

# **Citizen Board or Commission Member Handbook**



**CITY OF  
GRAND  
RAPIDS**

**Statement of Privileges and Duties**

# Thank You!

Please accept the thanks of the City of Grand Rapids for serving on one of the citizen Boards or Commissions that function as a very important part of 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.

In his Gettysburg Address, Abraham Lincoln spoke of government "of the people, by the people and for the people." By committing your time, thought and energy to serving on a citizen Board or Commission, you are helping to make the ideal a reality.

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

- 1) A long-range interest in the community
- 2) Fairness, common sense, honesty and good moral character
- 3) Knowledge of the City, its people, its customs and its ordinances
- 4) Time to serve

On the immediately following pages is a listing of the privileges and duties of a citizen Board or Commission member. There is also an example of your oath of office. You are required to sign and swear to or affirm the oath you received in the mail with your appointment before acting as a Board 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 Grand Rapids, please accept my thanks and the thanks of the entire City for your time, dedication and commitment.

Sincerely,

**Rosalynn Bliss**  
Mayor

\* A listing of all the City's citizen Boards 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 or Commission upon which I serve including:

- A copy of the law, ordinance, Charter provision or other document establishing the Board or Commission upon which I serve, a copy of the rules of procedure, by-laws or other rules under which the Board or Commission operates, an explanation of the history of the Board or Commission, an explanation of my role and any other documents or materials necessary to the work of the Board or Commission.
- A tour of the operating department(s) of the City that will be furnishing staff support for my Board or Commission.
- Introduction to key staff members in the City operating department(s) that will be furnishing staff support for my Board or Commission and to be supplied with the name 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 or Commission.
- A description of the job duties of the staff member(s) who will provide direct support to my Board or Commission.

To be reimbursed for necessary expenses as provided for in City Commission Policy.

To suggest changes in Board or Commission procedures.

To receive appropriate City Staff support including:

- Respectful and courteous treatment by City staff.
- Prompt responses to such reasonable requests for information I make to staff in performing my duties as a Board or Commission member.

## **Privileges (Continued)**

- Timely follow-through by City staff of Board or Commission decisions.
- Staff assistance in the preparation of agendas and summary minutes where necessary.

To discuss changes in administrative policy and procedures with the appropriate City administrative and management staff.

To discuss improper or questionable City staff performance and behavior with the appropriate City administrative and management staff.

To communicate with the City Commission, as a Board or Commission, on matters of public concern falling within the purview of the Board or Commission.

To submit an annual report, as a Board or Commission, to the City Commission.

## **Duties**

To carry out in a trustworthy and diligent manner all the duties and obligations inherent in my role as a Board or Commission member.

To contribute to carrying out the mission of the Board or Commission as specified in the document establishing the Board or Commission.

To establish as a high priority my attendance and punctuality at all meetings of the Board 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 Commission which sets policy and administrators who determine 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 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.

## **Duties (Continued)**

To support all formal actions taken and decision made by the Board 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 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 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;
- 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 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 GRAND RAPIDS  
BOARD OR COMMISSION MEMBER  
ACCEPTANCE AND OATH OF OFFICE**

I have read in their entirety the Board or Commission Member Privileges and Duties Statement provided to me and pledge to carry out the responsibilities of my position in a trustworthy and diligent manner in accordance with the Statement.

I hereby accept the position on the [BOARD], in the City of Grand Rapids to which I was appointed on [DATE OF APPOINTMENT].

\_\_\_\_\_  
[NAME OF APPOINTEE]

**CONSTITUTIONAL OATH**

STATE OF MICHIGAN )  
                              ) SS  
COUNTY OF KENT    )

I do solemnly swear (or affirm) 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 a member of the [BOARD] for a term ending [END DATE], in the City of Grand Rapids, according to the best of my ability.

