



CITY OF
MONROE
Michigan

BOARDS AND COMMISSIONS HANDBOOK

Updated 2023

City of Monroe Boards & Commissions Handbook

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Welcome from Our Mayor

The City of Monroe appreciates your willingness to serve on one of its Boards or Commissions. Through your service, you will have a chance to provide perspective and influence public policies. Your hard work will assist the Mayor and City Council in making the City of Monroe a better place to live, bring a needed perspective to the governing process and, hopefully, gain insight about how local government, its officers and employees, work to provide for the public health, safety and welfare.

On the following pages are a listing of the privileges and duties of a citizen Board or Commission member. Your commitment to serve is not a single event; but a continuing progress. By reading, understanding, and accomplishing these duties you provide a very important part of City government.

On behalf of the citizens of the City of Monroe, please accept my thanks and the thanks of the City Council for your time, dedication and commitment.

Sincerely,



Robert E. Clark
Mayor

The expectations and guidance articulated in this handbook is in accordance with the Charter of the City of Monroe, Michigan.

This document can be located at the following web address:

<https://ecode360.com/13336279>

Roles and Functions

Boards and Commissions are appointed to serve in a specific function within City government. These bodies are referred to as "citizen" Boards and Commissions since they are not elected and the people who serve on them are volunteers. Within our City, there are a wide variety of specific functions performed by City Boards and Commissions. Each Board and Commission has a specific function prescribed for it by the City Charter, City Code of Ordinances, Council Resolution or some other legislative measure. The implementation of the actions and decisions of the City's Boards and Commissions and all other operational matters are the responsibility of the City Staff. The authority of City Council is limited by the City Charter; likewise, the authority of the various Boards and Commissions is limited by law. It is also possible for a Board or Commission to be established for a 'special purpose.' The actions of each citizen Board and Commission are important to the proper functioning of City government and, in some cases, have a substantial impact on individual citizens.

Board and Commission Actions, Committees and Delegation of Authority

It is important to remember that Citizen Boards and Commissions are collective bodies and that they can act in an official capacity only when gathered at regular formal meetings. The full Board or Commission should work together as a body whenever it wishes to take official action regarding a matter. In appropriate circumstances, a committee of the Board or Commission can be delegated a task. The most common use of committees is to study particular issues. The appropriate role for a committee will be determined, to a considerable extent, by the function of the Board or Commission. It is important to keep in mind that a committee's primary duty is to report back to the full Board or Commission. The committee does not act instead of the Board or Commission. It acts as an assisting or auxiliary body to the full Board or Commission to which it reports. A committee cannot be given or delegated the full authority of the Board or Commission.

Governing Rules

Open Meetings Act

All boards and commissions are expected to conduct themselves according to the procedures contained in the Michigan Open Meetings Act ("OMA"). Essentially, this means that members of these bodies must deliberate and make all their decisions during a public meeting, including a full discussion of the reasons for those decisions. Members must not email, deliberate or otherwise communicate with other members outside of a public meeting about how they will vote, reasons for voting a particular way, or the pros and cons of an issue or petition that may come before the commission.

Members must not email the entire body (or a quorum) about business. If commissioners have factual information they wish to communicate to the entire body, they should send it to the liaison and request that it be provided to the body. Commissioners must never “reply to all” if they receive such an email sent to members.

Sometimes, discussion between commissioners outside of a public meeting may be necessary (for example, when developing draft policy recommendations for presentation to the full commission). In such cases, the discussions should involve as few commissioners as possible and never involve a quorum. If the matter warrants substantial discussion with multiple commissioners outside of the regular meeting schedule, a subcommittee may be appropriate, the meetings of which would be posted and open to the public. These prohibitions do not apply to certain chance gatherings or attendance at certain civic/social events.

Basic Rights of the Public during a meeting governed by the Open Meeting Act:

- The public can attend without a requirement to sign in or identify themselves.
- The public can record or broadcast the proceedings if they so choose.
- The public can address the body under rules prescribed for public comment.

Types of Meetings

Boards and Commissions may have two types of meetings: regular meetings and special meetings. Regular meetings are scheduled as part of an annual calendar of meetings. Special meetings are typically scheduled by the liaison or chair and were not included in the annual calendar of meetings. The Board or Commission chair in cooperation with the liaison will work together to facilitate the required posting of a public notice of the meeting.

