

Senior Citizens' Commission By-Laws

Authority: Adopted

Revised 01-27-14

PURPOSE: To serve as a liaison group between the governing body of Grosse Pointe Woods and the Senior Citizens of the city

To welcome and solicit recommendations from individuals or a Senior Citizens group representative thereof to our meeting. The Chair must be notified of such at least three days before a scheduled meeting so the matter can be placed on the agenda.

MEMBERSHIP: By appointment of Mayor; Sec. 2-508, ~~911~~ members: ~~79~~ from general community serve 3 year terms; 2 from senior groups and community interest groups serve 1 year terms. The Commission shall be composed of ~~nine~~~~eleven~~ members, duly qualified, appointed by the Mayor of Grosse Pointe Woods and approved by the City Council.

STANDING RULES:

1. Roberts' Rules of Order shall be followed.
2. A quorum shall be present and shall consist of five voting members.
3. All members shall have a vote and can hold office
4. If an officer lives outside of the City of Grosse Pointe Woods, the officer must abide by all the rules and regulations of the City of Grosse Pointe Woods.
5. Election of Officers of the Senior Citizens' Commission shall take place.
6. Officers of the Senior Citizens' Commission shall be elected at the first meeting of the year and consist of:
 - a. Chair
 - b. Vice-Chair
 - c. Secretary
 - d. Treasurer
7. The Chair shall follow an agenda, a copy of which shall be given to each member.
8. Members of the Commission shall accept a committee chairmanship such as Nominating, Senior Seminar, Senior Picnic, or any other special committee.
9. The absence of a member from half of full commission meeting, is deemed to be a good cause for recommending replacement to the Mayor and action by the City Council, provided notice of such action shall have been given to all commission members and the member involved shall be given an opportunity to be heard. Senior Citizens' Commission meetings shall be held as follows: At the Municipal Building, Grosse Pointe Woods, MI., Bi-monthly,

(with date and time as determined by the Commission.) Suggested: January, March, May, July, September, and November.

10. Special meetings may be called if necessary by the Chair.
11. Senior Citizens' Commission shall submit a schedule of their meeting, including the date, times, and place to the City Clerk on an annual basis in December. Such a schedule shall remain unchanged during the following year, unless otherwise rescheduled by a majority vote of the commission members.
12. Cancelled meeting shall be reported to the City Clerk and the time, place, and date of rescheduled meetings shall also be reported to the City Clerk.
13. Commission Officers shall submit budget requirements, plus any known or contemplated project costs to the City Administrator prior to March 15th of each year.
14. Commission shall, as part of their project planning process or as a part of their normal operating procedures, attempt to reach the broadest base of citizen input and participation.
15. Commission shall designate one of its members to attend Council meetings as a representative of such commission if the commission has business before the City Council.

AMENDMENTS TO THE BYLAWS: These bylaws may be amended by a majority vote of the Commission.