

MEMORANDUM



TO: MAYOR FISCHER AND MEMBERS OF CITY COUNCIL
FROM: CORTNEY HANSON, CITY CLERK
SUBJECT: PROPOSED CHANGES TO BOARDS/COMMISSIONS
PROCEDURES
DATE: AUGUST 21, 2025

As part of our broader effort to strengthen how we support our boards, commissions, and committees, staff is finalizing standard operating procedures (SOPs) to ensure greater consistency across all departments. These SOPs will address meeting agendas, minutes, communications, and recordkeeping. Establishing a clear and consistent internal process not only helps us meet legal requirements but also reinforces Novi's commitment to transparency, public trust, and high-performance governance.

In addition to internal process improvements, we are also working to streamline the application and appointment process. Historically, there were a minimum of three rounds of interviews and appointments throughout the year for applicants interested in serving.

With guidance from the City Attorney's Office, staff presented the following changes to the Ordinance Review Committee (ORC), which are still under consideration: an ordinance amendment to establish a single, standardized appointment and term start date for all boards, commissions, and committees. Following the ordinance amendment, a corresponding resolution would be brought forward to ensure that all advisory bodies, regardless of how they were originally established, are included in this alignment. Changes to the Council Rules would also follow to ensure the Rules are aligned with the updated procedures.

The goal is to simplify and modernize the appointment process. This is not intended to target any individual or group, nor does it technically "extend" the terms of the current member. Rather, it ensures that members remain in place until their successor (which may be themselves) is formally appointed on the standardized term date. This approach supports a more manageable, equitable, and predictable appointment cycle for Council, staff, and residents alike.

Before staff return to the ORC to finalize a recommendation, information on the current process is shared in the attached matrix, including current membership numbers, a variety of term expirations, and the various sources that create each one. Staff will continue drafting an ordinance amendment and related recommendations for the ORC's consideration.