

**BY-LAWS  
OF THE CITY MARKET COMMISSION  
OF THE CITY OF ANN ARBOR**

**Article I – Name**

The name of this board is the City Market Commission of the City of Ann Arbor.

**Article II – Statement of Purpose**

The purpose of the City Market Commission is to act in accordance with the provisions of Chapter 8, Section 1:195 and Chapter 31 of the Ann Arbor City Code. The overall goal of the Commission is to provide an equitable opportunity for vendors of the City Market and a pleasant, dependable and diverse Market for the citizens of Ann Arbor and its visitors.

The Commission may, as it deems necessary for the proper operation of the City Market, recommend operating rules to the Community Services Administrator for promulgation as provided in City Code Section 2:98.

**Article III – Membership**

Section 1 – The membership of the Commission shall consist of 9 members, as specified under Chapter 8, Section 1:195 of the Ann Arbor City Code.

Section 2 – Should any member of the Commission miss three (3) consecutive meetings without informing the Market Manager in advance of the meeting, the Chair shall inform the Mayor of the absences.

**Article IV – Officers**

Section 1 – The officers of the Commission shall be a chair and vice chair. All officers shall be members of the Commission.

Section 2 – An officer may be removed by the Commission whenever in its judgments the best interest of the Commission will be served.

Section 3 – Chair. The Chair shall preside at all meetings of the Commission and discharge the duties as a presiding officer.

Section 4 – Vice Chair. In absence of the chair or in the event of inability to serve as chair, the vice chair shall perform the duties of the chair and when so acting, shall have all the powers and be subject to all the restrictions of the chair.

Section 5 – Market Manager. The Market Manager shall prepare an annual financial report covering the fiscal year of the City Market. The fiscal year of the City Market shall be the same as that of the City, July 1 to June 30. The Market Manager shall attend all meetings of the Commission and record all votes and the minutes of all proceedings. The Market Manager shall give, or cause to be given, notice of all meetings of the Commission and shall perform such other administrative duties as may be necessary for the Commission to conduct its business.

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Section 6 – Election of Officers. At its annual organizational meeting the Commission will elect a Chair and Vice Chair from its membership to serve for the term specified below:

- a. Chair. The Chair shall be elected for a one-year term, commencing January 1 of each year and expiring on December 31 of that year. The Chair shall be elected by a simple majority of members present at the time the election is held.
- b. Vice Chair. The Vice Chair shall carry out the duties of the Chair in the event the Chair is absent and/or unable to carry out his/her duties and responsibilities. The Vice Chair shall be elected for the same term and using the same method as the Chair.

### **Article V – Meetings**

Section 1 – Regular Meetings. Regular meetings of the Commission shall be held at a time and place to be set by the Commission at least once a month. The Commission shall hold its annual organization meeting at its regular January meeting.

Section 2 – Special Meetings. Special meetings may be called by chair, the vice chair in the absence of the chair, or by any five members of the Commission by giving 24 hours notice of the meeting, stating the purpose of the meeting.

Section 3 – Notice of Meetings. A schedule of monthly meeting dates, times and locations shall be drawn up for publication at the annual meeting and posted within ten days of the date of the annual meeting. Any rescheduled regular meeting shall be preceded by public notice posted within 72 hours of the meeting in which the change is made.

Section 4 – Agenda. The Market Manager shall prepare the agenda for all meetings and send them to the Commission members at least 48 hours prior to the meeting. Any member of the Commission may request an item to be placed on the agenda.

Section 5 – Quorum. A majority of the members of the Commission shall constitute a quorum for the transaction of business.

Section 6 – Commission action. The Commission shall not take any action except at a properly convened meeting at which a quorum is present.

Section 7 – Voting. If a quorum is present, a vote of a majority of the members present shall constitute the action of the Commission. The right to vote is limited to the members of the Commission who are actually present at the time the vote is taken in a legal meeting. Voting by a substitute attending for a member is not allowed.

### **Article VI – Working Committee**

Section 1 – The Chair may appoint members to one or more working committees, to be established as needed or appropriate by the Commission. The purpose of a working committee is to advise the Commission and/or the Market Manager on technical, operational and procedural matters.

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Section 2 – Recommendations made to the Commission shall be by a majority of the working committee members present when the recommendations are finalized. Dissenting working committee members may present minority opinions to the Commission.

**Article VII – Relationship of the Public Market Advisory Commission to the Market Manager**

Section 1 – The Market Manager shall be the liaison between the City of Ann Arbor and the Market Commission.

**Article VIII – Amendment of By-Laws**

These by-laws can be amended at any regular meeting of the City Market Commission by a majority vote, provided that the amendment has been submitted in writing at the previous meeting.