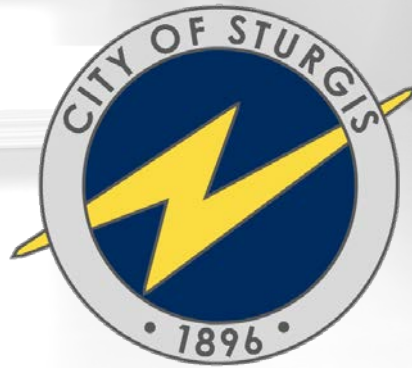


CITY OF
Sturgis
MICHIGAN

Boards and Commissions
Handbook



130 N. Nottawa
Sturgis, Michigan 49091

As Approved, March 2010

Table of Contents

Boards and Commissions Information.....	1
Types of Boards and Commissions	1
Roles and Responsibilities of Boards and Commissions	1
Commission Recommendations	2
Keys to Becoming an Effective Commission or Board Member	3
The Value of Service	3
Policies and Procedure.....	4
Application and Appointment Process	4
Applying to a Board or Commission	4
Appointment Process	4
Term of Service	4
Reappointment.....	4
Resignation	4
Board and Committee Organization	5
Board / Commission Chairperson	5
City Staff Liaison	5
Commission / Board Meetings.....	6
Attendance	6
Decorum and Rules of Order	6
Meeting Agenda	7
Public Comment	7
Voting and Quorum	7
Meeting Minutes	7
Open Meetings Act	7
Other Issues and Considerations.....	8
Training and Orientation.....	8
Public Disclosure / Conflict of Interest	8
Access to Legal Council	9
Conflict Resolution and Dealing with the Public.....	9
Conflict Between Individuals	9
Conflict Between Entities	9
Handling Citizen Concerns or Complaints.....	9

BOARDS AND COMMISSIONS INFORMATION

Municipal boards and commissions serve an important function within the City of Sturgis. As advisory bodies responsible for assisting the City Commission with areas or issues of importance, boards and commissions provide valuable insight to both City policy makers and administrators.

The primary policy-making body of the City of Sturgis is the City Commission. As the legislative body, they are responsible for the passage of municipal ordinances and the overall direction of the City, comparable to the board of directors of a private corporation. The City Commission, with limited exceptions, authorizes all boards and commissions and appoints all members of both new and standing boards.

The City of Sturgis, by City Charter, operates under the Council-Manager form of government. Under this form of government, the City Manager serves as the chief administrative officer of the City, equivalent to the CEO of a private corporation. The City Manager is responsible for the day-to-day operation of the City, as well as the overview and assignment of City staff. It is the job of the City Manager to carry out the policies adopted by the City Commission. As administration, the City Manager, and by extension City staff members, provide assistance and expertise to boards and commissions. While board and commission members can expect to work closely with City staff, it is important to note that they do not have any authority over staff members or the City Manager; City staff is responsible to the City Manager and the City Manager is responsible to the City Commission.

Types of Boards and Commissions

Two major types of boards and commissions exist in Sturgis. The first and more formal of these types is the standing board or commission. These groups are created and authorized by either the City Charter or municipal ordinance to provide the City Commission with in-depth advice on a variety of topics and/or to research particular issues and gather public input. These standing boards serve the City long-term and rotate membership based on terms of service outlined in their authorizing legislation and bylaws.

The majority of these standing boards are comprised of citizens appointed to serve by the City Commission. Often these groups will also have a City Commission member appointed to serve in either a non-voting or voting role, providing a link between the board or commission and the City Commission. Occasionally, a City staff liaison will be assigned to work with a board. A few standing boards are comprised solely of either City Commission members or a mixture of staff and Commissioners.

The second form of boards or commissions employed by the City are temporary or ad-hoc. These boards will often serve similar advisory or information-gathering roles as the standing boards, but on issues or areas less permanent in nature. While these boards and commissions have authorizing legislation to guide their purpose, they rarely will have formal bylaws.

