

County of Montcalm
Community Advancement Committee Bylaws
Approved by the Board of Commissioners on December 11, 2023

I. Name Purpose

- A. The name shall be the Montcalm County Community Advancement Committee, hereafter known as the "Committee."

The scope and purpose of the Committee is to promote Community Advancement and Growth in Montcalm County; create, organize, plan, enumerate powers and duties; provide information and guidance, and work for coordinated and harmonious development of the County; and to function in cooperation with other constituted authorities of incorporated and unincorporated areas in the County and surrounding communities.

- B. These Bylaws are adopted by the Committee to facilitate the performance of its duties:

1. The Committee shall elect its chairperson from amongst the appointed members, create and fill such other offices as it may determine necessary.
2. The term of the chairperson shall be one year, with eligibility for re-election.
3. The Committee shall hold at least four regular meetings in each year. It shall adopt rules for transaction of business and shall keep a record of its resolutions, transactions, findings, and determinations, which record shall be a public record.

II. Membership

- A. Members:

The Committee shall consist of nine members appointed by the County Board of Commissioners, pursuant to the Montcalm County Community Advancement Committee Bylaws adopted on **December 11, 2023**. The County Board of Commissioners shall appoint members of the Committee each year at the Board of Commissioners organizational meeting in January and as needed to fill vacancies.

1. First priority, each member of the Committee shall represent and advocate what is best for the County as a whole, putting aside local or special interests.
2. Second priority, each member of the Committee shall represent their own specific interest areas, as appointed by the County Board of Commissioners.

- B. The Committee shall be comprised of the following members:
1. A Montcalm County Board of Commission member
 2. The Montcalm County Controller
 3. A member from a Montcalm County Township Board or Planning Commission
 4. A member from the Montcalm County Chapter of the Michigan Township Association
 5. Two Montcalm County Village or City members (e.g., a Manager, Council Member, or Planning Commission Member)
 6. Two at large members with a passion for economic development
 7. A member from one of the following: Mid-Michigan Health Department, Montcalm County Conservation District, Montcalm County Register of Deeds, Montcalm County Equalization, a Montcalm County Township Assessor, a Montcalm County School Board, or the Montcalm County Extension Office of MSU for Agriculture

- C. Members shall be appointed for three-year terms.
- D. If a vacancy occurs, a new member will be appointed for the balance of the unexpired term.
- E. Liaisons:

The Committee may name “liaisons” to the Committee. The purpose of liaisons is to provide certain Montcalm County and quasi-Montcalm County officials the ability to participate in discussion with the Committee in addition to speaking in public participation, and nothing else. Such members cannot vote, introduce motions, initiate any other parliamentary action, be counted for a quorum or be expected to comply with attendance requirements pursuant to Section 2.C of these Bylaws. At a minimum, liaisons shall include, but are not limited to:

1. Chairperson, Montcalm County Board of Commissioners
2. Montcalm County Business/Industry Owner, CEO/CFO, or another management leader within the organization to sit on this Committee
3. Montcalm County Emergency Management Director
4. Montcalm County Drain Commissioner
5. Montcalm County Health Department
6. Montcalm County Prosecutor

7. Road Commission for Montcalm County; Manager or Commissioner
8. MSU Montcalm Extension Director
9. NRCS District Conservationist
10. West Michigan Regional Planning Commission
11. Education system employee
12. Housing/Humans Services Employee

F. Participating in Discussion but Non-Voting Members:

The purpose of Participating in Discussion but Non-Voting Members is to provide certain county and quasi-county officials ability to participate in discussion with the Committee, in addition to speaking in public participation, and nothing else. Such members are, if not already an appointed Committee member:

1. Montcalm County Board of Commissioners Chairperson
2. Montcalm County Brownfield Chairperson
3. Montcalm County Emergency Management Director
4. Montcalm County Drain Commissioner
5. District Health Department senior or supervisor Registered Sanitarian
6. Montcalm County Prosecutor or Assistant Prosecutor
7. Manager of the Road Commission for Montcalm County
8. Montcalm County Extension Director
9. Montcalm County USDA Natural Resources Conservation Service Representative
10. West Michigan Regional Planning Staff

G. Attendance:

If any member of the Committee is absent (non-excused) from three consecutive regularly scheduled meetings, then that member shall be considered delinquent. Delinquency shall be grounds for the County Board of Commissioners to remove said member for non-performance of duty after receiving a recommendation for removal from the Committee. The elected secretary, or acting secretary in the absence of the elected secretary, shall keep attendance records and shall notify the County Board of Commissioners whenever any member of the Committee has three or more unexcused

and consecutive absences from regularly scheduled meetings, so the County Board can consider further action.

