City of Novi Historical Commission
By-Laws

Goals and Purposes

By Authority of the City of Novi: There is hereby created a commission to be known as the City of Novi Historical Commission. Consistent with the ordinance by which it was created, City of Novi Ordinance No. 83-110, as amended, Section 17-16, *et seq.* of the City Code:

It is the duty of the Commission to collect, arrange, and preserve historical material, including books, pamphlets, maps, charts, manuscripts, papers, copies of domestic and foreign records and archives, paintings, statuary, documentation of building, structure, object, and site details such as architectural descriptions and historic designations and the notation of deteriorated conditions of materials. In addition, other objects and material illustrative of and relating to the history of the City and surrounding area will be used to procure and preserve narratives of the early pioneers, prominent people, businesses, and city events about and in the city of Novi. This includes but is not limited to mayors, City Council members, City employees, noteworthy residents, artists, veterans, public safety officials (Fire and Police), and business owners.

The Commission will work to discover, honor, preserve, and protect; landmarks, houses, buildings, and historic places through plaques, signs, and documentation, and objects indicative of the life, customs, dress and resources of the early residents as well as ongoing and present community members of the city and surrounding area to preserve for future generations. The Commission will strive to publish materials and historical studies relative to and illustrative of the history of the city and surrounding area.

The Commission will cooperate with and assist other local and state historical societies, and the public library, with a view toward gathering historical material pertaining to the City and its past and current residents.

Duties of Membership

The Commission will carry out its goals and purposes by organizing, arranging and/or sponsoring community events, visitor speaker presentations, and presentations by commission members in Novi and surrounding communities. The Commission will work with the Novi Public Library to collect and preserve information, papers, photos, and other documents related to Novi, and the surrounding area. The Commission will also work with the City of Novi to develop plaques, pamphlets, maps, and other materials to educate community members about the history of Novi, and the surrounding area. The Commission will host monthly meetings, open to the public, in the Local History Room at the Novi Public Library. Should the space be unavailable or a meeting be canceled, this will be posted publicly. The Commission members will staff 'office hours' two days a month in order to have the Local History room open to the public.

Historical Commission

All members will strive to:

- Promote Commission events to the best of their ability
- Serve in the Local History Room office hours to the best of their ability
- Attend commission events outside of regularly scheduled meetings to the best of their ability

Commission members, including officers, may take up projects not outlined here as they arise in the course of the work of the Commission, including but not limited to: digitizing documents, conducting interviews and oral histories, research, giving presentations, hiring speakers, and representing the Commission to City and community events.

Membership

The Commission consists of seven (7) voting members, appointed by the City Council, who must be residents of the City.

Terms and Compensation

Members are appointed for three-year terms following the initial staggered term appointments. Members shall be eligible for reappointment.

Members will serve without compensation. However, members are entitled to reimbursement for funds authorized to be spent in service to the Commission. This includes, but is not limited to conference fees, gas mileage for travel to conferences and when giving presentations on behalf of the Commission, purchases for events and promotions, and other expenses that may arise when completing tasks on behalf of the Commission. To be compensated for these expenses a Commission member must receive preapproval by vote at a Commission meeting for the event they wish to attend on behalf of the commission. The member must then submit a receipt and an expense report to the chairperson or Treasurer to be submitted to the library administration for compensation to be distributed.

Historical Commission

Officers

The Novi Historical Commission shall have the following officers:

Chair
Vice-Chair
Treasurer
Secretary

A. Members shall elect the officers for the year- at the first meeting of the calendar year. Officers can nominate themselves. If two or more nominations are made for the same officer position, a ballot vote will be taken, to be counted by an impartial observer such as the library liaison. Ballots must be signed, but are not disclosed at the time of the vote. A majority of votes shall decide who the officers are.

B. **Chair**
Responsible for setting the agenda and managing and facilitating monthly meetings. The Chair shall provide guidance and leadership to Novi Historical Commission officers and report to the City of Novi annually and, when achievable, to the Novi Public Library Board. The Chair shall be available as a liaison between the Commission and the City of Novi Staff and the Novi City Council.

C. **Vice-Chair**
Responsible to manage and facilitate monthly meetings, should the Chair be unavailable. Should the Secretary be unable to attend a meeting, the Vice-Chair shall take meeting minutes.

D. **Treasurer**
Responsible for keeping track of expenditures by the Novi Historical Commission. Shall collect approved receipts to be turned into the city for reimbursement. Shall provide a Treasure's report at each monthly meeting. Receipts may be approved by the President or Treasurer anytime once the expense has been pre-approved at a prior meeting. The Treasurer may not approve his or her own expenses.

E. **Secretary**
Responsible for taking monthly meeting minutes. Responsible for taking attendance at monthly meetings. Responsible for sending monthly minutes to Commission members before the next meeting for review and to facilitate the planning of the next month's agenda. Upon approval of meeting minutes, the Secretary shall send the approved minutes to the library liaison, the Director of the Novi Public Library, and the City to be posted publicly. The Secretary will also work with the library liaison to update the Commission website. Should both the Chair and Vice-Chair be absent, the Secretary shall lead the meeting.

Historical Commission

Attendance Policy

Members shall attend all regular meetings of the Historical Commission. The Commission may request the City Council to remove any member for neglect of duty who has four unexcused absences from meetings. An unexcused absence is one in which the Commission member failed to notify the Commission in advance of an anticipated absence.

Meetings

A. All regular meetings shall be open to the public, in compliance with the Michigan Open Meetings Act.

B. The Commission shall hold monthly meetings. The dates for such meetings shall be set annually at the first meeting of the calendar year, on one evening a month, on the same day, time, week of each month. For example, if meetings are set for 7:00pm the third Wednesday of each month for that year, that is when each meeting will take place each month. If a meeting date or time must be changed or cancelled, all Commissioners shall be informed, along with members of the public. The meeting day can change for future years, as long as it is discussed and voted on by the Commission members before the dates for the next city calendar are due.

C. The concurring vote of a majority of the members present shall be necessary to pass on any matter before the Commission.

D. A special meeting of the Commission may be called by the Chair or at least two (2) members through written notice to the members at least five (5) days prior to the special meeting date. All of the above rules shall apply at such meetings.

E. The Chair or Vice-Chair may cancel the regular meeting after giving all Commission members advance notice. However, if a majority of Commission members express the desire to hold the meeting, it shall convene as scheduled. If the meeting is canceled, a notice to that effect will be posted at the regular meeting place at the regular time.

F. Members of the public will wait to make comments until the Public Comment period on the agenda and will limit their comments to 5 minutes. Members of the public, upon their first attendance of a Historical Commission meeting will state their first and last name and address.

G. Invited Guests are defined as visitors who have information to share on specific agenda items and may be permitted to speak when addressed or asked to by a member of the commission.

Historical Commission

Minutes

A. Minutes Shall be kept by the Secretary.

B. Minutes shall be subject to the approval of the Commission.

C. Minutes from the previous meeting shall be voted on at the next meeting.

D. Once meeting minutes are written by the secretary and approved by the Historical Commission, the Secretary will send them to the City Clerk and Library Liaison for public posting.

Amendments

These rules may be amended or modified provided that such amendment or modification is presented in writing at a meeting and that favorable action is taken thereon at a subsequent meeting by a majority of the membership present.

Adopting of the By-Laws

The By-Laws shall be reviewed every two years, and voted on by either the first or second meeting. If any changes need to be made, a vote must be held and majority rules. A copy of the By-Laws will be kept in the Local History Room, at the Novi Public Library and distributed to all members.

Kathy S. Crawford 3/17/21