Roles and Responsibilities of Boards and Commissions

Boards and commissions, by virtue of their authorizing statutes, will typically take on one of two roles, each of which has its own level of authority and responsibility.

Regulatory/Adjudicatory boards, such as the Planning Commission or the Zoning Board of Appeals, are granted direct authority over narrow policy areas or the authority to make binding

determinations on questions brought before them. While appointed by the City Commission, they have authority to make decisions independent of the Commission. These boards may also provide an advisory role to the City Commission on certain issues.

Advisory boards, the second type of board/commission role, serve the City Commission by providing them with the input and insight of their members, holding meetings and gathering input from the general public, providing evaluation of programs, and giving other assistance and information as requested by the Commission. As advisory bodies, these boards and commissions cannot unilaterally make policy decisions or direct City staff.

It is important for both Regulatory/Adjudicatory as well as Advisory boards and commissions to remember that while they have an important role in the governmental system, they are limited in duty, scope, and authority. The scope of a board or commission's responsibilities is tied to the authorizing statute under which they were created. This amounts to a mission statement handed down from the City Commission and care should be taken to stay within its scope. Boards and commissions may only discuss and make recommendations or decisions on topics within this area.

Commission Recommendations

One critical role of boards or commissions is to make recommendations to the City Commission. In making these recommendations, several factors need to be considered:

- While commission or board members may be appointed to represent a particular group of people or may have ties to a particular interest group, the goal of the group is to make recommendations that reflect what is best for the entire City.
- Commission and board members should take care that deliberations include thorough research and review of all alternatives on an issue prior to making a recommendation.
- Recommendations to the City Commission should reflect the consensus or majority position of the entire board or commission and not the position of a single member or minority.
- Recommendations should reflect a consensus position not only based on the deliberations of the board, but also reflecting any public input received.
- Any written report that accompanies a board or committee recommendation should be formally typed and delivered to City staff prior to the Commission meeting for which they are on the agenda; staff will provide the information to the City Commission.
- A representative of the board or commission should attend the City Commission meeting at which the recommendations are presented in order to answer questions.
- Any representative should take care not to give personal opinions or recommendations before the City Commission without clarifying them as such.

Board and commission members should note that staff may present recommendations contrary to that of the board or commission; this is to be respected as a different viewpoint. Also, understand the City Commission is under no obligation to follow the recommendation of the board or City staff, and may choose for a variety of reasons to implement a policy different than the recommended one. In this case, board and commission members should respect this decision and remember they serve the City Commission; their decisions are policy and once made the board or commission should move on to the next area of discussion or find ways to best assist implementation of the new policy.

Keys to Becoming an Effective Commission or Board Member

Like any endeavor, serving as a board or commission member requires you to put in time and effort. Several key behaviors can help make you a more effective part of these groups:

- **Be familiar with the operating statute, bylaws, and other critical documents of your particular board or commission.** These documents provide information on the mission and scope of your group as well as how it should operate.
- **Review the Open Meetings Act.** This legislation will guide how your group can meet and several steps it will need to take to comply with State law.
- **Attend meetings and come prepared.** Most of the City's boards prepare an agenda prior to each meeting and many provide related materials. Each board member is expected to come to each meeting prepared to discuss the relevant issues, having reviewed any provided documentation. It is beneficial to arrive at meetings on time, in an alert condition, and with an open mind so that meeting will be conducted in an efficient and fair manner.
- **Understand the role of your board and commission and constraints on the City.** By understanding what you can do and how you affect policy, you can reduce frustration with the process and outcomes. In turn, it helps to remember that your area is only one small part of the operations of the City and that limited resources are available to address all needs. Thus recommendations and the policies ultimately adopted should both be viewed with the idea not of the perfect solution, but the best solution given available resources.
- **Remember you are one member of a committee.** The authority of the board or commission comes from the entire group, not just one member; therefore, the decisions made must be of a consensus or majority nature. There may be a time at which your individual view is not that of the commission or board as a whole. In these cases, remember to work as a member of the group and represent your personal views only when it is clear that they are personal and not reflective of the board or City Commission.

