

# Memorandum



Date: March 25, 2026  
To: Downtown Design Review Committee  
From: Kristen Gundersen, Planning and Community Development Director  
Subject: **Review of Draft Bylaws**

## **Background**

All city appointed boards, commissions and committees have adopted bylaws providing basic information about the operation of the individual group. The Downtown Design Review Committee does not have any adopted bylaws.

City staff has created the attached draft bylaws for review and approval. The format is in keeping with other bylaws recently adopted.

The document refers to the City of Buchanan Code of Conduct. This document will be included in your committee binders that will be distributed at the meeting.

## **Next Steps**

Review and discuss the draft bylaws and approve them or direct staff to make changes.

# **Downtown Design Review Committee Bylaws**

## **Article 1. Name**

The name of this board shall be the Downtown Design Review Committee, hereafter referred to as the "Committee."

## **Article 2. Responsibilities**

The Committees responsibilities include, but are not limited to:

1. Review requests associated with exterior alteration, expansion of existing building or proposed new development of properties located within the D Downtown District
2. Uphold the adopted standards for review when acting on requests for Downtown Design Review
3. Educate the community on the need for Downtown Design Review standards and the process for review and approval

## **Article 3. Officers and Members**

### **Section 1. Membership**

Board Size: The Board shall consist of five (5) members.

Eligibility: Membership shall be comprised of residents of the City of Buchanan and adjacent townships.

Term Length: Members shall serve three (3) calendar-year terms, with the option for reappointment by the City Commission.

Compensation: Members shall serve without compensation.

### **Section 2. Vacancies**

In the event of a vacancy among members or officers, the City Commission shall designate a successor to serve until the next regular election or appointment.

### **Section 3. Officers**

The officers of the Board shall be elected by the Committee and shall include:

1. Chairperson
2. Vice-Chairperson
3. Secretary

### **Section 4. Officer Elections**

Officer elections shall be held at the regular meeting in July of each calendar year, provided a quorum is present.

### **Section 5. Term of Office**

All officers shall take office upon election. The term of each office shall terminate June 30<sup>th</sup>.

## **Section 6. Officer's Duties**

### **A. Chairperson**

The Chairperson shall preside at all meetings in accordance with these bylaws and all powers under parliamentary procedure as governed by "Robert's Rules of Order" and work with the City Commission and city staff as needed.

### **B. Vice-Chairperson**

The Vice-Chairperson shall, in the absence of the Chairperson or at the Chairperson's request, perform the duties of that office.

### **C. Secretary**

The Secretary shall record attendance, actions, and proceedings of meetings of the Board and provide copies of approved minutes to the City of Buchanan.

## **Article 4. Meetings: Open Meetings, and Freedom of Information**

The Committee is currently scheduled to meet on the first (1<sup>st</sup>) Wednesday of each month beginning at 6:00 p.m. Eastern Time.

Special Meetings may be called by the Chairperson or upon the request of two (2) board members. Notice must be given at least 24 hours prior to the meeting and be given in a reasonable manner under circumstances then existing.

The business of the Committee shall be conducted at a public meeting of the Committee held in compliance with the Open Meetings Act, 1976 PA 267, MCL 15.261 to 15.275. Public Notice of the time, date and place of a regular or special meeting shall be given in the manner required by that act.

Any writing prepared, owned, used, in the possession of, or retained by the Committee in the performance of an official function shall be made available to the public in compliance with the Freedom of Information Act, 1976 PA 442, MCL 15.231 to 15.246.

Committee members shall notify the staff liaison if they cannot attend a meeting. A meeting shall be cancelled due to lack of a quorum.

## **Article 5. Rules of Order and Amendments**

The Committee shall follow procedures and rules set forth in these bylaws. When not covered by these bylaws, the most recent edition of Robert's Rules of Order shall apply. No changes shall be made to these bylaws without an affirmative vote of a majority of the Committee membership.

## **Article 6. Quorum**

A quorum shall consist of at least three (3) of the five (5) Committee members. When a quorum is not present, no official action, except closing the meeting, may take place.

## **Article 7. Attendance**

Members who miss more than 50% of regular meetings during a calendar year may be deemed ineligible to retain their seat. The Board shall vote on continued eligibility.

**Article 8. Removal of Members**

A member may be recommended for removal from the Committee for cause, including but not limited to:

Failure to meet attendance requirements (see Article 7)

- 1. Conduct detrimental to the Board’s mission
- 2. Inability to fulfill the responsibilities of membership

Removal shall require:

- 1. Notice to the member prior to the meeting when the vote will occur; and
- 2. An affirmative vote of a majority of the seated Committee members, provided a quorum is present.

**Article 9. Conflict of Interest**

Committee members shall avoid conflicts of interest and shall disclose any financial or personal interest in matters under discussion. Conflict of Interest are established within the City of Buchanan Code of Conduct.

If a conflict exists, the member shall discuss with the city staff liaison prior to the meeting. Once the meeting begins, the member shall disclose the conflict to the Committee; and Refrain from voting on the matter, and when appropriate, abstain from discussion.

**Article 10. Follow Adopted City of Buchanan Code of Conduct**

All members of the Committee shall conduct themselves in accordance with the adopted City of Buchanan Code of Conduct.

**Signature / Adoption Section**

\_\_\_\_\_   
 Chairperson

\_\_\_\_\_   
 Vice-Chairperson

Adopted by vote of membership: \_\_\_\_\_ Date: \_\_\_\_\_

Revised (if applicable): \_\_\_\_\_

Approved by the Downtown Design Review Committee on the \_\_\_\_ day of \_\_\_\_\_, 2026.

Attest: \_\_\_\_\_