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Sec. 2-241. - Appointment of members.

Members of city boards and commissions shall be residents of the City of East Lansing, unless specifically provided otherwise in this article. Members shall be representative of the population of the city and shall include members of the community directly affected by the subject matter dealt with by the board or commission. No member shall hold any other municipal office, except as provided by this Code or law. All members shall be appointed by the mayor subject to the approval of the council. Unless otherwise provided in this article, each commission member may be appointed to no more than two consecutive terms. Provided, however, that appointment to an unexpired term shall not count against the two-term limit. Provided further that council may waive this limitation for good cause shown upon request of a council member.

(Ord. No. 977, ch. 4, § 1.61, 3-19-2002; Ord. No. 1255, 12-21-2010)

Sec. 2-242. - Vacancies.

Unless specifically provided otherwise in this article, any vacancy occurring in the membership of any board or commission may be filled by the appointing authority for the remainder of the unexpired term.

(Ord. No. 977, ch. 4, § 1.62, 3-19-2002)

Sec. 2-243. - Removal of members.

Unless otherwise provided by this Code or by law, members of boards and commissions established by this article shall serve at the will of the council. Nonattendance at three regularly scheduled consecutive board or commission meetings or failure to attend more than one-third of the regularly scheduled meetings during any rolling 12-month period, is hereby determined to constitute neglect of duty, shall be deemed nonfeasance in office, and, unless a removal hearing is otherwise required by law, shall automatically create a vacancy without further action. Except in a circumstance of an automatic vacancy under this provision, any commission or board member removed by city council during their term may request a hearing before city council and receive an explanation of the reason for their removal. A member may request the city council to grant a leave of absence, not to exceed 120 days from a board or commission. Such leave may be granted upon the request of the commission and upon a majority vote of the city council.

(Ord. No. 977, ch. 4, § 1.63, 3-19-2002; Ord. No. 1257, 2-8-2011)

Sec. 2-244. - Meeting dates; special meetings.

At the last regularly scheduled meeting of a calendar year, each board or commission shall adopt a schedule of meetings for the coming year, which shall be publicized through local media or a city publication. Each board or commission shall schedule no less than ten regular meetings each calendar year. Special meetings of a board or commission may be called upon 24 hours notice by the chairperson or vice-chairperson of the board or commission.

(Ord. No. 977, ch. 4, § 1.64, 3-19-2002)

Sec. 2-245. - Open meetings required.

All board and commission meetings shall be open to the public, and all business shall be conducted in public session. At each regularly scheduled meeting, there shall be an opportunity for the public to speak. All meetings shall be held in a facility accessible to persons with disability and the city shall provide reasonable auxiliary aids and services to individuals with disabilities upon request received by the city staff resource to the commission at least seven days prior to the meeting.

(Ord. No. 977, ch. 4, § 1.65, 3-19-2002)

Sec. 2-246. - Parliamentary procedure.

All board and commission meetings shall be conducted in accordance with Robert's Rules of Order, Newly Revised unless otherwise stated in this article. Each member of a board or commission present at a meeting shall vote on each motion made unless excused by the unanimous consent of the other members present.

(Ord. No. 977, ch. 4, § 1.66, 3-19-2002)

Sec. 2-247. - Quorum.

A majority of the members of each board and commission appointed and serving shall constitute a quorum for the transaction of business. Any member who has been granted a leave of absence, or whose resignation has been accepted by city council, or has been removed by the appointing authority or automatically removed for nonattendance shall not be deemed to be serving for purposes of determining a quorum.

(Ord. No. 977, ch. 4, § 1.67, 3-19-2002)

Sec. 2-248. - Chair and vice-chair.

Except as otherwise provided in division 2 of this article, each board and commission shall, at the first meeting in January, elect a chair and vice-chair. In the event a board or commission shall, for any reason, fail to elect a chair or vice-chair as required by this section, the city council shall at the council's first meeting in February appoint a chair and vice-chair from the members of the board or commission.

(Ord. No. 977, ch. 4, § 1.68, 3-19-2002)

Sec. 2-249. - Compensation of members.

Unless specifically provided for by law, no member of a board or commission shall be compensated for their service. Members of boards and commissions shall be entitled to reimbursement for their actual and necessary expenses incurred in the performance of their duties if the expenses are recommended for approval by the board's or commission's staff resource and approved by the city manager.

(Ord. No. 977, ch. 4, § 1.69, 3-19-2002)

Sec. 2-250. - Rules.

Each board or commission may adopt administrative rules which pertain to the actual conduct of its business. Such rules shall not be effective without the approval of the city council and once approved, must be made available to each person conducting business before the board or commission.

(Ord. No. 977, ch. 4, § 1.70, 3-19-2002)

Sec. 2-251. - Staff resource.

Each board or commission shall be staffed by no less than one employee of the city as designated by the city manager who shall be secretary to the board or commission and who shall have responsibility to: record the meetings, prepare and distribute minutes, prepare and distribute materials to be considered in the business of the board or commission, publish notices of meetings and accommodate persons attending meetings, make recommendations as to the items of business of the board or commission, and act as a resource to its members.

(Ord. No. 977, ch. 4, § 1.71, 3-19-2002)

Sec. 2-252. - Annual report.

Each board or commission shall report to the city council on the business conducted by the board or commission during the previous year. Such report may be made in writing or be presented at a meeting scheduled by the city council.

(Ord. No. 977, ch. 4, § 1.72, 3-19-2002)

Sec. 2-253. - Boards and commissions created; number of members.

The following boards and commissions are hereby created, and shall be composed of a maximum of nine members unless otherwise stated:

- (1) Elected officers compensation commission.
- (2) Transportation commission.
- (3) Arts commission.
- (4) Planning commission.
- (5) Human relations commission.
- (6) Commission on the environment.
- (7) Housing commission.
- (8) University student commission.
- (9) Seniors' commission.
- (10) Building board of appeals. The membership, powers, and duties of the building board of appeals shall be as prescribed by chapter 6, article II.
- (11) Zoning board of appeals. The membership, powers and duties of the zoning board of appeals shall be as prescribed by [chapter 50](#), article II, division 2.
- (12) Historic district commission. The membership, powers, and duties of the historic district commission shall be as prescribed in chapter 20, article II.
- (13) Cable and telecommunications commission. The membership, powers and duties shall be as prescribed by [chapter 42](#), article II, division 2.
- (14) Parks and recreation advisory commission which shall be composed of seven members.
- (15) Active living for adults (ALFA) advisory commission which shall be composed of seven members.

(Ord. No. 977, ch. 4, §§ 1.73, 1.73J—1.73M, 3-19-2002; Ord. No. 1249, 9-21-2010)

Secs. 2-254—2-270. - Reserved.