

## Memorandum

**To:** Mayor Keough and City Council

**From:** Justin Breyer, City Manager and City Clerk  
Ryan Bellas, Management Intern

**Re:** City Council Rules

**Date:** August 18, 2021

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Following elections for City Council, the Council reviews and updates its Council Rules document, which puts into written form the norms for conducting business. City Council reviewed and discussed this document in November 2020, but did not re-adopt the document. Below is an outline of the discussion from the August 9, 2021 City Council meeting. Attached to this memo is redlined version that incorporates some of the changes discussed at August 9, 2021 City Council meeting and some of the changes that were discussed in December 2020. Areas that were identified for additional discussion during the August 9, 2021 meeting have been highlighted.

Summary of discussion and Council Members' suggested changes to the Council Rules document from August 9, 2021 City Council Work Session:

- Agenda/Order of Business
  - Moving Old and New Business to before Staff Reports.
    - Pro: Moving Business items up in the agenda, may save time and can help increase participation among citizens.
      - Shift certain key information points from reports into the business item to inform the conversation.
    - Con: Reports give information that could influence discussion on action/business items and may be more impactful where they currently are on the agenda.
      - Listening to verbal reports may give residents attending the meeting a flavor for what is going on in the City.
    - Additional: Maintain the dialogue between Council and Staff (asking questions) to facilitate transparency of government.
      - Inclusion of a supplemental written report with compiled Council questions on the Monday of a Council Meeting
        - Things that are written down can be more accessible than remembering spoken conversation to inform actions and takes up less time at the meeting.
- Council Reports Section
  - Clarify how Council Report components are broken up.

- Both Mayor's Report and Council Reports section can be for written or verbal comments.
  - 5PM deadline should be a guideline.
    - Staff needs time to incorporate the items into the packet. If the item requires additional research or work, then more time prior to Wednesday is needed.
    - It is helpful when Council Members prepare written reports for their items.
- Discussion of financial management should be included in staff reports and items, not as a standing item within the Mayor Report.
  - This is not typically a standing item anyway.
- Rename "Old Business" to "Unfinished Business"
- Change voting to random among all members, including the Mayor
- Filling Vacancies on Council
  - Should follow the way that the Dexter School Board goes about the process.
    - Excerpt of Dexter Community Schools Board of Education packet from March 9, 2020 provided as an attachment
    - E-mail from Barbara Read from May 29, 2021 provided as an attachment
- Pull conflict of interest declaration to a separate item on the agenda.
- Items as discussion vs. items as consideration
  - The urgency of matters of discussion needs to be communicated so that they are given the proper consideration and priority.
  - Setting expectation of discussion vs. acting on an item
  - Desire to discuss items brought forward for the first time
  - Robert's Rules of Order – all items are consideration items
    - Robert's Rules of Order training may be beneficial for Council.

# CITY OF DEXTER COUNCIL RULES

Adopted: April 1986  
 Amended: August 24, 1987  
 Amended: September 14, 1987  
 Amended: March 26, 1991  
 Amended: September 23, 1991  
 Amended: April 13, 1992  
 Amended: June 8, 1992

Amended: September 28, 1992  
 Amended: May 12, 2003  
 Amended: October 27, 2003  
 Amended: April 12, 2004  
 Amended: May 9, 2005  
 Amended: January 28, 2008  
 Amended: December 22, 2008

Amended: January 14, 2013  
 Amended: December 22, 2014  
 Amended: March 14, 2016  
 Amended: December 11, 2017  
 Amended: [2021](#)

## **RULE 1: MEETING OF THE COUNCIL**

All meetings, regular and special, of the Council shall be held ~~in Dexter Senior Center, 7720 Dexter Ann Arbor Road~~ [at City Hall, 3515 Broad Street](#). However, any meeting of the Council can be adjourned to another location in order to accommodate the public.

