

CITY OF MARQUETTE, MICHIGAN CITY COMMISSION POLICY

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Department: Administrative	Original Policy Number: N/A

SUBJECT: STANDARDS FOR CITY-APPOINTED BOARDS, COMMITTEES AND AUTHORITIES

PURPOSE: There are several boards and committees in the City of Marquette that serve to aid and advise in the general operation of the municipality, the members of which are appointed by the Marquette City Commission. As such, the Commission recognizes the need for these City-appointed groups to conduct productive meetings and to interact with the citizens, the media and the public in an efficient manner. Likewise, there is a need to establish clear expectations and an operating framework for communication among these groups, the City Commission and the staff of the City of Marquette.

SCOPE: This policy applies to all appointed Boards, Committees and Authorities of the City of Marquette and to all members of such bodies.

POLICY:

Rules of Procedure

When scheduling and conducting meetings, and when preparing minutes and agendas throughout the year, all boards, committees and authorities should use this policy as a framework. Except in the case of contradiction with this policy, all boards shall use all applicable portions of the City Commission’s adopted Rules of Procedure (Commission Policy 2003-01) as a guideline when planning, organizing and conducting meetings.

In the case of conflict between a set of bylaws adopted by any board, committee or authority that has been established under state authority, the individual board bylaws shall be followed.

Composition

With few exceptions, each board, committee and authority of the City is composed of citizen volunteers appointed by the Marquette City Commission. These groups, which operate under the provisions detailed in the Michigan Open Meetings Act, meet regularly throughout the year to discuss topics relevant to their specific subject area. For each board, committee and authority in the City, the City Manager shall appoint a staff liaison to act as a conduit between the body and the City Manager’s office and other City departments.

Parks and Recreation Advisory Board Roster

Due to the unique nature of the Parks and Recreation Advisory Board, which is intended to

include representation from various interest areas of the community, the board has several seats dedicated for applicants with elevated experience/expertise in specific areas. PRAB is comprised of 11 members and will have 3 “General” seats, as well as seats dedicated to the following areas:

- a. Trails
- b. Ice Sports/Lakeview Arena
- c. Presque Isle Park
- d. Accessibility
- e. Waterfront Activity
- f. Youth Sports and Fields
- g. Aging Community
- h. Marquette Area Public Schools

Attendance

No member who is appointed by the City Commission to serve on a Committee, Board, or Commission may miss more than three successive meetings or one-third of all meetings held by that committee each year, unless such absence is excused by the board. If a member has unexcused absences for more than three successive meetings or one third of all meetings, he or she will tender their resignation to the Committee Chairman and the City Commission. If a committee member knows that he or she will not be able to attend a meeting, the chairman or City Clerk should be notified in advance, so that action may be taken at the meeting to excuse the absence of the member. Attendance must be taken and recorded in the meeting minutes.

Appointment Process

1. All completed applications are to be sent to the City Clerk’s Office.
2. As applications are received, they are to be distributed as follows:
 - a. For applications for boards with current vacancies:
 - i. A copy of the application will be emailed to the Police Department, Treasurer, Attorney and Human Resources to verify that the applicant meets City Charter eligibility requirements for appointive office.
 - ii. Upon verification that the applicant is in good standing, the application will be sent to the Mayor and each City Commissioner for review.
 - iii. The Mayor and City Commissioners shall have at least one full week to review applications.
 - iv. If no objections are raised involving the applicant, their proposed appointment shall be listed on the agenda of the next City Commission meeting.
 - v. If there is more than one application for a vacancy, the Mayor shall determine which name will be placed on the City Commission agenda.
 - vi. Names not advanced for appointment shall be kept on file for six months, and the applicant will be notified of this.
 - b. For applications for boards with no current vacancies
 - i. If there are no openings currently available, the Clerk’s office will send a letter notifying the applicant of this, and the application will be held on file for six months.
 - c. For applications to the Parks and Recreation Advisory Board
 - i. As noted above, PRAB has several seats dedicated to applicants with elevated experience/expertise in specific areas. PRAB applications will include an opportunity for an applicant to identify such experience.
 - ii. If there are no applicants representing one of the identified specialty areas at the time a PRAB seat becomes vacant, the seat will be held open until a representative

of such specialty focus is appointed, or for three months, whichever occurs first. If, once three months elapses, it is determined that there is no applicant with experience/expertise in an unrepresented specialty area, other applicants will be considered for appointment as a “General” member.

