



AGENDA
SPECIAL CITY COUNCIL MEETING
40TH CITY COUNCIL
OAK PARK, MICHIGAN
AUGUST 4, 2025
6:00 PM

1. CALL TO ORDER

2. ROLL CALL

3. SPECIAL BUSINESS - BOARDS AND COMMISSIONS DISCUSSION

- A. August 18, 2025 Special Meeting - 5:00 p.m. - Board and Commission applicant Interviews, new appointments and re-appointments.
- B. New software/application process.
 - 1. Civic Plus Boards and Commissions Module.
 - 2. ISolved (Applicant Pro)
- C. Council Member Liaison roles and responsibilities.
 - 1. Council Rules of Procedure. * pg. 2
 - 2. Current assignments. * pg.11
- D. Staff Liaison roles and responsibilities. * pg. 12
- E. Expectations for Board and Commission members.
 - 1. Signed Expectation Document. * pg. 13
 - 2. Formal training sessions are targeted for October.
 - 3. Bylaws for all boards and commissions. * pg. 14
 - 4. Attendance and excused absence policy - Mirroring of City Council. * pg. 22
- F. Juneteenth formalization - Ordinance. * pg. 23

4. CALL TO THE AUDIENCE

5. ADJOURNMENT

OAK PARK CITY COUNCIL

RULES OF PROCEDURE

ADOPTED NOVEMBER 11, 2013
CM-11-411-13

AMENDED MARCH 7, 2016
CM-03-092-16

AMENDED NOVEMBER 11, 2019
CM-11-371-19

OAK PARK CITY COUNCIL
RULES OF PROCEDURE

1. Rules of Procedure
2. City Council Meetings
 - A. Regular Meetings
 - B. Special Meetings
 - C. Place of Meeting
 - D. Time of Meeting
 - E. Changes in Schedule
 - F. Public Notice of Meetings
3. Quorum
4. Agenda
 - A. Agenda Items Generally
 - B. Agenda Items Submitted by Council Members
 - C. Changes to Agenda
 - D. Order of Business
 - E. Previous Meeting Minutes
 - F. Proclamations
5. Conduct of Meeting
 - A. Presiding Officer
 - B. Members of the Public
6. Closed Meetings
 - A. Purpose
 - B. Calling Closed Meetings
7. Committees of the Council
8. Rules of Order
9. Record of Meetings
 - A. Recording Responsibility
 - B. Record of Action by Council
 - C. Recording of Discussion
 - D. Minutes of Closed Session
10. Voting
 - A. Voting Duty
 - B. Yes and No Votes
 - C. Roll Call Votes
 - D. Postpone
11. Absences at Council Meetings
12. Duty to Report

**CITY OF OAK PARK
CITY COUNCIL
RULES OF PROCEDURE**

1. RULES OF PROCEDURE

- A. Authority - These Rules of Procedure are adopted by resolution of the Oak Park City Council under the authority of City Charter §7.7.
- B. Adoption - These Rules of Procedure will be placed on the agenda of the first meeting of the Council following the seating of the newly elected Council members for review and adoption. A copy of the rules adopted shall be distributed to each council member.
- C. Amendment - The Council may alter or amend its rules at any time by a vote of a majority of its members after notice has been given of the proposed alteration or amendment.
- D. Suspension of Rules – These Rules of Procedure may be waived by a simple majority vote of Council present at a meeting.

2. CITY COUNCIL MEETINGS

All meetings of the City Council will be held in compliance with state statutes, including the Open Meetings Act, 1976 PA 267 as amended, and with these rules.

A. Regular Meetings

The Regular meetings of the Council will be on the first and third Mondays of each month, unless that day is a holiday or holiday eve. Before the end of the year, the Council will approve by resolution the Regular meeting schedule for the following calendar year, including exceptions to the first and third Monday meetings. (Charter §7.1).

B. Special Meetings

Special meetings of the Council will be called by the City Clerk upon the written request of the Mayor or any two members of the Council. Notice of the Special meetings will be delivered personally or left at the Council Member's usual place of residence by the City Clerk or his designee at least 24 hours prior to the meeting. The notice will contain the time, place and purpose of the meeting. However, Special Meetings may be held on shorter notice if all of the Council Members are present or have provided a written waiver of notice. (Charter §7.2).

- 1. In accordance with the Open Meetings Act, a Special Meeting notice must be posted at City Hall and on the City's website 18 hours prior to the

meeting, and shall contain the date, time and place of the Special Meeting. (MCL 15.265)

2. Business to be conducted at a Special meeting must be stated in the Notice of such meeting. However, any business that may lawfully be addressed at a Regular Meeting may be addressed at a Special Meeting with the verbal consent of all Council Members present and written consent of all Council Members absent. (Charter §7.1).

C. Place of Meeting

All meetings of the Council will be held in the Council Chambers in City Hall unless otherwise noticed. A notice of the change in meeting location will be prominently posted on the door of the regular meeting place and will be published in the newspaper if time permits.

