

**City of Rochester Hills
Administration & Information Services Committee**

BYLAWS AND RULES OF PROCEDURE

ARTICLE I: TITLE

Section 1.

The title of the Committee shall be The City of Rochester Hills City Council Administration & Information Services Committee.

ARTICLE II: MEMBERSHIP

Section 1.

The Committee shall consist of three (3) members of City Council, appointed by Council, two (2) Citizen Representatives, appointed by Council, a maximum of three (3) Youth Representatives appointed by the Administration & Information Services Committee, and members of the City Administration, to be appointed by the Mayor.

Section 2.

- a. Each member appointed from City Council shall serve for a term of one (1) year, expiring on December 31 of the appropriate year. In the event of a vacant Council seat, City Council shall appoint a new Council member to serve the remainder of the term. Council appointments shall be in accordance with Council's Rules and Procedures for appointments to Council Committees.
- b. Each citizen member to the Committee shall be appointed by Council and shall serve for a three (3) year term expiring on December 31 of the appropriate year; except that, of the first two appointments to the Committee, one (1) member shall be appointed for a two (2) year term and one (1) member shall be appointed to a three (3) year term to provide for staggered terms. In the event of a vacant Citizen member seat, City Council shall appoint a new Citizen member to serve the remainder of the term.
- c. The youth representatives to the Committee shall be appointed by the Committee and shall serve for a one (1) year term coinciding with the school calendar year beginning on September 1 and expiring on August 31 of the appropriate year, except that, of the first appointment to the Committee, members shall be appointed for a term to expire on August 31, 2004.
 - i. The youth representatives must be a resident of the City of Rochester Hills.

- ii. Each year, the School Districts that have Rochester Hills residents attending will be notified of the opportunity for Rochester Hills youth to be involved with the City Council by serving as a representative on the Committee.
 - iii. Interested Rochester Hills youth must submit a City Council Communication Committee Youth Representative Application to serve on the Committee to the City Council Liaison who will forward the information on to the Community Development & Viability Chairperson.
 - iv. The Community Development & Viability Committee shall review all applications and make recommendations to each respective committee. Each Committee shall be responsible for the selection of a maximum of three (3) youth members to serve on each respective committee.
- d. Beginning March 2002, any member who is absent without prior notice from three (3) regularly scheduled meetings, during the calendar year, which have not been otherwise cancelled, shall be considered by the Committee to have resigned from the Committee. 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

Section 1.

The City Council may from time to time, refer to the Committee policy matters of administrative and informational services which may include the review of policy matters of general government and information services, including such issues as communications, information technology, salaries and per diems, Class C Licenses, elections, and municipal organizations. The Committee shall have the responsibility to review, discuss, make progress reports and final recommendations to City Council on those policy matters.

Section 2.

The Mayor and Administrative Staff may bring administrative and informational issues to the Committee, which may include policy matters of general government and information services, communications, information technology, salaries and per diems, Class C Licenses, elections, and municipal organizations. The Committee shall have the responsibility of reviewing, discussing and advising the Mayor and Administrative Staff about those administrative and informational issues.

Section 3.

The Committee shall not be limited to issues referred to it by City Council or the Mayor and may discuss and make recommendations to the Mayor, Administrative Staff or City Council on any matter involving administrative and informational issues within the City of Rochester Hills.

Section 4.

The City Council, by adoption of an appropriate resolution, may direct or redirect the Committee's efforts on any issue under discussion or review.

Section 5.

The youth representative shall provide a report and/or update to City Council on a quarterly basis on their Student Council, Youth Council, or youth related programs, and his/her involvement on the Communication Committee.

ARTICLE IV. OFFICERS AND THEIR DUTIES

Section 1.

The Committee, 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 Committee shall elect an officer to serve the remainder of the term.

Section 3.

Chairperson

The Chairperson shall be a member of the City Council and shall preside at all meetings of the Committee. 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 and has the authority to execute documents authorized by the Committee. The Chairperson shall report on the status of the Committee when requested by the City Council.

Section 4.

Vice Chairperson

The Vice Chairperson shall be a member of the City Council and 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 Committee and keep written records of all procedures, actions, and correspondence of the Committee and shall send notices of meetings, information and materials to the members.

ARTICLE V: MEETINGS

Section 1.

The Committee, 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 Committee members at least twenty-four (24) hours prior to the scheduled starting time of the meeting by a personal conversation with each Committee member, and/or voice mail, and/or e-mail.

Section 3.

In parliamentary matters, *Roberts Rules of Order* shall govern.

ARTICLE VI: ORDER OF BUSINESS

Section 1.

The order of business for meetings shall be:

1. Call to Order
2. Roll Call
3. Approval of Minutes
4. Communications

5. Unfinished Business
6. New Business
7. Any Other Business
8. Next Meeting Date
9. Adjournment

ARTICLE VII: QUORUM AND VOTING

Section 1.

Only City Council members and citizen members of the Committee shall be voting members. Policy recommendations to the Council or Administration shall require an affirmative vote of at least three (3) of the voting members on the Committee.

Section 2.

For the transaction of ordinary business at any regular meeting or special meeting, three (3) voting members shall be present to constitute a quorum.

ARTICLE VIII: COMMITTEES

Section 1.

- a. The Committee may create ad-hoc committees as it may deem necessary to expedite its work. The Committee shall appoint members of ad-hoc committees with the approval of three (3) voting members of the Committee. The Committee may also appoint a Council member to serve as a liaison to the ad-hoc committee.
- b. If the Committee determines the need to create an ad-hoc committee, the Committee shall establish the following by resolution.
 1. Charge/responsibility of the 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.

Section 2.

Ad-hoc committees shall not be permitted to expend funds, (i.e. printing, copying, postage, and other miscellaneous charges), without prior approval by the Communication Committee Chairperson.

ARTICLE IX: HEARINGS

Section 1.

In addition to those required by law, the Committee may, from time to time, hold public hearings when requested by the City Council or when such hearings are in the public interest.

Section 2.

A notice of such public hearing shall be published at least once in the City's official newspaper at least fifteen (15) days prior to the hearing.

Section 3.

The purpose for the public hearing shall be presented by the Chairperson or someone so designated, and parties concerned shall have privileges of the floor.

Section 4.

A record shall be kept of those speaking before the Committee.

ARTICLE X: AMENDMENTS

Section 1.

These Bylaws may be changed or added to by the City Council. The Committee may at any time recommend additions, deletions or changes by affirmative vote of at least three (3) voting members of the Committee.

Adopted by City Council: April 7, 1999
Amended by City Council: January 26, 2000
Amended by City Council: April 18, 2001
Discussed at January 16, 2002 Work Session
Amended by City Council: February 20, 2002
Amended by City Council: March 12, 2003
Amended by City Council: June 4, 2003
Amended by City Council: September 17, 2003
Amended by City Council: January 21, 2004 – Article VI, Section1