

**BYLAWS OF THE
PUBLIC MARKET ADVISORY COMMISSION – CITY OF ANN ARBOR, MICHIGAN**

Article I Name

The name of this commission is the Public Market Advisory Commission.

Article II Enabling Authority

The Public Market Advisory Commission is established by Ann Arbor City Code, Chapter 8, Section 1:195.

Article III Purpose, Objectives, and Duties

Section 1. The purpose of the Public Market Advisory Commission (“Commission”) is to advise the City Council, the Park Advisory Commission, and the Market Manager. The Commission shall be responsible directly to the Mayor and City Council.

Section 2. The Commission is an advisory body and shall be limited to performing the tasks enumerated in these bylaws or otherwise delegated to it by City Council. Under Ann Arbor City Code, Chapter 8, Section 1:195, the Commission is charged with the following powers and duties:

- a) It shall provide recommendations concerning the Public Market to the Park Advisory Commission and City Council regarding policies and actions requiring City Council approval.
- b) It shall periodically review the Market Operating Rules and Chapter 31 (Public Market) of City Code and recommend changes to the Community Services Administrator for review.
- c) It shall advise the Market Manager regarding the promotion and advertising of the market and the various activities which take place there.
- d) It shall advise the Market Manager regarding outreach education activities as they pertain to farmers markets and sustainable agriculture.
- e) It shall advise the Market Manager regarding vendor recruitment.

Article IV Membership

Section 1. The Commission shall consist of 5 members appointed by the Mayor and approved by City Council. Appointments of voting members shall be made from candidates who have the following expertise or affiliation:

- One annual vendor at the market.
- One daily vendor at the market.

- One representative of the surrounding Kerrytown neighborhood.
- Two members who are regular customers of the market,

Section 2. All members of the Commission shall serve without compensation.

Section 3. All members shall be appointed for a 3-year term. In order to ensure that approximately one third of the voting members' appointments expire each year, initial appointments shall be 1 member for a 1-year term, 2 members for a 2-year term, and 2 members for a 3-year term.

Section 4. Consistent with City Charter § 12.2, all members of the Commission shall have been registered electors in the City of Ann Arbor for at least 1 year immediately preceding the time of appointment, unless an exception is granted by a resolution concurred in by at least 7 members of City Council.

Section 5. A member whose term has expired may hold over and continue to serve as a member of the Commission until a successor has been appointed. Consistent with City Code § 1:171, no member shall be allowed to hold over for more than 60 days beyond the appointed term whether or not a successor has been appointed, except that City Council may extend terms for periods of 90 days upon the recommendation of the Mayor and vote of at least 6 members of Council.

Section 6. Consistent with City Code § 1:171, the Mayor shall notify City Council of the expiration of a member's term at least 30 days prior and shall present to City Council all proposed reappointments no later than 60 days after the expiration of the term.

Section 7. Consistent with City Code § 1:171, any vacancy on the Commission occurring in the middle of a term shall be filled for the remainder of the term in the same manner as for full-term appointments.

Section 8. Members are expected to attend regularly scheduled meetings and to notify the Chair and the Market Manager in advance if they expect to be tardy or absent. If a member misses more than 3 regularly scheduled meetings in a 12 month period, the Chair shall notify the Mayor and may recommend removal of the member.

Section 9. Consistent with City Code § 1:171, a member of the Commission may be removed for cause by the Mayor with the approval of City Council.

Article V Ethics and Conflicts of Interest

Section 1. A member of the Commission shall abstain from discussion or voting on any matter where that member is involved in a real or apparent conflict of interest. Decisions regarding conflicts of interest shall be evaluated on a case-by-case basis with reasonable application of the principles provided in this Article. A conflict of interest shall at a minimum include, but is not necessarily limited to:

- a. Discussing, voting on, or otherwise acting on a matter in which a member or any member of his/her immediate family, his/her partner, or an entity with whom the member has family or business ties has a direct financial or beneficial interest.

- b. Discussing, voting on, or otherwise acting on a matter where the member's employee or employer is an applicant or agent for an applicant, or has a direct financial or beneficial interest in the outcome.

Recognizing that the Commission includes Public Market participants, a conflict of interest shall not include consideration of generally applicable Public Market matters, including proposed rules, policies, or administration of the Public Market.

Section 2. A member of the Commission shall neither solicit nor accept gratuities, favors, or anything of monetary value from entities in a position to benefit from a decision of the Commission.

Section 3. A member of the Commission shall not obtain, for himself/herself or for any person with whom he/she has business or family ties, any financial or beneficial interest in a matter which may be affected by a decision of the Commission. This restriction shall apply during the member's tenure on the Commission and for one year thereafter.