Meeting Agenda

A meeting agenda is an important document that details the order of a meeting and the topics that will be discussed. An agenda may include the following:

- Call to Order
- Roll Call of Members
- Approval of Agenda
- Approval of Minutes from Prior Meeting
- Public Commentary
- Old Business
- New Business
- Adjournment

Agenda Packets

Agenda packets contain the supporting documents relating to items on the meeting agenda and any materials given to members for their review. An online posting of a meeting's agenda packet can be viewed via the City's website.

Meeting Minutes

Meeting minutes for a Board or Commission details the discussions, actions, and motions proposed or voted on during a meeting. They are generally prepared by the liaison, Board or Commission secretary, or another designated member. Meeting minutes serve as the official record of the meeting and are approved at the next meeting of the Board or Commission. Any revisions should be made in an open session with approval of a majority of members. After this approval, the liaison or staff member will archive and post the meeting minutes for public viewing via the City's website.

Freedom of Information Act

In general, records of the City are subject to disclosure under the Michigan Freedom of Information Act (FOIA). Email communications about board or commission business are generally considered to be public records subject to disclosure under FOIA. For this reason, email correspondence regarding the board or commission's business should generally copy the liaison so that the City has a record of the correspondence.

Commissioners are otherwise responsible for retaining and producing emails and other records, including text messages related to board or commission business that they have in their possession upon request by the City's FOIA Coordinator or the City Attorney's Office. Note that email addresses used by commissioners may be subject to public disclosure, so commissioners may wish to create a separate email address for commission business if they have privacy concerns.

Bylaws

When you are appointed, you will be provided with a copy of the bylaws of your board or commission. The bylaws will contain most of the information you need to perform your duties. The City's bylaws are standardized for most boards and commissions, with some specific provisions applicable to each body. The bylaws will include sections on duties, ethics and conflicts of interest, and procedural matters, including scheduling, noticing, and conducting meetings and preparation of agendas. If, after reviewing the bylaws, you have questions or want clarification, contact your liaison.

Duties and Responsibilities

All Board and Commission members must:

- Carry out all the duties and responsibilities in a trustworthy and diligent manner.
- Remain focused on the function and mission of the body.
- Commit to attendance and punctuality at all meetings.
- Prepare to contribute to the meeting by studying the agenda and support material.
- Uphold the distinction between the work and function of this body and that of the City Council (sets policy) and City Administration (implements policy).
- Respect the responsibility of City Administration to carry out operational oversight.
- Exercise all duties in conjunction with the full body at a lawful meeting.
- Observe statutes, ordinances, rules and procedures applicable to the body.
- Disclose any potential conflict of interest before the body at its public meeting prior to deliberation and refrain from discussing or voting on matters of such.
- Support all decisions and formal actions made by the body -- unless a formal process exists for recording the dissenting opinion.
- Treat all within and appearing before the body in an attentive, impartial, polite, and non-discriminatory manner aligned with City policy.
- Embody positive, dignified conduct that reflects pridefully of the City and its citizens.
- Adhere to City of Monroe Employee Code of Conduct and maintain professional interactions in all forms of communication.
- Relay all media requests to the Staff Liaison and/or City Manager.

In addition to the duties and responsibilities of all members, the member serving as the Chairperson must also:

- **Preside at all official meetings.**
- **Consult with the liaison in drafting the meeting agenda.**
- **Attend City Council meetings when needed as a representative.**
- **Serve as a model of leadership and inspire public confidence**
- **Solicit discussion and opinions from all members.**
- **Speaks last when the board or commission is deliberating.**
- **Keeps the discussion focused on the issue.**

The Chair is also the person vested with authority to:

- **Call a meeting to order and propose adjournment.**
- **Recognize and call upon speakers.**
- **Call for debate and vote on motions.**
- **Clarify or request clarifications of motions made by members.**
- **Rule motions out of order.**
- **Interpret and enforce any meeting management bylaws or rules of procedure.**
- **Uphold rules of procedure or decorum for the meeting.**
- **Request legal guidance from City Attorney through the Staff Liaison and/or City Manager.**

Resigning Appointment

Should a member of a Board or Commission desire to terminate membership, a written resignation should be submitted to the Mayor.

Acceptance of Office

CITY OF MONROE

BOARD OR COMMISSION MEMBER

ACCEPTANCE

STATE OF MICHIGAN

ss.

COUNTY OF MONROE

I have read in their entirety the Board or Commission Member Handbook, as well as the Privileges and Duties Statement provided to me and pledge to carry out the responsibilities of my position in a trustworthy and diligent manner in accordance with the Statement.