\_\_\_\_\_  
[NAME OF APPOINTEE]

Subscribed & sworn to before me on  
this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public  
Kent County  
My Commission expires: \_\_\_\_\_

MEMBER'S OATH  
Return to City Clerk

# City Boards and Commissions: Roles and Functions

City Boards and Commissions perform a wide variety of functions. The City Commission is elected by the people to be in overall charge of the government of the City. With the exception of the Board of Library Commissioners, which is elected, most of the other Boards and Commissions are appointed to serve in a particular area of City government. These bodies are referred to as "citizen" Boards and Commissions, since they are not elected and the people who serve on them are volunteer citizens.

The Boards and Commissions of the City deal with a wide variety of subject areas that extend from Mobility to Zoning. The roles of the Boards and Commissions are varied but each Board and Commission has a definite role prescribed for it by the City Charter, the City Code, a City Commission Policy or Resolution or some other legislative measure or regulation. Just as the City Charter limits the authority of the City Commission, so also law limits the authority of other City Boards and Commissions. Each body has an area and a way in which it is appropriate and not appropriate to act. Each Board 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 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 and Commissions given certain carefully defined roles to fill. Some Boards 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."

On pages nine (9) through nineteen (19) are the names and definitions of the types of Boards and Commissions that exist in Grand Rapids City government. Many bodies have the same type of role - advisory, for example - but exercise it in different areas - like the Mobile GR Commission and the Parks and Recreation Advisory Board. The Boards 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 and Commissions. A description of each of the Multiple Role and Special Function Boards and Commissions is given on pages sixteen(16) through eighteen (18). For those Boards 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 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 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 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 Assistant City Manager. 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 Commission. 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 Commission 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 appointed by the City Commission - the City Clerk, the City Attorney and the City Treasurer -- and these officers, and the elected City Comptroller, appoint their subordinate employees).

## **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 and Commissions. This is usually done through Department Directors and other administrators and supervisors. Most citizen Boards and Commissions cannot legally direct the work or activities of City staff.

## **How Staff Assistance is Provided:**

Citizen Boards 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 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 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 and Commissions have administrative duties in addition to others. These are:

**Board of Library Commissioners (elected)**

**City Planning Commission**

**Civil Service Board**

**Grand Rapids Historical Commission**

**General Retirement System Board of Trustees**

**Police and Fire Retirement System Board of Trustees**

## **Advisory**

### **General Description of Duties**

An advisory Board or Commission is responsible for offering suggestions and making recommendations to the City Commission 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 Commission 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 Commission in a particular area. These are:

**Community Relations Commission**

**Mobile GR Commission**

**Parks and Recreation Advisory Board**

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

**City Planning Commission**

**Historic Preservation Commission**

**Urban Agriculture Committee**

## **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 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 Commission 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:

**Grand Rapids Historical Commission**

**General Retirement System Board of Trustees**

**Police and Fire Retirement System Board of Trustees**

## **Quasi-Judicial**

### **General Description of Duties**

Quasi-judicial Boards 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 (Assessors)**

**Board of Zoning Appeals**

**Construction Code Board of Appeals**

**Grand Rapids Police Civilian Appeals Board**

**Housing Appeals Board**

**Income Tax Board of Review**

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

**City Planning Commission**

**Civil Service Board**

**Electrical Board of Examiners**

**Historical Preservation Commission**

**General and Police/Fire Retirement System Board of Trustees**

## **Quasi-Legislative**

### **General Description of Duties**

Quasi-legislative Boards and Commissions are those bodies with duties that involve setting policy and which have broad discretion in doing so. Like legislative bodies, these Boards 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 and Commissions have quasi-legislative duties in addition to others. These are:

**Board of Library Commissioners**

**City Planning Commission**

**Civil Service Board**

**General Retirement System Board of Trustees**

**Police/Fire Retirement System Board of Trustees**

## Multiple Roles

### General Description of Duties

Boards 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 and Commissions can be found in the descriptions of the functions of the single role Boards and Commissions found on the preceding pages.

#### **Board of Library Commissioners** - (Quasi-legislative and administrative).

The Board is a unique body established by Title XII of the City Charter and is elected by the people to have the entire management and control of the Public Library of Grand Rapids. The Board is empowered to employ a staff for the Library as it sees fit and determines the staff's compensation. The Board is the "department" head of the Library and has authority not generally granted to departments to independently manage the Library as it sees fit.