D. Time of Meeting

All Regular Council meetings will begin at 7:00 p.m., unless the Council, by majority vote, sets a different starting time. Special meetings may be scheduled for other times. Meetings must be scheduled at a time when the public can attend.

E. Changes in Schedule

Changes in the Regular meeting schedule may be made with the approval of a majority of members in session and will be published as required by the Open Meetings Act.

F. Public Notice of Meetings

The City Clerk or his designee will post a notice of the regular meeting schedule for the next calendar year at the City Hall. The notice will indicate the dates, times and places of the scheduled regular meetings.

3. **QUORUM**

A majority of the Council Members shall constitute a quorum for the transaction of business at all meetings. (Charter §7.5).

4. **AGENDA**

- A. Agenda Items Generally – Agenda items will be given to the City Clerk’s Office by noon on the Wednesday preceding the Regular Council meeting. The Clerk’s Office will prepare and deliver to the Council Members the agenda with supporting material and explanations as soon as possible after setting the agenda.

- B. Agenda Items Submitted by Council Members – Council Members submitting an item for a vote shall send the item to the City Manager in a timely manner in writing. Staff professional opinions will be written to accompany the item for discussion and a vote on the matter. Presentations of agenda items shall be limited to 5 minutes.
- C. Changes to Agenda - The agenda may be changed at the Regular meeting by majority vote of Council. A Special Meeting agenda will consist only of the matter(s) stated in the notice of the meeting, however, any business that may lawfully be addressed at a Regular Meeting may be addressed at a Special Meeting with the verbal consent of all Council Members present and written consent of all Council Members absent. (Charter §7.1).
- D. Order of Business - The order of business at Regular Meetings will be as follows:
1. Call to Order by Presiding Officer
 2. Pledge of Allegiance
 3. Roll Call of Council
 4. Approval of Agenda
 5. Consent Agenda
 - a. Approval of Regular and/or Special Council meeting minutes
 - b. Board & Commission Meeting Minutes
 - c. Administrative Reports
 - d. Licenses
 6. Recognition of Visiting Elected Officials
 7. Special Recognition/Presentations
 8. Public Hearings
 9. Communications
 10. Special Licenses
 11. Accounting Reports
 12. Bids
 13. Ordinances
 14. City Attorney
 15. City Manager
 16. Call to the Audience
 17. Call to the Council
 18. Adjournment
- E. Previous Meeting Minutes – The minutes of the previous meeting(s) will be distributed to the Council and will not be read at the meeting.
- F. Proclamations – Proclamations will be included in the Agenda under Special Recognition/Presentations. Requests to include Proclamations in the Agenda may be brought before the Council by any member at any time prior to the Council meeting at which the Proclamation will be given.

5. CONDUCT OF MEETING

A. Presiding Officer

1. The Mayor will preside at all meetings of the Council. In the absence of the Mayor, the Mayor Pro-Tem will preside. In the absence of both the Mayor and Mayor Pro-Tem, the Council Member who has served the longest will preside.
2. The Presiding Officer shall enforce orderly conduct at meetings. (Charter §7.6).

B. Members of the Public – Members of the public will be limited to speaking during the “Public Hearing” time and during the “Call to the Audience” time.

1. During the “Public Hearing” time, each speaker will be limited to three minutes and to the subject matter of the public hearing.
2. During the “Call to the Audience” time, each speaker will be limited to three minutes, to be timed by the Presiding Officer.
3. Each member of the audience wishing to address the Council must fill out a Request Card (located in the back of the Council Chambers) and turn it in to the City Clerk or his designee.
4. Prior to addressing the Council, members of the public are required to provide their name and address. The time required for a participant to identify themselves is not included in the three minute speaking limit.
5. The Presiding Officer or any Council Member may call to order any person being heard for failure to be germane to the business of the City, for vulgarity, or for personal attacks of persons or institutions.
6. Business and political promotions are not permitted by anyone.

6. CLOSED MEETINGS

A. Purpose – Closed meetings may be held only for the reasons authorized in the Open Meetings Act, which are the following:

1. To consider the dismissal, suspension, or disciplining of, or to hear complaints or charges brought against a public officer, employee, staff member or individual agent when the named person requests a closed meeting.

2. For strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement when either negotiating party requests a closed hearing.
3. To consider the purchase or lease of real property up to the time an option to purchase or lease that real property is obtained.
4. To consult with the City Attorney or another attorney regarding trial or settlement strategy in connection with specific pending litigation, but only when an open meeting would have a detrimental financial effect on the litigating or settlement position of the Council.
5. To review the specific contents of an application for employment or appointment to a public office when a candidate requests that the application remain confidential.
6. To consider material exempt from discussion or disclosure by state or federal law.

B. Calling Closed Meetings

At a Regular or Special meeting, the Council, by a two-thirds roll call vote may call a closed session under the conditions outlined in Section C.1 of the Open Meetings Act. The roll call vote and purpose(s) for calling the Closed Meeting shall be entered into the minutes of the public part of the meeting at which the vote is taken.

