



**CITY OF YPSILANTI
ARTS COMMISSION MEETING
Thursday, August 10, 2023 @ 6:30 PM
Council Chambers
One South Huron, Ypsilanti, MI 48197**

Page

I. CALL TO ORDER

II. ROLL CALL

Commissioner McAtee
Commissioner Seagraves
Commissioner Thompson
Commissioner Wolfe
Commissioner Baxter

III. AGENDA APPROVAL

IV. APPROVAL OF MINUTES

3 - 4 A. [7-13-23 AC Minutes](#)

V. AUDIENCE PARTICIPATION/COMMISSION RESPONSE

VI. NEW BUSINESS

5 - 24 A. Arts Commission / Parks and Recreation Merge
[Arts Commission Ordinance 2019](#)
[Parks and Recreation Commission ordinance](#)
[Parks and Recreation Duties](#)
[PRC Rules of Procedure and Bylaws](#)
[Arts Commission Bylaws](#)

VII. OLD BUSINESS

VIII. UPDATES

A. Arts/Events around Ypsilanti
B. AC Project Updates

IX. AUDIENCE PARTICIPATION/COMMISSION RESPONSE

X. PROPOSED BUSINESS

XI. NEXT MEETING DATE

TBD

XII. ADJOURNMENT



Minutes
CITY OF YPSILANTI
ARTS COMMISSION MEETING
Thursday, July 13, 2023 @ 6:30 PM
Council Chambers
One South Huron, Ypsilanti, MI 48197

I. CALL TO ORDER (6:39pm)

II. ROLL CALL

Present: Seagraves, McAtee, Baxter, Wolfe (6:42pm), Thompson (6:45pm)

Staff: Jekabson

III. AGENDA APPROVAL

Commissioner Seagraves moved to approve the agenda. Seconded by Commissioner Baxter. On a voice vote, the motion carried. Yes - 3; No- 0; Absent - 2 (Wolfe, Thompson)

IV. APPROVAL OF MINUTES

Commissioner Seagraves moved, seconded by Commissioner Baxter to approve the June 8, 2023 minutes. On a voice vote, the motion carried. Yes - 3; No- 0; Absent - 2 (Baxter, Wolfe)

V. AUDIENCE PARTICIPATION/COMMISSION RESPONSE -none.

VI. NEW BUSINESS

A. City of Ypsilanti Boards and Commissions Update Boards and Commissions

City Council Liaison Evan Sweet presented the proposed changes to the commissions, including exclusion of the open meeting act requirements, and the merger of Arts Commission with Parks and Recreation Commission.

The commissioners had a Q&A with the presenter.

B. Bylaw update for membership Membership update

Given the update for the future of the commission, the bylaw update may only be relevant for one month. The commission decided to make the motion, in case the commission merge failed at council.

Commissioner Wolfe motioned that the Arts Commission recommend the following updates in the City of Ypsilanti Code of Ordinances in the event that the City Council does not merge Commissions in September 2023:

1. Sec. 79-2 - Creation; composition; appointment.

*"The Ypsilanti Art Commission is created and shall consist of not less than **five** three and not more than nine members, and two non-voting youth members appointed by the mayor, subject to the confirmation of city council."*

2. Sec. 79-5. (a) - Membership.

*"The YAC shall consist of not less than **five** three nor more than nine voting members, and two non-voting youth members nominated by the mayor and approved by city council. The city manager or her designee shall be a nonvoting ex-officio member of YAC. Appointments of the voting members*

shall be made from candidates who have the following expertise or affiliation: (1) Persons who, insofar as possible, have experience and/or an interest in the placement, creation, or design of public art.” Supported by Commissioner Seagraves. Motion passed; Yes - 5 ; No- 0; (Wolfe, Thompson)

VII. OLD BUSINESS - none.

VIII. UPDATES

A. Current AC Projects

Artist survey RFQ - still no interested parties. Staff asked Commissioners to think of other ways of distributing the survey.

Poet Laureate Program - Ciatta Tucker provided an updated timeline of the program. Contract will be signed later this week.

B. Arts/Events around Ypsilanti

Events in the park, Riverside Arts Center, First Fridays Ypsilanti

IX. AUDIENCE PARTICIPATION/COMMISSION RESPONSE - none.

X. PROPOSED BUSINESS - none.

XI. NEXT MEETING DATE August 10, 2023

XII. ADJOURNMENT

Motion to adjourn at 8:13pm by Commissioner Wolfe, supported by Commissioner Seagraves. On a voice vote, the motion carried. Yes - 5; No- 0; Absent - 0



**CITY OF YPSILANTI
NOTICE OF ADOPTED ORDINANCE
Ordinance No. 1342**

1. THE CITY OF YPSILANTI HEREBY ORDAINS That

Chapter 79

ART

ARTICLE I. YPSILANTI ART COMMISSION

Sec. 79.00 Intent

The state of Michigan has recognized, through the enactment of The Faxon-McNamee Art in Public Places Act (MCL 18.71 et. seq.), the importance of promoting art in government spaces and facilities. City council has determined that the creation and presence of public art will advance the interests of the City, aid in enhancement of property values, improve the aesthetic quality of public spaces and structures, provide cultural and recreational opportunities, contribute to the local heritage, stimulate economic activity and promote the general welfare of the community.

