

Citizen Board or Commission Member Handbook



Statement of Privileges and Duties

Thank You!

Please accept the thanks of the City of Roseville for serving on one of our many Citizen Boards, Committees or Commissions that function as a very important part of our City government. Through your service, you help to make the City a better place to live, bring a needed citizen perspective to the governing process and, hopefully, learn a little about how government works to serve the people.

The key foundation to good governance is allowing for critical input from our residents. Through the commitment of your time, thought and energy to serving on a Citizen Board, Committee or Commission, you are helping to make this ideal a reality.

Your commitment to serve is not a single event. The commitment is an on-going process. It involves:

- ✓ A long-range interest in the community
- ✓ Fairness, common sense, honesty and good moral character
- ✓ Knowledge of the City, its people, its customs and its ordinances
- ✓ A commitment of time to serve

Contained within the following pages is a listing of the privileges and duties of a Citizen Board, Committee or Commission member. There is also an example of your oath of office which have signed, sworn or affirmed or will sign, swear and affirm before being appointed as a Board, Committee or Commission member. Please do so only after you have read the privileges and duties of a Board or Commission member.

On behalf of the citizens of the City of Roseville, please accept my thanks and the thanks of the entire City for your time, dedication and commitment.

Sincerely,

Mayor Robert Taylor

*A listing of all the City's citizen Boards, Committees and Commissions is found at the end of this Handbook. The number of members, the length of the term and whether or not the City's service limitation applies is also a part of the listing.

A Statement of the Privileges and Duties of Citizen Board and Commission Members

Privileges:

To be properly oriented and trained as to the role of the Board, Committee or Commission upon which I serve including:

- A copy of the law, ordinance, Charter provision or other document establishing the Board, Committee or Commission upon which I serve, a copy of the rules of procedure, by-laws or other rules under which the Board, Committee or Commission operates, an explanation of the history of the Board, Committee or Commission, an explanation of my role and any other documents or materials necessary to the work of the Board or Commission.
- A tour and introduction of the operating department(s) of the City that will be furnishing staff support for my Board, Committee or Commission.
- Introduction to key staff members in the City operating department(s) that will be furnishing staff support for my Board, Committee or Commission and to be supplied with the name, email address and telephone number of the primary staff support person or persons.
- A copy of the City's Mission Statement and the departmental mission statement of any department(s) that will be supporting the work of my Board, Committee or Commission if developed and available.
- Prompt responses to such reasonable requests for information I make to staff in performing my duties as a Board or Commission member.
- Timely follow-through by City staff of Board, Committee or Commission decisions.
- Staff assistance in the preparation of agendas and summary minutes where necessary (for Chairpersons and/or Recording Secretaries).
- To discuss improper or questionable City staff performance and behavior with the appropriate City administrative and management staff.

- To communicate with the City Council, as a Board, Committee or Commission, on matters of public concern falling within the purview of the Board, Committee or Commission, following proper protocol (such as through the appropriate chairperson).
- To submit an annual report, as a Board, Committee or Commission, to the City Council if designated to do so.

Duties:

- To carry out in a trustworthy and diligent manner all the duties and obligations inherent in my role as a Board, Committee or Commission member.
- To contribute to carrying out the mission of the Board, Committee or Commission as specified in the document establishing the Board, Committee or Commission.
- To establish as a high priority my attendance and punctuality at all meetings of the Board, Committee or Commission and any committees or task forces on which I serve.
- To come prepared to contribute to the discussion of cases, issues, or business to be addressed at scheduled meetings, having read the agenda and all background support material.
- To respect and accept the separate and distinct roles of the City Council which sets policy and administrators who determines the means of implementing policy, and to refrain from intruding in administrative issues that are the responsibility of City staff.
- To exercise the duties and responsibilities of a Board member only in conjunction with other Board members at a lawful meeting.
- To represent the City as a Board member in a positive and supportive manner at all times.