The Council shall hold its regular meetings on the second and fourth Mondays of each month at 7:00 p.m. ~~starting in 2018~~.

Whenever a regular meeting falls on a legal holiday or Election Day, it shall be held on the following day (Tuesday) at 7:00 P.M., ~~starting in 2018~~, or as determined by Council with adequate public notice.

## **RULE 2: REGULAR MEETING AGENDA**

### **2.1 Preparation of agenda and materials**

The Mayor and City Manager [or their designee](#) ~~and/or other responsible administrative officers or employees at the City office~~ shall prepare the agenda of business for regularly scheduled eCouncil meetings. Any other member or representative of committees, boards or commissions desiring to place a matter on the agenda shall notify the Mayor and City Manager and/or other responsible administrative officers or employees at the City office of such items by 5 p.m. on the Monday preceding the next meeting. Items that are not received by the stated deadline shall not be considered by the Council except upon the unanimous consent of the members present.

### **2.2 Distribution of agenda and materials**

Upon completion of the agenda, the City Manager [or their designee](#) ~~and/or other responsible administrative officer or employee at the City office~~ shall distribute the agenda and support materials, and post it to the website, on Wednesday prior to the next meeting. If the packet needs to be delayed, the Manager or other responsible administrative officer shall send an e-mail notification to the Mayor and Council. If a delay is necessary, the agenda shall still be posted online by the end of the day Wednesday. The City Manager and/or other responsible administrative officer or employee or designee at the City office may distribute such material by mail, email or personal delivery.

### **2.3 Order of Business**

The City Manager in accordance with the following shall prepare an agenda for each Council Meeting:

**A** CALL TO ORDER / PLEDGE OF ALLEGIANCE

**B** ROLL CALL OF MAYOR AND COUNCIL MEMBERS

**C** APPROVAL OF THE MINUTES

**D** PRE-ARRANGED PARTICIPATION

Pre-arranged participation will be limited to those who notify the City office before 5:00 p.m. Monday preceding the meeting, stating their name, intent and time requirements. (10-minute limit)

**E** [DECLARATION OF CONFLICTS OF INTEREST](#)

**F** APPROVAL OF AGENDA

## CITY OF DEXTER COUNCIL RULES

### EG PUBLIC HEARINGS/SHOW CAUSE HEARINGS

Action on each public hearing or show cause hearing will be taken immediately following the Hearing.

### FH NON-ARRANGED PARTICIPATION

Non-arranged participation will include those not listed on the printed agenda that wish to speak. A time limit of 5 minutes will apply, unless speaking for a bona fide group, in which case ten minutes shall be allowed. A notation will appear on the agenda. The Mayor, at his/her discretion, may call on members of the audience to speak at any time, or respond to their concerns. Any questions posed at this time will be responded to by the City Manager or his/her designee within 48 hours.

### GI COMMUNICATIONS SPOKEN or WRITTEN

### HJ REPORTS ~~“As Scheduled”~~

#### 1. CITY STAFF AND DEPARTMENTS – Written & Oral Reports

~~1.~~

~~a.~~ a. Finance Director/Officer/Treasurer

~~b.~~ b. Public Services Superintendent

~~c.~~ c. Community Development Manager

~~a.~~ ~~Ex officio representatives of Planning and Parks & Recreation Commission—~~  
~~monthly~~

~~b.a.~~ ~~Community Development Manager—Minimum Quarterly, or as circumstances require~~

~~e.a.~~ ~~Sheriff Department—Minimum Quarterly, or as circumstances require~~ ~~Finance~~  
~~Officer/Treasurer—Minimum Quarterly, or as circumstances require~~

~~d.a.~~ ~~Public Services Superintendent—Minimum Quarterly, or as circumstances require~~

#### ~~2.~~ BOARDS AND COMMISSIONS ~~—Written & Oral Reports Minimum once per year, on a pre-arranged schedule.~~

~~a.~~ a. Arts, Culture & Heritage Committee

~~b.~~ b. Chamber of Commerce

~~b.c.~~ c. Chelsea Area Planning Team/Dexter Area Regional Team (CAPT/DART)

