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**Title: Statutory and Advisory Boards and Commissions**

Adoption Date: September 17, 2018 by Board of Trustees

**General Purpose:**

To provide specific processes and procedures for all Chesterfield Township Appointed Boards and Advisory Committees.

**Summary Statement:**

This guide will help direct current and future members on all Statutory and Advisory Boards and Commissions with the expectations and responsibilities that they are expected to withhold to during their term of appointment.

Board of review, Planning Commission and the Zoning Board of Appeals are statutory, therefore all state statutes and laws pertaining to these committees must be followed and will supersede any Township policies.

**BASIC REQUIREMENTS FOR APPOINTMENT**

Qualifications Appointees to boards, committees, and commissions shall be a current resident of Chesterfield Township unless otherwise specified or provided for by law, ordinance, or Board of Trustee action establishing the board, committee or commission, or in the rules or by-laws of that board, committee or commission, if approved by Board of Trustees.

The following boards and committees have additional qualifications specific to that body and include:

- Board of Review: Members shall be a qualified elector of the township, and shall have been a resident of the Township for at least one (1) year immediately prior to the date of appointment.
- Planning Commission: Appointee must attend and complete during his/her first three years of appointment the MSU Extension Citizen Planner program. Any appointment thereon after, shall attend a conference put on by the Michigan Association of Planning during each term of appointment.
- ZBA: Appointee must attend and complete during his/her first three years of appointment a ZBA basic workshop. Any appointment thereon after, shall attend a conference put on by the Michigan Association of Planners during each term of appointment.

**Terms:**

Boards and Commission	Term
Planning Commission	3 Year Term
Zoning Board of Appeals	3 Year Term
Board of Review	2 Year Term
Parks and Recreation	3 Year Term
Water and Sewer Rate Advisory	2 Year Term
Beautification Committee	3-4 Year Term

**Attendance:**

The Township of Chesterfield has high expectations for its advisory boards and their members, and contributions by members can be most effective if regular attendance and active participation are adopted and implemented.

The required annual attendance for each board or commission member is 75%. As such, each member must be present for 75% of all meetings held by the board or commission in which they serve on or participate in. The Board of Trustees will review attendance annually and may remove any member falling below the 75% attendance threshold. The Township Clerk is responsible for monitoring attendance and informing the Board of Trustees in six month intervals if any board or commission member is failing to meet the required attendance threshold. Alternate board members must abide by the regular member attendance and participation policy described above. Failure to provide the expected attendance will be brought to Board of Trustees, who is responsible for decisions regarding removal or other action of underperforming board members.

**Oath of Office:**

An oath of office is required for some boards, committees, and commissions. Where applicable, newly appointed board members will take and sign an oath of office following their appointment. In these cases, the new member may not vote on any matter until the oath of office has been administered. Reappointed members shall also be administered the oath of office, if applicable.

**Appointment Process:**

- 1) Application - Any individual residing in Chesterfield Township may fill out an application for a vacant position on a particular board or commission.
- 2) Interview - The Township Supervisor shall interview applicants before submitting a request to the Board of Trustees recommending him/her to a certain board or commission.
- 3) A Board of Trustees vote is required to fill any vacant position.

Chesterfield Charter Township Municipal Government does not discriminate against any person because of race, color, religion, sex, national origin, sexual orientation, disability, age, veteran status or any other characteristic protected by federal, state or local law.

## GENERAL ROLES & RESPONSIBILITIES

The roles and responsibilities listed below are general guidelines. It is important that dialogue take place between the members, chairpersons, and staff on how the specific board can function at its optimum.

- It is important for every member to be aware of the time, energy, and commitment that is involved in being part of a board.
- The majority of work of the board is accomplished at meetings. Therefore, all members in attendance contribute to the most effective work plan.
- A member must notify the chairperson and the staff support person if he/she cannot attend a meeting.
- Members may be asked by the chairperson to complete specific tasks which may include serving on subcommittees.
- Every member contributes to the problem-solving process.
- All members are required to vote on recommendations and actions of the group unless a potential conflict of interests exists.
- In order for the board, committee and commission to provide the most comprehensive information to the Supervisor and Board, each member works in the spirit of compromise and negotiation in order to reach consensus when possible.
- Members are asked to keep up-to-date on information relating to board interest areas.
- Members shall not represent their individual views through any contacts they have with the media as being representative of the board, committee or commission unless that body has formally taken a position on the matter.

### Officers:

Each board or commission shall appoint a Chair and a Secretary. Vice Chair is optional per board or commission with regards to their by-laws.

- 1) The chairperson shall preside at all meetings, and the vice-chairperson shall preside in the absence of the chairperson.
- 2) The secretary or designee shall be responsible for keeping a record of the minutes of all meetings.

### Election of Officers:

Election of Officers of the Commission shall be held at the second meeting in June every year, or in accordance with the committee by-laws.

