



**City of Lathrup Village**  
27400 Southfield Road  
Lathrup Village, MI 48076  
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TO: Mayor & City Council  
FROM: Mike Greene – City Administrator  
DATE: December 12<sup>th</sup>, 2024  
RE: HDC Officer Appointments

**Background Brief:** With numerous new members of the HDC, it is in the commission's best interest to appoint officers as outlined in the ordinance.

Sec. 40-27. - Same—general rules of procedure.

- a) Officers. The historic district commission shall elect from its membership a chairperson, vice-chairperson and secretary, whose terms of office shall be fixed by the commission.
- b) Chairperson. The chairperson shall preside over the historic district commission and shall have the right to vote.
- c) Vice-chairperson. The vice-chairperson shall, in the case of absence or disability of the chairperson, perform the duties of the chairperson.
- d) Secretary. The secretary shall keep a record of all resolutions, proceedings and actions of the historic district commission and report regularly to the council, with copies to the planning commission. The secretary shall act as custodian of the maps and archives of the historic district commission.

**Previous Action:** N/A

**Economic Impact:** N/A

**Recommendation:** N/A

**Recommended Motion:**

Moved by \_\_\_\_\_ seconded by \_\_\_\_\_ to appoint \_\_\_\_\_ as Chairperson.

Moved by \_\_\_\_\_ seconded by \_\_\_\_\_ to appoint \_\_\_\_\_ as Vice-chairperson.

Moved by \_\_\_\_\_ seconded by \_\_\_\_\_ to appoint \_\_\_\_\_ as Secretary.