7. **COMMITTEES OF THE COUNCIL**

There shall be no standing committees of the Council. (Charter §7.7(f)).

8. **RULES OF ORDER**

The current edition of Robert's Rules of Order (Newly Revised) is adopted and made part of these Rules of Procedure, except as modified by the City Charter, City Code or by these rules.

9. **RECORD OF MEETINGS**

- A. Recording Responsibility – the City Clerk or his designee will be responsible for maintaining the official record and minutes of each meeting of the Council. Proposed minutes shall be available for public inspection within 8 business days after the meeting to which the minutes refer. The minutes, or a brief summary thereof, shall be published within 15 days of the meeting. Approved minutes shall be available for public inspection within 5 business days after the meeting at which the minutes are approved.

The City Clerk will also maintain in City Hall a file of each resolution and ordinance passed by the Council. . (Charter §7.7; MCL 15.269.)

- B. Record of Action By Council - The minutes will include all actions of the Council with respect to motions, including the name of the maker of the motion. If the vote is by roll call, the minutes will show who voted “Yes”, “No”, or “Abstained” and the reason for the abstention and approval of same. If the vote is unanimous, the minutes need only state so.
- C. Recording of Discussion – The Clerk will be responsible for preparing a general summary of the discussion or comments of the Council or Members of the public made at Council Meetings. The Clerk will not prepare a verbatim transcript, unless otherwise directed by a majority vote of the Council.
- D. Minutes of Closed Session – A separate set of minutes shall be taken by the Clerk or his designee at a Closed Session of Council. The minutes shall be distributed only to members of Council for review and approval at the next Regular meeting of Council, after which all copies shall be immediately returned to the City Clerk. Minutes of Closed Sessions shall be retained by the City Clerk for one year and one day following approval of the minutes of the Regular meeting at which the motion for the Closed Session was approved. The minutes shall not be available to the public for inspection and may be disclosed only if required by appropriate court order. (MCL 15.276(2).)

10. VOTING

- A. Voting Duty (Charter §7.7)
Whenever a question is called by the Presiding Officer, every member present shall vote. Except as provided below, the refusal of a Council Member to vote is misconduct in office.
 - 1. No member will abstain from voting unless that member has a conflict of interest in the subject matter, including, but not limited to, a financial interest or matters concerning the council member’s conduct.
 - 2. In the absence of a conflict of interest, a Council Member may only abstain from voting with the unanimous consent of the remaining members present.
- B. Yes and No Votes (Charter §7.7(b)).

All votes on ordinances and resolutions shall be taken by “yes” and “no” vote, unless the matter requires a roll call vote. All “yes” and “no” votes shall be entered upon the record, though a statement that the voting was unanimous shall be sufficient in the event of a unanimous vote.

C. Roll Call Votes

1. Roll call votes will be taken on all matters authorizing expenditures of money, calling for a closed session, when requested by a member of the Council, or when otherwise required by law.
2. Roll call votes shall be in alphabetical order, and the order shall commence one spot further in the alphabetical order for each successive roll call vote. (Charter §7.7(d))

- D. Postpone - A motion to postpone may be made for a definite period of time. Postponed items will be rescheduled for the appropriate meeting agenda by the Clerk.

11. ABSENCES AT COUNCIL MEETINGS

- A. Council Members who are unable to attend a Council meeting and desire an excused absence shall notify the City Manager of their absence in writing prior to the meeting and indicate the reason for their absence. Excused absences are permitted for the following reasons: personal illness; illness or death of a close relative; or because of a religious holiday or the eve of a religious holiday; or representation of the City at a Council authorized event. The reason shall be entered in the record of proceedings of the Council at the time of each absence.
- B. In the event of an absence of a Council member at a meeting, the City Manager is directed to supply such absent Council member with information about any Special meetings that may have been scheduled.

12. DUTY TO REPORT

- A. Council Members serving on City Commission Boards are required to report a summary of Commission activities to the entire City Council.
- B. Council Members who attend any type of social, civic or community event as a representative of the Oak Park City Council are required to report all such activities to the entire City Council at the next Regular meeting following attendance at the event.

Adopted this 7th day of March, 2016



**CITY OF OAK PARK, MICHIGAN
REGULAR MEETING OF THE
40TH OAK PARK CITY COUNCIL
March 3, 2025
7:00 PM**

Council Appointments to Boards and Commissions

MAYOR MARIAN MCCLELLAN

Planning Commission (2nd Monday, 7:00 p.m.) (Voting, required by office)
Employees Retirement System (Quarterly, 4th Monday, 4:30 p.m.) (Voting)
Public Safety Retirement System (4th Monday, 4:30 p.m.) (Voting)

MAYOR PRO TEM SHAUN WHITEHEAD

Parks and Recreation Commission (3rd Wednesday, 7:00 p.m.) (Non-Voting)
Planning Commission (2nd Monday, 7:00 p.m.) (Voting)
Brownfield Redevelopment Authority (as needed and annually) (Voting)