- To observe the rules and procedures established for the Board or Commission.
- To declare before the Board, Committee or Commission at a public meeting that a conflict of interest exists and to refrain from discussing or voting on matters in which I have a conflict of interest.
- To support all formal actions taken and decision made by the Board Committee or Commission even when I am in a minority position on such actions and decisions unless a formal process exists for recording a minority or dissenting opinion.
- To treat citizens and staff appearing before the Board, Committee or Commission in an attentive, impartial, polite, reasonable and fair manner and to conduct myself in a manner that reflects well upon the City and shows respect for the dignity of the City and its citizens.
- To remember that my position is to serve the public in an attentive, reasonable, honest, safe and efficient manner and not to misuse or abuse the authority of the Board, Committee or Commission.
- To agree to serve on at least one committee or task force, if needed, attend all meetings, and participate in the accomplishment of its objectives. If I chair the Board or Commission or a committee or task force, I will:
 - Call meetings as frequently as required by the Rules of Procedure or until the group's objectives are met as needed in special, unique or emergency circumstances;
 - Conduct the meetings in an orderly, fair, and efficient manner in compliance with the Open Meetings Act;
 - Make progress reports at meetings as required;
 - Limit the discussions and consideration to matters relevant to the issue before the Board, Committee or Commission.

- To participate in self-evaluation programs and development workshops, seminars and other educational events to enhance my skills.
- To resign my position in writing, if, for any reason, I find myself unable to carry out these duties.

City of Roseville
Board or Commission Member
Acceptance and Oath of Office

OATH OF OFFICE

STATE OF MICHIGAN)

)SS

COUNTY OF MACOMB)

I, _____, do solemnly swear that I will support the Constitution of the United States, and the Constitution of the State of Michigan, and that I will faithfully discharge the duties of the office of (Board, Committee or Commission Member).

Serving on the _____ and for the City of Roseville, County of Macomb, State of Michigan, according to the best of my ability.

_____, Board Member

Subscribed and sworn before me this day of , 2017.

Richard M. Steenland, City Clerk

City Boards, Committees and Commissions: Roles and Functions

City Boards, Committees and Commissions perform a wide variety of functions. The City Council is elected by the people to be in overall charge of the government of the City. The remainder of the other Boards, Committees and Commissions, with the exception of Act 78 Civil Service and General Civil Service which each have one member elected to serve on the Board and the Roseville Employees Retirement Board which has 2 elected representatives (one general employee and one from police/fire employees) are appointed to serve in a particular area of City government. These bodies are referred to as "citizen" Boards, Committees and Commissions, since the remainder of the Boards, Committees and Commissions are not elected and the people who serve on them are volunteer citizens.

The Boards, Committees and Commissions of the City deal with a wide variety of subject areas that extend from Beautification to Zoning. The roles of the Boards, Committees and Commissions are varied but each Board, Committee and Commission has a defined role prescribed for it by the City Charter, the City Code, a City Board, Committee or Commission Policy or Resolution or some other legislative measure or regulation. Just as the City Charter limits the authority of the City Council, so also law limits the authority of other City Boards, Committees and Commissions. Each body has an area and a way in which it is appropriate and not appropriate to act. Each Board, Committee and Commission, of course, has a responsibility to act in its own sphere of responsibility. The actions of each citizen Board and Commission are important to the proper functioning of City government and, in some cases, have a substantial impact on individual citizens.

There are several general "types" of citizen Boards, Committees and Commissions. These "types" are determined by the role that the Board or Commission has. Just as the different parts of our federal and state government are divided under the separation of powers doctrine into separate branches that have different roles, so too are the City's Boards, Committees and Commissions given certain carefully defined roles to fill. Some Boards, Committees and Commissions have one role. Others have two or more. Whatever the case, the Board or Commission can only lawfully act how and in the area in which it is authorized to act. In everyday language, different Board and Commission members "wear different hats."