The Value of Service

While service on a board or commission involves real work, it is also tremendously important and rewarding. As a member of a board or commission, you will have a chance to influence public policy through your recommendations to the City Commission and gain a better understanding of the issues facing the City. As a commission or board member, you will also have the chance to interact with other citizens on meaningful issues, participate in and gain new insights into the public policy process, and give back to the community by using your time and talent to make Sturgis a better place.

POLICIES AND PROCEDURES

Application and Appointment Process

Applying to a Board or Commission

Individuals interested in serving on a City board or commission must complete the “City of Sturgis Appointed Boards/Commissions Application”, indicating which board or commission they are applying for. This application can be obtained from the City Clerk’s Office and returned there upon completion. The application will be held on file by the Clerk for one year and will be considered by the City Commission if an opening in the applicable board or commission becomes available.

Eligibility to apply and serve on a board or commission varies based on their bylaws and authorizing legislation. Several boards and commissions require residency within the City of Sturgis; see the Boards and Commissions list in the appendix for the eligibility requirements of a particular board or commission.

Appointment Process

Upon notification of a board or commission opening or board resignation, applicants for the position will be advertised by City staff in the local newspaper. The City Clerk’s Office gathers new applications and contacts all applicants previously on file to confirm whether they are still interested in serving on that board. After gathering and verifying applications, the City Clerk will forward them to the City Commission. The City Commission will review all applications and then make an appointment at the next Commission meeting.

With some exceptions, representatives to all boards and commissions are regularly appointed in May; special appointments are made following a resignation. The City Clerk’s Office will send a letter of appreciation to the outgoing board member and a notice to the newly appointed board member.

Term of Service

Each board and commission has different terms of service based on their bylaws and authorizing legislation. Typically boards and commissions will have either one or three year terms; see the Boards and Commissions list in the appendix for the term of service for a particular board or commission.

Reappointment

Each year before May, all members of commissions or boards whose terms are set to expire must complete a “City of Sturgis Reappointment Application.” The application will confirm the board or commission member’s interest to continue or discontinue service. Reappointments are not automatic. The City Commission will review all applications from new applicants and the existing board/commission member and then make an appointment or reappointment.

Resignation

Any board member that intends to resign must forward a letter to their board or commission chair, who will then forward that letter to the City Clerk. The resignation letter will then be forwarded to the City Commission for their acceptance. If a board or commission member resigns before their term expires, a replacement member will be appointed via the process listed above to serve the remainder of the term.

Board and Committee Organization

All boards and committees are organized to include a chairperson and a staff liaison. Some boards may also use sub-committees to handle special topics.

Once a year, typically coinciding with the appointment or reappointment of members in May, a board or commission will elect its officers. For all boards this will include the election of a chairperson, while some boards will elect secretaries and other officers as outlined in their bylaws.

Board / Commission Chairperson

The Chair of a board or committee maintains his or her status as a voting member and takes on additional duties. These include but are not limited to:

- Assisting staff in preparing meeting agendas
- Running board/commission meetings
- Serving as contact person for staff liaison to the board/commission
- Keeping board/commission discussions on topic
- Ensuring all points of discussion are clear and understood
- Ensuring all individuals (board/commission members and citizens) are given a chance to speak
- Minimizing conflict and developing board/commission consensus
- Summarizing discussion and clarifying what decisions were made

The Chair of a board or commission is also usually the representative at the City Commission meeting when a recommendation or report is made. This is not a formal duty of the Chair, but he or she will typically fulfill it.

