

CITY OF LATHRUP VILLAGE HISTORIC DISTRICT COMMISSION BYLAWS

ARTICLE I – AUTHORITY

These Bylaws are adopted according to the authority granted under the Michigan Local Historic Districts Act (Public Act 169 of 1970, as amended), the Michigan Open Meetings Act (Public Act 267 of 1976, as amended), and Chapter 40, Articles II and III of the City of Lathrup Village Code of Ordinances.

ARTICLE II – TITLE

The governing body shall be known as the **Historic District Commission of the City of Lathrup Village** (hereinafter referred to as the “Commission” or “HDC”).

ARTICLE III – MEMBERSHIP

Section 1. Composition.

The Commission shall consist of seven (7) members, all of whom shall be residents of the City of Lathrup Village, appointed by the Mayor and approved by the City Council.

Section 2. Special Qualifications.

- At least two (2) members shall be appointed from a list of residents submitted by duly organized and existing preservation societies located in the City.
- At least one (1) member shall be a duly registered architect in the State of Michigan, if such a person resides in the City and is available for appointment.

Section 3. Terms of Office.

Members shall serve three (3) year terms and may be reappointed in accordance with City ordinance. Vacancies occurring other than through expiration of term shall be filled for the unexpired term by the Mayor, subject to Council approval.

Section 4. Removal.

Members may be removed for cause, following the procedures outlined by City ordinance and state law.

Section 5. Attendance.

- If a member has **three (3) unexcused absences** from regular meetings in a calendar year, the Commission may recommend removal to the City Council.
- An absence is considered **unexcused** if the member fails to notify City staff or the Chair prior to the meeting and is not present.
- Absences shall be recorded in the minutes as excused or unexcused.

ARTICLE IV – OFFICERS

Section 1. Officers.

The officers of the Commission shall be Chairperson, Vice-Chairperson, and Secretary.

Section 2. Election and Term.

At the first meeting of each even-numbered year, Officers shall be elected by the Commission and shall serve two (2) year terms or until their successors are elected.

Section 3. Duties.

- **Chairperson:** Presides at all meetings, signs Certificates of Appropriateness, and executes documents on behalf of the Commission.
- **Vice-Chairperson:** Performs the duties of the Chairperson in their absence.
- **Secretary:** Maintains official records, minutes, and correspondence of the Commission.

ARTICLE V – MEETINGS

Section 1. Regular Meetings.

The Commission shall meet **as needed** to fulfill its duties, with notice given in compliance with the Michigan Open Meetings Act.

Section 2. Special Meetings.

May be called by the Chairperson, Vice-Chairperson, or any two (2) members of the Commission, with written notice provided to all members at least 24 hours in advance.

Section 3. Quorum and Voting.

A quorum shall consist of four (4) members. An affirmative vote of the majority of members present is required for official action.

ARTICLE VI – ORDER OF BUSINESS

The normal order of business shall be:

1. Call to Order
2. Roll Call
3. Approval of Minutes
4. Public Comment
5. Old Business
6. New Business
7. Reports (Committees and Staff)
8. Adjournment

ARTICLE VII – POWERS AND DUTIES

The powers and duties of the Commission shall be those established in **Sections 40-28 and 40-29 of the City of Lathrup Village Code of Ordinances**, including but not limited to:

- Administering and implementing provisions of the Historic Preservation Ordinance.
- Reviewing and acting upon applications for Certificates of Appropriateness.
- Investigating and reporting on requests for modification of historic districts.

ARTICLE VIII – CONFLICT OF INTEREST AND EX PARTE COMMUNICATION

Section 1. Conflict of Interest.

No member shall participate in a matter in which they have a direct financial interest or other conflict as defined by law. Members with conflict shall disclose it and recuse themselves from discussion and voting.

Section 2. Ex Parte Communication.

Members shall avoid off-the-record communications regarding matters pending before the Commission. Any such communications shall be disclosed at the next meeting prior to deliberation of the item.

ARTICLE IX – AMENDMENTS

These Bylaws may be amended by the affirmative vote of four (4) members, provided that notice of the proposed amendment is given at a preceding meeting.