Section 4. A member of the Commission shall disclose the general nature of any potential conflict, real or apparent, and, except where it violates a confidence, shall disclose all pertinent facts relating to the conflict. These disclosures shall be made prior to discussion and voting, where possible, and shall be recorded in the minutes of the proceedings. The member may then abstain from discussion and voting on the matter.

Section 5. A member who cannot vote due to a conflict of interest shall, during deliberation of the matter before the Commission, leave the meeting or the area where the members sit until action on the matter is concluded.

Section 6. Where a question has arisen as to whether a member is ineligible to participate in discussion or vote on a matter because of a conflict of interest, the Commission may determine that the member is ineligible due to a conflict of interest by a vote of a majority of the other members. Upon such a determination, the ineligible member shall not participate in discussion or vote on the matter.

Section 7. Members of the Commission shall complete an annual disclosure of organization affiliations and shall update this disclosure in writing at any time during the year when such affiliations change.

Section 8. Members shall not act, hold themselves out, or permit themselves to be perceived as official representatives or spokespersons for the Commission without authorization from the Chair. When communicating for personal purposes on matters that may relate to the Commission's business, Members shall clearly indicate that their statements are made in a personal capacity and do not necessarily reflect the views of the Commission. Whenever a member is asked to speak on behalf of the Commission, he/she shall seek permission of the Chair in advance.

Section 9. A member shall not be heard before the Commission as a petitioner, representative of a petitioner, or as a party interested in a petition during the member's term.

Section 10. The Commission or individual members shall not intrude into the management of the Parks and Recreation service unit or into those matters which are handled administratively within the service unit.

Section 11. Members shall conduct themselves in a fair, courteous, and understanding manner at all times in the discharge of their duties, and shall avoid exchanges or actions based upon personal differences.

Article VI Officers

Section 1. The officers of the Commission shall be a Chair and Vice-Chair. Each year at the January organizational meeting, the officers shall be elected by ballot from among the members of the Commission. The officers shall be elected for a 1-year term by a majority of the members present. No member shall serve more than 3 consecutive full terms in the same office. The term of each officer shall run from the first meeting in January to the first meeting in January of the following year.

Section 2. The Chair shall preside at all meetings and shall decide points of order and procedure, subject to the provisions of these bylaws. The Chair shall have the privilege of discussing and voting on all matters before the Commission. The Vice-Chair shall assume the duties of the Chair in the Chair's absence.

Section 3. When an office becomes vacant before the expiration of the current term (whether by resignation, removal, incapacity, or other circumstance), the vacancy shall be filled by election in the same manner as for full-term officers and the new officer shall serve the remainder of the term. The replacement officer shall be elected at the next regularly scheduled meeting or as soon as practicable. The Vice-Chair may be elected as replacement Chair, in which case a replacement Vice-Chair shall be elected at the same time.

Section 4. No member may hold more than 1 office at a time.

Article VII Meetings

Section 1. The Public Market Advisory Commission shall meet at the call of the City Market Manager in January of each year for an organizational meeting at which the officers shall be elected, a schedule of meeting dates and times will be drawn up for publication, and such other business shall be transacted as shall properly come before it. The Commission shall schedule regular monthly meetings. The entire schedule of regular meetings for the upcoming year shall be posted within 10 days after approval at the organizational meeting. A change in the schedule of regular meetings must be approved by the Commission, and notice of the change shall be posted within 3 days after the meeting at which the change is approved.

Section 2. Special meetings may be called by the Chair or by written concurrence of a majority of the members currently serving on the Commission. Notice to staff and all Commissioners shall be provided at least 24 hours in advance. Public notice of the special meeting shall be posted at least 18 hours prior to the scheduled starting time. The purpose

of the special meeting shall be stated in the public notice. At the special meeting, the Commission may not conduct any business beyond the purpose stated in the public notice, except by unanimous consent of the members present.

Section 3. The Commission may hold non-voting working meetings to carry on the work of the Commission. Public notice of the working meeting shall be posted at least 18 hours prior to the scheduled starting time.

Section 4. Public notice of committee meetings shall be posted at least 18 hours prior to the scheduled starting time.

Section 5. Public notice of all meetings shall be posted at City Hall.

Section 6. Notice of each meeting shall be provided to all members of the Commission at least 48 hours prior to the scheduled starting time for all regular and special meetings and at least 24 hours prior for all rescheduled and committee meetings.

