



# Royal Oak

## Agenda

### Royal Oak Older Adults Advisory Board Meeting

Wednesday, May 15, 2024, 6:30 p.m.

M/M Senior Center

3500 Marais Avenue, Royal Oak, MI 48073

Anyone planning to attend the meeting 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 at least two (2) business days prior to the meeting.

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	Pages
1. Call to Order	
2. Approval of Agenda	
3. Approval of Minutes	2
4. Public Comment	
5. Business	
a. Presentation from Jill Martin, Grant Writer	
b. Adoption of Model Bylaws	5
c. Group Photo	
6. Announcements	
a. Next Meeting: June 13, 2024	
7. Adjournment	



## Minutes

### Royal Oak Older Adults Advisory Board Meeting

April 18, 2024, 6:30 p.m.

M/M Senior Center

3500 Marais Avenue, Royal Oak, MI 48073

Present: Marie Donigan  
Anne Hoyt  
Michael Lawrence  
Susan Giasson Gilbert

Absent: Rebecca Cheezum  
Bill Paskoules  
Laura Mabee

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#### 1. Call to Order

The meeting was called to order at 6:35 p.m.

#### 2. Approval of Agenda

Moved by: Anne Hoyt

Seconded by: Michael Lawrence

A motion to approve the agenda.

Motion Adopted

#### 3. Approval of Minutes

Moved by: Marie Donigan

Seconded by: Anne Hoyt

A motion was made to approve the minutes.

Motion Adopted

#### **4. Public Comment**

Janice Wagman made comments about the by-laws and spoke about the responsibilities of the Older Adults Committee and making suggestions to the City Commission. Will all residents receive the Aging in Place mailer going out over the summer. Will we be addressing the access elevators in the parking structures.

#### **5. Business**

##### **5.a Members getting to know each other**

All members introduces themselves and gave some background experience and discussed why they wanted to serve on the Older Adults Advisory Board.

##### **5.b Overview of budget process and related budget requests**

Susan explained how the budget planning process and gave details on when discussions begin and when they are finalized. Explained how and when Capital Improvement plans are done.

##### **5.c Bylaws**

Susan went through the by-laws for the Older Adult Advisory Board. Board discussed some of the clarification that is needed to finalize the by-laws.

##### **5.d Older Adults month updates**

Susan talked about May being Older Adults Month and some of the activities taking place. She invited the members of the Older Adults Advisory Board to attend and receive the Proclamation that will be given to them at the Monday, April 22, 2024 City Commission Meeting.

##### **5.e Adoption of annual meeting schedule**

Meeting dates were discussed for the remainder of 2024 and normal meeting dates will be on the second Thursday of each month at 6:30 P.M. for the exception of May & July. The May meeting will be on Wednesday, May 15th and no meeting in July 2024.

Moved by: Marie Donigan

Seconded by: Michael Lawrence

Motion was made to adopt annual meeting schedule.

Motion Adopted

#### **6. Adjournment**

Moved by: Marie Donigan

Seconded by: Anne Hoyt

The meeting was adjourned at 8:22 P.M.

Motion Adopted

## **CITY OF ROYAL OAK**

### **Older Adults Advisory Board**

Approved **Date Approved by City Commission**

#### **I. NAME**

The name of this board is the Older Adults Advisory Board.

#### **II. PURPOSE**

As established by Chapter 113 of City of Royal Oak Code of Ordinances, the purpose of the Older Adults Advisory Board shall be to advise and make recommendations to the City Commission and the City Manager on accomplishing and maintaining the goals of the Aging in Place Plan and to provide feedback related to services for older adults at the Leo Mahany/Harold Meininger Senior Community Center and to the city in general.

#### **III. MEMBERSHIP AND VACANCIES**

The Older Adults Advisory Board shall be made up of seven total members, appointed by the City Commission, and one nonvoting staff ex-officio member. One of the seven voting members shall be a member of the City Commission. The staff ex officio member shall be appointed by the City Manager or their designee and shall be responsible for working with the board and the chair in organizing their agendas, minutes, and other documents and maintaining records and handling administrative elements of the board. Voting members shall be residents of the City of Royal Oak.

- 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 Appointments Ordinance.
  - i. The staff ex-officio member shall notify the City Clerk of any vacancies on the Commission who will forward any vacancies to the City Commission for consideration to fill any vacancies.
  - ii. The Older Adults Advisory Board members shall keep the City Clerk's office informed of changes in their names, addresses, phone number, email address or other basic contact information or anything that might change their status as a commission member.

- iii. Members appointed to fill a vacancy shall hold office for the original term of the vacancy as set by the City Commission and/or the Appointments Ordinance.
- iv. Members shall comply with ordinances relating to attendance as described in Chapter 12.

