

Sample Minutes of Charter Commissions

The Home Rule City Act, Sections 15 and 20, MCL 117.15 and 117.20, requires the charter commission to keep a journal. The form and detail of the journal are left to Commission discretion, except that the statute does require that a roll call of the members on a question shall be entered in the journal (1) at the request of any two (1/5) of the members or less if the commission so determines, of a commission elected to revise an existing city charter, or (2) at the request of any one of the commissioners of a commission elected to write a new charter for a newly incorporating city.

The Home Rule Village Act, in section 11 and 16, MCL 78.11, 78.16, also requires the village charter commission to keep a journal, but specifies that a roll call of members shall be entered on the journal at the request of any member of the commission, whether the commission is drafting a revised charter for an existing village, or a new charter for a newly incorporating village.

These sample minutes are included from this section only as illustrations of how the journal may be kept in the form of minutes, how much detail, and how the minutes may be organized numerically for ease of access.