COUNCIL MEMBER SOLOMON RADNER

Public Safety Retirement System (4th Monday, 4:30 p.m.) (Voting)
Library Board (3rd Tuesday, 6:30 p.m.) (Voting)

COUNCIL MEMBER JULIE EDGAR

Corridor Improvement Authority (3rd Thursday, Noon) (Voting, Mayor designee)
Arts and Cultural Diversity Commission (2nd Thursday, 7:00 p.m.) (Non-Voting)

COUNCIL MEMBER STEPHANIE CRAWFORD

Traffic Safety Board (Quarterly, 3rd Wednesday, 6:00 p.m.) (Voting)
Beautification Commission (3rd Tuesday, 7:00 p.m.) (Non-Voting)
Recycling and Environmental Conservation (3rd Thursday, 7:00 p.m.) (Non-Voting)

- Change from February 17th agenda

Each approved Board/Commission may have a city appointed staff liaison. The word liaison is used deliberately to describe the nature of the staff role in relation to the board/commission, instead of the phrase "board/commission staff." A liaison is defined as "one who maintains communication."

While board/commission liaisons have some differing duties, depending on past practice, time availability, and departmental resources, generally staff liaisons are responsible for:

- Ensuring that special meetings and meeting changes/cancelations are properly noticed.
- Making sure that attendance is recorded and forward to the city clerk's office in July and January each year.
- Assisting with member reappointment and vacancy consideration with the clerk's office and administration as needed.
- Ensuring that the board/commission forwards the approved minutes to the Clerk's Office after each meeting.
- Assisting the chairperson with agenda planning, creation and distribution as needed.
- Serving as a communication link between the board/commission, administration, departments, and the Mayor and Council, as appropriate.
- Providing professional guidance, issue analysis and recommendations.
- Facilitating adherence to the board/commission's bylaws and mission statement.
- Providing guidance for conducting meetings and adherence to parliamentary procedures.
- Facilitating access to the meeting location and secure when finished.
- Managing the budget and requests for city resources.
- Processing payments/invoices following established city policies.
- Fostering a positive and professional relationship with the chairperson and board/commission members.

The liaisons are staff professionals with significant work responsibilities in addition to their board/commission liaison activities. In general, the liaisons are individuals who have significant staff responsibilities that may relate to the same work area as the board/commission. The liaisons do not work "for" or "at the direction of" the board/commission. They are professionals who support the board/commission in pursuing their mission.

Expectations for Board/Commission Members

Draft 8-4-25

It is expected that:

- All board/commission meetings are to be conducted in a public session that is noticed in accordance with State law.
- Members will participate in meetings and adhere to the city's established attendance policy.
- Individual board/commission members and the collective group will be fair, impartial and respectful of the public, staff, and each other.
- Members will respect the limitations of their individual and collective authority.
- Members will strive to appreciate differences in approach and point of view, whether from each other, the community, the Mayor and Council, or staff and will be cognizant of each other's time.
- Each member will participate in the group's discussions and work assignments, without dominating the discussion or activity of the committee.
- The board/commission chair will ensure that all members have a fair, balanced and respectful opportunity to share their knowledge and perspectives.
- The board/commission will attempt to reach consensus on issues. If consensus is not possible, strong differing opinions such as "minority" opinions should be recorded and acknowledged in the minutes.
- There are "no surprises" from the board/commission either in the nature of the work being undertaken or the method and timing for conveyance of recommendations to the city. The staff liaison plays an important role in assisting the committee in this regard.
- Any comments to the media about the board/commission's work should be channeled through the Director of Communications and Public Information.
- When a consultant is retained as part of the board/commission's work, the consultant will be managed by the staff liaison, as there is a contractual obligation between the board/commission and the consultant. The board/commission will act in an advisory role and work with the consultant and staff to accomplish the charges provided by the city.

Please be careful not to deliberate about board/commission work and issues via personal e-mail or in unnoticed "side meetings or gatherings" as these actions may be in violation of open meeting laws. Please be mindful of reply-all emails which could lead to walking quorum or deliberations outside of a public meeting.

CITY OF ROYAL OAK
ROYAL OAK CITIZENS TRAFFIC COMMITTEE BYLAWS
APPROVED JUNE 2024

I. Name

The name of this committee is the Royal Oak Citizens Traffic Committee, and referred to as the "Traffic Committee" throughout these bylaws.

II. Purpose

The purpose of this committee is to review proposed traffic regulations, traffic and pedestrian safety and residential parking issues, as established by the City of Royal Oak, City Code of Ordinances Chapter 39, Article IV. The committee shall comply with all Federal, state and local laws.