Section 7. The Chair may cancel a meeting if there is no business on the agenda or if it is clear that a quorum will not be present. The Chair may also cancel a meeting due to weather, emergency, or other circumstances that may substantially limit the ability of members of the Commission or the public to attend. The Chair shall give notice of cancellation to members of the Commission and to the Commission's administrative support staff at least 2 hours prior to the scheduled meeting time, where practicable. The Chair shall post public notice of the cancellation as soon as practicable. The Chair may reschedule cancelled meetings after consulting with staff. Public notice for rescheduled meetings shall be posted at least 18 hours prior to the scheduled starting time.

Section 8. A majority of all members currently serving on the Commission shall constitute a quorum. The concurring vote of a majority of members present at a meeting is required for the Commission to pass any motion. If the effective voting membership of the Commission is reduced because of a conflict of interest, a majority of the remaining members currently serving on the Commission shall be required for the Commission to act on any matter. The right to vote is limited to members of the Commission actually present at the time the vote is taken at a lawfully called meeting. A member who is not eligible to vote on a matter because of a conflict of interest shall not be counted in establishing a quorum for that matter.

Section 9. Except for the election of officers, voting shall be by voice and a show of hands. If the vote is not unanimous, a roll call vote shall be taken and recorded in the minutes.

Section 10. The Commission shall arrange to keep minutes of all regular and special meetings of the Commission, which shall be a record of the Commission's consideration and actions, and which shall include at a minimum a list of those members present and not present at each meeting; identifying information, where given, of all persons appearing before the Commission; a copy of each resolution or other matter acted upon by the Commission and a description of the outcome of each action. The minutes shall be filed in the Community Services Service Area and shall be a public record.

Section 11. Consistent with City Council Resolution R-642-11-91, all meetings of the Commission shall be open to the public in the spirit of section 3 of the Open Meetings Act. Closed sessions may be called for purposes listed in the Open Meetings Act.

Section 12. Public comment shall be allowed at all meetings. An individual may speak for up to 3 minutes on any item open for public comment. The Chair may extend an individual's speaking time in his/her discretion. Public comment on non-agenda items may be limited in the Chair's discretion.

Article VIII Agenda and Order of Business

Section 1. The agendas for each meeting of the Commission shall be developed by the Chair and the Market Manager or other delegated staff member. Agendas for all regular meetings shall be made available to the public and other members of the Commission at least 48 hours before the meeting's scheduled starting time.

Section 2. The order of business at regular meetings shall be as follows. The order of business may be suspended or modified by a majority vote of those members present.

- a) Roll Call
- b) Approval of Agenda
- c) First Public Comment (Agenda Items Only)
- d) Approval of Minutes of Previous Meetings
- e) Presentations
- f) Regular Business (Agenda Items)
- g) New Business (Non-Agenda Items)
- h) Reports
- i) Second Public Comment (Not Limited to Agenda Items)
- j) Communications

Article IX. Committees

Section 1. The Commission may create standing or special committees to carry on the work of the Commission. Standing committees may, but need not be, described in the bylaws. Committees shall be limited to performing the tasks delegated to them by the Commission. Each committee shall include at least 1 member of the Commission and may contain other community members, in the Commission's discretion.

Section 2. Members of committees shall be appointed by the Chair and approved by the Commission.

Article X. Parliamentary Authority

Section 1. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall guide the Commission; however parliamentary procedure shall be flexible and may be adjusted in the Chair's discretion to best serve the needs of the Commission. Nevertheless, no procedure shall be adopted that is inconsistent with these bylaws.

Section 2. The Commission shall not adopt or follow any operating or standing rules,

regulations, or guidelines not expressly prescribed by these bylaws.

Article XI. Amendment of Bylaws

Section 1. Amendments to these bylaws may be approved at any regular meeting by a two-thirds vote of all voting members currently serving on the Commission. Proposed amendments must have been submitted in writing at the previous regular meeting to be considered. Proposed amendments must be submitted to the Office of the City Attorney for review and amendments approved by the Commission shall not be effective until approved by City Council, which shall have final discretion to modify these bylaws.

Section 2. These bylaws shall be reviewed by the Commission for possible amendment each January at the organizational meeting.

Article XII. Miscellaneous

Section 1. At the discretion of the City Administrator, or as otherwise mandated by City Council, the staff of the Parks and Recreation service unit shall be the primary provider of administrative support and professional advice to the Commission and the Market Manager or their designee shall be the primary liaison between the Commission and staff.

Section 2. The Ann Arbor City Attorney's Office shall be the legal consultant to the Commission.

Adopted by the Commission on _____.