City Staff Liaison

Assigned by the City Manager, most boards and commissions will have a City staff liaison who, in either a formal or informal capacity, will serve as the staff contact for the board or commission. The role of the staff liaison is to aid the board or commission in fulfilling their duties by providing assistance through their training and experience in local government operation and their functional area. Duties may include:

- Attending meetings of the board/commission
- Assisting in the preparation of meeting agendas and/or minutes
- Arranging times and locations for board/commission meetings (if necessary)
- Researching issues and preparing reports for the board or commission
- Disseminating information to board/commission members
- Ensuring compliance with Open Meetings Act
- Serving as point of contact between board/commission and City staff
- Ensuring reports to the City Commission are reflective of board/commission consensus
- When necessary providing alternate reports to City Commission as a staff recommendation.

While boards and commissions are expected to work closely with the staff liaison, they have no authority to direct the work of staff or assign staff to a task; this authority lies with the City Manager. If a board feels they are receiving insufficient staff support, they should contact the City Manager.

Commission / Board Meetings

The work of a commission or board is typically accomplished within the scope of a meeting. Several boards and commissions have regularly scheduled meetings established by statute or board/commission bylaws, while others meet as needed. These boards and commissions meet in a variety of locations; some will meet in a particular place according to bylaws or custom, while others will meet at locations based on availability. Please see the Boards and Commissions list in the appendix for the meeting time and location of a particular board or commission.

In addition to regular meetings, there may be occasions where a board or commission will need to cancel or postpone a meeting, reschedule an issue for consideration to another meeting, or hold a special meeting to address a pressing issue. In all such cases, the Chair and staff liaison should take care to ensure requirements of the Open Meetings Act are upheld and critically affected parties are notified.

Attendance

Because so much of the work of commissions and boards is completed at meetings, attendance is a critical component of successful boards and commissions. High rates of attendance ensure full discussion of issues and the broadest range of perspectives; these factors lead to more comprehensive and collective recommendations.

Therefore, members of citizen boards or commissions are expected to attend meetings on a regular basis. If a board member is unable to attend a meeting, they should inform the Chair or the City staff liaison. On a quarterly basis, the chair or secretary of each board forwards the attendance record of all members to the City Clerk, who records and reviews these records.

In cases where absenteeism is a chronic issue for a particular board member, the City Clerk may take steps to contact the individual or board Chair to determine if action to remove or replace the member is warranted. If necessary, the City Clerk may then forward this information with a recommendation to the City Commission for their review and possible action. Three absences in a twelve month period may constitute sufficient reason for removal by the City Commission of a member with such an attendance record.

Decorum and Rules of Order

Members of a board or commission, by nature of their appointment are representatives of the City of Sturgis and the City Commission. As such, members are expected to act with respectability and courtesy toward each other, City staff, and members of the public appearing at board or commission meetings. In the same manner, members of the staff and public are also expected to follow rules of decorum and order at board and commission meetings. City staff is expected at all times to act in a professional manner towards members of commissions and boards and members of the public.

In cases where the behavior at a meeting is outside proper decorum, it is the responsibility of the Chair of the board or commission to control the situation and resolve any issues. If the problem is persistent, it is suggested to follow the tips in the “Conflict Resolution and Dealing with the Public” section of this handbook.

Depending on the board or commission, rules regarding meeting order may vary from very formal to less formal. The bylaws of the particular board or commission should be followed at all times; where the bylaws are not specific or do not exist, guidelines from the Modern Rules of Order should

be followed, to be supplemented as necessary with board/commission custom or common sense rules of operation. For members of the public or other guests attending a board or commission meeting, rules of order may not be known or understood; in these cases it is appropriate for the Chair to explain how the meeting will proceed.

Meeting Agenda

An agenda lays out the order of a meeting and which issues will be discussed. Development of the agenda is handled by the staff liaison with assistance from the board/commission chair and is prepared in advance of the meeting date. In general, the meeting agendas of boards and commissions should follow the format of the City Commission agenda.

