

MEMBER COPY**WESTLAKE/PRAIRIEVIEW NEIGHBORHOOD PLANNING COUNCIL****BY-LAWS
(AS AMENDED THROUGH FEBRUARY 27, 2006)****ARTICLE I**

The name of this organization shall be called the Westlake/Prairieview Neighborhood Planning Council, as established by resolution of the Battle Creek City Commission.

ARTICLE II**OBJECTIVES**

It is the legally mandated function of Westlake/Prairieview Neighborhood Planning Council to assist in the development of neighborhood plans for the City of Battle Creek, Michigan. The Council will submit recommendations setting overall policy, assess neighborhood needs, review program plans, monitor Community Development programs and recommend development and improvements of the Westlake/Prairieview School areas. Final decisions with respect to such recommendations shall be made by the Battle Creek Planning Commission and the Battle Creek City Commission respectively.

**ARTICLE III
OPERATIONAL YEAR**

The operational year of the Council shall be in accordance with the established resolution from March through February each year.

**ARTICLE IV
MEMBERSHIP**

Section 1. Special requirements: Members must be at least 18 years of age, a resident, or have a demonstrable or substantial interest within the designated boundary area.

Sub Section 1.a. Definition: Demonstrable or substantial interest means the following: A person who lives, works, owns property, or conducts business within and has a mailing address within the designated boundary area. (Amended: 9-22-03)

Sub Section 1.b. Membership is open to all residents of the Westlake/Prairieview Neighborhood, or interested parties as defined in Sub Section 1.a., regardless of race, age sex, creed, or religious preference. (Amended: 11-24-03)

Section 2. Membership shall consist of not less than nine or more than thirty members appointed by the City Commission. (Amended: 12-16-02)

Section 3. After any term, members may be re-appointed for a three year term. (Amended: 2-27-06)

Section 4. Any member of the Council who is absent without an excuse for three consecutive meetings during one operational year, may be removed by a vote of a simple majority of the appointed Council members present: exception is made for School Principals, who may send a representative. (Amended: 11-24-03)

Sub Section 4.a. Whenever it is determined by this Council that a member has no demonstrable or substantial interest, as defined in Sub Section 1.a., within the Council boundaries, that person may be removed from membership by a vote of a simple majority of the members present. (Amended 11-24-03)

Sub Section 4.b. After having been removed from membership, a person shall not be reinstated for a period of two years; subject to the approval of the membership. (Amended: 11-24-03)

Section 5. Replacement of members for any unexpired term shall be filled by the Chairperson with the approval of the Council.

Sub Section 5.a. Prospective members name(s) shall be submitted first to the Membership Chair for review and subsequent recommendation to the Council and the Chair. (Amended: 11-24-03)

Sub Section 5.b. No person shall become a member of this Council unless it is by a direct vote of the membership before having their name(s) submitted to the Battle Creek City Commission. (Amended: 11-24-03)

ARTICLE V OFFICERS

Section 1. Officers shall consist of a Chairperson, Vice-Chairperson, Secretary, and Immediate Past Chairperson. (Amended: 11-24-03)

Sub Section 1.a. Duties of Officers:

Chairperson:

1. Shall preside at all meetings.
2. Shall perform all such duties as established by custom and as procedures require.
3. In the absence of a volunteer from the Council, shall serve as this Council's representative to the Community Development Advisory Council.

Vice-Chairperson:

1. Shall perform the duties of the office of the Chairperson, whenever the Chairperson shall be unable to do so.

Secretary:

1. Shall give proper notice of meetings on order of appropriate authority.
2. Shall prepare accurate and complete minutes of the meeting; and shall submit a copy of such minutes to the Neighborhood Services Department in time for publication and mailing to the membership prior to the next meeting. (Amended: 2-27-06)
3. Shall attend to the correspondence of the Council and perform such duties as ordinarily pertain to this office.

Immediate Past Chairperson:

1. Shall serve as either an active or ex-officio member of the Council as determined by an election.
2. Act in advisory capacity to the organization and its officers.
3. Shall assume the position of Chairperson if the Chairperson and Vice-Chairperson are unable to discharge those duties. (Sub Section 1.a. Amended: 11-24-03)

Section 2. Officers shall be elected for an operational year.

Sub Section 2.a. Nominating Committee: During the November meeting the Chairperson shall appoint a Nominating Committee of at least three active members. The committee shall be appended to the January agenda, but shall not preclude nominations from the floor. (Amended: 11-24-03)

Section 3. Nomination of officers shall be in January with election of officers in February. They shall assume their duties in March.

Section 4. Any officer may be removed from office for missing any three meetings without a valid excuse, or for any other inefficiency that 2/3 vote of the Council may determine. (20 members must be present.)

Section 5. All elections of officers may be by secret ballot at regular Council meetings.

ARTICLE VI **MEETINGS**

Section 1. Regular meetings shall be the 4th Monday of each month at 7:00 p.m., except when it conflicts with holidays.

Section 2. Special meetings shall be called at the discretion of the Chairperson or any five other Council members upon 48 hours notice to the members.

Section 3. A quorum shall consist of over 1/3 members present of the current membership. (Amended: 12-16-02) (10 members must be present.)

Section 4. A regular or special meeting can be canceled or postponed at the direction of the Chairperson, in accordance with the Open Meeting's Act of the State of Michigan.

Section 5. Parliamentary Procedure; Robert's Rules of Order, newly revised, shall be followed except in such instances specifically provided for or in the order of business which may be adopted from time to time. The order of business and any special rules

adopted at the beginning of the meeting shall govern the procedures unless unanimously suspended. (Amended: 10-24-03)

Section 6. All Regular and Special meetings of the Council shall conform to the Michigan Open Meetings Act. (Amended: 2-27-06)

ARTICLE VII **COMMITTEES**

Section 1. Executive Committee: The Executive Committee shall consist of the Chairperson, Vice-Chairperson, Secretary, and one Council member at-large. The Officers serve by virtue of office, while the Council member at-large shall be elected by the Council. Quorum shall be three, decisions shall be simple majority. (Amended: 11-24-03)

Section 2. Standing Committees are Planning, Public Relations, and By-laws. (Amended: 11-24-03)

Section 3. Special Committees: The Chairperson may appoint from time to time special committees as authorized by the Council for purposes compatible with the objectives of this organization. (Amended: 11-24-04)

ARTICLE VIII **AMENDMENTS**

These By-laws may be amended at any regular Council meeting by a vote of 2/3 of the Council members present, provided that the amendment shall have been submitted in writing and read at a preceding regular Council meeting, and mailed to each member at least seven days prior to the date of the meeting at which action is proposed. (20 Members must be present.)

ARTICLE IX **GOVERNING RULES**

Any item not covered under these By-laws shall be governed by Robert's Rules of Order, Newly Revised 10th Edition (2000). (Amended: 9-22-03)

STANDING RULES

Section 1. The written format for Code Compliance Complaints and Police concerns will be utilized at every meeting. These will be submitted to the appropriate City department the day following the meeting they are submitted at. The written Complaint will contain the name of the person requesting the action, however, only the Council name will be used in forwarding these issues to the City. (Amended: 9-22-03)

Section 2. It shall be the duty of the presiding officer to immediately rule Out of Order any person, whether member or not, who takes the floor for the sole purpose of ridiculing or making derogatory personal references about any member, whether present or not, and/or any other attendee at the meeting. (Amended: 6-28-04)