3. A complete listing of current vacancies will be posted on the City’s website. A complete listing of all active applications will be maintained in the City Clerk’s office.
4. The Mayor has the right, but not the obligation, to consider recommendations from the board, committee or staff liaison or to make inquiry of the same nature.
5. Nothing in these rules or procedures shall prevent the City Commission or administration from inquiring as to an applicant's interest to serve on a committee other than the committee he or she applied for.
6. Following appointment, a letter shall be sent to the new appointee and to the staff liaison.

Relationships and Interactions

The primary role of a citizen appointed to a board or committee is to act as an approachable representative for City residents who have questions, concerns or ideas about specific areas of the community, while simultaneously leveraging their own individual expertise and experience to discuss topics and make official recommendations within the board’s scope of responsibility.

As reflected in the attached organizational chart, the City’s network of boards and committees is intended to serve as an accessible venue for community engagement and a clearinghouse for substantive topics.

The City Commission is the City of Marquette’s official policy-making body. While most decisions made by boards, committees and authorities are advisory in nature, they can aid in this policy-making process and will serve to inform official City Commission action. The boards and committees – informed by public input and focused discussion in open meetings – may communicate ideas and requests to the City Manager through official memoranda. These memos may be drafted by the staff liaison, but the content must first be approved by majority vote of the body.

The actions of advisory boards and committees shall be advisory only and shall not be binding. Staff liaisons are tasked with overseeing the administrative processes related to each board, ensuring timely publication of minutes, calendars and meeting notices, and relaying memorandums to the City Manager as requested by the board, committee or authority. Additionally, liaisons serve as a professional support resource for the board, answering questions and seeking follow-up as he or she deems necessary, and he or she is the channel of communication between the body and City administration.

Unless specifically directed, boards and committees should not be involved in administrative or operational matters of the City, and members may not direct staff to initiate programs, conduct large studies or draft and implement policies or ordinances; items of this nature should be the subject of an official recommendation to the City Manager via memorandum.

If action is ultimately deemed necessary, the City Commission has the authority to direct the City Manager to act accordingly.

Additionally, the City Commission may take action to request an advisory board or committee provide a recommendation on a specific topic.

Citizens appointed to serve on boards and committees should understand that it is possible that, after evaluation, recommendations made by the City's boards and committees might not be accepted by the City Commission.

When discussing the actions and discussions of a board or committee, members should always take care to draw distinctions between their personal views and those of the body on which they serve.

Annual City Commission Presentation

Each board and committee will present annually to the City Commission to provide an overview of recent activities, obstacles and discussions, as well as a summary of current goals. This will be an opportunity for the City Commission to ask questions and provide feedback. Boards and committees are expected to follow the Commission Policy on Presentation Guidelines when planning and presenting their presentation.

General Public

Boards and Committees provide an accessible channel for citizens to interact directly with City government. It is important that members of the public understand the full scope of the City process laid out in this policy. As possible, it should be made clear that the role of an advisory board is to make recommendations and that decisions on the implementation of such recommendations can only be made by the City Commission.

All meetings shall be conducted in compliance with the provisions detailed in the Michigan Open Meetings Act. An annual meeting calendar is approved by each board, and staff liaisons are responsible for ensuring that the meeting schedule is made publicly available. All schedule changes and special meetings shall be made in compliance with the Open Meetings Act, with public notifications made under the City's PSA policy.

City boards, committees and authorities are public bodies and are subject to the Michigan Freedom of Information Act. Any communication involving a board/committee/authority member – including communication amongst members, with City staff, the City Manager, City Commissioners, members of the public, or any other person – regarding official business is subject to FOIA. This includes, but is not limited to, text messages, emails, letters, photos, and handwritten notes.

Statutory Boards

Statutory boards are those established not solely by action of the City Commission, but through another legal framework such as state statute. The members of these bodies are typically appointed by the City Commission, and their advice and expertise is likewise valued by the City Commission. While statutory boards don't have the ability to make binding decisions on behalf of the City Commission, they are often granted the ability to take independent jurisdictional action relevant to their topic area. Statutory boards in the City of Marquette include, but are not limited to, the Downtown Development Authority Board, the Planning Commission and the Marquette Housing Commission.

The Commission recognizes that statutory boards may routinely take action without approval from, or direct interaction with, the City Commission. However, beyond the scope of their statutory focus area, these bodies will follow the process previously laid out in this policy.