



**THE RULES OF PROCEDURE AND BYLAWS**

**OF**

**THE POLICE ADVISORY COMMISSION**

**OF**

**THE CITY OF YPSILANTI, MICHIGAN**

As adopted, June 24, 2021  
Amended April 25, 2024



**ARTICLE I – Name**

The name of the Commission shall be the Police Advisory Commission of The City of Ypsilanti, hereinafter referred to as “YPAC”, or “commission”.

**ARTICLE II – Objectives**

The objective of the YPAC through the adoption of Ordinance 1295 on November 14, 2017, is as follows:

The purpose of the Ypsilanti Police Advisory Commission is:

- a. To strengthen the relationship between the community of the City of Ypsilanti and the Ypsilanti Police Department.
- b. To serve as a liaison to enhance community and police relations and serve as an advocate for programs, ideas, and methods to improve the relations between the police and the community
- c. To Review police complaint investigatory findings, and report to council on the Commission’s analysis of these findings
- d. To collect, review, and audit summary data and compile aggregate statistics relating to individual or community police complaints and other issues of importance
- e. To educate the public about complaint process, and ensure and recommend ways to make the process accessible to all
- f. To make recommendations to the City Manager with regard to organizational matters and procedures.
- g. To participate in annual review of the Ypsilanti Police Department’s Citizen Police Academy.
- h. To consult and advise the City Manager on the Ypsilanti Police Department’s strategic plan.

**ARTICLE III – Membership**

Section 1. The Ypsilanti Police Advisory Commission (YPAC) shall consist of 7 members and 2 non-voting youth member. All members to the Ypsilanti Police Advisory Commission shall be appointed by the Mayor, with the approval and confirmation of a majority of City Council. There shall be at least one member from each Ward.

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

Section 3. All voting members of YPAC 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. Any vacancy on YPAC 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 5. 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 City Council, and by resolution may recommend removal of the member.

Section 6. 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 staff 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 staff.

Section 5. Agenda will be added to discussion items by the Chairperson, City Staff or two Commission Members.

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. Discussion Items
6. Audience Participation
7. Announcements
8. Adjournment

Section 6. A quorum shall consist of a majority of the current YPAC Commissioners.

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 (except during virtual meetings as prescribed by the Open Meetings Act). 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.

Section 13. All meetings will end at 9 pm unless extended.

#### **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:
- 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: \_\_\_\_\_

YES:

NAYS:

ABSENT:

\_\_\_\_\_ DENIED  
\_\_\_\_\_ ADOPTED