

Melvindale, Michigan, Code of Ordinances >> PART II - CODE OF ORDINANCES >> Chapter 2 - ADMINISTRATION >> ARTICLE V. - BOARDS AND COMMISSIONS >> DIVISION 1. - GENERALLY >>

DIVISION 1. - GENERALLY

- [Sec. 2-111. - Regular meeting schedule.](#)
- [Sec. 2-112. - Special meetings.](#)
- [Sec. 2-113. - Compliance with the open meetings act.](#)
- [Sec. 2-114. - Parliamentary procedure.](#)
- [Sec. 2-115. - Quorum.](#)
- [Sec. 2-116. - Absences.](#)
- [Sec. 2-117. - Excused absence procedure.](#)
- [Sec. 2-118. - Officers of boards and commissions.](#)
- [Sec. 2-119. - Committees.](#)
- [Sec. 2-120. - Order of business.](#)
- [Sec. 2-121. - Bylaws of boards and commissions.](#)
- [Sec. 2-122. - Terms of office.](#)
- [Sec. 2-123. - Council liaison.](#)
- [Sec. 2-124. - Administrative liaison.](#)
- [Sec. 2-125. - Integration with other laws.](#)
- [Sec. 2-125.1. - Applicability.](#)

Sec. 2-111. - Regular meeting schedule.

Meetings of the boards and commissions of the City of Melvindale shall be established by resolution of the council, notwithstanding any other ordinance to the contrary. The existing schedule of all boards and commissions as of October 20, 2004, shall remain in effect until and unless modified by the council pursuant to this section.

(Ord. No. 706, art. I, 10-20-04)

Sec. 2-112. - Special meetings.

Special meetings of a board or commission of the City of Melvindale may be called by the chairperson of such board or commission, or upon written request of two members, for the transaction of business stated in the call for meeting. Notice of any such special meeting shall be mailed at least three days prior to the date of the special meeting and posted at city hall and the library.

(Ord. No. 706, art. I, 10-20-04)

Sec. 2-113. - Compliance with the open meetings act.

Boards and commissions of the City of Melvindale shall comply with the requirements of the Michigan Open Meetings Act, being Public Act No. 267 of the Public Acts of 1976, as amended.

(Ord. No. 706, art. I, 10-20-04)

Sec. 2-114. - Parliamentary procedure.

Boards and commissions of the City of Melvindale shall be governed by Robert's Rules of Order, second edition, on matters of parliamentary procedure, to the extent that said Robert's Rules of Order do not conflict with any statute, ordinance or Charter provision.

(Ord. No. 706, art. I, 10-20-04)

Sec. 2-115. - Quorum.

A quorum to conduct business for boards and commissions of the City of Melvindale shall be a majority of the positions designated by ordinance, Charter or statute for such bodies.

(Ord. No. 706, art. I, 10-20-04)

Sec. 2-116. - Absences.

If a member of a board or commission of the City of Melvindale fails to attend two or more consecutive meetings, at any time during his or her appointment, without excuse, as described in [section 2-117](#) below, said member shall receive a notice from the board or commission that failure to attend the next scheduled meeting without an excused absence shall cause a letter to be drafted to the mayor and council, informing the mayor and council of the members failure to attend three consecutive meetings due to unexcused absences. Upon a member of a board or commission failing to attend three consecutive meetings due to unexcused absence, the department director, board or commission director, or assigned clerk of said board or commission shall inform the executive secretary who shall cause a letter to be written to the mayor and council informing the mayor and council of a member of the board or commission having three consecutive un-excused absences or poor attendance of a member of a board or commission shall have their overall attendance fall below 65 percent, as calculated after such members first 12 months of his or her appointment, the department director, board or commission director, or assigned clerk shall cause a letter to be sent to the mayor and council informing the mayor and council of said members poor attendance. Receipt of a letter by the mayor and council, from the department director, board or commission director, assigned clerk, or executive secretary detailing either three consecutive un-excused absences or poor attendance of a member of a board or commission shall cause the removal of the member of said board or commission to be put on the agenda for the next scheduled meeting of the city council. Additionally, in either circumstance, the chairperson of the board or commission shall cause a letter to be drafted and sent to the mayor and council. Said letter shall contain a recommendation adopted by the board or commission whether or not said member should be removed from his or her office. Upon removal of a member of a board or commission from office, the mayor and council shall appoint a successor in the manner described in the City Charter for appointments. It shall be the duty of the city clerk to notify any member of the removal from office resulting from the failure to attend meetings under this section. Any member of a board or commission that is being considered for removal shall be notified that his or her removal is scheduled to be determined at a specified meeting of the city council. Such member shall have the opportunity to be present at that meeting and present any information which he or she feels would result in his or her not being removed from office.

(Ord. No. 706, art. I, 10-20-04)

Sec. 2-117. - Excused absence procedure.