City council recognizes the responsibility of government to foster the development of culture and the arts. It is therefore declared to be municipal policy to promote public art.

- (1) Public art definition. *Public art* means works of art created, purchased, produced or otherwise acquired for display in public spaces or facilities. Public art may include artistic design features incorporated into the architecture, layout, design or structural elements of the space or facility. Public art may be any creation, production, conception or design with an aesthetic purpose, including freestanding objects d'art, sculptures, murals, mosaics, ornamentation, painting, paint or decoration schemes, use of particular structural materials for aesthetic effect, spatial arrangement of structures, architectural design features, mixed media, digital art, photography, and performance part and music.
- (2) Diversity. The City of Ypsilanti is a diverse community as reflected in the City Logo, Pride, Diversity, Heritage. The policy of the City of Ypsilanti is to celebrate Pride, Diversity and Heritage and the Ypsilanti Art Commission is charged to recognize this policy and promote the policy in the work and selections of the Commission.

Sec. 79.01 Creation; Composition; Appointment

The Ypsilanti Art Commission is created and shall consist of not less than five and not more than nine members, and two non-voting youth members appointed by the mayor, subject to the confirmation of city council.

Sec. 79.02 Purpose, Objectives, Powers and Duties

(1) Purpose. The purpose of the Ypsilanti Art Commission (YAC) is to act as an advisory body to the mayor, city council and city manager for all things art in the City of Ypsilanti.

(2) Objectives. The YAC shall promote art in the City of Ypsilanti and promote the City policy of Pride, Diversity and Heritage. To educate the public why the arts, culture and creative industries are important to the City of Ypsilanti and to cultivate a community culture and environment that embraces and nurtures artistic and creative assets. To promote and further diversity, equity and inclusion of all of Ypsilanti in the arts.

(3) Powers. The YAC shall have the following powers:

- (A) Promulgate guidelines, subject to the approval of City Council, to support art in the City of Ypsilanti and provide procedures for soliciting and selecting public art and artistic events and for determining suitable locations for events and the display of art within the City.
- (B) By April 1 of each year, submit to City Council a plan detailing potential projects and desirable goals to be pursued in the next fiscal year;
- (C) Make determinations, subject to the approval of the City Manager, for each proposed project as to whether it is eligible for public art funding and, if so, calculate the total costs of the project and the total amount of City art funding required;
- (D) Make recommendations, subject to the approval of the City Manager, regarding disbursement of public art funds to promote, show, acquire, produce, install, maintain, alter, relocate or remove art;
- (E) Make recommendations to the City Manager and City Council regarding proposed art for urban art, billboards, parks, DDA area, alleyways, bridges, overpasses, Border to Border Trail, undeveloped and underdeveloped property or foreclosed properties.
- (F) Raise funds for public, identify grant opportunities, interact with donors of funds or art works on behalf of the city, and foster public/private partnerships to support public art;
- (G) Investigate and promote cooperative ventures, collaboration, joint ventures and partnerships for art, art projects and art installations with the State of Michigan, County of Washtenaw, Eastern Michigan University, Ypsilanti Community Schools, Washtenaw Intermediate School District, Ann Arbor Area Transportation Authority, Huron River Water Council, Ozone House and other entities, subject to final approval of the City Council.

- (H) Promote awareness of art through all available methods including education, marketing, events, social media, and other tools as appropriate
- (I) Promote economic development in art by encouraging and promoting opportunities and business that engage and/or employ artists, performers and other people in the arts.
- (J) Identify public functions and services and non-profit and profit business and cultural opportunities to support local artists and artistic services.
- (K) Create an Arts Plan for the City with goals and vision for the work of the Commission and City related to supporting and fostering Arts in Ypsilanti.
- (L) Present an annual report to City Council within 60 days after the end of each fiscal year containing:
 - (i) A report on the status of all art incorporated into or funded by City projects in progress or completed during the preceding fiscal year;
 - (ii) A maintenance report on each work of public art presently under City management detailing maintenance costs for the preceding fiscal year, anticipated maintenance costs for the next fiscal year, and any significant future maintenance concerns, including prioritized recommendations for the maintenance, repair or renovation of particular works;
 - (iii) A review of the City's public art.
 - (iv) A report on YAC's efforts to promote awareness of public art;
 - (v) A report on donations of art and where such art was placed;
 - (vi) A report on additional funds raised and how such funds were used; and
 - (vii) Any other matter of substantial financial or public importance relating to the art in the City.
- (M) Perform any related duty delegated by City Council; and
- (N) Provide advice to and assist both potential donors of art and other governmental entities regarding possible public locations for placement of art when such art cannot be placed on any City property or incorporated into a capital project of the City.
- (O) Act as City liaison with the general public for City public art projects.