Once complete, the agenda should be disseminated to the members of the board/commission and posted and made available to the public in compliance with the Open Meeting Act. All members of the board or commission and the staff liaison may add items to the meeting agenda prior to any formal posting by contacting the Chair or staff liaison. After formal posting, the agenda should be considered set, with any changes made adhering to the rules of the Open Meeting Act and board/commission bylaws.

Public Comment

In cases where members of the public have attended to speak on a particular issue, comment should be made during the time that agenda item is discussed. If citizens have attended to make general comments in relation to an issue not on the agenda, time should be set aside at the beginning of the meeting for this purpose. Reasonable time limits may be set for public comments.

Voting and Quorum

In cases where a board or commission must vote or where a critical issue is being decided, a majority of the board/commission members (a quorum) must be present. For official actions, a majority of the quorum must vote in favor.

Meeting Minutes

Meeting minutes for a board or commission describe the action and discussion that took place at a given meeting. Minutes are typically taken by a board or commission secretary, other member, or the staff liaison. In general the minutes should include a brief summary of a discussion and should contain mainly a record of the legislative actions from the meeting. Board or commission bylaws may provide more specific procedures regarding meeting minutes. Typically minutes will be approved at the next meeting of the board or commission, and any changes should be made in open session with approval of a majority of members. From there minutes will be handled by the staff liaison, who will see that they are appropriately archived with the City and made available to citizens in compliance with the Open Meetings Act.

Open Meetings Act

The Open Meetings Act of Michigan, Public Act 267 of 1976, requires that meetings of a public body, including boards, commissions, committees, or subcommittees authorized to “perform a governmental or proprietary function,” make all decisions and hold all deliberations that include a quorum at a meeting open to the public, with limited exceptions. The Act also allows members of the public to address the public body, requires public notice of meeting times and places as well as changes to the same, and calls for the keeping of meeting minutes and the ability for the public to access these minutes. A full version of the Open Meetings Act is available for review online at <http://www.legislature.mi.gov>.

OTHER ISSUES AND CONSIDERATIONS

Training and Orientation

For all new citizen board or commission members, City staff will provide an orientation session that includes a review of enabling legislation for that board or commission, Modern Rules of Order, historical perspectives on work of the board or commission, and any other material appropriate to the work of the particular board or commission such as bylaws, traditional practices, etc.

Beyond this initial orientation, board and committee members are strongly encouraged and may be required to attend training that enhances their ability to effectively serve. The increasing complexity of municipal operations and the potential for legal challenges to recommendations and decisions made by appointed and elected officials makes it increasingly important for members to receive proper training in order to carry out their roles and responsibilities.

The Planning Commission and the Zoning Board of Appeals are required to attend appropriate training in their particular specialty within one year of appointment. Thereafter, these boards shall continue to attend a minimum of one workshop, training seminar, etc. per year. The continuing education efforts of all board or commission members will be a consideration for reappointment.

Public Disclosure / Conflict of Interest¹

Conflict of interest questions arise periodically at all levels of government and can become very complex. Generally, a conflict of interest occurs when you, as a member of a board or commission, are slated to vote on a matter:

1. Involving you or a member of your family by blood or marriage.
2. Involving a business owned in whole or part by you or a member of your family by blood or marriage.
3. When the outcome would be economically advantageous to you or a member of your family or to a business owned in whole or in part by you or a member of your family.

In any such case, there is no question that you have a responsibility to disclose this information to the rest of the commission and to abstain from any discussion or vote on the matter.

All members of boards and commissions must also be aware of situations in which there is an *appearance* of conflict of interest. In some cases, a matter may be pending before the board or commission which will not benefit you or a member of your family in any way, but the general public may perceive that a conflict exists. In some cases, an individual's alliance or allegiance to an organization, group, or institution may leave doubt in the public's mind as to that member's ability to make an objective determination. Although there may not be any legal preemption from voting under such circumstances, prudence should prevail.

