

# City of Ypsilanti Non-Motorized Advisory Committee By-Laws

Approved by the City of Ypsilanti Planning Commission July 17, 2024

## 1. Structure

- a) Officers – During January of every odd-numbered year, the Planning Commission shall appoint a Committee Chair, taking into account the recommendation of the Committee members, to serve a two-year term of office. In turn the newly appointed Committee Chair will select a Committee Vice-Chair and Secretary to serve two-year terms of office.
- b) Committee members – The Committee Chairman shall select Committee members from City residents interested in serving on the Committee. Committee members will serve a two-year term of office, with Committee member appointments approved by the City of Ypsilanti Planning Commission. A Committee member's term starts on the date they are approved by the Planning Commission and expires on the last day of the month two years later. **The committee will have a minimum of three members and a maximum of nine members.**
- c) The Non-Motorized Advisory Committee, as a Committee of the Planning Commission, is also governed by the Planning Commission bylaws, specifically...
  - Article 8, 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.
  - Article 8. 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.

## 2. Meetings

- a) Meetings – Normally held monthly with a public announcement made through the City Clerk's office. This public notice will be at least 48 hours prior to the start of a meeting in a handicapped accessible location in the City.
- b) Minutes – Will be provided to the Planning Commission with an offer to forward the minutes to the Mayor and City Council.
- c) All regular meetings, deliberations, and decisions shall be open to the public. The annual meeting calendar will be clearly posted through the City website, with minutes and agendas posted as soon as practical and in a timely manner.
- d) A quorum shall consist of a majority of the current Committee members, but no less than three (3) members in attendance in person.

## 3. Statement Of Purpose

"The City of Ypsilanti Non-Motorized Advisory Committee, working through the Planning Commission, will work to enact recommendations of the City of Ypsilanti Non-Motorized Plan so as to offer residents increased non-motorized transportation and recreation options as well as having the Plan create economic and quality of life incentives to the City".

## 4. Communications

The Committee will keep the public informed of its work and activities through the City web page, public programs, information displays and a newsletter. In addition, the Committee will issue an annual report every January to cover activities of the previous calendar year.