Sec 79.03 Limitations on powers. YAC does not have authority to enter into contracts or otherwise create a contractual obligation for the City. The selection of public works of art, artists and contractors to design, create, maintain or perform work otherwise related to public works of art, and all contracts for such works of art and work, shall be done and awarded in accordance with City Charter, City Code and City policies and procedures

governing the award of contracts.

Sec 79.04 Membership

Section 1. The YAC shall consist of not less than five nor more than nine voting members, and two non-voting youth members nominated by the Mayor and approved by City Council. The City Manager or her designee shall be a nonvoting ex-officio member of YAC. Appointments of the voting members shall be made from candidates who have the following expertise or affiliation:

- Persons who, insofar as possible, have experience and/or an interest in the placement, creation, or design of public art.

Section 2. All members of YAC, including members of its subcommittees, shall serve without compensation.

Section 3. All voting members of YAC shall be appointed for a three-year term. In order to ensure that approximately one third of the voting members' appointments expire each year, initial appointments shall be one third of members for a one-year term, One third of members for a two-year term, and one third of members for a three-year term.

Section 4. Recognizing that art has no geographical boundaries, one member of the YAC shall be a non-resident of the City. Consistent with City Code sec. 2.111, all other members of YAC shall be residents of the City of Ypsilanti, unless an exception is granted by a resolution of City Council with an affirmative vote of at least 5 members.

Section 5. Any vacancy on YAC occurring in the middle of a term shall be filled for the remainder of the term in the same manner as for full-term appointments.

Section 6. Members are expected to attend regularly scheduled meetings and to notify the Chair and the City Clerk in advance if they expect to be tardy or absent. If a member misses more than three (3) regularly scheduled meetings in a twelve (12) month period, the Chair shall notify the Mayor and may recommend removal of the member.

Section 7. A member of YAC may be removed by City Council for cause following notice and a hearing.

Section 79.05 Ethics and Conflicts of Interest

Section 1. A member of YAC shall abstain from discussion or voting on any matter where that member is involved in a real or apparent conflict of interest.

Section 2. A member of YAC shall neither solicit nor accept gratuities, favors, or anything of monetary value from persons or entities in a position to benefit from a decision of YAC.

Section 3. A member of YAC shall not obtain, for himself/herself or for any person with whom he/she has business or family ties, any financial or beneficial interest in a matter which may be affected by a decision of YAC. This restriction shall apply during the member's tenure on YAC and for one year thereafter.

Section 4. A member of YAC shall abstain from discussion or voting on any matter from

which that member, any member of his/her immediate family, his/her partner, or a person with whom the member has family or business ties may obtain a financial interest or other benefit.

Section 5. Except where it violates a confidence, a member of YAC shall disclose all pertinent facts regarding any possible conflict, real or apparent, and those facts shall be recorded in the minutes of the proceedings. The member may then abstain from discussion and voting on the matter.

Section 6. Members of YAC shall complete an annual disclosure of organization affiliations and shall update this disclosure in writing at any time during the year when such affiliations change.

Section 7. Members of YAC shall comply with the above ethical requirements and the City of Ypsilanti Ethics Ordinance, Ypsilanti City Code sec. 46.71 et seq. and all applicable laws governing conflicts of interest.

Section 8. Employment by or membership in an educational organization, art association, art museum, library, art gallery, or any art associated business shall not be a conflict of interest per se that would prohibit being a member of YAC.

Section 8: A member of YAC shall not use his/her position on YAC to advance his/her own personal gain or advantage.

Sec. 79.06 Meetings. The YAC shall hold meetings not less than every 30 days. All meetings of YAC and its subcommittees shall be open to the public and conducted in accordance with the Michigan Open Meetings Act (PA 267 of 1976), as amended. Closed sessions may be called for purposes listed in the Open Meetings Act.

Sec. 79.06 Bylaws. The YAC shall adopt bylaws subject to the approval of the City Attorney and City Council on or before the YAC third meeting.

MADE, PASSED AND ADOPTED BY THE YPSILANTI CITY COUNCIL THIS 1st DAY OF October, 2019.

Andrew Hellenga, City Clerk

Attest

I do hereby confirm that the above Ordinance No. 1342 was published in The Washtenaw Legal News on the 7th day of November, 2019.

