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To: The Honorable City Council
From: David Whitaker, Director 
Legislative Policy Division
Date: May 17, 2021
Re: Draft Rules for Neighborhood Improvement Plan Advisory Board

City Council directed the Legislative Policy Division (LPD) to create draft Rules of Order for the Neighborhood Improvement Plan Advisory Board. LPD has written generic rules intended to provide the Board with basic rules and guidelines for its initial meetings. It is expected that these rules will be used as a starting point and that the Board will develop its own Rules of Order.

If LPD can be of any further assistance in this matter, please advise.

NEIGHBORHOOD IMPROVEMENT PLAN ADVISORY BOARD

DRAFT RULES OF ORDER

PART 1.0. - COMPOSITION

The Neighborhood Improvement Plan Advisory Board shall be made up of three members appointed by the Mayor, three members appointed by City Council, and one jointly appointed member from a selection of candidates submitted by City of Detroit residents.

PART 2.0. - AUTHORITY

The Neighborhood Improvement Plan Advisory Board is created by resolution of the Detroit City Council. The Board will review and monitor the goals of the Neighborhood Improvement Plan, review the Quarterly Reports from the Vacant House Management Department and provide recommendations to the Administration and City Council.

PART 3.0. - QUORUM

A quorum of the Neighborhood Improvement Plan Advisory Board is a majority of Board members serving.

PART 4.0. - ASSEMBLIES

The Neighborhood Improvement Plan Advisory Board shall perform its duties and conduct its business through a Committee of the Whole structure. The Committee of the Whole shall consist of all Board members currently serving.

PART 4.1. – SUB-COMMITTEES

The Neighborhood Improvement Plan Advisory Board may create one or more sub-committees. A sub-committee shall mean a committee composed of a portion of the Neighborhood Improvement Plan Advisory Board members serving to perform a specific function or task. In no case shall the number of members on a sub-committee constitute a quorum of the Neighborhood Improvement Plan Advisory Board.

PART 5.0. - OPEN MEETINGS ACT

All meetings of the Neighborhood Improvement Plan Advisory Board shall be open to the public and held in accordance with the Michigan Open Meetings Act, MCL 15.261 *et seq.*

Part 5.1 - CALENDAR POSTING.

Within ten days after the first meeting of the Neighborhood Improvement Plan Advisory Board, public notice shall be posted stating the dates, times and places of the meetings. A similar posting shall be made listing the dates and times of all Sub-Committee meetings. An annual calendar may be adopted by resolution for all known exceptions to the general Board calendar.

PART 5.2. - PUBLIC NOTICES.

All meetings of the Board shall be noticed at least eighteen hours in advance and be posted in the Office of the City Clerk. Meeting agendas shall include Board members' names and contact information.

PART 5.3. - RESCHEDULING OF MEETINGS.

If a Committee of the Whole or Sub-Committee, must be rescheduled, this change shall be posted at least eighteen hours before the meeting.

PART 5.4. – PUBLIC COMMENT

All meetings of the Board shall include time for public comment. Each person wishing to speak will be given the same amount of time to do so. The Chair may determine the length of time given each person to speak.

PART 6.0 – PARLIAMENTARY AUTHORITY

The most recent edition of Robert's Rules of Order, Newly Revised, will govern the procedures of the Neighborhood Improvement Plan Advisory Board in all situations not otherwise provided for by statute, charter, ordinance, or the adopted rules of this Body.

PART 7.0. – BOARD CHAIR

The Chair of the Neighborhood Improvement Plan Advisory Board shall be elected by a majority of members serving.

PART 7.1 - DUTIES OF THE CHAIR

The Chair of the Board shall have all administrative duties not assigned by the Board to other officers.

The Chair of the Board shall preside at all Committee of the Whole meetings. Duties of the Chair of the meeting are as outlined in Robert's Rules of Order, Newly Revised.

The Chair of the Board shall have any other responsibilities as deemed necessary by the Board.

PART 8.0 – OFFICERS

The Neighborhood Improvement Plan Advisory Board may elect a Vice-Chair, a Secretary, a Treasurer, or any other officers it deems necessary.

PART 9.0 - ELECTRONIC MEETINGS

Any scheduled meeting of the Board may be held as an electronic meeting, subject to the following:

PART 9.1 - AGENDA.

The agenda for every scheduled meeting shall state;

PART 9.1.2 - RATIONAL.

The reason why the meeting is being held electronically.

PART 9.1.3 PUBLIC PARTICIPATION

How members of the public may participate in the meeting electronically. If a telephone number, internet address, or both are needed to participate, that information must be provided specifically.

PART 9.1.4 - PERSONS WITH DISABILITIES.

How persons with disabilities may participate in the meeting.

PART 9.1.5 - POSTING.

Be posted to the official City of Detroit website at least 18 hours before the electronic meeting begins and made available to the public at least 2 hours before the electronic meeting begins. This publication of the agenda does not prohibit subsequent amendment of the agenda at the meeting.

PART 9.2 - MEETINGS.

PART 9.2.1- QUORUM.

A quorum shall consist of a majority of members serving on the Board or on a Sub-Committee. Once a quorum has been announced, the continued presence of a quorum during the meeting shall be determined by the member's video and audio connection. No member shall leave the meeting, while in session, if that member's departure will cause the loss of a quorum.

PART 9.2.2 - ATTENDANCE.

Members are expected to remain in the meeting for its duration. Members shall maintain video and audio access throughout the meeting whenever present. If a member's audio and/or video is turned off, that member will be considered no longer in attendance. Any member wishing to leave the meeting, temporarily or permanently, shall inform the Chair who shall announce the member's departure.

PART 9.2.3 - ASSIGNMENT TO THE FLOOR.

To seek recognition by the Chair, a member shall use the electronic meeting's "hand raise" function. If, after a reasonable amount of time, the Chair has not noticed the electronic raised hand the member may physically raise their hand or speak out to get the Chair's attention.

PART 9.2.4 - VOTING.

All votes should be taken by roll call. When not practicable to take each vote by roll call, the Chair will ask only for nays. In order to avoid any questions about how each member votes, any member objecting to the motion will state their name and their nay vote.

PART 9.2.5- TECHNICAL.

No action shall be invalidated on the grounds that the loss of, or poor quality of, a member's individual connection prevented participation in the meeting.

PART 9.2.6 - PUBLIC PARTICIPATION.

Persons wishing to participate in the meeting during the Public Comment section of the agenda, shall follow the procedures outlined at the beginning of the meeting and included on the agenda. Although a public body may not require a person to provide their name or other information to participate, the electronic meeting provider may require such information to participate through their service.

PART 9.2.7 - TWO-WAY COMMUNICATION.

All meetings held electronically must be conducted in a manner that permits two-way communications so that members of the body and members of the public can hear each other during the Public Comment section of the meeting.

PART 10.0 – SUSPENSION AND REVISION OF THESE RULES

PART 10.1 - SUSPENSION OF RULES

Upon a two-thirds affirmative vote of the members present, the Board may suspend any of the Rules of Order except a rule relating to the date, time, or location of a meeting, which may be suspended by a simple majority of the members present. The following cannot be suspended: rules requiring the presence of a quorum and rules requiring the physical presence of members in order to vote, unless meeting in an electronic format. A motion to suspend the Rules must be seconded and is not open to debate.

PART 10.2 – REVISION

These Rules shall be reviewed periodically and may be amended by a vote of the majority of the Board members serving.