The term of office shall be one (1) year beginning immediately upon election.

### Compensation:

Membership to a board, committee or commission is typically without compensation with exception to the following:

Board of Review	\$25 per hour worked (March/July/December)
Planning Commission	Officers \$105 per meeting/ Member \$100 per meeting
Zoning Board of Appeals	\$30 per meeting attended; plus an additional \$12 for second petition heard and per additional afterward
Park and Recreation	\$30 per meeting attended

The Township processes checks twice monthly so there will be a lag between the date of the meeting a member attended and their receipt of payment. Contact the Township Offices during regular business hours for assistance in determining a payment date, as needed.

### ETHICS STATEMENT

It is the desire of the Chesterfield Township Board of Trustees to promote and encourage the highest standard of conduct for elected Township officials and officials appointed to Township Boards and Commissions who represent the citizens of Chesterfield Township. The members of the Chesterfield Township Board of Trustees support the philosophy that elected officials and officials appointed to Boards and Commissions act in a manner, which avoids even the appearance of impropriety.

Each elected official or official appointed to a Board or Commission shall, at a minimum, comply with all state laws and Township ordinances and policies regarding ethical behavior. Elected Township officials and officials appointed to Boards and Commissions shall always act in the public interest rather than in the furtherance of self-interest or those of special interest.

The Chesterfield Township Board of Trustees recognizes that it cannot by policy define ethical behavior but it expects each elected Township official or official appointed to a Board or Commission to act conscientiously in public service recognizing that the public is best served when elected or appointed Township officials make decisions and act in a manner which promotes confidence by the citizens of Chesterfield Township in the process of Township government.

### Ethics Guidelines and Procedures:

The following provisions apply to the members of any board, commission or committee established pursuant to the Charter or the ordinances of the Township, or the laws of this state.



## **Appointed Board Members:**

Within thirty days of appointment to a Board or Commission, each appointed member shall sign a copy of the Ethics Statement Acknowledgment and the signed statement shall be kept by the Township.

## **Acceptance of Gratuities:**

No person subject hereto shall knowingly solicit or accept, from any source, any gift, favor, service, or thing of value, including a promise of future employment, in consideration of any person subject hereto exercising or having exercised any official power or performing or having performed any official duty on behalf of the Township.

## **Use of Township Facilities, Personnel, and Equipment:**

No person subject hereto shall knowingly use Township facilities, personnel, equipment, or supplies, or utilize any confidential information concerning the property, operations, policies or affairs of the Township, for his or her private financial gain.

## **Conduct in Commercial Transactions:**

No person subject hereto shall knowingly be an interested party to any exchange, purchase, or sale of property, goods, or services with the Township, or enter into any contract with the Township, except in full and impartial compliance with State statutes, ordinances and regulations

## **PROCEDURES**

It is important that boards and commissions conduct their meetings in a manner that is procedurally correct. The chairpersons of Township boards and commissions shall be permitted to participate in the debate of matters presented to boards and commissions. The chairpersons shall also be permitted to vote on all motions made by members of boards and commissions, to the same extent and with the same effect as other members. These rules of procedure may also be further modified by each board or commission, upon majority vote, if the board or commission believes that such modification would enable it to better meet specific responsibilities relating to the function of that board. Additionally, in those instances where the Chesterfield Township Board rules may be inconsistent, Roberts Rules of Order will take precedence.

## **Public Hearings & Input:**

Each board or commission shall offer members of the public an opportunity to speak on any matter within the scope of what is being discussed by the boards of commission, regardless of whether such matter is scheduled for consideration at that particular meeting. Time limitations may be implemented by the chairperson of the board or commission on these public input sessions, as necessary, to conduct the business of the board or commission in a timely and efficient manner.

Public hearings are open forums that allow members of the public an opportunity to express and present their opinions on issues to a board or commission. Although few boards and commissions

will conduct formal public hearings or appeals, all are encouraged to welcome citizen participation and input. Boards and commissions are not required to include such sessions as one of their agenda items.

## **Open Meetings:**

The Michigan Open Meetings Act (PA 267) require that all meetings of a board or commission, and all meetings of any committee of a board or commission, be open to the public at all times, except when the board or commission is meeting in a validly convened executive session. Failure to comply with either the Open Meetings Act or Public Information Act may result in civil and criminal penalties for public officials, and can also lead to a general breakdown of confidence in our governing bodies. In an attempt to promote openness and increase compliance to the open government laws, public officials are required to receive training.

It is required that all meetings of a board or commission, and all meetings of any committee of a board or commission, shall be open to the public at all times, except when the board or commission is meeting in a legally convened executive session. It is important to remember that the open meeting act requirements apply to more than just in-person gatherings. However the act does not apply to chance meetings or social gatherings at which the discussion of public business is not the central purpose.