Andrew Hellenga, City Clerk

CERTIFICATE OF ADOPTING

I hereby certify that the foregoing is a true copy of the Ordinance passed at the regular meeting of the City Council held on the 1st day of October, 2019.

Andrew Hellenga, City Clerk

Notice Published: September 11, 2019

First Reading: September 24, 2019

Second Reading: October 1, 2019

Published: November 7, 2019

Effective Date: November 7, 2019

PART II - CODE OF ORDINANCES
Chapter 78 - PARKS AND PUBLIC PROPERTY
ARTICLE II. - ADMINISTRATION
DIVISION 2. PARKS AND RECREATION COMMISSION

DIVISION 2. PARKS AND RECREATION COMMISSION¹

Sec. 78-46. Composition; appointment.

The parks and recreation commission shall consist of at least nine but not more than 11 members appointed by the mayor, subject to confirmation by a majority of city council.

(Code 1983, § 1.200; Ord. No. 825, § 1.200, 8-28-1995; Ord. No. 1061, § 1, 6-5-2007; Ord. No. 1202, § 1, 12-3-2013)

Sec. 78-46.01. Youth members.

Three members may be youth members, under the age of 18 years of age. Youth members shall have all powers of a member, including the power to vote and hold office in the parks and recreation commission.

(Ord. No. 1061, § 1, 6-5-2007; Ord. No. 1202, § 1, 12-3-2013)

Sec. 78-47. Term.

The term of the members of the parks and recreation commission shall be three years, except that of the members first appointed. Terms shall be staggered so that as far as practicable at least three member's terms expire each year.

(Code 1983, § 1.201; Ord. No. 825, § 1.201, 8-28-1995; Ord. No. 1061, § 1, 6-5-2007; Ord. No. 1202, § 1, 12-3-2013)

Sec. 78-48. Residency.

Members of the parks and recreation commission shall be residents of the city. At least three members shall be appointed from each of the three wards of the city.

(Code 1983, § 1.202; Ord. No. 825, § 1.202, 8-28-1995; Ord. No. 1061, § 1, 6-5-2007; Ord. No. 1202, § 1, 12-3-2013)

Sec. 78-49. Powers and duties.

The parks and recreation commission shall be an advisory board and shall have the following powers:

- (1) Make recommendations to the city manager, recreation director, and city council concerning the recreation and city parks needs of the city, including how park improvement funds are used.

¹Editor's note(s)—Ord. No. 1202, § 1, adopted Dec. 3, 2013, changed the title of Ch. 78, Div. 2 from "recreation commission" to the present title.

Charter reference(s)—Boards and commissions, Art. IX.

Cross reference(s)—Boards and commissions, § 2-111 et seq.

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- (2) Update the City of Ypsilanti parks and recreation master plan.
 - (3) Review and approve "Adopt-A-Park" applications.
 - (4) Expand park and recreational opportunities through commission sponsored events when appropriate.
 - (5) Set its own rules and regulations.
 - (6) Report, at least annually, to city council.

(Code 1983, § 1.203; Ord. No. 825, § 1.203, 8-28-1995; Ord. No. 1061, § 1, 6-5-2007; Ord. No. 1202, § 1, 12-3-2013; Ord. No. 1383, 10-5-2021)

Sec. 78-50. Secretary and administrative help.

The city manager shall, within budgetary appropriations, provide for secretarial and administrative help for the commission.

(Code 1983, § 1.204; Ord. No. 825, § 1.204, 8-28-1995; Ord. No. 1061, § 1, 6-5-2007; Ord. No. 1202, § 1, 12-3-2013)

Sec. 78-51. Vacancy in office.

Vacancies shall be filled in the same manner that members are appointed. The office of any member shall be shall be requested vacated by resolution to city council, if that member has three or more unexcused absences from meetings of the commission. Absences may be excused by simple majority of a quorum.

(Code 1983, § 1.205; Ord. No. 825, § 1.205, 8-28-1995; Ord. No. 1061, § 1, 6-5-2007; Ord. No. 1202, § 1, 12-3-2013; Ord. No. 1383, 10-5-2021)

Secs. 78-52—78-65. Reserved.

Parks and Recreation Commission



The Parks and Recreation Commission (PRC) is an advisory body. It has the following principal duties and responsibilities:

- Make recommendations to the City Manager, Recreation Director, and City Council concerning the recreation and city parks needs of the city, including how park improvement funds are used.
- Prepare, consider, and approve a parks and recreation master plan. An update shall be considered no less frequently than every five (5) years.
- Review and approve "Adopt-A-Park" applications.
- Review and advise upon plans for capital improvements within the parks.
- Prepare an annual written report to the City Council concerning its operations.
- Expand park and recreation opportunities through Commission-sponsored events when appropriate.