III. Membership And Vacancies

- a. The committee shall consist of seven (7) members who reside or own property within the City of Royal Oak. The City Engineer or their appointed engineer and the police department representative shall be staff ex officio members, who do not have the ability to vote.
- b. All members shall be appointed by the city commission consistent with Chapter 12, Appointments to Advisory Boards, Commissions and Committees, of the City of Royal Oak Code of Ordinances, also known as the Appointment Ordinance, No. 93-21 *as amended by* No. 2000-08.
 - i. The staff ex officio member shall promptly notify the city commission, through the city clerk's office, of any vacancies on the committee.
 - ii. The committee members shall also keep the city clerk's office timely informed of the names, addresses, telephone numbers, email addresses and other contact information or anything that might change their status as a committee member.
 - iii. Members appointed to fill a vacancy shall hold office until the term expires as set by the city commission and/or the Appointments Ordinance.
 - iv. Refer to the City Code, Chapter 12: Appointments to Advisory Boards, Commissions and Committees for current rules regarding vacancies and absences from meetings.

IV. Officers

The officers of the Traffic Committee are the chairperson, vice chairperson and as many other officers as the committee deems necessary.

Duties. The chairperson shall preside over the meetings of the committee. The chairperson shall have no administrative authority over the committee.

The vice-chairperson shall preside over the meeting of the committee in the absence of the chairperson.

Terms of Office. Each officer shall be elected to serve a term of one (1) year, or until he or she has been duly succeeded. Each officer's term of office shall begin at the close of the first meeting immediately following his or her election.

V. Code Of Conduct

In general, the use of good judgement, based on high ethical principles, will guide the officers and members of the Traffic Committee with respect to lines of acceptable conduct. The successful operation and reputation of Royal Oak boards and commissions is built upon the principles of fair dealing and ethical conduct of members. Integrity and excellence require careful observance of the spirit and letter of all applicable laws and personal integrity. Failure to abide by these basic principles may result in removal from the Traffic Committee by the City Commission.

VI. Meetings

Regular Meetings. There shall be at least three (3) meeting(s) of the committee each year. The committee is free to hold as many meetings as it deems necessary. Regular meetings will be held on the fourth Tuesday of every other (CC02/07/05) month in the evening in room 121 of Royal Oak City Hall, 203 S. Troy Street (CC08/22/22), Royal Oak, Michigan. The second meeting of the year shall be the annual meeting.

Special Meetings. Special meetings of the committee may be called by the chairperson or by a majority vote of the members of the committee.

All meetings of the committee shall comply with the Michigan Open Meetings Act, Act 267 of the Public Acts of 1976, MCL 15.261 et seq. The committee shall notify the city clerk's office of all meetings reasonably in advance of the scheduled meeting.

Order of Business. All meetings shall be conducted to conform to the following order:

1. Call to Order
2. Roll Call and Preamble
3. Approval of Minutes
4. Public Comment for Items Not on the Agenda
5. Unfinished Business
6. New Business
7. Information Only Items
8. Adjournment

Quorum. Four committee members shall be present to constitute a quorum.

Minutes. The staff ex officio member shall record the minutes of all meetings, resolutions and votes. The minutes will be filed with the city clerk's office.

Action. All action by the committee shall be carried out by motion adopted by a majority of the membership.

VII. Parliamentary Authority

Parliamentary authority for the committee is governed by Robert's Rules of Order. In case of conflict between these bylaws and the Robert's Rules of Order, these bylaws control. In case of conflict between these bylaws and any city ordinance, the city ordinance controls. In case of conflict between city ordinance and state legislation, the state legislation controls.

VIII. Nominations And Elections Of Officers

Elections shall take place as needed when the Traffic Committee is notified that the Vice Chair will no longer be on the Traffic Committee.

Nominations. Nominations may be made by any member of the committee at the meeting convened to conduct elections.

Tie vote. In case of a tie vote, the successful candidate shall be determined by lot conducted by the staff ex officio member.

Vacancies and special elections. In the event that a vacancy occurs in the position of the chairperson, the vice chairperson shall automatically assume the position of chairperson for the remainder of the term.

In the event a vacancy occurs in the position of any other officers, a special election will be conducted to elect (a) new officer(s) to fill the vacancy for the remainder of the term.

Special elections shall observe the procedures established for general elections.

Voting. The majority of the members voting shall decide general and special elections.

IX. Adoption and Amendment of Bylaws

Adoption. Recommendations to adopt these bylaws to the city commission shall be adopted by two-thirds vote of the entire membership of the committee.

Amendment. Recommendations to amend these bylaws to the city commission may be made by two-thirds vote of the entire membership of the committee.

These bylaws are subject to approval, modification or repeal by the city commission.

X. General Provisions

No member of the committee shall order or instruct any city staff member to perform any service or duty without having first been approved by the majority vote of the traffic committee.

The committee is an advisory organization to the City of Royal Oak and its city commission and acts by making recommendations to the city commission.

The objectives and membership of the Royal Oak Citizens Traffic Committee are those set forth in the Uniform Traffic Code for Cities, Townships and Villages. The committee shall limit its review to neighborhood traffic and safety issues only unless otherwise requested by the city commission. In all cases, the traffic committee shall request entities proposing to impact traffic flow to complete a traffic study to assist in the committee's work.