Included in this document are the names and definitions of the types of Boards, Committees and Commissions that exist in Roseville City government. In a current list of Board, Committee and Commission membership is included as an Attachment to this document. In addition many bodies have the same type of role - advisory, for example - but exercise it in different areas - like the Parks and Recreation Advisory Board. The Boards, Committees and Commissions are grouped according to the function that they perform and not the area in which they act. Several of the bodies have more than one function. Others - mostly those created by state law - do not fall within traditional areas of function. These are called "special purpose" Boards, Committees and Commissions. A description of each of the Multiple Role and Special Function Boards, Committees and Commissions is given in this document as well. For those Boards, Committees and Commissions with a more traditional role, a general description is given of their responsibility. In the case of these single role bodies, their function is fairly apparent.

Each Board and Commission member is asked to review the role of his or her Board or Commission and the area in which it acts.

The Authority of Boards, Committees and Commissions: How they act and how staff support is provided

Board or Commission Actions, Committees and Delegation of Authority

It is important to remember that Citizen Boards, Committees and Commissions are collective bodies and that they can act in an official capacity only when gathered at a regular formal meeting. The full Board or Commission should work together as a body whenever it wishes to take official action regarding any matter. In appropriate circumstances, a committee of the Board or Commission can be delegated a task. The most common uses of committees are to make inspections and/or to study particular issues. The appropriate role for a committee will be determined, to a considerable extent, by the function of the Board or Commission. The one important thing to remember is that the committee's duty is to report back to the full Board or Commission. The committee does not act instead of the Board or Commission. It acts as an assisting or auxiliary body to the full Board or Commission to which it reports. A committee cannot be given or delegated the full authority of the Board or Commission. (The Chairperson or another member can, of course, be empowered to act on behalf of the body in performing administrative or other practical tasks that do not involve its central role or function when properly authorized to do so by the full Board or Commission).

City Staff Assistance and Support

If a Board or Commission desires additional assistance or support for its work, the Board or Commission should, acting as a body, make the request to the appropriate staff person or persons. If the full Board or Commission has delegated a task to a committee or to an individual, that committee or individual can and should seek appropriate staff assistance. Individual members of the Board or Commission should not expect staff to provide significant services or support to them. Reasonable requests for information, guidance or other routine matters are appropriate. If a Board or Commission believes that the level of staff support is not adequate or some other problem or issue is not being resolved, it should address this concern to the assigned support/liaison person in the first instance. If the situation is not resolved at that level, the Department Director of the department providing staff support should be made aware of the concern. The Department Director may discuss the concern with the City Manager or the appropriate Department Head. If there is not a satisfactory resolution of the matter at that point, the Board or Commission, acting as a body, should address the matter to the City Council. Similarly, if a problem develops directly between a Board or Commission and an individual City staff person, the same chain of response should be followed.

The Relationship between Your Board or Commission and City Staff

The City Charter:

The City Charter is the basic governing document of the City. It is similar to a state constitution but deals with government on a local level. The powers, duties, and authority of the various officers of the City are set forth in the Charter. The City Commission has overall responsibility for the conduct of City government. The Charter, however, requires the City Council to appoint a City Manager to be in charge of the actual day-to-day administration of the City. The City Manager is the person who is in direct charge of most of the other officers and employees of the City. The Charter also provides for three (3) other officers elected or appointed by the City Commission - the City Clerk and City Treasurer are elected officials, while the City Attorney is appointed by the City Council.

The City Manager's Role:

The City Manager is the person who directs and controls the work of the City staff, including providing assistance and support for citizen Boards, Committees and Commissions. This is usually done through Department Heads/Directors and other administrators and supervisors. Most citizen Boards, Committees and Commissions cannot legally direct the work or activities of City staff.

How Staff Assistance is Provided:

Citizen Boards, Committees and Commissions certainly may request assistance from City staff in the performance of the duties of the Board or Commission. City staff will attempt to respond to all reasonable requests for support services made by a Board or Commission. Since the Boards, Committees and Commissions are a part of the City and are assisting the rest of City government in providing the best possible service to our residents, every reasonable effort will be made to provide the resources necessary for the Boards, Committees and Commissions to properly perform their functions. Whether the level of support requested by the Board or Commission can be provided with the resources available, however, will have to be a decision made by the appropriate City administrator. If a Board or Commission believes that the level of staff support is not adequate or some other problem or issue is not being resolved, it should follow the process set out on the previous page. This process will allow the matter to be dealt with on the appropriate level and will address the concern of the Board or Commission at the earliest possible time.