I hereby accept the position of _____ Board/Commission Member in the City of Monroe for a _____ term ending _____ to which I have been appointed.

Dated: _____

Subscribed and sworn to before me on this _____ day of _____, 20____.

Notary Public Monroe County, Michigan
My Commission Expires: _____

Oath of Office

CITY OF MONROE

BOARD OR COMMISSION MEMBER

OATH OF OFFICE

STATE OF MICHIGAN

ss.

COUNTY OF MONROE

I do solemnly swear (or affirm) that I will support the Constitution of the United States, the Constitution of the State of Michigan, and that I will faithfully discharge the duties of the office of _____ Board/Commission Member for a _____ term ending _____ in the City of Monroe, according to the best of my ability.

Subscribed and sworn to before me on this _ day of _____, 20__.

Notary Public Monroe County, Michigan

My Commission Expires: _____

Privileges and Duties

Orientation

As a welcome and orientation to becoming a member of a City of Monroe Board and Commission, the following will be highlighted in addition to reviewing the Privilege and Duty Statement and receiving this handbook:

- **A copy of the law, ordinance, Charter provision, or other document establishing the Board or Commission upon which I serve, a copy of the rules of procedure, by-laws or other rules under which the Board or Commission operates and any other documents or materials necessary to the work of the Board or Commission.**
- **An explanation of my role and the Board or Commission's role in City government through Joint Meeting(s) with City Council, a City Mission Statement or other orientation methods.**
- **An introduction to key staff members in the City Administration that may furnish staff support for my Board or Commission.**

Procedures for:

- **Reimbursement for necessary expenses as provided for by City Council procedures.**
- **Requesting staff or council liaison support**
- **Suggesting changes in Board or Commission procedures.**
- **Discussing changes in administrative policy and procedures with the City Administration.**
- **Communicating with the City Council, as a Board or Commission, on matters of public concern falling within the purview of the Board or Commission.**

City Administration Interaction and Assistance

If a Board or Commission desires assistance from a City department(s) for its work, the Board or Commission should, acting as a body, make the request to the appropriate staff person(s). If the full Board or Commission has delegated a task to a committee or to an individual, that committee or individual can and should seek appropriate staff assistance. Individual members of the Board or Commission should not expect staff to provide significant services or support to them. Reasonable requests for information, guidance or other routine matters are appropriate. The City Administration assigned staff to the Board or Commission shall be relied upon to coordinate assistance and support between the City Administration, its departments and Boards and Commissions.

City Council

The City Council is the governing body of the City and consists of the Mayor and six Council members elected at-large. In addition to specific direction given to the City administration at City Council meetings, workshops or special meetings, City Council also adopts goals and objectives which describe in general terms what types of services and environment the City should provide for its residents. It is important to note that City Council acts as one entity. No member has any extraordinary powers beyond those of other members. While the Mayor has some additional responsibilities, the Mayor and Council members are collectively and equally responsible for establishing policy, adopting a budget, and hiring and directing the City Manager and City Attorney.

Mayor

The Mayor presides at all City Council meetings and is recognized as the executive head of City Government for all ceremonial purposes and as required by the City Ordinance and State of Michigan Statute. The Mayor is the City's official designee to sign documents and enter into contracts. As presiding officer of City Council, the Mayor is the spokesperson for the Council majority on matters of policy.

City Manager

The City Manager is the Chief Administrative Officer of the City appointed by the Mayor and the City Council. Some responsibilities include oversight of the daily operations of the City, enforcement of City ordinances, recommendation of policy issues to the City Council, and preparation of an annual budget for the Council's review and approval.

The City Manager, by Ordinance, is the person who directs and controls the work of the City staff; including providing assistance and support for citizen Board and Commissions. This is usually done through Department Directors and/or other supervisors. If a Board or Commission is in need of a special or higher level of support, the chairperson, or the member selected by the chairperson, should contact the body's staff liaison or the City Manager.

City Attorney

The City's chief legal counsel is the City Attorney, who is appointed by the City Council. Retaining a City Attorney allows the City to utilize the attorney's law firm and support staff for municipal purposes. The City Attorney may also attend Board and Commission meetings to provide guidance.

City Council Liaison

The Council Liaison is the Council Member who is specifically assigned to be the liaison between the Commission and the City Council and facilitates communications. A Councilperson who is appointed as a board, commission or committee member is not a liaison for the purposes of this definition.