Openness is generally the best policy. When these issues arise, discuss them openly with the board. If you are in doubt, the safest course of action is to abstain from participating in any discussions on that particular issue. Abstention from an issue should include your physically leaving the room when the board or commission is meeting during the period the matter is discussed or acted upon.

¹ Public Disclosure / Conflict of Interest section taken and adapted from City of Rosenberg Board and Commission Guidelines, p. 4-5, January 1997 and obtained from ICMA.org

Access to Legal Council

If legal questions arise that the board or commission needs clarification on, the City Attorney is available to provide legal opinion. Contact with the City Attorney should be arranged through the City Manager or staff liaison and not independently by the board or commission. Typically and with very few exceptions, the City Attorney will not attend board and commission meetings, so if an issue arises during a meeting that requires a legal opinion, decisions on the issue should be held until the next meeting so consultation with the City Attorney can take place.

Conflict Resolution and Dealing with the Public

At various times individuals or the board or commission as a whole may come into conflict over a particularly difficult or impassioned issue or other problem. The following rules will assist in reaching a positive conclusion to the issue.

Conflict Between Individuals

- Step 1: When two individuals have a conflict, they will try to resolve it between themselves.
- Step 2: If unable to resolve the conflict, the two parties will invite a mutually agreed-upon third party to assist in resolving the conflict.
- Step 3: If step two does not work, the parties shall go to the Chair, Staff liaison, or City Manager.
- Step 4: If the conflict still cannot be resolved, an outside neutral facilitator may be brought in to help.

Conflict Between Entities

- Step 1: When there is a conflict between the bodies, there will be a meeting of the Chairs.
- Step 2: If they are unable to resolve the conflict, there will be a meeting scheduled ASAP to bring the bodies together to resolve the conflict.
- Step 3: If the conflict is still unresolved, an outside neutral facilitator may be brought in to help.

Handling Citizen Concerns or Complaints

If a board or commission member receives a complaint or concern from a citizen, they should first ask if the complaint has been submitted to the appropriate City department. The City has processes in place to handle complaints, therefore residents should be encouraged to use the processes established to ensure a timely response that is consistent with policies. Also, making sure that complaints are directed through the appropriate staff person ensures that supervisors are aware of ongoing issues or trends that may need attention.

Board or commission members should take care not to represent promises or assurances to resolve a complaint. Remember that a board or commission member has limited authority to take action. While individual board members and the board as a whole may take actions appropriate within the scope and power of their mandate, they do not necessarily have the authority to address the citizen's issue or complaint. Initially not all citizens will understand this, and may need to be provided information of the member or board's role. As a rule, all complaints should be referred to the staff liaison who can either handle the complaint or refer it to the City Manager for proper staff assignment.

Appendix A:

List of Boards and Commissions

Airport Advisory Committee	A-1
Auditorium Board	A-1
Board of Review	A-1
Construction Board of Appeals	A-2
Downtown Development Authority Board of Directors	A-2
Doyle and Recreation Advisory Board	A-2
EDC and Brownfield Redevelopment Board	A-3
Elected Officials Compensation Commission	A-3
Election Commission	A-3
Employee’s Retirement System	A-4
Health Facilities and Hospital Finance Authority	A-4
Parks and Cemetery Board	A-4
Planning Commission	A-5
Sister City Committee	A-5
Sturgis Building Authority	A-5
Sturgis Housing Commission	A-6
Zoning Board of Appeals	A-6

Airport Advisory Committee

The Airport Advisory Committee provides input to the City Commission on matters that deal with the Kirsch Municipal Airport. The Committee primarily considers airport-related policy and helps to prioritize capital improvements, providing recommendations to the City Commission in these areas.