Administrative

General Description of Duties

An administrative Board or Commission has the responsibility for supervising or managing a department, function or operation. The Board or Commission is granted authority by Charter, Code, resolution or state law to manage or be in charge of some operation or some aspect of an operation of City government. The administrative role is generally fulfilled by setting policy and by overseeing the work of a regular City employee who either does the work or supervises it.

There are no Boards or Commissions that are exclusively administrative. Several Boards, Committees and Commissions have administrative duties in addition to others. These are:

Act 78 Police/Fire Civil Service Commission

Board of Library Commissioners

City Planning Commission

General Civil Service Board

Recreational Authority of Roseville and Eastpointe Board of Directors (RARE)*

South East Regional Emergency Services Authority Board*

Roseville Employees Retirement System Board of Trustees

**Created by Interlocal Agreement, not governed by City Charter Provisions*

Advisory

General Description of Duties

An advisory Board or Commission is responsible for offering suggestions and making recommendations to the City Council about a particular area of concern or interest as set forth in the ordinance or other measure establishing the body. This type of body is expected to provide its advice and guidance in the area of policy or operations as determined by the City Council but is not expected to establish policy or to decide contested cases. The actions of an advisory body are not generally of a binding nature and the major function of such a body is to provide advice and counsel to the City Commission.

There are several bodies that are single-purpose advisory bodies that have the sole duty of advising the City Council in a particular area. These are:

Parks and Recreation Advisory Board

Other Boards, Committees and Commissions have advisory duties in addition to other responsibilities. These bodies are:

City Planning Commission

Operational

General Description of Duties

An operational Board or Commission is one that is mandated by its establishing legislation to actually perform work. While all Boards, Committees and Commissions perform work in a broad sense, operational bodies do work that might be assigned to an employee but which the Charter or the City Council has committed to the Board or Commission to perform it. Operational Boards or Commissions are often composed of individuals qualified in a particular area and the expertise of these individuals is used in doing the work of the Board rather than delegating it to an employee. In other cases, the Board or Commission has some operational duties in addition to administrative, advisory or other duties.

There are not Boards or Commissions that are exclusively operational. Several bodies have operational duties in addition to others. These are:

Roseville Employees Retirement System Board of Trustees

Quasi-Judicial

General Description of Duties

Quasi-judicial Boards, Committees and Commissions are bodies that perform their duties like judges. That means that they decide individual cases or controversies according to a legislatively established set of laws or other standards, without being a part of the judicial branch of government. This role generally involves hearing appeals from actions of City officers or employees, determining what the facts are and applying a set of laws or other legislatively established standards to these facts. Like a regular judge, a quasi-judicial body has a duty to decide specific cases based upon legislatively established standards and not to establish the standards or to perform the initial investigation (although on-site visits or inspections are permitted as a part of the appeal process). These bodies have a responsibility to remain neutral and not to become an advocate or supporter of one side or the other in cases or on issues that come before them.

There are several bodies that are single-purpose quasi-judicial bodies that have the sole duty of hearing and deciding contested matters in a particular area. These are:

Board of Review

Construction Code Board of Appeals

Electrical Appeals Board

Licensing Appeals Board

Zoning Board of Appeals

Other Boards, Committees and Commissions have quasi-judicial duties in addition to other responsibilities. These bodies are:

City Planning Commission

Act 78 Police/Fire Civil Service Board

General Civil Service Commission

Roseville Housing Commission

Roseville Retirement System Board of Trustees

Quasi-Legislative

General Description of Duties

Quasi-legislative Boards, Committees and Commissions are those bodies with duties that involve setting policy and which have broad discretion in doing so. Like legislative bodies, these Boards, Committees and Commissions choose what they believe is the wisest policy or course of action within their area of responsibility. They are generally bodies mandated by Charter or state law with authority that flows directly from the law or Charter. These are often bodies that perform a "checks and balances" function by virtue of their independence from the electoral/political process.

