

**CITY OF ROYAL OAK
CHARTER REVIEW COMMITTEE BYLAWS**

I. NAME

The name of this committee is the Charter Review Committee.

II. PURPOSE

As established by City of Royal Oak resolution, adopted November 12, 1990, the purpose of the Royal Oak Charter Review Committee (ROCRC) is to analyze the Charter and develop a list of recommended changes for consideration by the City Commission. The recommended changes will serve the purpose of:

- a. simplifying and modernizing the language of the City Charter
- b. improving its ease of reading and rendering it more understandable
- c. updating it so that it is in concert with current practices and ordinances

The committee shall comply with all federal, Michigan and Royal Oak laws.

III. MEMBERSHIP AND VACANCIES

a. The committee shall consist of five (5) members, and an ex-officio member from the Legal Department. Members shall serve for up to three (3) four (4) year terms or until their successor is appointed.

b. All members shall be appointed by the City Commission consistent with the Appointment Ordinance, No. 93-21 as amended by No. 2000-08.

- i. The committee shall promptly notify the City Commission, through the City Clerk's office, of any vacancies on the committee.
- ii. The committee shall also keep the City Clerk's office timely informed of the names, addresses, telephone numbers and other contact information for each member of the committee.
- 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. Consistent with the Appointment Ordinance, *id.*, if a member is absent from three consecutive meetings without excuse and/or five consecutive meetings with or without an excuse, or is convicted of a felony or any other serious crime while serving as a member, the position shall be automatically determined to be vacant and filled pursuant to the Appointment Ordinance, *id.*
- v. As much as possible membership in the committee shall rotate on staggered terms.

IV. OFFICERS

The officers of the committee are the chairman, vice-chairman. The officers shall be elected at the first meeting of the calendar year.

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

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

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

V. MEETINGS

Regular Meetings. Meetings of the ROCRC will take place on the fourth Thursday of every month or as needed as determined by the members of the ROCRC.

Special Meetings. Special meetings of the committee may be called by the chairman or by two 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:

- a. Meeting Called to Order,
- b. Roll Call,
- c. Agenda,
- d. Announcements,
- e. Public Comment,
- f. Approval of Minutes,
- g. Old Business,
- h. New Business, and
- i. Motion to Adjourn.

Quorum. A majority of the committee shall constitute a quorum.

Minutes. The committee shall keep a permanent journal recording the minutes of all meetings, resolutions and votes. The journal will be filed with the City Clerk's office.

Action. All action by the committee shall be made by motion adopted by a majority of four members.

VI. PARLIAMENTARY AUTHORITY

Parliamentary authority for the committee is governed by Robert's Rules of Order (Newly Revised, 10th Edition). 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.

VII. NOMINATIONS AND ELECTIONS OF OFFICERS

Elections shall take place at the first meeting of the calendar year.

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

(b) Tie vote. In case of a tie vote, the successful candidate shall be determined by lot conducted by the chairman designee.

(c) Vacancies. In the event that a vacancy occurs in the position of the chairman, the vice-chairman shall automatically assume the position of chairman for the remainder of the term.

(d) Voting. The majority of the members voting shall decide general elections.

VIII. 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.

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/

IX. 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 City Manager.

The Committee is an advisory organization to the City of Royal Oak and its City Commission and act by making recommendations to the City Commission.

X. 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 Resource Director 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 and Human Resource Director will assist the committee in compliance.

XII. SUNSET PROVISION

The committee is commissioned to conduct business until abolished by the City Commission.