



THE RULES OF PROCEDURE AND BYLAWS

OF

THE PARKS AND ARTS COMMISSION

OF

THE CITY OF YPSILANTI, MICHIGAN

As adopted 2023-11-07

ARTICLE I – Name

The name of the Commission shall be the Parks and Arts Commission of The City of Ypsilanti, hereinafter referred to as "Commission."

ARTICLE II – Objectives

The objectives, purposes, powers, and duties of the Commission are those set forth by Chapter 80, "Parks and Art," of the City Code of Ordinances, and all subsequent amendments thereto, hereinafter "the Ordinance." Specifically, the purpose and powers of the Commission are as follows:

"The Commission shall investigate, review, study, examine and explore and debate all areas concerning the parks in the city and art in the city and provide recommendations to City Council on parks and art in the city.

The Commission shall have all the customary powers of an Ypsilanti Board or Commission to carry out its purpose, but no power to contract, hire or fire or direct any city employee or bind the city without city council approval."

The Commission will carry out its purpose by carrying out the following duties:

- Section 1. Make recommendations to staff and City Council concerning the recreation and city parks needs of the city, including how park improvement funds are used.
- Section 2. Make recommendations to staff and City Council concerning the solicitation and selection, funding, partnerships, and promotion of public art in public spaces and/or on City property, including how public art funds are used.
- Section 3. Update the City of Ypsilanti parks and recreation master plan.
- Section 4. Create and update an arts plan for the City with goals and vision regarding supporting and fostering arts within the City.
- Section 5. Review "Adopt-A-Park" applications.
- Section 6. Review applications for public art.
- Section 7. Expand park, recreation, and arts opportunities through commission sponsored events and programs when appropriate.
- Section 8. Draft its own rules and regulations for approval by City Council.
- Section 9. Report, at least annually, to City Council. This report shall include discussion of the Commission's activities, the status of any planning processes, priorities and recommendations to Council for the coming year, and any fiscal needs anticipated. This report shall be prepared prior to the preparation of the City's budget priorities.

ARTICLE III – Membership

- Section 1. Membership of the Commission shall be as set forth in the Ordinance.
- Section 2. Members of the Commission shall be appointed or removed as provided for in Section 9.03 of the City Charter of the City of Ypsilanti.
- Section 3. The first priority of each member of the Commission shall be to represent and advocate what is best for the City of Ypsilanti as a whole, putting aside personal or special interests.

- Section 4. Term length and residency requirements shall be in accordance with the Ordinance and City Charter. Terms will be based on the City's fiscal year, from July 1 to June 30.
- Section 5. Each member of the Commission shall avoid conflicts of interest, including, but not limited to, deliberating on, voting on, or reviewing a case concerning the member; the immediate family or household of the member; property owned by or adjacent to property owned by the member; or a corporation or partnership in which the member has an ownership, employment, or other financial interest. Determination of a conflict of interest shall be in accordance with Chapter 46, Article III, of the City of Ypsilanti Code of Ordinances.
- Potential conflicts of interest should be identified by the member prior to deliberation of the case; if the Commission determines that a conflict exists, they shall remove themselves from the meeting room during deliberation of the case.
- Section 6. Any member may resign at any time by giving written notice of such resignation to the Chair of the Commission and to the Mayor through the Office of the Mayor.

ARTICLE IV – Officers, and Their Duties

- Section 1. The officers of the Commission shall be a Chairperson, Vice-Chairperson and Secretary. Such other officers, sub-committees, etc. as are deemed necessary and advisable for the conduct of business shall be appointed as required and provided for by the Commission.
- Section 2. The Chairperson shall preside at all meetings and hearings of the Commission and shall have the duties normally conferred by parliamentary usage on such officers.
- Section 3. The Secretary shall sign approved minutes of meetings and receive communications and petitions sent to the Commission.
- Section 4. The Vice-Chairperson shall preside and exercise all of the duties of the Chairperson in their absence. Should neither the Chairperson nor the Vice-Chairperson be present at a meeting, a temporary Chairperson shall be elected by the majority vote of the members present.
- Section 5. The Commission may designate a person who is not a member of the Commission to serve as Recording Secretary. The Recording Secretary shall prepare draft minutes for review by the Commission and shall perform such other duties as may be ordered by the Commission.
- Section 6. Nomination of officers shall be made from the floor at the annual organizational meeting which shall be the regular meeting in June each year, and the election shall be immediately thereafter.
- Section 7. A candidate receiving a majority vote of the entire Commission shall be declared elected and shall serve a term of one year or until their successor shall take the office.
- Section 8. Vacancies in office shall be filled immediately by regular election procedures.

Section 9. The officers shall be members of the Commission, unless otherwise permitted under Section 5.