Subsequent to the committee taking action on a traffic request, at least one year must pass before the committee can again consider a similar request. (CC02/07/05)

The committee is authorized to perform reviews and make recommendations for the designation of residential permit parking zones (Code 497), and for the allowance of residential pull-off parking areas (Code 498).

The city engineer shall prepare the agenda of regular and special meetings with the chairperson, provide notice of meetings to Committee members, and attend to correspondence of the Committee.

Special committees may be appointed by the chairperson or vice chairperson for purposes and terms which the committee approved.

XI. Michigan Freedom of Information Act Compliance Mandatory

The committee shall specifically comply with the Michigan Freedom of Information Act (FOIA) [Public Act 422 of 1976, MCL § 15.231 *et seq.*] and the city's most recent FOIA policy. The City Clerk and Human Resources Director will assist the committee in compliance.

XII. Michigan Open Meetings Act Compliance Mandatory

The committee shall specifically comply with the Michigan Open Meetings Act (OMA) [Public Act 267 of 1976, MCL § 15.261 *et seq.*]. The City Clerk will assist the committee in compliance.

XIII. Sunset Provision

The committee is commissioned to conduct business until abolished by the city commission.

XIV. Accessibility

Anyone planning to attend a public meeting of the Traffic Committee who has need of special assistance under the Americans with Disabilities Act (ADA) is asked to contact the City Clerk's office at 248.246.3050 or email CityClerk@romi.gov at least two (2) business days prior to the meeting so that the city can support the full participation of member in the community.

CITY OF ROYAL OAK
ROYAL OAK CITIZENS TRAFFIC COMMITTEE BYLAWS
APPROVED JUNE 2024

I. Name

The name of this committee is the Royal Oak Citizens Traffic Committee, and referred to as the "Traffic Committee" throughout these bylaws.

II. Purpose

The purpose of this committee is to review proposed traffic regulations, traffic and pedestrian safety and residential parking issues, as established by the City of Royal Oak, City Code of Ordinances Chapter 39, Article IV. The committee shall comply with all Federal, state and local laws.

III. Membership And Vacancies

- a. The committee shall consist of seven (7) members who reside or own property within the City of Royal Oak. The City Engineer or their appointed engineer and the police department representative shall be staff ex officio members, who do not have the ability to vote.
- b. All members shall be appointed by the city commission consistent with Chapter 12, Appointments to Advisory Boards, Commissions and Committees, of the City of Royal Oak Code of Ordinances, also known as the Appointment Ordinance, No. 93-21 as amended by No. 2000-08.
 - i. The staff ex officio member shall promptly notify the city commission, through the city clerk's office, of any vacancies on the committee.
 - ii. The committee members shall also keep the city clerk's office timely informed of the names, addresses, telephone numbers, email addresses and other contact information or anything that might change their status as a committee member.
 - iii. Members appointed to fill a vacancy shall hold office until the term expires as set by the city commission and/or the Appointments Ordinance.
 - iv. Refer to the City Code, Chapter 12: Appointments to Advisory Boards, Commissions and Committees for current rules regarding vacancies and absences from meetings.

IV. Officers

The officers of the Traffic Committee are the chairperson, vice chairperson and as many other officers as the committee deems necessary.

Duties. The chairperson shall preside over the meetings of the committee. The chairperson shall have no administrative authority over the committee.

The vice-chairperson shall preside over the meeting of the committee in the absence of the chairperson.

Terms of Office. Each officer shall be elected to serve a term of one (1) year, or until he or she has been duly succeeded. Each officer's term of office shall begin at the close of the first meeting immediately following his or her election.

V. Code Of Conduct

In general, the use of good judgement, based on high ethical principles, will guide the officers and members of the Traffic Committee with respect to lines of acceptable conduct. The successful operation and reputation of Royal Oak boards and commissions is built upon the principles of fair dealing and ethical conduct of members. Integrity and excellence require careful observance of the spirit and letter of all applicable laws and personal integrity. Failure to abide by these basic principles may result in removal from the Traffic Committee by the City Commission.

VI. Meetings

Regular Meetings. There shall be at least three (3) meeting(s) of the committee each year. The committee is free to hold as many meetings as it deems necessary. Regular meetings will be held on the fourth Tuesday of every other (CC02/07/05) month in the evening in room 121 of Royal Oak City Hall, 203 S. Troy Street (CC08/22/22), Royal Oak, Michigan. The second meeting of the year shall be the annual meeting.

Special Meetings. Special meetings of the committee may be called by the chairperson or by a majority vote of the members of the committee.

All meetings of the committee shall comply with the Michigan Open Meetings Act, Act 267 of the Public Acts of 1976, MCL 15.261 et seq. The committee shall notify the city clerk's office of all meetings reasonably in advance of the scheduled meeting.

Order of Business. All meetings shall be conducted to conform to the following order:

1. Call to Order
2. Roll Call and Preamble
3. Approval of Minutes
4. Public Comment for Items Not on the Agenda
5. Unfinished Business
6. New Business
7. Information Only Items
8. Adjournment

Quorum. Four committee members shall be present to constitute a quorum.