Members	7 members of the community, 1 appointment by City Manager
Residency Required?	No
Term	1 year
When Appointed	May
Meeting Date	3 rd Tuesday of the month
Meeting Place	6:30 pm, Kirsch Municipal Airport

Auditorium Board

The Auditorium Board is responsible for guiding the policy of the Sturges-Young Auditorium and for promoting its use. The board aids the Auditorium manager and staff by outlining policies for the operation of the Auditorium, including providing input on the yearly programming for the facility and prioritizing capital improvements.

Members	8 members of the community, 1 City Commissioner (voting)
Residency Required?	No
Term	3 years
When Appointed	May
Meeting Date	3 rd Thursday of the month
Meeting Place	5:30 pm, Sturges-Young Auditorium

Board of Review

State statute allows cities to establish a Board of Review, a hearing body which resolves conflicts on the assessed tax value of properties within the City. As per the statute, appeals are heard for as long as necessary, but for a minimum of two days, during the second full week of March. Board members are paid for their service. Decisions made by the Board are not subject to appeal to the City Commission.

Members	3 members of the community, City Assessor (non-voting)
Residency Required?	Yes
Term	2 years
Meeting Date	At least two consecutive days in the Month of March; else as needed
Meeting Place	Site as available

Construction Board of Appeals

The Construction Board of Appeals hears all appeals of the building code interpretations made by the City of Sturgis Building Inspector. The decisions of the board are not subject to appeal to the City Commission.

Members	3 members of the community
Residency Required?	No
Term	3 years
Meeting Date	As needed (whenever appeals are made)
Meeting Place	Site as available

Downtown Development Authority Board of Directors

The Downtown Development Authority Board of Directors supervises the Sturgis Downtown Development Authority (DDA). The Authority was created in 1982 in accordance with Michigan law to promote the economic growth of the downtown area. It collects revenue from all local jurisdictions that levy a tax in the DDA district. The DDA also has the power to assess a tax on the downtown property owners. The Authority works closely with downtown business owners to promote the downtown community.

Members	12 members of the community, 1 appointment by the City Manager
Residency Required?	No
Term	4 years
Meeting Date	1 st Wednesday of each month
Meeting Place	7:30 am, City Hall conference room

Doyle and Recreation Advisory Board

The Doyle and Recreation Advisory Board is responsible for guiding the policy of the Doyle Community Center and the City's recreation programs. The board aids the director and staff by recommending policies regarding programming at the Doyle Center and through the recreation department, as well as recommendations on fees for service and prioritization of capital improvements.

Members	11 members of the community (7 appointed by the City Commission, 4 appointed by the Sturgis Area Community Foundation), 1 City Commissioner, Director of the Doyle Community Center (non-voting)
Residency Required?	No
Term	3 years
Meeting Date	1 st Monday of each month
Meeting Place	4:00 pm, Doyle Community Center

EDC and Brownfield Redevelopment Board

The Economic Development Corporation (EDC) and Brownfield Redevelopment Board were established by the City Commission in accordance with Public Act 338 of 1974. The corporations exist to encourage employment in Sturgis through the redevelopment of industrial areas and can sell bonds as well as buy and sell land. The corporations can also levy taxes on the community with the approval of the City Commission.

Members	9 members of the community
Residency Required?	No
Term	6 years
Meeting Date	1 st Tuesday of each month
Meeting Place	4:00 pm, City Hall Conference Room

Election Commission

The Election Commission supervises the operation of elections within the City. The commission's responsibilities include hiring election workers, scheduling elections, reviewing results, and performing recounts when required. The commission is answerable to the St. Joseph County Election Commission.

Members	3 members of the community
Residency Required?	Yes
Term	1 year
Meeting Date	As needed
Meeting Place	Site as available

Elected Officials Compensation Commission

In accordance with section 117.5c of The Home Rule City Act 279 of 1909 the Elected Officials Compensation Commission meets annually to review and recommend revisions to the compensation of the City Commission, Mayor, and other elected officials.