If a member of a board or commission of the City of Melvindale is unable to attend a meeting, he or she shall contact the chairperson, department director, board or commission director, or assigned clerk in advance of the meeting to advise of the reason(s) for such absence. Upon receipt of the notice of a members inability to attend a scheduled meeting and his or her reasons for failure to attend the meeting, by the chairperson, department director, or board or commission director, said party shall inform the assigned clerk, whose duty it shall be to keep a record of the members name(s) who will attend and the name(s) of the member(s) who will not attend the scheduled meeting and their reason(s) for not attending. Upon the assigned clerk receiving notification of insufficient members being available to attend the scheduled meeting, it shall be the duty of the assigned clerk to notify all members who intend to attend the scheduled meeting, and the department director and or board or commission director, that said meeting will not occur due to lack of a quorum. Upon receipt of notification of a members inability to attend a scheduled meeting by the department director, board or commission director, or the assigned clerk, that person receiving notification shall notify the chairperson, in writing, of the member who will not attend the scheduled meeting and his or her reason(s) for not attending the meeting. In the event a member of a board or commission is not able to notify the chairperson, department director, board or commission director, or assigned clerk of his or her inability to attend the meeting prior to the scheduled meeting time, due to the circumstances surrounding the members inability to attend, the member shall have until the close of the next business day for the offices of the City of Melvindale to contact the department director, board or commission director, or assigned clerk to inform him or her of the reason(s) for his or her absence and the reason for said members inability to notify the chairperson, department director, board or commission director, or assigned clerk, prior to the meeting. The absence of a member of a board or commission shall cause a motion to excuse the absence of the member to be put before the board or commission at the next scheduled meeting of said board or commission. Failure of the board or commission to adopt a motion to excuse the absence shall result in the absence being unexcused. A determination of whether an absence is excused or un-excused by the board or commission shall be reflected in the minutes of the meeting. In the absence of receipt of an excuse, the minutes of the subsequently scheduled meeting of the board or commission shall record the absence of the member as unexcused.

(Ord. No. 706, art. I, 10-20-04)

Sec. 2-118. - Officers of boards and commissions.

Officers of boards and commissions of the City of Melvindale shall be chosen at the first regular meeting of the calendar year. Officers shall consist of a chairperson, vice chairperson, and secretary. An officer may succeed himself or herself; provided however that the officers shall not serve more than two consecutive terms in the same office. The chairperson shall preside at all meetings, appoint all committees, authorize calls for any special meetings, and generally perform the duties of presiding officer. In the absence of the chairperson, the vice chairperson shall preside at the meeting. The secretary shall keep a true and accurate account of the proceedings of the meetings and shall be responsible for filing same with the city clerk in both draft and approved forms.

(Ord. No. 706, art. I, 10-20-04)

Sec. 2-119. - Committees.

A board or commission of the City of Melvindale may be appointed by its chairperson for the study and investigation of special issues, and shall serve until completion of the work for which it was created.

(Ord. No. 706, art. I, 10-20-04)

Sec. 2-120. - Order of business.

The order of business of boards and commissions of the City of Melvindale shall be as follows:

- (1) Call to order;
- (2) Approval of minutes;
- (3) Communications;
- (4) Old business;
- (5) New business;
- (6) Public participation;
- (7) Adjournment.

(Ord. No. 706, art. I, 10-20-04)

Sec. 2-121. - Bylaws of boards and commissions.

A board or commission of the City of Melvindale may adopt bylaws consistent with the provisions of this article, subject to the approval of the council. Any existing bylaws of a board or commission shall not be effective until and unless approved by the council.

(Ord. No. 706, art. I, 10-20-04)

Sec. 2-122. - Terms of office.

The term of office for members of any board or commission of the City of Melvindale shall be established by the ordinance creating said board or commission, unless otherwise provided for by state law.

(Ord. No. 706, art. I, 10-20-04)

Sec. 2-123. - Council liaison.

The mayor, with the consent of the council, may designate a councilmember to serve as liaison to a board or commission. Such council liaison shall have the privilege of addressing the board or commission on any matter of business before the body, and shall report to the mayor and council on such matters of general importance to the City of Melvindale.

(Ord. No. 706, art. I, 10-20-04)

Sec. 2-124. - Administrative liaison.

The mayor may designate an administrative officer to serve as liaison to a board or commission. Such administrative liaison shall have the privilege of addressing the board or commission on any matter of business before the body, and shall report to the mayor and council on such matters of general importance to the City of Melvindale. The administrative liaison shall assist the chairperson in the preparation of agendas, notices of meetings and related administrative tasks. Clerical support staff may also be assigned by the city administrator

to assist in the keeping of minutes, preparation of the agendas, notices of meetings and related administrative tasks under the supervision of the administrative liaison.

(Ord. No. 706, art. I, 10-20-04)

Sec. 2-125. - Integration with other laws.

To the extent that any provision of this article conflicts with any state or federal law, rule or regulation, the later shall prevail and this article shall be subordinate thereto. In the event another more specific ordinance relates to any subject addressed in this article, such more specific ordinance shall govern.

(Ord. No. 706, art. I, 10-20-04)

Sec. 2-125.1. - Applicability.

This article shall not apply to a committee which is created by council resolution or mayoral order.

(Ord. No. 706, art. I, 10-20-04)