

CITY OF GRAND HAVEN
HISTORIC CONVERSATION
DISTRICT COMMISSION

By-laws and Rules of Procedures

1. AUTHORITY

These By-laws and Rules of Procedures are adopted by the City of Grand Haven Historic Conservation District Commission (hereinafter referred to as the commission) pursuant to Public Act 267 of 1976 as amended, the Open Meeting Act, and Public Act 169 of 1970, Local Historic Districts Act.

2. MEMBERSHIP

- 2.1 Membership shall consist of seven (7) members who shall be appointed by the City Council. They shall represent a demonstrated interest in the history or architecture of the City of Grand Haven. One member of the commission shall be a duly registered architect if one is eligible and willing to serve, and at least two (2) members shall be selected from a list submitted to the city council by one or more duly organized and existing preservation societies or historical groups. Neighborhood associations, merchants' groups and other groups with preservation interests may also submit names to the city council.
- 2.2 Historic Conservation District Commission members shall be residents of the City of Grand Haven. Members shall be appointed to three (3) year teams.

3. OFFICERS

3.1 Selection. At the first meeting of the calendar year, the commission shall select from its membership a chairperson and vice-chairperson who shall serve for a twelve-month period and who shall be eligible for re-election. Nominations and subsequent votes shall be made from the floor for one officer at a time. A candidate receiving a majority vote of the entire membership of the commission shall be declared elected.

3.2 Duties. The chairperson shall preside at all meetings and shall conduct all meetings in accordance with the rules provided herein. The chairperson shall decide all points of order and procedure. The chairperson shall designate the members of such committees as may be found necessary from time to time unless otherwise directed by a majority of the commission in session.

The vice-chairperson shall act in the capacity of the chairperson in the absence of the chairperson and shall succeed to the office of chairperson in the event of a vacancy in that office, in which case the commission shall select a successor to the office of vice-chairperson at the earliest practicable time.

3.3 Vacancies in office shall be filled at the same or next meeting under the rules established in subsection 2.1.

4. ATTENDANCE

- 4.1 The position of a member of the commission shall be considered vacant if such member shall miss four consecutive regular meetings of the commission or twenty-five percent of such meeting in a twelve-month period, unless such absences are excused by the commission.
- 4.2 If a member cannot attend a meeting, the staff liaison or the chairperson should be contacted in advance of the meeting.

5. MEETINGS

- 5.1 Meeting Notices. All meetings shall be posted at City Hall according to the Open Meetings Act. The notice shall include the date and time of the meeting.
- 5.2 Regular Meetings. Regular meetings of the commission shall be held once a month at the Council Chambers at 519 Washington Ave. at a time and date to be selected by the commission at the first meeting of that calendar year. Any changes in the date or time of the regular meetings shall be posted and noticed in the same manner established. When a regular meeting date falls on or near a legal holiday, the commission shall select suitable alternate dates in the same month, in accordance with the Open Meetings Act. In the event that there is no new or pending business, the regular meeting of the commission will be canceled.
- 5.3 Special Meetings. A special meeting may be called by the chairperson or by two members of the commission upon written request to city staff. Each member must be notified at least 48 hours in advance of the time set for the meeting unless an announcement of a special meeting is made at any meeting of the commission at which a quorum is present. The business which the commission may perform shall be conducted at a public meeting of the commission held in compliance with the Open Meetings Act.
- 5.4 Quorum. In order for the commission to conduct business or take any official action, a quorum consisting of four (4) members of the commission shall be present. When a quorum is not present, no official action except for the closing of the meeting may take place. The members of the commission may discuss matters of interest, but can take no action until the next regular or special meeting and no additional public notice is required provided the date, time and place are announced at the meeting.
- 5.5 Hearings. Hearings shall be scheduled and due notice given in accordance with the provisions of the acts and ordinances cited in Section 1. Hearings by the commission shall be run in an orderly and timely fashion. This shall be accomplished by the procedures outlined in subsection 5.8.
- 5.6 Motions. Motions shall be restated by the chairperson before a vote is taken. The name of the maker and supporters of the motion shall be recorded. **Voting.** An affirmative vote of the majority of the commission members present shall be required for the approval of any requested action or motion placed before the commission. Voting shall ordinarily be voiced vote. A roll call vote shall be required if requested by the chairperson or any commission member. All members of the commission including the

chairperson shall cast one vote on each item, but the chairperson shall vote last. Any member may be excused from voting only if that person has a definite conflict of interest as recognized by the majority of the remaining members of the commission. Any member abstaining from a vote shall not participate in the discussion of that item. No action shall be taken, except by the affirmative vote of at least four commissioners.

5.7 Rules of Order. All meetings of the commission shall be conducted in accordance with generally accepted parliamentary procedure, as governed by "Robert's Rules of Order".

5.8 Conflict of Interest Guidelines. It is the responsibility of each commission member to identify any situations in which he or she, either personally or by virtue of their position, might have a conflict of interest, arising in connection with a matter before the commission. Any member must excuse him- or herself from deliberation, and action on any case under review in which they or their family members have a financial, or other interest. Commission members(s) who have a real or perceived conflict of interest may remain in the meeting room, at the discretion of the chairperson, during the discussion of the matter, in order to provide answers to questions, clarifications, etc. However, said member must leave the meeting room for deliberations and actions/votes regarding the matter.

6. MINUTES/DECISION NOTICE

6.1 Commission minutes shall be prepared by city staff and approved at subsequent commission meetings. The minutes shall contain a brief synopsis of the meeting, including a complete restatement of all motions and recording of votes; complete statement of the conditions or recommendations made on any action; and recording of attendance. All communications, actions and resolutions shall be attached to the minutes. The official records shall be received by the City Council and filed with the City Clerk.

6.2 A written decision letter will be sent to petitioners and originators of a request to insure compliance with the requirements, specifications, and conditions approved by the commission.

7. OPEN MEETINGS AND FREEDOM OF INFORMATION PROVISIONS

7.1 All meetings of the commission shall be opened to the public and held in a place available to the general public.

7.2 All deliberations and decisions of the commission shall be made at a meeting open to the public.

7.3 For the purpose of public participation during public hearings or public comments each speaker will be allowed to speak for no more than three (3) minutes at each meeting, except that a speaker's time may be extended by a two-thirds vote of the Commission.

7.4 A person shall not be excluded from a meeting of the commission except for breach of the peace committed at the meeting.

7.5 All records, files, publications, correspondence, and other materials are available to the public for reading, copying, and other purposes are in accord with the Freedom of Information Act.

8. AMENDMENTS

These rules may be amended by the commission by a concurring vote pursuant to subsection 5.7 during any regular meeting, provided that all members have received an advanced copy of the proposed amendments at least three days prior to the meeting at which such amendments are to be considered.