In addition, the Commission may choose to:

- Fundraise for the parks system, including research and recommendations on grant applications. The Commission may not submit grant applications or receive grant funds without consent of City Council.
- Publicize the parks system, including management of the Commission's social media presence and pages on the City website.
- Make recommendations to City Council regarding specific policy or ordinance changes that serve the parks system and recreation within the City.

Members of the Parks and Recreation Commission consist of City residents representing each of the three wards of the City. There are nine to eleven seats on the Parks and Recreation Commission; up to three members may be youth members, and hold the same rights and responsibilities as all other members. At least three members shall be appointed from each of the three wards of the City.

The Parks and Recreation Commission's regular meetings are scheduled for the third Monday of each month at 7:00 p.m. at City Hall, 1 South Huron, Ypsilanti, Michigan. Meetings generally last between fifteen minutes and an hour; an average meeting is approximately a half hour. At least four regular meetings will be held per year. Meetings may be cancelled for lack of business, and special meetings may be called as needed.



THE RULES OF PROCEDURE AND BYLAWS

OF

THE PARKS AND RECREATION COMMISSION

OF

THE CITY OF YPSILANTI, MICHIGAN

As adopted September 2018

PARKS & RECREATION COMMISSION BYLAWS

ARTICLE I – Name

The name of the Commission shall be the Parks and Recreation Commission of The City of Ypsilanti, hereinafter referred to as "Commission."

ARTICLE II – Objectives

The objectives, purposes, powers, and duties of the Commission are those set forth by Chapter 78, Article II, Division 2, "Parks and Recreation Commission," of the City Code of Ordinances, and all subsequent amendments thereto, hereinafter "the Ordinance."

The parks and recreation commission shall be an advisory board and shall have the following powers and duties:

- Section 1. Make recommendations to the City Manager, Recreation Director, and City Council concerning the recreation and city parks needs of the city, including how park improvement funds are used.
- Section 2. Update the City of Ypsilanti parks and recreation master plan.
- Section 3. Review and approve "Adopt-A-Park" applications.
- Section 4. Expand park and recreational opportunities through commission sponsored events when appropriate.
- Section 5. Set its own rules and regulations.
- Section 6. Report, at least annually, to City Council.

ARTICLE III – Membership

- Section 1. Membership of the Commission shall be as set forth in the Ordinance.
- Section 2. Members of the Commission shall be appointed or removed as provided for in Section 9.03 of the City Charter of the City of Ypsilanti.
- Section 3. The first priority of each member of the Commission shall be to represent and advocate what is best for the City of Ypsilanti as a whole, putting aside personal or special interests.
- Section 4. Term length and residency requirements shall be in accordance with the Ordinance and City Charter. Terms will be based on the City's fiscal year, from July 1 to June 30.
- Section 5. Each member of the Commission shall avoid conflicts of interest, including, but not limited to, deliberating on, voting on, or reviewing a case concerning the member; the immediate family or household of the member; property owned by or adjacent to property owned by the member; or a corporation or partnership in which the member has an ownership, employment, or other financial interest. Determination of a conflict of interest shall be in accordance with Chapter 46, Article III, of the City of Ypsilanti Code of Ordinances.

Potential conflicts of interest should be identified by the member prior to deliberation of the case; if the Commission determines that a conflict exists, they shall remove themselves from the meeting room during deliberation of the case.

- Section 6. Any member may resign at any time by giving written notice of such resignation to the Chair of the Commission and to the Mayor through the Office of the Mayor.

PARKS & RECREATION COMMISSION BYLAWS

ARTICLE IV – Officers, and Their Duties

- Section 1. The officers of the Commission shall be a Chairperson, Vice-Chairperson and Secretary. Such other officers, sub-committees, etc. as are deemed necessary and advisable for the conduct of business shall be appointed as required and provided for by the Commission.
- Section 2. The Chairperson shall preside at all meetings and hearings of the Commission and shall have the duties normally conferred by parliamentary usage on such officers.
- Section 3. The Secretary shall sign approved minutes of meetings and receive communications and petitions sent to the Commission.
- Section 4. The Vice-Chairperson shall preside and exercise all of the duties of the Chairperson in their absence. Should neither the Chairperson nor the Vice-Chairperson be present at a meeting, a temporary Chairperson shall be elected by the majority vote of the members present.
- Section 5. The Commission may designate a person who is not a member of the Commission to serve as Recording Secretary. The Recording Secretary shall prepare draft minutes for review by the Commission and shall perform such other duties as may be ordered by the Commission.
- Section 6. Nomination of officers shall be made from the floor at the annual organizational meeting which shall be the regular meeting in June each year, and the election shall be immediately thereafter.
- Section 7. A candidate receiving a majority vote of the entire Commission shall be declared elected and shall serve a term of one year or until their successor shall take the office.
- Section 8. Vacancies in office shall be filled immediately by regular election procedures.
- Section 9. The officers shall be members of the Commission, unless otherwise permitted under Section 5.