H. Incompatibility of Office:

1. Representatives and any member of the Committee shall avoid situations which are conflicts of interest, and/or incompatibility of office. As used here, a conflict of interest shall, at a minimum, include, but not necessarily be limited to, the following:
 - a. Issuing, deliberating, voting or reviewing a case concerning oneself;
 - b. Issuing, deliberating, voting or reviewing a case concerning work on land owned by oneself;
 - c. Issuing, deliberating, voting or reviewing a case involving a corporation, company, partnership, or any other entity in which oneself is a part owner, or any other relationship where oneself may stand to have a financial gain of loss;
 - d. Issuing, deliberating, voting or reviewing a case which is an action which results in a pecuniary benefit to oneself;
 - e. Issuing, deliberating, voting or reviewing a case concerning one's spouse, children, step-child, grandchildren, parents, brother, sister, grandparents, parents in-law, grandparents in-law, or members of one's own household; and/or
 - f. Issuing, deliberating, voting or reviewing a case where an employee or employer is:
 - (1) an applicant or agent for an applicant, or
 - (2) has a direct interest in the outcome.
2. When a conflict of interest exists the member of the Committee, shall do all of the following immediately, upon first knowledge of the case and determining a conflict exists:
 - a. declare a conflict exists at the next meeting of the Committee;
 - b. cease to participate at the Committee meetings, or in any other manner; or to represent oneself before the Committee, its staff, or others, and
 - c. during deliberation of the agenda item at a Committee, remove oneself from the front table where members of the Committee sit until that agenda item is concluded.

III. Officers

A. Selection:

1. At the Committee's first meeting of each year, it shall select from its membership a Chair, Vice-Chair and Secretary.
2. All officers are eligible for re-election.
3. In the event the office of the Chair becomes vacant, the Vice-Chair shall succeed to this office for the unexpired term and the Committee shall select a successor to the office of Vice-Chair for the unexpired term.
4. In the event the office of the Secretary becomes vacant, the Committee shall select a successor to the office of Secretary for the unexpired term from the existing members.
5. The Committee or Secretary may also designate a County employee to be the recording secretary.

B. Tenure:

The Chair, Vice-Chair and Secretary shall take office in January following their selection and shall hold office for a term of one year or until their successors are selected and assume office.

C. Chair's Duties:

The Chair shall

1. Preside at all meetings with all powers under parliamentary procedure;
2. Shall rule out of order any irrelevant remarks; remarks which are personal; about another's race, religion, sex, physical condition, ethnic background, beliefs, or similar topics; profanity; or other remarks which are not about the topic before the Commission;
3. Restate all motions prior to asking for a vote;
4. Appoint sub-committees should a need arise and appointing a Chair to lead such sub-committee;
5. May call special meetings as needed;
6. Appoint an Acting-Secretary in the event the Secretary is absent from a Committee meeting;
7. Review with the Secretary or staff, prior to a Commission meeting, the items to be on the agenda if they so choose;

8. Act as the Committee's chief spokesperson to represent the County at local, regional, and state government levels;
9. Represent the Committee, along with the County Board of Commissioners' member on the Committee, before the County Board of Commissioners, as needed or when requested; and
10. Perform such other duties as may be ordered by the Committee.

D. Vice-Chair Duties:

The Vice-Chair shall

1. Act in the capacity of Chair, with all the powers and duties found in Section 3.C of these Bylaws, in the Chair's absence; and
2. Perform such other duties as may be ordered by the Committee.