Minutes. The staff ex officio member shall record the minutes of all meetings, resolutions and votes. The minutes will be filed with the city clerk's office.

Action. All action by the committee shall be carried out by motion adopted by a majority of the membership.

VII. Parliamentary Authority

Parliamentary authority for the committee is governed by Robert's Rules of Order. In case of conflict between these bylaws and the Robert's Rules of Order, these bylaws control. In case of conflict between these bylaws and any city ordinance, the city ordinance controls. In case of conflict between city ordinance and state legislation, the state legislation controls.

VIII. Nominations And Elections Of Officers

Elections shall take place as needed when the Traffic Committee is notified that the Vice Chair will no longer be on the Traffic Committee.

Nominations. Nominations may be made by any member of the committee at the meeting convened to conduct elections.

Tie vote. In case of a tie vote, the successful candidate shall be determined by lot conducted by the staff ex officio member.

Vacancies and special elections. In the event that a vacancy occurs in the position of the chairperson, the vice chairperson shall automatically assume the position of chairperson for the remainder of the term.

In the event a vacancy occurs in the position of any other officers, a special election will be conducted to elect (a) new officer(s) to fill the vacancy for the remainder of the term.

Special elections shall observe the procedures established for general elections.

Voting. The majority of the members voting shall decide general and special elections.

IX. Adoption and Amendment of Bylaws

Adoption. Recommendations to adopt these bylaws to the city commission shall be adopted by two-thirds vote of the entire membership of the committee.

Amendment. Recommendations to amend these bylaws to the city commission may be made by two-thirds vote of the entire membership of the committee.

These bylaws are subject to approval, modification or repeal by the city commission.

X. General Provisions

No member of the committee shall order or instruct any city staff member to perform any service or duty without having first been approved by the majority vote of the traffic committee.

The committee is an advisory organization to the City of Royal Oak and its city commission and acts by making recommendations to the city commission.

The objectives and membership of the Royal Oak Citizens Traffic Committee are those set forth in the Uniform Traffic Code for Cities, Townships and Villages. The committee shall limit its review to neighborhood traffic and safety issues only unless otherwise requested by the city commission. In all cases, the traffic committee shall request entities proposing to impact traffic flow to complete a traffic study to assist in the committee's work.

Subsequent to the committee taking action on a traffic request, at least one year must pass before the committee can again consider a similar request. (CC02/07/05)

The committee is authorized to perform reviews and make recommendations for the designation of residential permit parking zones (Code 497), and for the allowance of residential pull-off parking areas (Code 498).

The city engineer shall prepare the agenda of regular and special meetings with the chairperson, provide notice of meetings to Committee members, and attend to correspondence of the Committee.

Special committees may be appointed by the chairperson or vice chairperson for purposes and terms which the committee approved.

XI. Michigan Freedom of Information Act Compliance Mandatory

The committee shall specifically comply with the Michigan Freedom of Information Act (FOIA) [Public Act 422 of 1976, MCL § 15.231 *et seq.*] and the city's most recent FOIA policy. The City Clerk and Human Resources Director will assist the committee in compliance.

XII. Michigan Open Meetings Act Compliance Mandatory

The committee shall specifically comply with the Michigan Open Meetings Act (OMA) [Public Act 267 of 1976, MCL § 15.261 *et seq.*]. The City Clerk will assist the committee in compliance.

XIII. Sunset Provision

The committee is commissioned to conduct business until abolished by the city commission.

XIV. Accessibility

Anyone planning to attend a public meeting of the Traffic Committee who has need of special assistance under the Americans with Disabilities Act (ADA) is asked to contact the City Clerk's office at 248.246.3050 or email CityClerk@romi.gov at least two (2) business days prior to the meeting so that the city can support the full participation of member in the community.

Section 5.2. - Vacancies in elective office.

Any elective city office shall be declared vacant by the council upon the occurrence of any of the following events before the expiration of the term of such office:

- (a) For any reason specified by statute or by this Charter as creating a vacancy in office;
- (b) If no person is elected to, or qualifies for, the office at the election at which such office is to be filled;
- (c) If the officer shall be found guilty by a competent court of the State of Michigan of any act constituting misconduct in office under the provisions of this Charter;
- (d) If the officer shall absent himself continuously from the city for more than thirty consecutive days in any one year without the permission of the council;
- (e) In the case of any members of the council, if such officer shall miss four consecutive regular meetings of the council or twenty-five per cent of such meetings in any fiscal year of the city, unless such absences shall be excused by the council and the reason therefor entered in the proceedings of the council at the time of each absence;
- (f) If the officer is removed from office by the council in accordance with the provisions of section 5.4.

Section 5.3. - Vacancies in boards and commissions.