#### **IV. OFFICERS**

The Older Adults Advisory Board shall elect a chair, vice chair, and any other officers deemed necessary.

- a. Chair: The chair shall preside over the meeting and serve as a voting member
- b. Vice-Chair: The vice-chair shall perform the duties of chair in their absence.
- c. Staff Ex-Officio: The staff ex-officio member, who is appointed by the City Manager or their designee, shall serve as the secretary and record the minutes.

Term: All officers, except for the staff ex-officio member, shall serve a one (1) year term.

The Older Adults Advisory Board has the authority to remove a member from being an officer of the Older Adults Advisory Board but does not have the authority to remove them from the board. The board may remove a member from being an officer, by motion, second, and the concurring affirmative vote of four (4) members of the Older Adults Advisory Board.

#### **V. NOMINATIONS AND ELECTIONS OF OFFICERS**

The Older Adults Advisory Board shall hold the election of officers annually in January, nominations for which shall be accepted at the January meeting. Any member of the Older Adults Advisory Board may be nominated.

Members may nominate themselves or any other appointed member of the board.

The affirmative vote of the majority of members present for the election shall be required to be elected as an officer.

#### **VI. CODE OF CONDUCT**

In general, the use of good judgment, based on high ethical principles, will guide the officers and members of the Older Adults Advisory Board 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 Older Adults Advisory Board by the City Commission.

## **VII. MEETINGS**

### **a. Meeting Schedule**

Regular Meetings. The Older Adults Advisory Board shall adopt a schedule of regular meetings for the next year no later than the final meeting of the calendar year.

Special Meetings. Special meetings of the Older Adults Advisory Board may be called by the chair or by two members of the board in accordance with the Michigan Open Meetings Act. The Older Adults Advisory Board shall coordinate with the staff liaison for all special meetings reasonably in advance of the scheduled meeting so that the notice of the meeting shall be timely published as required by the Open Meetings Act.

All meetings of the Older Adults Advisory Board shall be subject to the Michigan Open Meetings Act, Act 267 of the Public Acts of 1976, MCL 15.261 et seq.

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

1. Call to Order
2. Roll Call
3. Agenda Approval
4. Public Comment
5. Minutes
6. Business Items
7. Announcements
8. Adjournment

### **c. Quorum. A minimum of the majority of members four (4) of the Older Adults Advisory Board shall constitute a quorum.**

### **d. Minutes. The staff ex-officio member shall be responsible for taking minutes and act as the records custodian for the Older Adults Advisory Board.**

- e. Action. All action by the Older Adults Advisory Board shall be made by motion adopted by the concurring affirmative vote of majority of members present unless otherwise required by ordinance or state ordinance.
- f. Public Comment. The board shall follow the city commission's standard procedure for public comment. The chair has the ability to extend the three minutes per person limit.

## **VIII. ANNUAL REPORT**

The Older Adults Advisory Board shall produce an annual report in the month of August.

## **IX. PARLIAMENTARY AUTHORITY**

Parliamentary authority for the Older Adults Advisory Board 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 law, the state law controls.

## **X. ADOPTION OR AMENDMENT OF BYLAWS**

- a. The Older Adults Advisory Board makes a recommendation to adopt the bylaws to the Royal Oak City Commission. A recommendation to adopt, modify or repeal the bylaws shall be approved by two-thirds of the entire membership of the board.
- b. The Royal Oak City Commission has the authority to approve, amend, or repeal these bylaws.
- c. The Older Adults Advisory Board shall review these bylaws annually in February. If there are no proposed amendments then no action is needed.

## **XI. GENERAL PROVISIONS**

No member of the board shall order or instruct city staff members to perform any service or duty. If a board feels that they are inadequately supported, they can address that through the staff liaison and the city manager.

## **XII. MICHIGAN FREEDOM OF INFORMATION ACT COMPLIANCE MANDATORY**



The Older Adults Advisory Board shall comply with the Michigan Freedom of Information Act (FOIA) [Public Act 422 of 1976, MCL § 15.231 et seq.] and the city's current FOIA policy. The City Clerk and Human Resource Director shall assist the board in compliance.

### **XIII. MICHIGAN OPEN MEETINGS ACT COMPLIANCE MANDATORY**

The Older Adults Advisory Board shall comply with the Michigan Open Meetings Act (OMA) [Public Act 267 of 1976, MCL § 15.261 et seq.].

### **XIV. ACCESSIBILITY**

Anyone planning to attend a public meeting of the Older Adults Advisory Board 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](mailto:CityClerk@romi.gov) at least two (2) business days prior to the meeting so that the city can support the full participation of members of the community.