~~e.d.~~ d. Dexter Area Fire Board (DAFD)

~~d.e.~~ e. Downtown Development Authority (DDA)

~~e.~~ ~~Farmers Market / Community Garden Oversight Committee~~

~~f.~~ ~~Gateways Initiative~~

~~g.f.~~ f. Healthy Communities Committee/5-H

~~h.g.~~ g. Huron River Watershed Council (HRWC)

~~i.h.~~ h. Dexter District Library Board

~~j.i.~~ i. Parks & Recreation Commission

~~k.j.~~ j. Planning Commission

~~l.k.~~ k. Tree Board

l. Washtenaw Area Transportation Study Committee (WATS)

m. Washtenaw County Sheriff's Office

n. Western Washtenaw Area Value Express (WAVE)

#### ~~3.~~ SUB COMMITTEES ~~—Monthly report from active committees, oral or written.~~

~~3.~~

#### 3. CITY MANAGER/ASSISTANT TO THE CITY MANAGER REPORT

#### 5. MAYOR ~~WRITTEN~~ REPORT

#### ~~5-6.~~ COUNCIL MEMBER REPORTS

## CITY OF DEXTER COUNCIL RULES

### **IK** CONSENT AGENDA

Bills & Payroll will be a standing item under Consent agenda. ~~Discussion of Budget and Financial Matters will be covered as a standing item on in the Mayor Report, as needed under in the City Manager's report, or during in a quarterly Financial Report by the Treasurer.~~ Items under Consent Agenda are considered routine by the City Council and will be enacted in one motion. There will be no separate discussion of these items, unless a Council Member so requests, in which event, the items will be removed from Consent Agenda and added to the regular agenda at the end of Old or New Business.

### **JL** ~~OLD UNFINISHED BUSINESS~~

This portion of the agenda is for action items ~~previously tabled or~~ postponed ~~from~~ during a prior meeting.

### **KM** NEW BUSINESS

This portion of the agenda is for consideration of action items as well as discussion of items not previously ~~tabled or~~ postponed by Council.

### **LN** COUNCIL COMMENTS

This portion of the agenda is intended to provide elected officials and Council Student Representatives an opportunity to share comments that benefit the Council as well as the community. These will not be actionable items, except that issues may be referred to committee or placed on an upcoming agenda.

### **MO** NON-ARRANGED PARTICIPATION

Non-arranged participation will include those not listed on the printed agenda that wish to speak. A time limit of 5 minutes will apply, unless speaking for a bona fide group, in which case ten minutes shall be allowed. A notation will appear on the agenda. The Mayor, at his/her discretion, may call on members of the audience to speak at any time, or respond to their concerns. Any questions posed at this time will be responded to by the City Manager or his/her designee within 48 hours.

### **P** CLOSED SESSION (IF REQUIRED)

### **NQ** ADJOURNMENT

## **RULE 3: RECORD OF MEETINGS:**

### **3.1 Recording responsibility**

The Clerk shall be responsible for maintaining the official record and minutes of each meeting of the Council. The minutes shall include all the action of the Council with respect to motions. The record shall include the names of the mover and seconded and the vote of the Council. The record shall also state whether the vote was by voice or by roll call, and, when by roll call, the record shall show the “yes<sub>2</sub>”, “no<sub>2</sub>” and abstention for each member. The Clerk shall be responsible for maintaining a written record of the summary of comments made by members of the public. The Clerk shall maintain copies of minutes, resolutions, and ordinances or other matters acted upon by the Council.

### **3.2 Requests for remarks to be included**

Any member of the Council may request to have ~~his/ or her~~ their comments printed as part of the record. If there are no objections by any members of Council, the comments may be included. If there is an objection to such printing of the comments, the Council shall decide the matter by majority vote. Such comments to be included, as part of the official record, shall be provided in writing by the member or transcribed exactly by the Clerk.