Staff Liaisons

A Staff Liaison provides professional and administrative support to Boards and Commissions. Staff Liaisons are the primary conduit for members of boards and commissions to communicate with the City. Your Staff Liaison should be your first contact if you have any questions related to your board or commission. Staff liaisons may perform a variety of roles including, but not limited to:

- Serving as a channel of communication between the board/commission and other City staff
- Creating meeting notices, preparing minutes, and creating agendas
- Scheduling meetings and booking meeting locations
- Maintaining board/commission records
- Coordinating the collection and distribution of information requested by the board/commission

Since the Boards and Commissions are a part of the City and are assisting the rest of City government in providing the best possible service to our residents, every reasonable effort will be made to provide the resources necessary for the Boards and Commissions to properly perform their functions.

City of Monroe Boards and Commissions:

Master List, Type, and Function



Types

Boards and Commissions serve a specific function/s within the City of Monroe. There are various "types" of Boards and Commissions. These "types" are determined by the function that the Board or Commission has. Just as the different parts of our federal and state government are divided under the separation of powers doctrine into separate branches that have different roles, so too are the City's Boards, Committees and Commissions given certain carefully defined roles to fill. Some Boards, Committees and Commissions have one role. Others have two or more. Whatever the case, the Board or Commission can only lawfully act how and in the area in which it is authorized to act. Most Boards and Commissions are classified within the following types: Administrative, Advisory, Quasi-judicial, Quasi- legislative, Special Purpose, and County/Regional.

Administrative

An administrative Board or Commission has the responsibility for supervising or managing a department, function or operation. The Board or Commission is granted authority by Charter, Code of Ordinances, resolution or state law to manage or be in charge of some operation or some aspect of an operation of City government. The administrative role is generally fulfilled by setting policy and by overseeing the work of a regular City employee who either does the work or supervises it. There are no Boards or Commissions that are exclusively administrative. Several Boards and Commissions have administrative duties in addition to others.

Advisory

An advisory board or commission is responsible for offering suggestions and making recommendations to the City Council about a particular area of concern or interest as set out in the City Ordinance or other measure establishing the body. This type of body is expected to provide its advice and guidance in the area of policy or operations as determined by the City Council but is not expected to establish policy or to decide contested cases. The actions of an advisory body are not generally of a binding nature and the major function of such a body is to provide advice and counsel to the City Council within their area of responsibility.

Quasi-Judicial

Quasi-judicial boards and commissions are bodies that perform their duties like judges (as used here "quasi" means like or resembling). That means that they decide individual cases or controversies according to a legislatively established set of laws or other standards, without being a part of the judicial branch of government. This role generally involves hearing appeals from actions of city officers or employees, determining what the facts are

and applying a set of laws or other legislatively-established standards to these facts. Like a regular judge, a quasi-judicial body has a duty to decide specific cases based upon legislatively-established standards and not to establish the standards or to perform the initial investigation (although on-site visits or inspections are permitted as part of the appeal process). These bodies have a responsibility to remain neutral and not to become an advocate or supporter of one side or the other in cases or on issues that come before them.

Quasi-Legislative

Quasi-legislative Boards and Commissions are those bodies with duties that involve setting policy and which have broad discretion in doing so (as used here "quasi" means like or resembling). Like legislative bodies, these Boards and Commissions choose what they believe is the most suitable policy or course of action within their area of responsibility. They are generally bodies mandated by Charter or state law with authority that flows directly from the law or Charter. These are often bodies that perform a "checks and balances" function by virtue of their independence from the electoral/political process.

Special Purpose

Some Boards and Commissions do not fall within traditional areas of function. These are called "Special Purpose" bodies which perform unique functions or duties that are not appropriately classified under traditional classification systems. Special Purpose bodies often have a unique and specific responsibility. This type of body may be established by City Council or another branch of government to fulfill a specific need not otherwise established.

County Boards and Commissions

County government has created several boards and commissions to assist it in its governmental functions. Some of these boards and commissions are established with a percentage of their membership allocated to City of Monroe representation.

