

**City of Rochester Hills  
Green Space Advisory Board**

**BYLAWS AND RULES OF PROCEDURE**

**ARTICLE I: TITLE**

**Section 1.**

The title of the Board shall be the “Green Space Advisory Board (GSAB)”

**ARTICLE II: MEMBERSHIP**

**Section 1.**

The Board shall consist of nine (9) voting members and four (4) ex officio members. Youth representative(s) are assigned as Ad Hoc members of the GSAB by the Rochester Hills Government Youth Council annually.

**Section 2**

a. Voting Members:

1. The nine (9) voting members shall be residents of the City of Rochester Hills and be appointed by City Council to three-year terms except for the initial appointments which were— staggered; four (4) members were appointed to two-year terms and three (3) members to three-year terms, resulting in subsequent appointments occurring in alternate years. In 2008, the GSAB appointment schedule will be evaluated to migrate toward all staggered appointments of three (3) members annually.
2. Members shall not be paid officials or paid directors of organizations or groups whose responsibilities deal with land conservation or trail systems such as the Clinton River Watershed, Oakland Land Conservancy, Paint Creek Trailways Commission, etc.

b. Non-Voting Members:

1. The four (4) Ex Officio Members shall be the City Assessor or his/her Designee, the City Parks/Forestry Director or his/her designee, the City Surveyor or his/her designee and one (1) City Council Member appointed by City Council to a one-year term each December.
2. The two (2) to three (3) Rochester Hills Government Youth Council representatives shall be assigned to a one year term each September.

c. A vacancy on the Board shall be filled by City Council for the unexpired term.

- d. Any member who is absent without prior notice from three (3) consecutive regularly scheduled meetings, during the calendar year, which have not been otherwise cancelled, shall be considered by the Board to have resigned from the Board. The Chairperson will notify the individual of their absence and that individual will have a two (2) week period to inform the Chairperson of their resignation. Upon failure to do so, the Chairperson will notify City Council.

### **ARTICLE III: OBJECTIVES**

The Green Space Advisory Board shall have the mission of developing strategies and recommendations to City Council regarding the expenditure of millage funds for the purchase of land and interest in land; protection, care and maintenance of natural green spaces, wildlife habitats and scenic views; protecting woodlands, wetlands, rivers and streams; and expanding the Clinton River Greenway and other trail corridors; and improving pedestrian accessibility to and within, green spaces and natural features owned, acquired or controlled by the City. ~~permanently preserving natural green spaces, wildlife habitats and scenic views; protecting woodlands, wetlands, rivers and streams; and expanding the Clinton River Greenway and other trail corridors.~~

In conducting its business, the Green Space Advisory Board will prepare an annual work plan to incorporate the various needs of a “community green space initiative”, conduct the appropriate tasks and make recommendations to City Council as necessary.

### **ARTICLE IV. SCOPE OF AUTHORITY**

The Green Space Advisory Board shall serve solely in an advisory capacity. The Board may make recommendations to the City Council but may not assume the legislative or administrative authority of the City Council, the Mayor or any City Department.

### **ARTICLE V. OFFICERS AND THEIR DUTIES**

#### **Section 1.**

The Board, at its first meeting of each year, shall elect a Chairperson and Vice Chairperson. Each shall serve until January 1 of the following year or until a successor is elected and assumes office.

#### **Section 2.**

In the event an office becomes vacant by death, resignation or otherwise, the Board shall elect a replacement to serve the remainder of the term.

#### **Section 3.**

##### **Chairperson**

The Chairperson shall preside at all meetings of the Board. The Chairperson shall have all of the powers granted in these rules and bylaws. The Chairperson shall have the

powers and duties generally inherent in the office of President or Chairperson of an organization. The Chairperson or his/her designee shall make reports as needed to the City Council, Mayor and other Boards Commissions and Committees.

#### **Section 4.**

##### **Vice Chairperson**

The Vice Chairperson shall preside over meetings in the absence of the Chairperson, and at such times shall have all the powers and be subject to all the duties of the Chairperson.

#### **Section 5.**

##### **Secretary**

The City Clerk or his/her designee, shall serve as the Secretary of the Board and keep written records of all procedures, actions, and correspondence of the Board and shall send notices of meetings, information and materials to the members.

The Green Space Advisory Board shall also in January appoint a member as Meeting Recorder to assist the Secretary of the Board by collecting pertinent information, like attendance, motions, etc. at the meetings.

### **ARTICLE VI: MEETINGS**

#### **Section 1.**

The Board, at its first meeting of each year, shall set the date, time and place of regular meetings of the Committee.

#### **Section 2.**

- a. Special meetings may be called at any time by order of the Chairperson or by the written request of three (3) voting members.
- b. Notice of any special meeting shall be given to all Board members at least twenty-four (24) hours prior to the scheduled starting time of the meeting.

#### **Section 3.**

All meetings shall be held in accordance with the Michigan Open Meetings Act, Act 267 of 1976, as amended.

#### **Section 4.**

In parliamentary matters, the most recent version of *Roberts Rules of Order* shall govern.

## **ARTICLE VII: ORDER OF BUSINESS**

### **Section 1.**

The order of business for meetings shall be:

Call to Order

Roll Call & Determination of Quorum

Approval of Minutes

Public Comment

Presentations

Communications

Unfinished Business

New Business

Any Other Business

Next Meeting Date

Adjournment

## **ARTICLE VIII: QUORUM AND VOTING**

### **Section 1.**

For the transaction of ordinary business at any regular meeting or special meeting, five (5) members shall constitute a quorum. An affirmative vote of the majority of the members of the Board present shall be required in order to take action. Any recommendation or report to City Council shall require the affirmative vote of at least five (5) GSAB Members

### **Section 2.**

A member who has a direct interest in any matter before the Board shall disclose his interest prior to the Board taking any action with respect to the matter, which disclosure shall become part of the record of the Board's official proceedings. The interested member shall further refrain from participation in the Board's discussion relating to the matter.

## **ARTICLE IX: OPERATING PROCEDURES**

Green Space Advisory Board Guidelines for Operating Procedures are as follows:

1. All recommendations regarding the expenditure of millage funds to purchase property interests and recommendations to provide for the protection, care, maintenance, and providing pedestrian accessibility are to be brought forward in the form of a written report document with supporting documents. All ~~other~~ expenditures ~~from the Fund~~ are to follow the established purchasing policies and procedures of the City of Rochester Hills.
2. Report may include, when deemed relevant, recommendations from the Planning Commission or any such pertinent Committee.
3. Input and recommendations from the public hearings-meetings relevant to the GSAB activities shall be reviewed by the Board and become a part of the final report document submitted to Council.

## **ARTICLE X: COMMITTEES**

### **Section 1.**

- a. The Board may create subcommittees and ad-hoc committees, as it may deem necessary to expedite its work. The Board shall appoint members of ad-hoc committees with the approval of five (5) voting members of the Board.
- b. If the Board determines the need to create a subcommittee or an ad-hoc committee, the Board shall establish the following by resolution.
  1. Charge/responsibility of the subcommittee or ad-hoc committee.
  2. Expected results, including, but not limited to, time line.
  3. Membership, including number of members, solicitation of members and qualifications of members.
  4. Term of appointment.
  5. Administrative staff involvement requested.

## **ARTICLE X1: AMENDMENTS**

### **Section 1.**

These Bylaws may be changed or added to by the City Council. The Board may at any time recommend additions, deletions or changes by affirmative vote of at least five (5) voting members of the Board.

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Adopted by City Council: May 3, 2006

Amendments Adopted by City Council: March 31, 2008