### **3.3 Public Access to Meeting Records**

The Clerk shall make available to members of ~~Page 5 of 12~~ records and minutes of official meetings in

## CITY OF DEXTER COUNCIL RULES

accordance with the ~~Freedom of Information Act~~ Open Meetings Act. ~~Minutes prepared by the Clerk, but not yet approved by the body, shall be available for public inspection not more than 8 business days following the meeting. Minutes approved by the body shall be available within 5 business days from the date of the meeting at which they were approved. The Clerk shall also promptly send copies of minutes to persons who have requested them.~~

### **3.4 Publication of minutes**

The Clerk shall be responsible for posting minutes as established by Council by Resolution.

#### **RULE 4: BEHAVIOR OF COUNCIL MEMBERS**

The Mayor or any Council Member may request a roll call of the Council, and the Clerk shall note the names of absentees. The Council shall take such action, as it deems appropriate to reprimand Council ~~M~~members absent without reasonable excuse.

The Council shall determine if the behavior of any of its members, or any City Official present at the meeting, is interfering with Council business. Upon concurrence of 2/3 (two-thirds = 5 votes if 7 members present, 4 votes if 6 members present, 4 votes if 5 members present~~5 of 7 members~~) of Council, any member or official shall be excused from the Council meeting.

#### **RULE 5: VOTING**

All votes of the Council shall be by roll call, except approval of the minutes, agenda, ~~and and the Consent Agenda~~ and adjournment. The Mayor shall be the last to vote on all roll call votes, and all other Council Members shall vote in random order. All Council Members shall vote on all matters before the Council, unless a Council Member has a financial interest in any matter before the Council, in which case the Council Member shall not vote on the matter (aAbstain). For a motion or resolution to pass, it must receive a majority vote of the members of Council (minimum of 4 votes).

#### **RULE 6: CONDUCT OF DISCUSSION – DEBATE**

During Council discussion and debate, no Council Member shall speak until recognized by the Mayor. Discussion and debate must be addressed to the Mayor, not to other Council Members or the public. ~~A~~ Council Members shall confine their comments to the question at hand and avoid personalities and or character insults. Each Council Member shall speak no more than two times on a given question and for no longer than five minutes each time, unless the Council Members give unanimous consent. Debate will be limited to voting members of Council and those participants recognized by the Mayor.

#### Conduct Norms

##### Council Members shall:

- Be prepared for the meeting and contact the City Manager to get questions answered prior to the meeting;
- Listen to one another;
- Debate issues not persons;
- Respect one another's views in spite of differences in opinion;
- Respect the fact that ~~we~~ Council Members will not always agree on issues; indeed, the diversity of views and perspective may strengthen the decision-making process;
- ~~Members must a~~ Abide by the decision of the Council once a decision has been made;
- Resist the temptation, when you disagree with a decision, to try and undermine the decision; continuing concerns about a decision should be expressed privately.

## CITY OF DEXTER COUNCIL RULES

### **RULE 7: PUBLIC HEARINGS**

Any citizen may address Council at a Public Hearing. The citizen must give their name and address to be recorded by the City Clerk. The citizen must limit their presentation to five minutes. Any citizen representing a bona fide group may speak for ten minutes.

### **RULE 8: RIGHT TO DELAY CERTAIN PROCEEDINGS**

No resolution or proceeding of the Council imposing taxes or assessments or requiring the payment, expenditure of money or property, or creating a debt or liability, shall be allowed at the same meeting at which it is introduced, if objection be made by one member, unless by a two-thirds vote of the members present ~~(t. Two-thirds = for 7 members present 5 votes if 7 members present, 4 votes if 6 members present 4 votes, 4 votes if 5 members present) 4 votes~~. Any motion to adjourn shall always be in order, except when the last preceding business was a motion to adjourn. ~~That Motions (with a second) to adjourn, and motions to lie~~ lay on the table, and ~~to limit debate,~~ shall be ~~decided~~ voted upon without debate.