E. Secretary Duties:

The Secretary shall

1. Execute documents in the name of the Committee;
2. Be responsible for the minutes of each meeting pursuant to Section 5.A.1 of these Bylaws and shall have them organized in an appropriate minutes file. Copies of minutes shall be distributed to each member of the Committee prior to the next meeting of the Committee;
3. Receive all communications, petitions and reports that shall be addressed to the Committee, delivered or mailed to the Secretary in care of the Montcalm County Community Advancement Committee;
4. Keep attendance records pursuant to Section 2.C of these Bylaws;
5. Provide notice to the public and members of the Committee for all regular and special meetings;
6. Prepare an agenda for Committee meetings pursuant to Section 4.J of these Bylaws; and
7. Perform such other duties as may be ordered by the Committee.

IV. Meetings

A. Regular Meetings:

All meeting will be conducted in accordance with the Michigan Open Meetings Act. Meetings of the Committee will be held not less than four times a year, including an organizational meeting in January (time and location to be determined by Committee).

B. Special Meetings:

Special meetings shall be called in the following manner:

1. By the Chair, or
2. By four members of the Committee.

Notice of special meetings shall be given by the Secretary to members of the Committee at least eighteen (18) hours prior to such meeting and shall state the purpose, time, day, date, and location of the meeting. Notice of special meetings of the Committee shall be posted in accordance with the Open Meetings Act.

C. Recess:

1. The Chair or the Committee may act to recess a meeting if the meeting has been in session for over three hours.
2. An action to recess shall include the time, day, date, and location the Committee will reconvene.
3. If a recess is for more than 18 hours the reconvened Committee meeting shall be posted to comply with the Michigan Open Meeting Act.
4. Upon reconvening a roll call of attendance shall be the first item of business before proceeding with the agenda.

D. Quorum:

Five members shall constitute a quorum for the transaction of business and the taking of official action for all matters before the Committee. Whenever a quorum is not present at a regular or special meeting, those present shall adjourn the meeting to another day.

E. Motions:

1. Motions shall be restated by the Chair before a vote is taken.
2. Findings of Fact.
 - a. A finding of fact, listing what the Committee determines to be relevant facts in the case in order to eliminate misleading statements, hearsay, irrelevant, untrue statements.
 - b. Conclusions to list reasons based on the facts for the Committee's action.
 - c. The Committee's action; recommendation, or position, approval, approval with conditions, disapproval.

F. Voting:

1. Voting shall be by voice and shall be recorded as passing or failing.
2. Roll call votes will be recorded only upon request by a member of the Committee and shall be recorded by "yes," "no," or "abstain."
3. Members must be present to cast a vote.
4. Voting by proxy shall not occur.
5. The affirmative vote of a majority of the quorum present shall be necessary for the adoption of any motion.

G. Committee Action:

Action by the Committee on any matter on which a hearing is held shall not be taken until the hearing has been concluded.

H. Parliamentary Procedure:

Parliamentary procedure in Committee meetings shall be informal. However, if required to keep order, the Committee meetings may refer to the latest edition of Roberts Rules of Order as a guide for issues not specifically addressed by these Bylaws.

I. Public Participation:

All regular and special meetings, hearings, records and accounts shall be open to the public.

1. All public comment on all agenda items should be presented at the beginning of the meeting where provided on the printed agenda. After that point during the meeting public comment is normally not allowed, however, sometimes the Committee may direct questions to members of the public. Public comment is at the beginning of the meeting so the Committee can hear concerns and questions before acting on an issue. Those making public comment are expected to be familiar with the issue and have prepared comments ahead of time. To help being prepared before the meeting any written material shall be made available without cost for the public asking for a copy prior to the meeting.
2. The Chair will limit the amount of time allowed for each person wishing to make public comment at a Committee meeting to 3 minutes. The Chair may ask members of the audience to caucus with others sharing similar positions so they may select a single spokesperson. If a single spokesperson is selected, that individual shall be able to make public comment at the Commission meeting without time limit.

J. Order of Business:

Agenda - The Secretary, or designee, shall prepare an Agenda for each meeting and the order of business shall be as follows:

1. Call to order, Pledge of Allegiance, and roll call.
2. Matters pertaining to citizens present at the meeting, in the following order:
 - a. Advertised Public Hearings.