ARTICLE V – Meetings

Section 1. All regular and special meetings, hearings, deliberations, decisions, and records shall be open to the public and held in a location accessible per the ADA and publicly noticed.

Section 2. The Commission shall hold a minimum of four regular meetings per year.

Section 3. A special meeting of the Commission may be called by the Chairperson, or the Vice-Chairperson in the event the Chairperson is unavailable. Each member of the Commission must receive at least two days' notice as to the time, place, and purpose of the meeting.

Section 4. All inquiries, applications, or matters requiring official action by the Commission shall be submitted in writing, be properly drafted on official forms necessary, and contain all relevant information regarding the matter upon which the Commission is requested to act. Further, any petitioners may withdraw a petition at any time by filing a written notice of withdrawal.

Section 5. The normal order of business at meetings shall be as follows:

1. Call to order
2. Roll call
3. Approval of minutes
4. Audience participation
5. Old business
6. New business
7. Reports
8. Adjournment

Section 6. A quorum shall consist of a majority of the current Commissioners, but no less than as prescribed in the Ordinance or Charter.

Section 7. All proceedings, decisions and resolutions of the Commission shall be initiated by motion.

Section 8. An affirmative vote of a majority of those present shall be necessary to pass any motion involving the adoption or amending of plans, policy statements, or recommendations to the Council.

Section 9. Voting shall be by voice vote and shall not be recorded as individual ayes or nays unless requested by a member of the Commission, in which case the Chairperson shall order the vote to be so recorded except that any member may abstain by so declaring prior to vote. An abstention may only be made in the case of a conflict of interest; it is otherwise the duty of all Commissioners present to participate in the vote.

Section 10. Parliamentary procedure in Commission meetings shall be governed by Roberts Rules of Order, as amended. The Recording Secretary, or in their absence the Secretary, shall act as parliamentarian during Commission meetings.

Section 11. Staff and other officials of the City may participate in the Commission's discussion, but shall not vote, introduce motions, be counted towards quorum, or initiate any other parliamentary action.

ARTICLE VI – Committees

Section 1. The Commission or Chair may establish and appoint ad hoc committees for special purposes or issues, as deemed necessary. Less than a quorum may serve on an ad hoc committee at any given time.

Section 2. The Commission or Chair may establish and appoint citizen committees with the consent of the Commission. Membership can be any number, so long as less than a quorum of the Commission serves on a citizen committee at any given time. The purpose of the citizen committee is to be able to use individuals who are knowledgeable or expert in a particular issue before the Commission or to better represent various interest groups.

Section 3. All committees are subservient to the Commission and report their recommendations to the Commission for review and action. The Commission can overrule any action of any committee.

Section 4. The same principles of these Bylaws for the Commission also apply to all committees of the Commission, including, but not limited to, making all meetings open to the public and keeping a record of all proceedings.

ARTICLE VII – Commission Absences

In order to maintain maximum participation of all appointed Commission members at all regularly scheduled meetings, the following attendance guide and Commissioner replacement policy for "excused" or "unexcused" should be implemented:

Section 1. When appointed, each Commissioner should state their willingness and intention to attend each scheduled meeting of the Commission.

Section 2. In the event of unplanned personal matters, business trips, family vacation trips, changed job requirements, sickness, or other physical disabilities that prohibit the commissioner from attending the scheduled meeting; the Commission, professional staff of the City, or the Commission Chairperson should be notified as early as possible prior to the start hour of their inability to attend the scheduled meeting. The Commission member upon this notification will receive an "excused absence" for the involved scheduled meeting.

Section 3. There will be a limit of three (3) consecutive "excused absences" or two (2) consecutive "unexcused absences" for any member of the Commission. If any member exceeds the above criteria for consecutive absences, the Commissioner will be recommended for dismissal unless extenuating circumstances exist.

Section 4. If any Commission member is absent, whether excused or not, from any five (5) scheduled monthly Commission meetings, whether consecutive or not, during any one year period, the commissioner will be recommended for dismissal unless extenuating circumstances exist.

Section 5. The recommendation for dismissal as required will be initiated by City staff and forwarded on to the City Council for official action.

ARTICLE VIII – Miscellaneous

Section 1. These Rules may be amended or altered during a regular meeting by the affirmative vote of two-thirds of the quorum present, provided notice of the proposed change is given to the Commission at a preceding regular meeting.

Section 2. A copy of the meeting notice and proposed bylaw amendments must be furnished each member in writing by personal service, first-class mail, or e-mail.

Moved by Commissioner Connor-Barrie and Supported by Commissioner Malmer that the Rules and Regulations of the Commission be adopted as presented on October 16, 2023.

AYES: 7 NAYS: 0 ABSENT: 2