### **RULE 9: ORDER OF MOTIONS DURING DEBATE**

When any question is under debate, no motion shall be received but the following, and they shall have precedence in the order listed below:

MOTION TO ADJOURN  
 MOTION TO LAY ON TABLE  
 MOTION TO LIMIT DEBATE  
 MOTION TO POSTPONE TO A CERTAIN DAY  
 MOTION TO REFER TO COMMITTEE  
 MOTION TO AMEND  
 MAIN MOTION

### **RULE 10: MOTION TO LIMIT DEBATE**

At any time during a discussion or debate of a question, a Council Member may move to limit debate. This motion, after receiving the affirmative votes of at least two-thirds of the Council Members present, ~~(Two-thirds = or 7 members present 5 votes, 6 members present 4 votes, 5 members present 4 votes.)~~ will have the effect of limiting any member to speak for not more than one additional five-minute period on the basic question, provided that member has not spoken twice, in which case they may not speak again. This motion, upon being made and seconded, shall not be debated.

### **RULE 11: RECONSIDERATION OF QUESTION**

When a question has been taken, it shall be in order for any member voting with the prevailing side to move a reconsideration thereof at the same or next regular meeting, but no question shall be considered a third time.

### **RULE 12: ALTERING AND AMENDING COUNCIL RULES**

Council rules shall be reviewed and adopted within 60 days after the General Election and/or a change in the membership of the Council. Council-adopted rules may be altered or amended by a vote of a majority of the members, if notice of the proposed change shall have been given at a preceding meeting of the Council, and a written copy of the proposed change has been distributed to all members.

### **RULE 13: TAPING OF COUNCIL MEETINGS**

Any citizen may record a Council meeting by audio or video machines. All recording equipment or personnel shall be positioned in such a manner as to not interfere with the audience's view.



## CITY OF DEXTER COUNCIL RULES

### **RULE 14: ABSENCE OF RULES**

In the absence of a Council rule, Robert's Rules of Order Newly Revised will prevail. An abbreviated version of Robert's Rules shall be made part of this document.

### **RULE 15: WAIVING COUNCIL RULES –SUSPEND RULES**

Any Council rule shall be waived by a two-thirds majority of the Council members present, unless the rule to be waived requires more than a simple majority of consent.

### **RULE 16: BOARDS & COMMISSIONS**

Council ~~M~~members may serve as regular members of City Boards and Commissions. ~~\_\_\_\_\_~~The Mayor shall ~~at a minimum, biennially~~ ~~annually~~ appoint ~~during the organizational meeting~~ Council Members to serve on Boards and Commissions. Commissions will include, but not be limited to, the following:

[Arts, Culture & Heritage Committee](#)

[Dexter Area Fire Department](#)

[Downtown Development Authority](#)

[Parks & Recreation Commission](#)

Planning Commission

Zoning Board of Appeals

~~Parks & Recreation Commission~~

~~Dexter Area Fire Department~~

~~Farmers Market/Community Garden Oversight Committee~~

~~Arts, Culture & Heritage~~

Appointments: The Mayor shall make appointments to all Boards and Commissions upon confirmation by a majority -of City Council (at least 4 votes), with the exception of the Zoning Board of Appeals (ZBA). ZBA members shall be appointed by a majority of Council. ~~Appointment recommendations will be affirmed by a majority of Council (Requires 4 votes to affirm an appointment)~~

To avoid issues of incompatible offices or legal liability, other than the appointments under this section, the Mayor and Council Members will not be permitted to serve on Boards and Commissions as paid staff or contracted employees.