There are no Boards or Commissions that are exclusively quasi-legislative. Several Boards, Committees and Commissions have quasi-legislative duties in addition to others. These are:

Act 78 Police/Fire Civil Service Commission

City Planning Commission

General Civil Service Commission

Roseville Employees Retirement System Board of Trustees

Roseville Library Commission

Recreational Authority of Roseville and Eastpointe

South East Regional Emergency Services Authority

Multiple Roles

General Description of Duties

Boards, Committees and Commissions with multiple roles are required to fulfill more than a single function. The general duties of the body include two or more types of functions. More detailed descriptions of the specific roles indicated in parentheses for each of the Multiple Role Boards, Committees and Commissions can be found in the descriptions of the functions of the single role Boards,

City Planning Commission - (Advisory, quasi-legislative, quasi-judicial, administrative).

The City Planning Commission is a body required by state law which prescribes most of its duties. One major duty is development of a Master Plan for the City of Roseville. This is a quasi-legislative function as are several types of approvals (plats, streets, etc.) that the Planning Commission must give before construction may commence. An important additional advisory duty is to consider and recommend changes to the zoning ordinance. The Commission has the responsibility of approving public improvements in planned areas. The Commission has, by law, the authority to appoint the Planning Director and other necessary employees - an administrative function. There are several kinds of "permitted with approval" uses that the Planning Commission must consider when acting in a quasi-judicial capacity.

Act 78 Police/Fire and General Civil Service Board - (Administrative, quasi-judicial and quasi-legislative).

The Board is established by City Charter to set rules and regulations for administration of the Classified Service (all City employees except for the elected officials, members of appointive boards and certain higher-ranking appointed officials). The Board is administrative in that it oversees the operation of the Civil Service System. It is quasi-legislative in that it establishes a code of rules and regulations for the System. It is quasi-judicial in that it conducts hearings and makes decisions on contested matters within its purview. Many of the Board's functions have been superseded as a result of collective bargaining.

Roseville Employees Retirement System Board of Trustees - (Administrative, operational, quasi-judicial, quasi-legislative).

The Boards' duties are multi-faceted. They are administrative in managing the investment of the pension systems assets and other matters relating to general administration of the System including the employment of the Executive Director. There are also several quasi-legislative duties including adopting tables of experience and rates of assumed interest and the approval of expenditures from System funds. The Boards have quasi-judicial duties in determining eligibility for pensions in certain cases. The operational duties include due diligence investigations, continuing education activities and other non-delegable fiduciary duties.

Special Purpose Boards

General Description of Duties

Most special purpose Boards, Committees and Commissions are established or provided for by State law. They perform unique functions or duties that are not appropriately classified under traditional classification systems and which often include responsibilities of a unique nature.

Beautification Commission

The Beautification Commission is established to encourage and recommend the placing, planting and preservation of trees, flowers, plants, shrubbery and other objects of ornamentation in the City; To collect, study and evaluate information on community improvements and to make recommendations thereon; To sponsor, plan, promote, coordinate and carry out campaign activities for the restoration, preservation and enhancement of the beauty of the City;

To otherwise promote public interest in the general improvement of the appearance of the City; provided, however, that nothing herein shall be construed to abridge, invade, supplant or change the powers and duties of the other commissions, departments, boards and agencies of the City or grant the Commission the power or authority to incur debts or expand public funds without the express resolution of the City Council.

Board of Investigators (Junk Yard)

This body is for internal City Official's to review of scrap metal dealers.

Citizens Advisory Committee

Pursuant to the U.S. Department of Housing & Urban Development (HUD) Community Development Block Grant (CDBG) Program, the Citizens Advisory Committee is involved with the establishment of the CDBG objectives, priorities, goals, allocation of funds, and extent of citizen input and assessment of performance relative to the CDBG Program.