The office of any member of any board or commission created by, or pursuant to, this Charter shall be declared vacant by the council:

- (a) For any reason specified by statute or by this Charter as creating a vacancy in office;
- (b) If the officer shall be found guilty by a competent tribunal of any act constituting misconduct in office under the provisions of this Charter;
- (c) If such officer shall miss four consecutive regular meetings of such board or commission, or twenty-five per cent of such meetings in any fiscal year of the city, unless such absences shall be excused by such board or commission and the reason therefor entered in the proceedings of such board or commission at the time of each absence;
- (d) If the officer is removed from office by the council in accordance with the provisions of section 5.4.

**CITY OF OAK PARK
OAKLAND COUNTY, MICHIGAN**

DRAFT - July 22, 2025

ORDINANCE NO. O-25-741

ORDINANCE TO AMEND CHAPTER 2, ADMINISTRATION, ARTICLE III, BOARDS AND COMMISSIONS, BY ADDING A NEW DIVISION 2, JUNETEENTH COMMISSION.

THE CITY OF OAK PARK ORDAINS:

SECTION 1. Chapter 2, Administration, Article III Boards and Commissions, of the Code of Ordinances of the City of Oak Park is hereby amended by the addition of a new Division 2, Juneteenth Commission, which shall read as follows:

DIVISION 2. – Juneteenth Commission

Sec. 2-256. - Created.

There is hereby created a Juneteenth commission for the City of Oak Park for the purpose of planning and implementing the annual Juneteenth celebration.

Sec. 2-257. - Composition.

The Juneteenth commission shall be composed of 9 members and shall include two members of the city council, appointed by the city council, and one member of the city administration, appointed by the City Manager, to serve as ex officio members and shall be entitled to vote.

Sec. 2-258. - Appointment.

The resident members of the Juneteenth commission shall be appointed by the city council.

Sec. 2-259. - Terms.

The members of the Juneteenth commission shall serve for terms of three years. The first commission shall be composed of two members whose term shall be one year, two members whose term shall be two years and two members whose term shall be three years. Terms shall expire on August 31 of a calendar year.

Sec. 2-260. - General duties.

It shall be the duty of the Juneteenth commission to support the city administration in the planning, promotion and execution of the annual Juneteenth celebration.

Sec. 2-261. - Compensation.

The members of the Juneteenth commission shall serve without compensation.

Sec. 2-262. - Officers.

- (a) The officers of the Juneteenth commission shall consist of a chairperson, vice-chairperson, and secretary. The Juneteenth Commission shall, from its appointed members, elect a chairperson who shall be the presiding officer of the commission, a vice-chairperson who shall serve as presiding officer in the absence of the chairperson and a secretary who shall keep and maintain the proceedings of the commission.
- (b) Officers shall serve for one year and may serve an unlimited number of terms in that office.
- (c) Officers shall be elected at the January meeting each year.

Sec. 2-263. - Meetings.

The Juneteenth commission shall meet monthly beginning in January and conclude with an evaluation meeting in July, at a time and location determined by the commission. Commission meetings are public meetings subject to the Open Meeting Act and shall be properly noticed. Additional meetings of this commission and subcommittee meetings may be called by the chairperson on an "as necessary" basis. Subcommittee meetings do not require notice.

Sec. 2-264. - Organization.

The Juneteenth commission shall adopt rules for transaction of business that follow Robert's Rules of Order and shall keep minutes of its proceedings, which shall be a public record.

Sec. 2-265. - Staff.

The city manager shall be responsible for providing necessary staff assistance to serve the Juneteenth commission.

Sec. 2-266. - Funds.

Funds may be appropriated for the Juneteenth commission as a part of the annual budgeting process to defray its expenses. Such appropriations shall follow established procedures set forth by city ordinance.

Sec. 2-267. – Sub-committees.

- (a) Sub-committees may be formed by the commission to work on specific aspects of the celebration.
- (b) A member of the Juneteenth commission shall serve as the chairperson of each subcommittee and shall present recommendations to the commission for approval.

- (c) The commission may appoint volunteers who are not members of the commission to serve on sub-committees of the commission.

Sec. 2-268. - Quorum; majority.

Attendance by 50 percent or more of the current membership of the commission shall constitute a quorum. Any action of the commission shall require a concurrence by the majority of the quorum present at the meeting.

Secs. 2-269 - 2-275. - Reserved.

SECTION 2. Severability.

No other portion, paragraph or phrase of the Code of Ordinances of the City of Oak Park shall be affected by this ordinance, except as to the above section and in the event any portion, section or subsection of this ordinance shall be held invalid for any reason, such invalidation shall not be construed to affect the validity of any other part or portion of this ordinance or of the Code of Ordinances of the City of Oak Park.

SECTION 3. Effective Date.

This ordinance shall become effective ten (10) days from the date of its passage and shall be published as required by the Charter of the City of Oak Park.

T. EDWIN NORRIS
City Clerk

MARIAN McCLELLAN
Mayor

I, T. EDWIN NORRIS, the duly authorized Clerk of the City of Oak Park, Michigan, do hereby certify that the foregoing ordinance was adopted by the Council of the City of Oak Park at its regular meeting held on

T. EDWIN NORRIS, City Clerk

First Reading:
Second Reading:
Adopted:
Published