### **RULE 17: FILLING VACANCY ON COUNCIL**

When an elected position becomes vacant for any reason the position shall be filled within 60 days, unless the term expiration date is within 90 days of the day the office is vacated (City Charter Section 5.05). In this case the position will remain open until the election. If the vacancy occurs in the office of Mayor, the Mayor Pro-Tem will serve as Mayor until the Council appoints a replacement. The appointment to fill the position of Mayor or Council Member shall proceed as below.

1. Officially vacate the Council Member position if required.
2. Provide adequate notification to the public regarding the open position through the city newsletter, a newspaper, the Internet, or any other means deemed appropriate.
3. The applicant will write a letter of intent or fill out an application in accordance with the advertised deadline, a copy of which will be provided to the Council in the Council packet.
4. At the next council meeting, the Mayor or Presiding Officer will announce all the applicants and provide copies of applications or letters of intent.
5. The Mayor or Presiding Officer makes a nomination from the applications received.
6. The nominee is then voted on.
7. If this nominee received four votes, he or she is then appointed and sworn into office.
8. In the event this nominee does not receive 4 votes, the process begins again at step 5.



**DEXTER COMMUNITY SCHOOLS BOARD OF EDUCATION**  
**MEETING MINUTES – FEBRUARY 26, 2020**  
**Bates Boardroom**

The meeting was called to order at approximately 4:31pm by President Julie Schumaker.

**A. ROLL CALL**

**Members Present:** Ron Darr, Mara Greatorex, Daryl Kipke (~4:40pm), Dick Lundy, Barbara Read, Julie Schumaker

**Members Absent:** Student Representatives Chad Robards, Annalisa Shehab

**Administrative & Supervisory Staff:** Chris Timmis, Barb Santo, Hope Vestergaard

**DEA:** none

**DESPA:** none

**Guests:** [varied, no sign-ins or comment cards]

**Press:** Lonnie Huhman (Sun Times News), Melanie McIntyre (We Love Dexter)

**B. APPROVAL OF AGENDA**

Julie Schumaker suggested moving the public participation to the end of the meeting in order not to keep candidates waiting. Mara Greatorex made a motion to approve the agenda as amended. Ron Darr seconded the motion. **Motion Carried (unanimous).**

**C. DISCUSSION ITEMS**

The Board interviewed the following candidates in fifteen-minute intervals:

1. Nikki Sunstrum
2. Binh Dinh
3. Brian Arnold
4. Kate Cardenas

At approximately 5:25pm, the Board took a ten-minute recess.

The meeting reconvened at approximately 5:35pm.

First round: Board members each wrote down their three top candidates, which Dr. Timmis recorded on a chart projected on a screen. Those candidates which received at least three votes were discussed: Brian Arnold, Elise Bruderly, Jason Gold, and Melanie Szawara. Board members had the opportunity to note positive qualities of each candidate. Following that discussion, a second poll was taken.

Second round: Each board member wrote down their top two candidates. These were again recorded and projected on the screen. candidates with three or more votes received further discussion: Elise Bruderly and Jason Gold. Board members shared additional remarks regarding both candidates.

Third Round: Each board member wrote down their top candidate. Jason Gold received a majority of votes.

**DEXTER COMMUNITY SCHOOLS BOARD OF EDUCATION  
MEETING MINUTES – FEBRUARY 26, 2020  
Bates Boardroom**

Dick Lundy made a motion that Jason Gold be appointed to the Dexter Board of Education until the term expires on December 31, 2020. Barbara Read seconded the motion. **Motion Carried (unanimous).**

**D. PUBLIC PARTICIPATION – none**

At approximately 6:30pm, President Julie Schumaker adjourned the meeting.

