BY-LAWS

CITY OF NOVI HISTORICAL COMMISSION

I. Name: The name of this Commission shall be the City of Novi Historical Commission, as established by Ordinance No. 83-110.1.

II. Object: It shall be the object of this Commission to fulfill the directives as established by Ordinance No. 83-110.1.

III. Members: Membership on the Commission is established by Ordinance 83-110.1. Two consecutive unexcused absences from official meetings of the Commission shall be grounds for dismissal upon the request of the presiding officer to the City Council. Three consecutive excused absences from official meetings of the Commission shall also be grounds for dismissal. An excused absence shall be defined as one for which the member has called the President or Secretary in advance of the meeting, stating a valid reason for being absent.

IV. Officers: The officers of this Commission shall be a President, a Vice-President, and a Secretary. These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the Commission.

The President shall preside at all official meetings of the Commission, and direct the members in the operations of the Commission.

The Vice-President shall preside in the absence of the President.

The Secretary shall maintain accurate files of all agendas, minutes, correspondence, and other related items. At least three days prior to each meeting of the Commission, the Secretary shall mail to all members an agenda for that meeting, any minutes to be approved, and other such items as are necessary for the business at hand. Copies of approved minutes shall be sent by the Secretary to the City Clerk's Office within three working days of the approval of those minutes. In addition, the Secretary shall handle other paperwork as required.

All officers shall serve one-year terms of office, beginning in October of each year. No member shall hold more than one office at a time, and no member shall be eligible to serve more than two consecutive terms in the same office. The President and Vice-President shall be elected by simple majority at the conclusion of the September meeting each year, with their officerships becoming effective immediately. The Secretary shall be appointed by the members at the September meeting each year, with his/her officership becoming effective at the conclusion of the meeting.

V. Meetings: The regular meetings of the Commission shall be held on the third Thursday of each month unless otherwise ordered by the Commission or by the President and Vice-President.

Special meetings can be called by the President or by the written request of five members of the Commission. The purpose of the meetings shall be stated in the call. Except in cases of emergency, at least three days' notice shall be given.

Five members of the Commission shall constitute a quorum.

VI. Committees: Committees, standing or special, shall be appointed by the President as the Commission shall from time to time deem necessary to carry on the work of the Commission. The President shall be ex officio a member of all committees.

VII. Parliamentary Authority: The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Commission in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Commission may adopt.

VIII. Amendment of Bylaws: These bylaws can be amended at any regular meeting of the Commission by a vote of six or more members, provided that the amendment has been submitted in writing at the previous regular meeting.

Adopted: October 20, 1983
(date)

Certified: William D. Globke
(President)