ARTICLE V – Meetings

- Section 1. All regular and special meetings, hearings, and records shall be open to the public. Meetings shall be conducted under the Open Meetings Act of the State of Michigan.
- Section 2. The Commission shall hold a minimum of four regular meetings per year.
- Section 3. A special meeting of the Commission may be called by the Chairperson, or the Vice-Chairperson in the event the Chairperson is unavailable. Each member of the Commission must receive at least two days' notice as to the time, place, and purpose of the meeting.
- Section 4. All inquiries, applications, or matters requiring official action by the Commission shall be submitted in writing, be properly drafted on official forms necessary, and contain all relevant information regarding the matter upon which the Commission is requested to act. Further, any petitioners may withdraw a petition at any time by filing a written notice of withdrawal.

PARKS & RECREATION COMMISSION BYLAWS

- Section 5. The normal order of business at meetings shall be as follows:
1. Call to order
 2. Roll call
 3. Approval of minutes
 4. Audience participation
 5. Any business item requiring a public hearing
 6. Old business
 7. New business
 8. Adjournment
- Section 6. A quorum shall consist of a majority of the current Commissioners, but no less than as prescribed in the Charter.
- Section 7. All proceedings, decisions and resolutions of the Commission shall be initiated by motion.
- Section 8. An affirmative vote of a majority of those present shall be necessary to pass any motion involving the adoption or amending of plans, policy statements, or recommendations to the Council.
- Section 9. Voting shall be by voice vote and shall not be recorded as individual ayes or nays unless requested by a member of the Commission, in which case the Chairperson shall order the vote to be so recorded except that any member may abstain by so declaring prior to vote. An abstention may only be made in the case of a conflict of interest; it is otherwise the duty of all Commissioners present to participate in the vote.
- Section 10. Parliamentary procedure in Commission meetings shall be governed by Roberts Rules of Order, as amended. The Recording Secretary, or in their absence the Secretary, shall act as parliamentarian during Commission meetings.
- Section 11. The Director of Public Services, Planning Department staff, City Attorney, and other officials of the City may participate in the Commission's discussion, but shall not vote, introduce motions, be counted towards quorum, or initiate any other parliamentary action.

ARTICLE VI – Committees

- Section 1. The Commission or Chair may establish and appoint ad hoc committees for special purposes or issues, as deemed necessary. Less than a quorum may serve on an ad hoc committee at any given time.
- Section 2. The Commission, Chair, or Planning Department Staff may establish and appoint citizen committees with the consent of the Commission. Membership can be any number, so long as less than a quorum of the Commission serves on a citizen committee at any given time. The purpose of the citizen committee is to be able to use individuals who are knowledgeable or expert in a particular issue before the Commission or to better represent various interest groups.
- Section 3. All committees are subservient to the Commission and report their recommendations to the Commission for review and action. The Commission can overrule any action of any committee.
- Section 4. The same principles of these Bylaws for the Commission also apply to all committees of the Commission, including, but not limited to, making all meetings open to the public and keeping a record of all proceedings.

PARKS & RECREATION COMMISSION BYLAWS

ARTICLE VII – Commission Absences

- Section 1. In order to maintain maximum participation of all appointed Commission members at all regularly scheduled meetings, the following attendance guide and Commissioner replacement policy for “excused” or “unexcused” should be implemented:
- a. When appointed, each Commissioner should state their willingness and intention to attend each scheduled meeting of the Commission.
 - b. In the event of unplanned personal matters, business trips, family vacation trips, changed job requirements, sickness, or other physical disabilities that prohibit the commissioner from attending the scheduled meeting; the Commission, professional staff of the City, or the Commission Chairperson should be notified as early as possible prior to the start hour of their inability to attend the scheduled meeting. The Commission member upon this notification will receive an “excused absence” for the involved scheduled meeting.
 - c. There will be a limit of three (3) consecutive “excused absences” or two (2) consecutive “unexcused absences” for any member of the Commission. If any member exceeds the above criteria for consecutive absences, the Commissioner will be recommended for dismissal unless extenuating circumstances exist.
 - d. If any Commission member is absent, whether excused or not, from any five (5) scheduled monthly Commission meetings, whether consecutive or not, during any one year period, the commissioner will be recommended for dismissal unless extenuating circumstances exist.
 - e. The recommendation for dismissal as required will be initiated by City staff and forwarded on to the City Council for official action.