The Chair will declare such a public hearing open and state it's purpose. The petitioner, or proponent of the action advertised will be heard first.
 - b. Persons requested by the Committee to attend the meeting for discussion of a local problem, or presentation of further information on an issue.
 - c. Other public participation.
3. Approval of prior Minutes.
4. Reports.
5. Old business and reports (items considered here are taken up in the same order as established by the Committee).
6. New business (other business and communications).
7. Adjournment.

K. Public Hearings:

All public hearings held by the Committee must be held as part of a regular or special meeting of the Committee. The following rules of procedure shall apply to public hearings held by the Committee:

1. Chairperson opens the public hearing and announces the subject.
2. Chairperson summarizes the procedures/rules to be followed during the hearing. To ensure everyone has the opportunity to speak, the Chairperson shall allow a 3 minute time limit for each person to speak. The Chairperson may also elect to allow persons to speak only once, until all persons have had the opportunity to speak, at which time the Chairperson, in his/her discretion, may permit additional comments. All comments by the public, staff and the Committee shall be directed to the Chairperson. All comments shall be related to the matter at hand; unrelated comments shall be ruled out of order.
3. County planner/engineer/other consultants present their report and recommendation.

4. Persons speaking in support of the matter are recognized.
5. Persons speaking in opposition to the matter are recognized.
6. Chairperson closes the public hearing and returns to the regular/special meeting.
7. The Committee begins deliberation and arrives at a decision.

L. Delivery of Agenda:

The agenda and accompanying materials shall be mailed or electronically transmitted to Committee members and County Board so it is reasonably expected to be received prior to the weekend before to the meeting date.

M. Placement of Items on the Agenda:

1. The Office of the County Controller shall be the office of record for the Committee.
2. The Office of the County Controller is authorized to receive items which are items the Committee is expected to act on or which have a statutory or other deadline for action, on behalf of the Committee and place those items on the agenda.

V. Record.

- A. The Committee Secretary shall keep, or cause to be kept a record of Committee meetings, which, shall at a minimum include an indication of the following:
1. Copy of the meeting posting pursuant to the Open Meetings Act.
 2. Copy of the minutes and all attachments which shall include a summary of the meeting, in chronological sequence of occurrence:
 - a. Time and place the meeting was called to order;
 - b. Attendance;
 - c. Indication of others present (listing names if others choose to sign in, and/or a count of those present);
 - d. Summary or text of points of all reports (including reports of what was seen and discussed at a site inspection) given at the meeting, who gave the report and in what capacity (An alternative is to attach a copy of the report if offered in writing.);
 - e. Summary of all points made in public participation or at a hearing by the applicant, officials, guests and an indication of who made the comments.

- f. Full text of all motions introduced, whether seconded or not, who made the motion and who seconded the motion. For each motion, the following should be included:
 - (1) A statement of what is being approved;
 - (2) What exhibits were submitted (list each one, describe each, number or letter each and refer to the letter or number in the minutes);
 - (3) Summary of discussion by members at the meeting;
 - (4) The commission's findings of fact; and
 - (5) The decision;
- g. Who called the question;
- h. The type of vote and its outcome. If a roll call vote, indicate who voted yes, no, abstained or a statement the vote was unanimous. If not a roll call vote, then simply a statement: "the motion passed/failed after a voice vote";
- i. That a person making a motion withdrew it from consideration;
- j. All the Chair's rulings;
- k. All challenges, discussion and vote/outcome on a Chair's ruling;
- l. All parliamentary inquiries or point of order;
- m. When a voting member enters or leaves the meeting;
- n. When a voting member has a conflict of interest and when the voting member ceases and resumes to participate in discussion, voting and deliberations at a meeting;
- o. All calls for an attendance count, the attendance, and ruling if a quorum exists or not;
- p. The start and end of each recess;
- q. All chair's rulings of discussion being out of order;
- r. Full text of any resolutions offered (or resolutions attached to the minutes);
- s. Summary of announcements;
- t. Summary of informal actions, or agreement on consensus; and

- u. Time of adjournment;
- 3. Records of any action, support documents, maps, plans, photographs, correspondence received, attached as an appendix to the minutes.