MINUTES/hlv

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Mara Greatorex  
Secretary  
Board of Education

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## Appointing a New City Council Member

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Barbara Read <dbacssm@gmail.com>

Sat, May 29, 2021 at 5:22 PM

To: "SKeough@dextermi.gov" <SKeough@dextermi.gov>, "PCousins@dextermi.gov" <PCousins@dextermi.gov>, "DFisher@dextermi.gov" <DFisher@dextermi.gov>, "JGriffin@dextermi.gov" <JGriffin@dextermi.gov>, "WHubbard@dextermi.gov" <WHubbard@dextermi.gov>, "JKnight@dextermi.gov" <JKnight@dextermi.gov>, "ZMichels@dextermi.gov" <ZMichels@dextermi.gov>  
Cc: "JBreyer@dextermi.gov" <JBreyer@dextermi.gov>

Dear Mayor and City Council,

Thank you for putting the meetings online for community members to review. On Monday, I attended the Chelsea School Board meeting, and then the Dexter School Board meeting and was unable to attend City Council. That is very helpful!

Here is how the school board made its trustee appointment last winter.

The applications were collected (there were 18 of them) and given to the board members to read. The interviews took two days.

Then it was a simple process to winnow the pool down. Following the Open Meetings Act, all discussion and voting took place in public and the results were broadcast onto a screen. The votes were open and visible to everyone in the room.

Round 1: We wrote down our top three choices. Those were given to Dr. Timmis. He entered them in a spreadsheet of who voted for whom and it was put up on the screen. Any candidate who had at least three votes (four of them) moved on to the next round.

Round 2: We wrote down our top two choices and again handed those to Dr. Timmis. He again recorded them and it was put on the screen. Candidates with at least three votes (two of them) moved forward.

Round 3: We wrote down only our top choice. Dr. Timmis tallied the votes and the candidate who got the most votes was selected.

You can read the minutes at this link, and here is the screen capture of the specific process. City council could skip the first round and go directly to round two based on the number of applicants.

I do need to point out that the minutes below violate the open meetings act because they do not report the actual voting. Who voted for which candidates in which round should be noted and recorded in the minutes, though I understand why the secretary might not want to post the results out of kindness. And the board received no complaints about the lack of reporting.

*And finally, I want to point out that you have an obligation to select a candidate by Sunday, May 30.*

State law says that city council "shall" follow their own bylaws. The state does not mandate the process, but it does require city councils to abide by their own rules. The word "shall" means it's a requirement. I'm not interested at all in making a report or filing any sort of complaint!! But I do want to put in writing before May 30, 2021, what the rules are, what the law says, and to alert you that you are about to go afoul of it. Because it is a matter of public trust.

You might want to hold an emergency meeting at your earliest convenience to finalize the appointment. This might be something the city manager would be able to help arrange for you. I also think it would be

okay to discuss the candidates before the voting takes place. Our guideline was that we should only say positive things about the candidates we liked, and nothing negative about anyone. It wasn't a rule, but we all thought it was a good idea, and it went well.

Thank you, and I hope everything goes well as you make your selection; it looks like five solid candidates,  
Barbara

P.S. I don't need a reply. I just wanted to share this process in case you would find it useful. And thank you for making the meeting recordings available! I really appreciate that.

Page 13-14

[https://www.dexterschools.org/uploaded/board\\_of\\_education/meeting\\_packets/Jan-Feb-Mar\\_2020/BOE\\_Packet\\_3-9-2020.pdf](https://www.dexterschools.org/uploaded/board_of_education/meeting_packets/Jan-Feb-Mar_2020/BOE_Packet_3-9-2020.pdf)

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The meeting reconvened at approximately 5:35pm.

First round: Board members each wrote down their three top candidates, which Dr. Timmis recorded on a chart projected on a screen. Those candidates which received at least three votes were discussed: Brian Arnold, Elise Bruderly, Jason Gold, and Melanie Szawara. Board members had the opportunity to note positive qualities of each candidate. Following that discussion, a second poll was taken.

Second round: Each board member wrote down their top two candidates. These were again recorded and projected on the screen. candidates with three or more votes received further discussion: Elise Bruderly and Jason Gold. Board members shared additional remarks regarding both candidates.

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