ARTICLE X – Miscellaneous

- Section 1. These Rules and Regulations may be amended or altered during a regular meeting by the affirmative vote of two-thirds of the quorum present, provided notice of the proposed change is given to the Commission at a preceding regular meeting.
- Section 2. A copy of the meeting notice and proposed amendments must be furnished each member in writing by personal service, first-class mail, or e-mail.

Moved by Commissioner Connor-Barrie and Supported by Commissioner Marshall that the Rules and Regulations of the Commission be adopted as presented on 11 September 2018.

AYES: 6 NAYS: 0 ABSENT: 2 (Horne, Wilson)

ARTS COMMISSION RULES OF PROCEDURE AND BYLAWS

ARTICLE I – Name

The name of the Commission shall be the Arts Commission of The City of Ypsilanti, hereinafter referred to as "Commission."

ARTICLE II – Objectives

The state of Michigan has recognized, through the enactment of The Faxon-McNamee Art in Public Places Act (MCL 18.71 et. seq.), the importance of promoting art in government spaces and facilities. City council has determined that the creation and presence of public art will advance the interests of the City, aid in enhancement of property values, improve the aesthetic quality of public spaces and structures, provide cultural and recreational opportunities, contribute to the local heritage, stimulate economic activity and promote the general welfare of the community. City council recognizes the responsibility of government to foster the development of culture and the arts. It is therefore declared to be municipal policy to promote public art.

The YAC shall promote art in the City of Ypsilanti and promote the City policy of Pride, Diversity and Heritage. To educate the public why the arts, culture and creative industries are important to the City of Ypsilanti and to cultivate a community culture and environment that embraces and nurtures artistic and creative assets. To promote and further diversity, equity and inclusion of all of Ypsilanti in the arts.

ARTICLE III – Membership

Section 1. The YAC shall consist of not less than five nor more than nine voting members, and two non-voting youth members nominated by the Mayor and approved by City Council. The City Manager or her designee shall be a nonvoting ex-officio member of YAC. Appointments of the voting members shall be made from candidates who have the following expertise or affiliation:

- Persons who, insofar as possible, have experience and/or an interest in the placement, creation, or design of public art.

Section 2. All members of YAC, including members of its subcommittees, shall serve without compensation.

Section 3. All voting members of YAC shall be appointed for a three-year term. In order to ensure that approximately one third of the voting members' appointments expire each year, initial appointments shall be one third of members for a one-year term, One third of members for a two-year term, and one third of members for a three-year term.

Section 4. Recognizing that art has no geographical boundaries, one member of the YAC shall be a non-resident of the City. Consistent with City Code sec. 2.111, all other members of YAC shall be residents of the City of Ypsilanti, unless an exception is granted by a resolution of City Council with an affirmative vote of at least 5 members.

Section 5. Any vacancy on YAC occurring in the middle of a term shall be filled for the remainder of the term in the same manner as for full-term appointments.

Section 6. Members are expected to attend regularly scheduled meetings and to notify the Chair and the City Clerk in advance if they expect to be tardy or absent. If a member misses more than three (3) regularly scheduled meetings in a twelve (12) month period, the Chair shall notify the Mayor and may recommend removal of the member.

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Section 7. A member of YAC may be removed by City Council for cause following notice and a hearing.

ARTICLE IV – Officers, and Their Duties

- Section 1. The officers of the Commission shall be a Chairperson and a Vice-Chairperson. Such other officers, sub-committees, etc. as are deemed necessary and advisable for the conduct of business shall be appointed as required and provided for by the Commission.
- Section 2. The Vice-Chairperson shall preside and exercise all of the duties of the Chairperson in their absence. Should neither the Chairperson nor the Vice-Chairperson be present at a meeting, a temporary Chairperson shall be elected by the majority vote of the members present.
- Section 3. The Chairperson and the City Planner shall sign all legal documents for the Commission.
- Section 4. The Commission may designate a person who is not a member of the Commission to serve as Recording Secretary. The Recording Secretary shall prepare draft minutes for review by the Commission and shall perform such other duties as may be ordered by the Commission.
- Section 5. Nomination of officers shall be made from the floor at the annual organizational meeting which shall be the regular meeting in June each year, and the election shall be immediately thereafter.
- Section 6. A candidate receiving a majority vote of the entire Commission shall be declared elected and shall serve a term of one year or until their successor shall take the office.
- Section 7. Vacancies in office shall be filled immediately by regular election procedures.
- Section 8. The officers shall be members of the Commission.

