

WIXOM SENIOR CITIZEN COMMISSION BY-LAWS

ARTICLE I. NAME

The name of the Commission shall be the Wixom Senior Citizen Commission.

ARTICLE II. PURPOSE

Section 1.

The purpose of the Commission is to serve in an advisory capacity in all matters relating to the educational, cultural, and social program needs of the senior citizens of the City of Wixom.

Section 2.

The Commission will evaluate and recommend policies, procedures, and services relating to the senior citizens of the City of Wixom which shall be subject to the approval of the Wixom City Council.

Section 3.

The Commission shall encourage the development of fellowship and promote programs of interest to the senior citizens of the City of Wixom, and provide the necessary assistance to achieve these goals.

ARTICLE III. MEMBERS

Section 1.

The membership of the Commission shall be limited to seven (7) members, appointed by the Mayor, subject to the approval of the Wixom City Council.

Section 2.

The term of office for each appointment is five (5) years.

ARTICLE IV. OFFICERS

Section 1.

The officers of the Commission shall be as follows:

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Approved by Senior Citizen Commission 11/18/08

Adopted by City Council 12/16/08

- (a) Chairperson. The Chairperson shall preside at all Commission regular meetings, adjourned meetings, special meetings, committee meetings, public hearings (“Commission Meetings”) and shall have such other duties as prescribed hereinafter. The Chairperson shall have the same discussion and voting rights as the other members. The Chairperson shall have authority to call special meetings.
- (b) Vice-Chairperson. The Vice-Chairperson shall have the authority to function in the same capacity as the Chairperson at any Commission Meeting when the Chairperson is absent or unable to act, and for that period of time shall be designated the Acting Chair.
- (c) Secretary. The Secretary shall maintain a record of all meetings consistent with the records of other City Boards, Commissions, and Committees and shall prepare all correspondence of the Commission. A copy of all meeting minutes shall be provided to and maintained by the City Clerk.

Section 2.

The officers of the Commission shall be elected to serve a two (2) year term by the Commission every two (2) years at the annual July meeting of the Commission. No member shall hold more than one office concurrently. A vacancy in an office shall be filled by election at the next Commission Meeting.

ARTICLE V. MEETINGS

Section 1.

The regular meetings of the Commission shall be conducted once a month at a time and location agreed upon by the Commission. The Commission shall meet a minimum of four (4) times annually. Any regular meeting may be adjourned to a specific date by a majority vote of a quorum of the members. Adjourned or special meetings may be held at any time or place established by the Commission. Special meetings may be held, as necessary, subject to the call of the Chairperson or Acting Chair.

Section 2.

All Commission Meetings shall be public meetings and shall be run in accordance with the Wixom City Charter, pursuant to the State of Michigan

Open Meetings Act (Public Act 267 of 1976). A written agenda shall be posted in a public location and forwarded to the Wixom City Clerk.

Section 3.

A majority of the members appointed to the Commission shall constitute a quorum for the transaction of business at all Commission Meetings. An affirmative majority vote of those members present and voting shall decide a matter before the Commission.

Section 4.

Member absences from regular or adjourned commission meetings may be deemed excused at the discretion of the Commission. The Commission may recommend to the Mayor removal of a member who has three (3) unexcused absences from any regular or adjourned meeting in a fiscal year (July 1 – June 30), which shall be subject to the approval of the City Council.

Section 5.

Resignations shall be filed by the same procedure outlined in Article III, Section 1.

ARTICLE VI. CITY SUPPORT

Section 1.

The Community Services Department or other department, as designated by the City Manager, shall work in cooperation with the Commission to accomplish its purpose pursuant to Article II, Section 1.