- Civil Preparedness Advisory Board

Regional Boards and Commissions

The City of Monroe has enrolled in the following special interest regional councils:

- River Raisin Watershed Council
- Southeastern Michigan Council of Governments (SEMCOG)
- Metropolitan Water Pollution Control Board
- Toledo Municipal Advisory Council of Government (TMACOG)

City of Monroe, Michigan Boards and Commissions Master List

Updated August 2023

Boards/Commissions	Function	Type(s)	Active/ Inactive
Bicycle and Pedestrian Trail Advisory Committee	Duties and responsibilities of the committee will include, but not be limited to: Prioritize bicycle and pedestrian trail related projects to be completed using millage funds; Advise on policies, projects, ordinances and funding as they relate to cycling and pedestrians as safe alternative means of transportation on roads and trails.	Advisory	Active
Board of Review	The Board of Review is tasked with hearing and deciding property assessment appeals and hardship requests.	Quasi-Judicial	Active
Brownfield Redevelopment Authority	The Brownfield Redevelopment Authority guides economic development activities and fulfills duties prescribed by the Brownfield Redevelopment Financing Act of the State of Michigan. This board guides economic development activities pertaining to brownfields and performs duties prescribed to it by the Brownfield Redevelopment Financing Act of the State of Michigan. P.A. 381 of 1996.	Special Purpose	Active
Citizen Planning Commission	This is a quasi-legislative function as are several types of approvals (plats, streets, etc.) that the Planning Commission must give before construction may commence. An important additional advisory duty is to consider and recommend changes to the zoning ordinance. The Commission has the responsibility of approving public improvements in planned areas. The Commission must consider several kinds of "permitted with approval" uses when acting in a quasi-judicial capacity.	Advisory Quasi-Legislative Quasi-Judicial Administrative	Active
Civil Service Board	This Board is established by the Charter to set rules and regulations for administration of the classified service (police, fire and certain other City employees). The Board oversees the operation of the Civil Service system, establishes a code of rules and regulations, and conducts hearings and makes decisions on contested matters within its purview. Many of the Board's functions have been superseded as a result of collective bargaining.	Administrative Quasi-Judicial Quasi-Legislative	Active

Boards/Commissions	Function	Type(s)	Active/ Inactive
Civil Service Commission	Pursuant to Civil Service Act 78, the Civil Service Commission runs a civil service system based upon examination and investigation to determine merit, efficiency, and fitness for appointment, employment, and promotion of all full-time paid members appointed in the fire and police department.	Special Purpose	Active
Commission on the Environment and Water Quality (COTE)	The Commission provides advice and makes recommendations to the City Council and City Manager in regard to stewardship of the land and water resources within or contiguous to the City of Monroe. Created under Ordinance 06-002.	Advisory	Active
Construction Board of Appeals	Appointed by the Mayor and City Council for purposes of hearing appeals primarily dealing with issues arising from the building code. This is the body who is charged with hearing and settling appeals regarding a denial of a building permit or to appeal an order issued by the building official (for example, a demolition order). They have the authority to reverse a decision or uphold a decision of the Building Official.	Quasi-Judicial	Active
Downtown Development Authority	This Board is the governing body established under state enabling law to halt deterioration and to foster development of the downtown business area. The mission of the Downtown Development Authority (DDA) is to undertake district-wide improvements that have the greatest impact in strengthening the downtown areas and attracting new business.	Special Purpose	Active
Economic Development Review Committee	Reviews applications for economic development incentives (i.e. tax abatements) that have been submitted to the City and to make a recommendation to the City Council before they consider the application.	Advisory	Active
Employees Retirement System Board	The board manages the investment of the pension systems assets, approval of expenditures, and determines eligibility for pensions in certain cases.	Administrative Operational Quasi-Judicial Quasi-Legislative	Active
Ethics Committee	The Board of Ethics administers and enforces the ordinances governing the standards of conduct.	Quasi-Judicial Advisory	Active
Historic District Commission	This Commission advises the City Council on historic preservation issues including the establishment of historic districts and landmarks.	Advisory Quasi-Judicial	Active

