



AGENDA

REGULAR JUNETEENTH COMMISSION MEETING

OAK PARK, MICHIGAN
JANUARY 14, 2026
6:00 PM

1. CALL TO ORDER

2. ROLL CALL

A. MEMBERS:

Stephanie Crawford - Council Member
Lonnie Tabb - Upshaw
Carla Wallace
Glenda Stainback
Rita Lockridge
Kevin Keys
Cheryl Daniel
Alicia Edwards
Adam Owczarzak - Deputy City Manager

3. APPROVAL OF AGENDA

4. SELECTION OF OFFICERS

- A. Chairperson
- B. Vice-chairperson
- C. Secretary

5. OLD BUSINESS

- A. 2025 Juneteenth Recap

6. NEW BUSINESS

- A. Juneteenth ByLaws Review and Adoption.
- B. Board and Commission Training Recap
- C. Appointment of Sub Committee Chair & Members
- D. Discuss Venue Options

7. COMMISSIONER REPORTS

8. ADJOURNMENT

**CITY OF OAK PARK
JUNETEENTH COMMISSION BYLAWS**

DRAFT 1/14/26

I. Name

The name of this commission is the Juneteenth Commission and referred to as the “Juneteenth Commission” throughout these bylaws.

II. Purpose

The purpose of this commission is to plan and implement the annual Juneteenth celebration.

III. Membership

- (a) The commission shall be composed of 9 members and shall include one member 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.
- (b) Resident members of the commission shall be appointed by the city council for three-year terms expiring on August 31 of a calendar year.

IV. 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.

V. Code of Conduct

In general, the use of good judgement, based on high ethical principles, will guide the officers and members of the Juneteenth Commission 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 commission by the City Council.

VI. Meetings

The Juneteenth commission shall meet monthly beginning in January and conclude with an evaluation meeting in August, at a time and location determined by the commission. Commission meetings are public meetings and shall comply with 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.

All regular meetings shall be conducted to conform to the following order:

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of Minutes
5. Unfinished Business
6. New Business
7. Public Comments
8. Adjournment

Quorum. 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 a majority of the quorum present at the meeting.

VII. Attendance

A vacancy on the commission may be declared by the appointing authority when a member misses four consecutive regular meetings or twenty-five percent of such meetings in any fiscal year of the city, unless such absences shall be excused by the commission. Excused absences are permitted due to illness or death of a close relative; or because of a religious holiday or the eve of a religious holiday. An excused absence and the reason for the absence should be noted in the minutes.

VIII. Parliamentary Authority

Parliamentary authority for the commission 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.

IX. General Provisions

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. No member of the commission shall order or instruct any city staff member to perform any service or duty. The commission is an advisory organization to the City of Oak Park and its city council and acts by making recommendations to the city council.

X. Michigan Freedom of Information Act Compliance Mandatory

The commission 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 Office will assist the committee in compliance.

XI. 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.

XII. Sunset Provision

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

XIII. 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.

XIV. 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.

XV. Amendments

- (a) These By-Laws may be amended at any regular meeting of the Commission by a two-thirds vote of the Commission, provided no amendment may be adopted at the same regular membership meeting at which it is proposed.
- (b) A copy of each amendment adopted by the Commission shall be furnished to the City Council for its approval before implementation.