility.
3. Select Chairperson for the meeting.
4. Select Clerk for the meeting.
5. Select up to two candidates for City Councilmember.  
(This applies to the First and Third Wards in odd years and the Second and Fourth Wards in even years.)
6. Select up to 15 Delegates and 5 Alternates for the annual City Convention.
7. Comments.
8. Adjourn.

### **WARD CONVENTION PARTICIPATION ELIGIBILITY:**

To participate in the business of this meeting you must be all of the following:

1. A resident of the Ward;
2. At least 18 years of age;
3. A citizen of the United States; and
4. Otherwise qualified as a voter under the Constitution and laws of the State of Michigan.

You do not need to be registered as a voter.

[Charter 3.1, 3.3, 3.4]

## **MEETING PROCEDURES**

### **STEP 1 - CALL TO ORDER**

The meeting shall be called to order at 8:00 P.M. by any eligible person of the Ward, customarily the current City Councilmember. This person shall conduct the meeting until a Chairperson is selected. [Charter 3.4.]

## **STEP 2 - ANNOUNCE PARTICIPATION ELIGIBILITY RULES**

The person calling the meeting to order shall announce the eligibility rules, above.

## **STEP 3 - WARD CONVENTION CHAIRPERSON SELECTION**

Eligible attendees shall select a Chairperson. The Chairperson must be an eligible attendee. [Charter 3.4.]

Nominations for Chairperson do not require a second. A person can nominate themselves. Not hearing any further nominations, the person conducting the meeting may close nominations. A motion and second is not required. [Robert's Rules.]

If more than one candidate is nominated for the position of Ward Convention Chairperson, an election shall be conducted. Each voter shall vote for only one candidate. The candidate receiving the most votes is the Chairperson.

This election could be accomplished by voice vote, or preferably by a show of hands, but also could be accomplished by use of ballots that have been prepared on yellow paper by the City Clerk. At least two eligible attendees neither of whom are candidates for the position of Ward Convention Chairperson, shall be selected to count and confirm results of the ballot election for Ward Convention Chairperson.

Upon selection of a Ward Convention Chairperson, the Ward Convention Chairperson shall preside for the remainder of the Ward Convention.

## **STEP 4 - WARD CONVENTION CLERK SELECTION**

Eligible attendees shall select a Ward Convention Clerk. The Clerk must be an eligible attendee. [Charter 3.4]

Nominations for Clerk do not require a second. A person can nominate themselves. Not hearing any further nominations, the person conducting the meeting may close nominations. A motion and second is not required.

If more than one candidate is nominated for the position of Ward Convention Clerk, an election shall be conducted. Each voter shall vote for only one candidate. The candidate receiving the most votes is the Clerk.

Again, this election could be accomplished by a voice vote, or preferably by a show of hands, but also could be accomplished by the use of ballots that have been prepared on green paper by the City Clerk. The Ward Convention Chairperson, and/or the Ward Convention Chairperson's designee(s), shall count and confirm results of the ballot election for Ward Convention Clerk.

### **STEP 5 - CITY COUNCILMEMBER CANDIDATE SELECTION, IF APPLICABLE**

This entire step only applies to the First and Third Wards in odd calendar years and the Second and Fourth Wards in even years. [Charter 3.3.]

In applicable years, eligible attendees at the Ward Conventions may select up to two candidates for City Councilmember.

The following candidacy rules apply, and shall be announced:

To be a candidate for City Councilmember, you must be all of the following:

1. A resident of the Ward;
  2. A resident of the City for at least one year;
  3. At least 18 years of age;
  4. A citizen of the United States; and
  5. Otherwise qualified as a voter under the Constitution and laws of the State of Michigan.
- [Charter 3.1, 3.14.]

Nominations for City Councilmember do not require a second. A person can nominate themselves. Not hearing any further nominations, the person conducting the meeting may close nominations. A motion and second is not required.

If more than two candidates are nominated for the position of City Councilmember candidate, an election shall be conducted. Each voter shall vote for only one candidate. The two candidates receiving the most votes are candidates for City Councilmember for the Ward.

This election could be accomplished by voice vote, or preferably by a show of hands, but also could be accomplished by use of ballots that have been prepared on blue paper by the City Clerk. The Ward Convention Chairperson and/or Ward Convention Clerk - and, at the Ward Chairperson's option, assisted by other Convention attendee(s) who are not candidates for the position of City Councilmember - shall count and confirm results of the ballot election for City Councilmember candidates.

The Chairperson and Clerk shall certify the eligibility of the candidates for City Councilmember.

### **STEP 6 - CITY CONVENTION DELEGATE AND ALTERNATE DELEGATE SELECTIONS**

Eligible attendees at the Ward Convention shall select up to 15 Delegates and 5 alternates to serve as the Ward's Delegates to the City Convention that will be conducted on the date and at the location specified by the City Council.

The Delegates and alternates shall be selected by impartial drawing as follows, using materials supplied by the City Clerk:

- a. Each eligible person in attendance may submit their name to be a Delegate, using materials supplied by the City Clerk. No absentee names are allowed.

- b. There shall be an impartial drawing of submitted names. The first 15 names drawn are the Delegates, and the last 5 names drawn are the alternate Delegates, listed by order of drawing. A drawing is not necessary if there are 15 or fewer names submitted.
- c. The Clerk shall announce the names of the Delegates and alternates.
- d. The Chairperson and Clerk shall certify the eligibility of Delegates and alternates. If any person is ineligible, the name shall be removed from the list, and the remaining names shall move up on the list to fill any vacancies, and new names shall be drawn to replace each ineligible person. [Charter 3.5.]
- e. Repeat c. and d. until there are up to 15 Delegates and 5 alternates, or no more names to draw from.
- f. Upon completion of steps (a) through (e), if there are fewer than 15 delegates and 5 alternates, then the names of eligible persons who are not in attendance could be submitted by any eligible attendee. A separate drawing shall be conducted of only these absentee names, in the same manner as steps (b) through (e), to add to the Delegates already determined in steps (a) through (e), to reach a total of 15 delegates and 5 alternates. A drawing is not necessary if the number of absentee names submitted is equal to, or fewer than, the number of names needed to reach a total of 15 Delegates.

Each Delegate and alternate shall be supplied with a copy of the City Convention Procedure which is available on the City's website at [www.petoskey.us](http://www.petoskey.us) or may be obtained at City Hall.

Names of City Convention Delegates and alternates, and candidates for City Councilmember must be listed on the Ward Convention Certification form. The Chairperson and Clerk shall ensure that the names of the City Councilmember candidates, Delegates, and alternates are submitted to the City Clerk by 5:00 P.M. of the day following the Ward Convention. [Charter 3.5.]

#### **STEP 7 - COMMENTS**

Ward Convention attendees may discuss any matters believed appropriate.  
[Not a requirement of the City Charter, but a common practice.]

#### **STEP 8 - ADJOURNMENT**

Upon motion of an eligible attendee, seconded by an eligible attendee, the Ward Convention shall be adjourned. [Robert's Rules.]

Adopted July 20, 2009