Downtown Development Authority Board

This Board is the governing body of a special purpose local authority established under State enabling law to halt deterioration and to foster development of the downtown business area. The mission of the Downtown Development Authority is: To address and prevent deterioration within the business district; to encourage historic preservation as much as possible; to promote the economic growth and development of the district. To provide resources, technical support and small business guidance when possible to businesses in an effort to expand marketability and increase long-term viability.

Economic Development Corporation/Brownfield Redevelopment Finance Authority (Future)

Governing board of a special purpose corporation established under State enabling legislation to set up project areas and to provide financing and other assistance for commercial and industrial development projects. The Brownfield Redevelopment Finance Authority acts under the Economic Development Corporation to promote the revitalization of environmentally distressed areas of the City of Roseville, through the utilization of tax increment funds for the purpose of ameliorating contamination on development sites.

Election Commission

The general election laws of the State of Michigan and the similar or comparable provisions of any future laws of the state and the applicable federal laws shall apply to and control all procedures relating to City elections, including, but not limited to qualifications and registration of electors, the nomination of candidates, the preparation of ballots, the holding of City elections, the counting and canvassing of ballots cast, the holding and conduct of recounts, verification of petitions, registration of voters and voting hours, unless otherwise specified within the Charter. The Clerk shall give public notice of each City election in the same manner as is referred by law for the giving of public notice of an election in the state. The City shall not hold a primary election for elected city offices.

Roseville Building Authority

The Building Authority was created for the purpose of acquiring, furnishing, equipping, owning, improving, enlarging, operating and maintaining a building or buildings, automobile parking lots or structures, recreational facilities, stadiums, and the necessary site or sites thereof, together with appurtenant properties and facilities necessary or convenient for the effective use thereof, for the use of any legitimate public purpose of the City of Roseville.

Elected Officials Compensation Pay Board

The Elected Officials Compensation Commission establishes the salaries of all local elected officials.

Library Commission

The Roseville Public Library is to serve as the cultural and informational center for the City of Roseville in order to provide a wide variety of materials, programs and services for residents of all ages. The Library's principal responsibility shall be the provision of resources: to meet the information needs of individuals, organizations, and businesses; to facilitate informal self-educational study; and to provide recreational materials.

Tax Increment Finance Authority Board (Future)

The T.I.F.A. Board is required by and established pursuant to Michigan law to supervise and control the Authority, which uses increased tax revenues in a geographic area to finance improvements in the area.

Urban Forestry Committee (Future)

A special purpose body established to promote health, safety and a healthy urban tree scape. Authorizes the removal of diseased trees, shrubs and plants and their appropriate replacement.

Unique Boards, Committees and Commissions

Some Boards, Committees and Commissions have, by virtue of provisions of the City Charter or state law, a different relationship to staff. These are:

Roseville Housing Commission

The Roseville Housing Commission is committed to implementing subsidized housing through federally funded programs with Housing and Urban Development (HUD). Roseville Housing Commission shall have all the powers and duties vested or permitted to be vested in housing commissions by said Public Act No. 18 of the Extra Session of 1933, as heretofore or hereafter amended, [1] and any laws heretofore or hereafter enacted which are supplemental thereto, it being the intention of this chapter to have vested in the Roseville Housing Commission all powers and duties permitted by law.

Members of these unique Boards, Committees and Commissions function somewhat differently with respect to both their duties and how they relate to City staff. Even these Boards do not have operational control of staff but normally operate through the Director or another senior employee when dealing with staff. This assures the maintenance of an orderly chain of authority and minimizes the potential for conflicting directions.

Resignation and Change of Address

Resignation

One of the responsibilities of members is to resign should members find themselves unable to carry out the duties of their appointments. This may happen for many reasons, whether a member relocates, changes jobs, or finds his schedule is not compatible with serving.

If members find themselves in this position, they have a responsibility of submitting a letter or email of resignation to the staff contact for the board and to the City Clerk's Office. This resignation letter will be submitted as a communication to City Council and will be archived records.

Contact Information Changes

Having up-to-date contact information for members is important for Board and Commission administrative procedures and communication.

If members change their name, phone number, email, or address during their term, these members are responsible for sending the updated information to the staff contact for the board and to the City Clerk's Office.