Boards/Commissions	Function	Type(s)	Active/ Inactive
Lake Erie Transportation Commission	Provides for the operation, management, financing and planning of local and specialized transit services.	Special Purpose	Active
Library Advisory Commission	The Commission act as an advisory body to the Mayor and City Council on library programs, and as an advisory body to the Monroe County Library system on levels of service to the City.	Advisory	Inactive
Local Officers Compensation Commission	The Local Officers Compensation Commission determines the compensation of all elected officials of the City. A special purpose body established pursuant to state law that meets every two years to set the compensation for elected City officials unless the compensation level set is rejected by a 2/3 vote of the City Council.	Special Purpose	Active
Monroe Housing Commission	The Monroe Housing Commission provides affordable housing opportunities to moderate and low-income families and individuals in the City of Monroe. The Housing Commission is a special purpose body created by the City Council under a state enabling law that provides for a Commission to act to provide housing for low-income people and to eliminate poor housing conditions.	Special Purpose	Active
Monroe Metropolitan Wastewater Pollution Control Board	This board monitors the City as the Operating Manager of the Metropolitan System. To require the City to undertake the maintenance or repair of any part of the Metropolitan System as determined necessary by the Control Board, with reimbursement for such expenses to be made from budgeted funds.	Quasi-Legislative	Active
Monroe Municipal Building Authority	This Authority is incorporated for the purpose of acquiring, furnishing, equipping, owning, improving, enlarging, operating and maintaining a building or buildings, automobile parking lots or structures, recreational facilities, and the necessary site or sites therefore, together with appurtenant properties and facilities necessary or convenient for the effective use thereof, for use for any legitimate public purpose of the City.	Special Purpose	Active
Pension and Retirement Board	The Board manages the investment of the pension systems assets and other matters relating to general administration of the System including the employment of appropriate professional services. The Board has duties in determining eligibility for pensions in certain cases.	Administrative Quasi-Legislative Quasi-Judicial	Active

Boards/Commissions	Function	Type(s)	Active/ Inactive
Port Commission	The Authority was established under Act 234 of the Public Acts of 1925. The Authority operates within the Port District. The regulation of the internal affairs of the Authority is placed entirely with the Commission.	Special Purpose	Active
Retiree Health Care Board	The Board manages retiree health care and other matters relating to general administration of retiree health care including the employment of appropriate professional services.	Administrative Quasi-Legislative Quasi-Judicial	Active
River Raisin Heritage Corridor Advisory Commission	The Commission was established to provide recommendations and reports to the City Council and Citizen Planning Commission regarding the implementation, prioritization, phasing, modification and development of the River Raisin Heritage Corridor Master Plan.	Advisory	Active
Telegraph Road Corridor Improvement Authority	The Telegraph Road Corridor Improvement Authority exists to plan for and implement development and other investment to improve the accessibility, safety and character for business, residents, patrons and other users of the Telegraph Road commercial corridor.	Special Purpose	Active
Traffic Committee	This committee is composed of interested citizens, our Police Department, and elected officials that reviews requests for changes in traffic control and other traffic safety matters. The committee meets monthly when there are agenda items, and reports its findings to the full City Council for ultimate approval.	Advisory	Active
Tree Advisory Committee	The Tree Advisory Commission is composed of interested citizens that provide review and advice to the City staff on the regulation of planting, maintenance, and removal of trees on City property and in the public rights-of-way. They also review the City's Capital Improvements Program project submissions with respect to impacts on the City's Urban Forest, assist with development of City-wide planting / master plans, and review other related issues as appropriate	Advisory	Active
Zoning Board of Appeals	The Zoning Board of Appeals interprets the City Zoning Ordinance and the official zoning map.	Advisory Quasi-Judicial	Active

Acknowledgement of Receipt

This page is due to the City Clerk's Department within 60-days of appointment.

The Boards and Commission Handbook is a reference guide for advisory and regulatory bodies. It is intended to provide an overview of basic laws and procedures during a member's term and to clarify the role and responsibilities of the Board and Commission members in relation to the City Council, City staff, and the public.

I, _____, confirm that:

- I was provided with a copy of the **Board and Commission Handbook**.
- I have read the entire **Handbook**, including updates as of signing these documents.
- I agree to follow the guidelines and regulations provided in this **Handbook** and as required by the **State of Michigan or City of Monroe Ordinances/Codes** and any other policies. If, at any point in time during my service, there is a conflict between this **Handbook** and any procedures a single **Board or Commission** shall adopt, this **Handbook** shall govern.
- I understand this **Handbook** is intended as a tool to provide guidance on processes and procedures and to draw my attention to the primary rules of serving on a **Board or Commission** under the guidance of the **City Council**.
- **No legal advice** is intended through this **Handbook**.
- I am responsible for re-visiting this **Handbook** through my term to review protocol and regulations and for guidance.
- I am invited and encouraged to consult with the **Liaison, City Clerk, or Mayor** should I have questions/concerns about these guidelines and my services on a **Board or Commission**.

Signature

Date

Thank you for your attention to this important information and for volunteering to serve as a **Board or Commission** member.