ARTICLE V – Meetings

- Section 1. All regular and special meetings, hearings, and records shall be open to the public. Meetings shall be conducted under the Open Meetings Act of the State of Michigan.
- Section 2. The Commission shall hold a minimum of four regular meetings per year.
- Section 3. A special meeting of the Commission may be called by the Chairperson, or the Vice-Chairperson in the event the Chairperson is unavailable, or any three (3) members of the Commission. Each member of the Commission must receive at least two days' notice as to the time, place and purpose of the meeting.
- Section 4. All inquiries, applications, or matters requiring official action by the Commission shall be submitted in writing, be properly drafted on official forms necessary, and contain all relevant information regarding the matter upon which the Commission is requested to act. Further, any petitioners may withdraw a petition at any time by filing a written notice of withdrawal with the City Planner.
- Section 5. The normal order of business at meetings shall be as follows:
 - 1. Call to order
 - 2. Roll call
 - 3. Approval of minutes

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4. Audience participation
5. Discussion Items
6. Audience Participation
7. Adjournment

- Section 6. A quorum shall consist of a majority of the current Arts Commissioners, but no less than four (4) members.
- Section 7. All proceedings, decisions and resolutions of the Commission shall be initiated by motion.
- Section 8. An affirmative vote of a majority of those present shall be necessary to pass any motion involving the adoption or amending of plans, policy statements or recommendations to the Council.
- Section 9. Voting shall be by voice vote and shall not be recorded as individual ayes or nays unless requested by a member of the Commission, in which case the Chairperson shall order the vote to be so recorded except that any member may abstain by so declaring prior to vote. An abstention may only be made in the case of a conflict of interest; it is otherwise the duty of all Commissioners present to participate in the vote.
- Section 10. Parliamentary procedure in Commission meetings shall be governed by Roberts Rules of Order, as amended. The City Staff Member shall act as parliamentarian during Arts Commission meetings.
- Section 11. The Staff and other officials of the City may participate in the Commission's discussion, but shall not vote, introduce motions, be counted towards quorum, or initiate any other parliamentary action.

ARTICLE VI – Committees

- Section 1. The Commission or Chair may establish and appoint ad hoc committees for special purposes or issues, as deemed necessary. Less than a quorum may serve on an ad hoc committee at any given time.
- Section 2. The Commission Chair may establish and appoint citizen committees with the consent of the Commission. Membership can be any number, so long as less than a quorum of the Commission serves on a citizen committee at any given time. The purpose of the citizen committee is to be able to use individuals who are knowledgeable or expert in a particular issue before the Commission or to better represent various interest groups.
- Section 3. All committees are subservient to the Commission and report their recommendations to the Commission for review and action. The Commission can overrule any action of any committee.
- Section 4. The same principles of these Bylaws for the Commission also apply to all committees of the Commission, including, but not limited to, making all meetings open to the public and keeping a record of all proceedings.

ARTICLE IX – Commission Absences

- Section 1. In order to maintain maximum participation of all appointed Commission members at all regularly scheduled meetings, the following attendance guide and Commissioner replacement policy for "excused" or "unexcused" absences should be implemented:

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- a. When appointed, each Commissioner should state their willingness and intention to attend each scheduled meeting of the Commission.
- b. In the event of unplanned personal matters, business trips, family vacation trips, changed job requirements, sickness, or other physical disabilities that prohibit the commissioner from attending the scheduled meeting; the Commission, professional staff of the City, or the Commission Chairperson should be notified as early as possible prior to the start hour of their inability to attend the scheduled meeting. The Commission member upon this notification will receive an "excused absence" for the involved scheduled meeting.
- c. There will be a limit of three (3) consecutive "excused absences" or two (2) consecutive "unexcused absences" for any member of the Commission. If any member exceeds the above criteria for consecutive absences, the Commissioner will be recommended for dismissal unless extenuating circumstances exist.
- d. If any Commission member is absent, whether excused or not, from any five (5) scheduled monthly Commission meetings, whether consecutive or not, during any one year period, the commissioner will be recommended for dismissal unless extenuating circumstances exist.
- e. The recommendation for dismissal as required will be initiated by City staff and forwarded on to the City Council for official action.

ARTICLE X – Miscellaneous

- Section 1. These Rules may be amended or altered during a regular meeting by the affirmative vote of at least six (6) members, or a majority of those on the current roster of the Commission, provided notice of the proposed change is given to the Commission at a preceding regular meeting.
- Section 2. The provisions of these Rules shall be discussed and/or adopted or readopted by the Commission annually at their regular June meeting.
- Section 3. The Commission shall provide City Council with an annual report. This report shall include discussion of the Commission's activities, the status of any planning processes, priorities and recommendations to Council for the coming year, and any fiscal needs anticipated. This report shall be prepared prior to the preparation of the City's budget priorities.

Moved by Commissioner and Supported by Commissioner that the Rules and Regulations of the Commission be adopted as presented on ES: _____ NAYS: _____ ABSENT: _____
DENIED

_____ ADOPTED