

**CITY OF PARCHMENT
EXPECTATIONS OF BOARD, COMMISSION
AND COMMITTEE MEMBERS**

Expectations:

- Personal agendas must be set aside and decisions must be made in the best interest of the City of Parchment community.
- Go “through the Chair” to facilitate orderly discussion. Give all members an opportunity to state their opinion or position and encourage healthy deliberation and openness to consider all ideas.
- Work together efficiently, even when disagreements arise on an issue. Demonstrate respect, friendliness, and remain polite to effectively make decisions.
- Refrain from making comments that may be seen as divisive, unnecessary, or inappropriate.
- Avoid lengthy conversations on an agenda item once it has been voted on. If necessary, briefly articulate the reasoning behind your vote.
- Form connections with fellow members before, during and after meetings, but be sure to do so in a manner not in violation of the Michigan Open Meetings Act, PA 267, MCL 15.261.
- Members will conduct themselves within the confines of the law, including the Michigan Open Meetings Act, to ensure transparency and accountability to members of the public
- Unanimous votes are not necessary. It is encouraged to express your personal opinions or positions.
- Share any relevant information and documents received from the public with designated City staff as soon as possible so it can be properly distributed to all members.
- Members shall disclose any bias, conflicts of interest or potential conflicts of interest, and must recuse themselves from participating in any matter that could significantly impact, positively or negatively, their personal interests.
- Requests that are consistent with the duties, scope or agenda of the Board, Commission or Committee shall be made to the appropriate staff or staff

liaison at a relevant period during the meeting. Members will not otherwise direct work to other department staff members.

- Members will listen, ask thoughtful questions, and treat the staff delivering a report or presentation with respect and courtesy, regardless of personal opinions or opposition to a recommendation.
- Speak only for yourself, not for other members, especially if approached by the media. Best practice is to direct any media inquiries to the Board Chair, Mayor of the City, or City Manager.
- Members shall be responsible for conducting themselves in a professional manner that best represents the City when in attendance of events or gatherings outside of regular meetings.

Meeting Requirements:

- City Commission – The City Commission meets on the first and third of every month, except for July (only meets on the third Monday). The meetings take place at Parchment City Hall at 7pm. Budget Work Sessions are held after the first meeting in February and on the 2nd meeting in April.
- Planning Commission – The Planning Commission meets on the fourth Wednesday of every month, except for November (3rd Wednesday of the month) and December (no meeting is scheduled for this month)
- Zoning Board of Appeals – The Zoning Board of Appeals meets when necessary.
- All commissions/board meet for the January Joint Meeting and any other training sessions that are scheduled
- All commissions/board receive a meeting packet one week in advance of the scheduled meeting.

BOARD AND COMMISSION EXPECTATIONS OF CITY STAFF

- Reports and presentations on agenda items will provide an objective analysis on the issue and will not favor a particular point of view. Alternatives and options on item actions should be presented.
- Staff will remain impartial and strive to maintain cooperative and supportive relationships with all members, regardless of any differences in opinion that may exist or arise.

- Staff will take requests from the City Manager that has been directed from the Board, Commission or Committee as a body, and not from individual members.
- The City Manager will work with the Board, Commission or Committee to obtain a vote on advisory matters being presented to the City Council.

CERTIFICATION

As a member of a City of Parchment Board, Commission or Committee, I certify that I have read and acknowledge the City Commission's Expectations for Board, Commission and Committee Members and will ensure its application for the entirety of my term while serving in my capacity.

Print Name: _____ Date: _____

Signature: _____

Board, Commission or Committee: _____