

MANISTEE P.E.G. COMMISSION BYLAWS AND RULES OF PROCEDURE

Section 1. NAME.

The name of the Board shall be the "Manistee P.E.G. Commission".

Section 2. PURPOSE.

The purpose of the Commission shall be to carry out the provisions outlined in Chapter 288 of the Manistee Code of Ordinances (as may be amended from time to time).

Section 3. MEMBERSHIP.

- 3.1 The membership of the Commission shall consist of seven (7) members. Up to two (2) members may be appointed by the Charter Township of Filer Board of Trustees. All other Commission members shall be Manistee County residents and appointed by the City Council.
- 3.2 Members shall serve three (3) year terms.
- 3.3 A City staff member shall be an ex-officio member of the Commission.

Section 4. OFFICERS.

- 4.1 Selection: The Commissions shall elect a Chair, a Vice- Chair, and a Secretary. The election shall take place during the first meeting of each calendar year in January. Officers shall be selected by majority vote of the Commissioners and shall serve for one (1) calendar year.
- 4.2 Tenure: The Officers shall take office at the start of the next regular meeting following their selection and shall hold office for a term of one (1) year, or until their successors are selected and assume office.

Section 5. OFFICER DUTIES.

- 5.1 The CHAIR shall:
 - a) Preside at all meetings;
 - b) Appoint committees;
 - c) Periodically meet with City department staff;
 - d) Appoint an acting recording secretary for a meeting in which the recording secretary is absent; and
 - e) Perform such other duties as may be ordered or authorize by the P.E.G. Commission.
- 5.2 The VICE-CHAIR shall:
 - a) Act in full capacity of the Chair in the absence of the Chair; and

- b) In the event that the office of the Chair becomes vacant, the Vice-Chair shall succeed to the office of the Chair for the unexpired term. The P.E.G. Commission shall then select a successor to the office of the Vice-Chair from its membership for the unexpired term.

5.3 The SECRETARY shall:

- a) Execute documents in the name of the P.E.G. Commission as authorized by the P.E.G. Commission;
- b) Be responsible for the minutes of each meeting and shall have them appropriately distributed;
- c) Keep attendance records and shall notify the City Manager, in writing, whenever any member of the P.E.G. Commission has three (3) consecutive unexcused absences from regularly schedule meetings; and
- d) Perform such other duties as the P.E.G. Commission may determine.

Section 6. VACANCIES / BOARD ABSENCES .

Vacancies shall be filled for unexpired terms in the same manner as original appointments.

In order to maintain the maximum participation of all appointed P.E.G. Commission members at all scheduled meetings, the following is the attendance guide and Board member replacement policy for “excused” or “unexcused” absences:

1. When appointed, each Board member should state his/her willingness and intention to attend each scheduled meeting of the P.E.G. Commission.
2. In the event of unplanned personal matters, business trips, family vacation trips, changed job requirements, sickness, or other physical disabilities that prohibit the Board member from attending the scheduled meeting, the Board Chair or staff liaison to the P.E.G. Commission should be notified as soon as possible prior to the time of the scheduled meeting of his/her inability to attend. The Board member upon this notification will receive an “excused absence” for the involved scheduled meeting.
3. If any Board member is absent from three (3) consecutive scheduled meetings without an “excused absence” for any of the three (3) meetings, the Board member shall be reported in writing to the City Manager. The City Manager will contact the Board member in writing and question his/her continued ability or interest in being on the Board, giving the member a chance to rectify the attendance issue or submit a resignation.
4. There will be no limit on the number of consecutive “excused absences” for any Board member. However, if the Board member is repeatedly absent for at least 50% of the yearly scheduled meetings, that member will also be reported in writing to the City Manager. The City Manager will contact the Board member in writing and question the member’s continued ability or interest to be on the Board. The Board member will be considered for an appointment nullification when the absences total six in the calendar year.

5. The appointment nullification action would be initiated by the City Manager and forwarded on to the City Council for official action.

Section 7. MEETINGS.

- 7.1 Regular Meetings: Meetings shall be held bi-monthly to conduct the business of the Commission in accordance with Chapter 288 of the Manistee Code of Ordinances. All actions taken by the Commission shall be recorded by the Secretary and filed with the Manistee City Clerk. All meetings and Commission business shall comply with the Michigan Open Meetings Act. The first meeting of each year will be held in January. Meetings will be held in January, March, May, July, September, and November.

A meeting schedule shall be approved and posted at City Hall annually. The notice shall include the date, time and place of the meeting. Any changes in the date or time must also be posted in accordance to Michigan Open Meetings Act.

- 7.2 Quorum: Four (4) members shall constitute a quorum for the transaction of business. In the event that a quorum is not present at a meeting, the meeting may be rescheduled and members duly notified of the meeting date. When a quorum is not present, discussion may proceed by consensus and recommendations brought back to the table at the next meeting.
- 7.3 Order of Business: The Chairperson, or designee, shall prepare an agenda for each meeting and the order of business shall follow in an orderly manner according to the agenda. A designated period for public comment shall be allowed. A time limit for discussion and/or comment may be set by the Chair.
- 7.4 Rules of Order: All meetings of the Commission shall be conducted in accordance with generally accepted parliamentary procedure, when needed, as adopted by City Council for all Boards and Commissions within the City of Manistee

Section 8. EXPENSE REIMBURSEMENT.

Commissioners shall be reimbursed by the City of Manistee for all pre-approved out-of-pocket expenses incurred in carrying out the official business of the P.E.G. Commission.

Section 9. CONFLICT OF INTEREST.

In the event that business being carried out by the Commission may have a personal or financial impact on a member of the Commission or their immediate family, or any corporation or business of which a Commissioner is an officer or director, the Commission member must disclose the conflict of interest and refrain from voting on that particular business. If any question of whether or not a conflict exists cannot be determined by the Commission, then the matter of the question shall immediately be referred in writing to the Manistee City Attorney for consultation and recommendation.

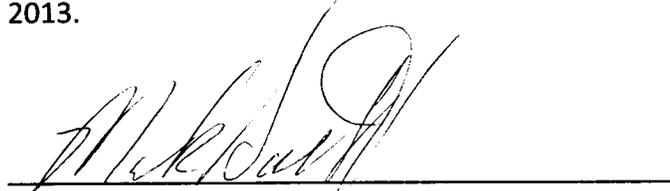
Section 10. ANNUAL REVIEW OF BYLAWS.

The Commission shall annually review their Bylaws at the regularly scheduled meeting in January.

Section 11. CHANGES OR AMENDMENTS.

All changes or amendments to the Bylaws must be approved by the majority of the P.E.G. Commission. Such proposed changes or amendments must be presented to all Commissioners in writing or electronically for consideration and may not be voted upon until the following regularly scheduled meeting. Bylaw changes or amendments must be presented to City Council for their approval.

I HEREBY CERTIFY that the above Bylaws and Rules of Procedure were adopted the 8th day of July, 2013.



Mark Sandstedt, P.E.G. Commission Chair

Date: 7/17/13

Approved by the Manistee City Council



Colleen Kenny, Mayor

Date: 8/20/13

Adopted by City Council: September 16, 1997

Amended: August 2005; January 10, 2011; August 20, 2013