B. Retention:

Committee records shall be preserved and kept on file with the Office of the County Controller.

VI. Committees

A. Sub-Committees:

The Committee or Chair may establish and appoint sub-committees for special purposes or issues, as deemed necessary. No more than three members of the Committee may serve on a sub-committee at any given time.

B. Citizen Committees:

The Committee or Chair may establish and appoint citizen committees with the consent of the Committee. Membership can be any number, so long as no more than three members of the Committee serve on a citizen committee at any given time. The purpose of the citizen committee is to have more citizen and municipal government involvement, to be able to use individuals who are knowledgeable or expert in the particular issue before the Committee, and to better represent various interest groups in the county.

VII. Rules of Procedure for All Committees

A. Subservient to the Committee:

All citizen and sub-committees are subservient to the Committee and report their recommendations to the Committee for review and action. The Committee can overrule any action of any citizen or sub-committee.

B. Same Principles:

These Bylaws shall apply to all citizen and sub-committees of the Committee including, but not limited to:

1. Officers - Officers of committees are appointed by the Chair of the Committee at the time the citizen or sub-committee is created, or are elected by the committee's membership at their first meeting. Officers, at a minimum, include a Chair.
2. Quorum - A committee's quorum shall be at least 2 of the 3 person minimum appointed membership of the citizen or sub-committee.

3. Voting - Only those appointed members of a citizen or sub-committee who are present at the time of a vote shall be eligible to cast a vote.
4. Attendance - If any member of a committee is absent from three consecutively scheduled meetings (non-excused), then that member shall be considered delinquent. Delinquency shall be grounds for the Committee to remove any member from the citizen or sub-committee. The citizen or sub-committee Chair or Secretary shall keep attendance records and notify the Committee of any citizen or sub-committee member who is absent from three consecutively scheduled meetings so the Committee may consider removal of the individual.
5. Minutes - The Secretary of the citizen or sub-committee shall keep minutes of the citizen or sub-committee meetings in the same format used by the Committee. The minutes shall be kept on file in the Office of the County Controller and may be prepared with the assistance of the Controller's staff.
6. Public - All citizen or sub-committee meetings are open meetings available for public attendance and participation and minutes of the meetings are to be available for public inspection under the Open Meetings Act.

VIII. Per Diem and Mileage

All members of the Committee shall serve in a voluntary capacity, yet at the pleasure of the Montcalm County Board of Commissioners.

IX. Hearings

A. Hearings:

Should the need ever arise that the Committee should need to hold public hearing, the Committee will hold the public hearing in the following manner: Notice of the time and place of the hearing shall be given, not less than 10 days prior to such hearing, by at least one publication in a newspaper of general circulation in the County.

B. Special Hearings:

Notice of special hearings for the purposes of presenting preliminary master plans, obtaining public opinion on a problem, or discussion of a particular problem with interested parties will be given in the most practical manner and to persons, or group representatives most interested.

C. Notice of Decision:

A written notice containing the decision of the Committee will be sent to petitioners and originators of a request for the Committee to study a special problem.

X. Matters to be considered by the Committee

- A. The following matters shall be presented for consideration at a meeting of the Committee:
 - 1. At least annually, the adoption of priorities for the Committee's plan of work. This is to stay consistent with the change in need and requests that come before the Committee.
 - 2. Annually, preparation of an annual report for the Board of Commissioners.
 - 3. Annually update information to the website on County, Village, City, and Township master plans, property available for development, and other documents relating to economic development in Montcalm County

XI. Adoption, Repeal, Amendments

- A. Upon adoption of these Bylaws on ***December 11, 2023***, they shall become effective.
- B. The Committee may suspend these Bylaws or specific provisions therein or *Robert's Rules of Order* by use of the procedure in *Robert's Rules of Order*, for a duration of not more than one agenda item or meeting.
- C. These Bylaws may be amended at any regular or special meeting by a two-thirds (6) vote of the Committee members. All amendments to the Bylaws must be approved by the Board of Commissioners.