Members	5 members of the community
Residency Required?	Yes
Term	5 years
Meeting Date	Bi-annually
Meeting Place	Site as available

Employee's Retirement System

The role of the Employee's Retirement System is to make decisions on matters concerning the Employee Retirement System. The Fund is responsible for establishing the amount of benefits to be paid and how to invest and reinvest the assets and monies of the Retirement System.

Members	1 member of the community, 2 City employees, 1 City Commissioner, the Mayor
Residency Required?	No
Term	3 years
Meeting Date	Quarterly
Meeting Place	Site as available

Health Facilities and Hospital Finance Authority

The HFHFA's purpose is to lend money to a hospital to construct, acquire, improve, own, or lease hospital facilities. In addition, the HFHFA may also engage in all actions allowed under Act 38 of Public Acts of 1969 (as amended).

Members	5 members of the community
Residency Required?	No
Term	3 years
Meeting Date	As needed
Meeting Place	Site as available

Parks and Cemetery Board

The Parks and Cemetery Board is responsible for guiding the policy of the City's parks and providing governance and control over the City's cemeteries. The board aids the director and staff by recommending policies regarding operation and use of the City parks and cemetery facilities, including recommendations on fees and prioritization of capital improvements.

Members	5 members of the community, 1 City Commissioner (non-voting)
Residency Required?	Yes
Term	5 years
Meeting Date	Quarterly (March, June, September, December) 2 nd Tuesday
Meeting Place	9:00 am, City Hall Conference Room

Planning Commission

The role of the Planning Commission is to advise the City Commission in matters dealing with land use policy in the City. The Commission also consults and cooperates with governmental units outside the boundaries of the city as well as with other boards and commissions within the City to deal with matters concerning the use of land. The Planning Commission also prepares and recommends a master plan (every 5 years) and zoning code (as needed) to the City Commission.

Members	9 members of the community, 1 City Commissioner
Residency Required?	No
Term	3 years
Meeting Date	3 rd Tuesday of each month
Meeting Place	5:30 pm, City Hall Wiesloch Raum

Sister City Committee

The Sister City Committee is responsible for coordinating and promoting activities and citizen exchanges with Sturgis' sister city, Wiesloch, Germany. The Committee is also responsible for building cultural ties with Wiesloch.

Members	6 members of the community, 1 representative of the schools, 1 representative of the Chamber of Commerce, 1 representative of industry, 1 representative of commerce, 1 representative of the City Staff, 1 City Commissioner (voting)
Residency Required?	No
Term	3 years
When Appointed	May
Meeting Date	Bi-monthly
Meeting Place	7:00 pm, City Hall Wiesloch Raum

Sturgis Building Authority

The Sturgis Building Authority's purpose is to aid the City in acquiring, owning, improving, operating or maintaining buildings and other structures of public purpose. In addition the Building Authority can undertake all actions allowed under Act 31 of Public Acts of 1948.

Members	5 members of the community (cannot be a City Commissioner)
Residency Required?	No
Term	1 year
Meeting Date	As needed
Meeting Place	Site as available

Sturgis Housing Commission

The Sturgis Housing Commission is responsible for setting the policy of the Maple Towers Senior Citizen's Complex. The commission aids the Maple Towers' Director and Staff by outlining the policies for the efficient operation and use of the complex. The Commission, with the assistance of the director, develops the complex's annual funding request, budgets the complex's funds, and authorizes and oversees all major expenses.

Members	5 members of the community (City Commission appoints 1)
Residency Required?	No
Term	5 years
Meeting Date	4 th Tuesday of each month
Meeting Place	9:00 am, Maple Towers

Zoning Board of Appeals

The Zoning Board of Appeals hears appeals on the City's zoning code and decisions related thereto. It also decides on zoning variances and non-conforming land uses. Decisions of the board are subject to appeal to the St. Joseph County Circuit Court.

Members	At least 5 members of the community
Residency Required?	No
Term	3 years
Meeting Date	2nd and 4th Tuesday of each month
Meeting Place	4:00 pm, City Hall Wiesloch Raum