

FILED
METROPOLITAN
CLERK

BYLAWS (Amendment)

Adopted August 15, 2011

Section A. Meetings

1. Regular meetings will normally be held at noon the third Monday of each month; however these meetings may be changed at the request of a majority of the Commission or to avoid a conflict with a holiday.
2. Special meetings may be called as the Chair decides or on written request of a majority of Commission members. A majority of members holding office shall constitute a quorum.
3. Questions of procedure shall be decided by Robert's Rules of Order.
4. Members unable to attend are expected to notify the Chair or the Executive Director. The minutes of a meeting shall record the names of those present, those absent who offered explanation, and those absent without explanation.
5. Those absent three consecutive times or 25% of the meetings in one year without good reason shall be asked by the Chair whether they wish to continue to serve; if absences continue, the Commission Chair shall request that the Mayor appoint someone to replace the member.

Section B. Officers and Staff

1. The officers of the Commission shall be the Chair and Vice-Chair. Each shall be elected by the Commission for a term of two years and may serve two consecutive terms. These officers will comprise the Executive Committee. If any need arises between normal Commission meetings, the Executive Director will consult this Executive Committee.
2. These officers shall be elected in May of an election year and shall begin serving a new term in June or when duly qualified.
3. The Chair shall preside at all meetings of the Commission, appoint all committees, exercise general supervision over the work of the Commission, and perform other duties appropriate to the office.
4. The Vice-Chair shall preside in the absence of the Chair and perform other duties as may be assigned by the Chair or requested by the Commission.
5. The selection of the Executive Director pursuant to M.C.L. 2.128.050 shall be by majority vote of the Commission. The Chair shall appoint a search committee made up of active and/or past Commissioners which shall work in conjunction with the Metro Department of Human Resources to bring a qualified recommendation to the full Commission for their consideration. The Executive Director shall be hired in accordance with the laws and rules applicable to

employees in the unclassified Metropolitan Government Service. Other staff positions may be created by the Commission and Metropolitan Government and shall be subordinate to the Executive Director. The Executive Director shall supervise all staff of the Commission.

6. The County Historian, if not already appointed to the Commission, shall be invited to attend the monthly meetings as a non-voting Ex-Officio member of the Commission.

Section C. Amendments

1. These bylaws may be amended at any meeting of the Commission by a majority vote of all members present, provided that written notice of any proposed amendment is given to each member at least two weeks prior to the meeting at which such amendment is to be considered.
2. A copy of any amendment shall be filed with the Metropolitan Clerk's Office by the Executive Director.

Metropolitan Historical Commission

BYLAWS

Amended January 24, 2011

Section A. Meetings

1. Regular meetings will normally be held at noon the third Monday of each month; however these meetings may be changed at the request of a majority of the Commission or to avoid a conflict with a holiday.
2. Special meetings may be called as the Chair decides or on written request of a majority of Commission members. A majority of members holding office shall constitute a quorum.
3. Questions of procedure shall be decided by Robert's Rules of Order.
4. Members unable to attend are expected to notify the Chair or the Executive Director. The minutes of a meeting shall record the names of those present, those absent who offered explanation, and those absent without explanation.
5. Those absent three consecutive times or 25% of the meetings in one year without good reason shall be asked by the Chair whether they wish to continue to serve; if absences continue, the Commission Chair shall request that the Mayor appoint someone to replace the member.

Section B. Officers and Staff

1. The officers of the Commission shall be the Chair, the Vice-Chair and the Secretary. Each shall be elected by the Commission for a term of two years and may serve two consecutive terms. These officers will comprise the Executive Committee. If any need arises between normal Commission meetings, the Executive Director will consult this Executive Committee.
2. These officers shall be elected in May of an election year and shall begin serving a new term in September or when duly qualified.
3. The Chair shall preside at all meetings of the Commission, appoint all committees, exercise general supervision over the work of the Commission, and perform other duties appropriate to the office.
4. The Vice-Chair shall preside in the absence of the Chair and perform other duties as may be assigned by the Chair or requested by the Commission.
5. The selection of the Executive Director pursuant to M.C.L. 2.128.050 shall be by majority vote of the Commission. The Chair shall appoint a search committee made up of active and/or past Commissioners which shall work in conjunction with the Metro Department of Human Resources to bring a qualified recommendation to the full Commission for their consideration. The Executive Director shall be hired in accordance with the laws and rules applicable to

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