## **Agenda Preparation:**

The order of business of each meeting of a board or commission shall be contained in a written agenda, which shall be a listing of the topics to be discussed. The agenda should be prepared by the Township's staff liaison, in conjunction with the board or commission's chairperson, to be posted in accordance with the committee by-laws and appropriate statutes. The staff liaison should provide the agenda to the board members at the time of agenda posting. Board members will be provided with agenda materials as much in advance of the meeting as possible.

## **Meeting Minutes:**

The actions and discussions of each board and commission should be compiled into written minutes, which will be reviewed and approved by the board or commission at a succeeding meeting. Chesterfield Township has specific staff members who are responsible for taking and transcribing the minutes. Those board and commissions that do not have a staff member designated to such tasks may select a person to serve in the role of secretary from among their own membership. Minutes must be taken at any meeting of a board or commission (or committee of a board or commission) at which the adoption of any proposed policy, position, resolution, rule, regulation, or formal action occurs or could occur. The minutes must be open to public inspection and a copy must be filed with the Township Clerk upon approval and in accordance with the statute. At a minimum, the minutes of a meeting should contain the following information:

- Date, time, and location of the meeting.
- Listing of members present.
- General outline of each major topic discussed, considered, and the outcome.
- Detailed information on all formal action taken.
- Start time of the meeting as well as time of adjournment.

Any additions, deletions, or corrections to the minutes should be presented by board and staff members. A motion should be made and seconded to approve the minutes of the last meeting as amended. All approved minutes should be signed by the chairperson and secretary of the board or commission.

## **Quorum:**

A quorum is defined as the minimum number of members of a deliberative assembly (a body that uses parliamentary procedure) necessary to conduct the business of that group. A quorum is generally established by ordinance, resolution or other document that creates the board or commission. When no statement on the quorum number exists, the quorum is a majority of voting members. In order for a board or commission to conduct any business or take any formal action, it is necessary that a quorum of the membership be present at the meeting. Attendance by speaker phone for purposes of establishing a quorum or participating and voting in the meeting is not permissible.

## **CODE OF CONDUCT**

No person subject hereto shall knowingly represent, directly or indirectly, another person, or any group or entity, in any action or proceeding against the interests of the Township or in any litigation in which the Township or any department, agency, commission or board thereof is a party.

### **Conflicting Interests in Legal Proceedings:**

No person subject hereto shall knowingly represent, directly or indirectly, another person, or any group or entity, in any action or proceeding in the municipal court of this Township which was instituted by a Township officer or employee in the course of official duties, or in any criminal proceeding in which any Township officer or employee is a material witness for the prosecution.

### **Disclosure of Personal Financial Interest and Abstention from Voting:**

If any Township officer or employee has a personal financial interest, direct or indirect, in any matter pending before such officer or employee, or the Board of Trustees or a department, agency, commission, or board of which the officer or employee is a member, then the officer or employee shall not render any decision and shall abstain from voting upon the matter and shall publicly disclose the fact of such interest in the applicable permanent Township files or minutes prior to any consideration or determination of the matter in the manner.

### **Code of Conduct Summary:**

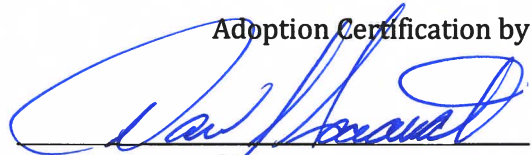
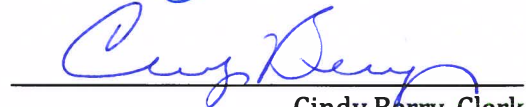
In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. The successful operation and reputation of Chesterfield Township boards, commissions, and committees is built upon the principles of fair dealing and ethical conduct of members. Integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

Failure to abide by these rules may result in removal from the board. Chesterfield Township's board, committee and commission standards include the following:

- Adhering firmly to a code of sound values
- Attending and preparing for meetings faithfully
- Acting in a manner that maintains integrity and independence, yet being responsive to the interests and needs of those they represent
- Obeying all laws applicable to their official actions.
- Using independent judgment to pursue the common good
- Presenting opinions to all in a reasonable, forthright, consistent manner
- Remaining incorruptible, self-governing, and unaffected by improper influence while at the same time being able to consider the opinions and ideas of others
- Treating other members and the public with dignity and respect
- Honoring the opinions of others even when in disagreement with other members of the body
- Understanding and supporting of the body's mission and overall direction
- Taking pride in Chesterfield Township and your role as a board, committee or commission member
- Being flexible, innovative, and responsive to change

Attached – Ethics Statement Acknowledgment Form

Adoption Certification by

  
\_\_\_\_\_  
Daniel J. Acciavatti, Supervisor  
\_\_\_\_\_  
Cindy Berry, Clerk