#### **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 Grand Rapids. 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.

#### **Civil Service Board** - (Administrative, quasi-judicial and quasi-legislative).

The Board is established by Title VII of the 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.

## **Multiple Roles (Continued)**

### **Electrical Board of Examiners** - (Administrative and quasi-judicial).

This Board establishes the examination for and determines the qualifications of individuals seeking electrical licenses and grants licenses where appropriate. The Board also revokes or suspends licenses, when necessary.

### **Grand Rapids Historical Commission** - (Operational and administrative).

The Commission is directly responsible under Section 1.358 of the City Code for the operational duties of collection of source material and the maintenance of the current history of the City. Much of the work is administratively delegated to staff assigned to work with the Commission. The Commission also provides for the publication of historical materials relating to Grand Rapids and the surrounding area.

### **Historic Preservation Commission** - (Advisory and quasi-judicial).

This body advises the City Commission on historic preservation issues including the establishment of historic districts and landmarks. The Commission also conducts hearings in a quasi-judicial capacity to decide issues relating to the enforcement of the Historic Preservation ordinance. The Commission also permits, within standards established by the ordinance, exceptions to strict compliance with the terms of the ordinance in recognized historic districts and as applied to designated landmarks.

### **General and Police/Fire 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 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.

#### **City-County Building Authority**

The Board of Commissioners is the body designated by state law to direct and govern the (Joint) City-County Building Authority which is a special type of corporation established under state enabling legislation to independently acquire, furnish, own, improve, enlarge, operate or maintain public buildings.

#### **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.

#### **Downtown Improvement District Board**

A special purpose body created under state enabling legislation to manage the on-going maintenance, security, promotion and continued operation of the Downtown Business Improvement District.

#### **Economic Development Corporation/Brownfield Redevelopment Finance Authority**

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 Grand Rapids, through the utilization of tax increment funds for the purpose of ameliorating contamination on development sites.

#### **Grand Rapids Building Authority**

The Board of Commissioners is the body designated by state law to direct and govern the City Building Authority which is a special type of corporation established under state enabling legislation to independently acquire, furnish, own, improve, enlarge, operate or maintain public buildings.

## **Special Purpose Boards (Continued)**

### **Grand Rapids Housing Commission**

A special purpose body established under state enabling legislation to purchase, acquire, construct, maintain, operate, improve, repair or extend housing facilities and eliminate adverse housing conditions. The Housing Commission is, among its other roles, an administrative body that hires, fires, manages and directs the activity of subordinate officers and employees.

### **Local Officers Compensation Commission**

A special purpose body established pursuant to state law that meets every two (2) years to set the compensation for elected City officials unless the compensation level set is rejected by a two-third vote of the City Commission.

### **Michigan Street Corridor Improvement Authority**

The Board prepares analysis of economic changes in the development area; proposes and executes plans that will enhance the quality of life in the Corridor. The studies performed by the Board impact urban growth with recommended additions to the Corridor.

### **Monroe North Tax Increment Finance Authority Board**

The Monroe North TIFA 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.

### **North Quarter Corridor Improvement Authority**

The Board prepares analysis of economic changes in the North Quarter Development area. The studies by the Board impact the urban growth and recommendation for Corridor Improvements. Plans include improving the quality of life in the District.

### **South Division-Grandville Avenue Corridor Improvement Authority**

The Board prepares analysis of economic changes in the development area; proposes and executes plans that will enhance the quality of life in the Corridor. The studies performed by the Board impact urban growth with recommended additions to the Corridor.

### **Southtown Corridor Improvement Authority**

The Board prepares analysis of economic changes in the development area; proposes and executes plans that will enhance the quality of life in the Corridor. The studies performed by the Board impact urban growth with recommended additions to the Corridor.

### **Uptown Business Improvement Authority**

The Board recommends annually to the City of Grand Rapids a Marketing and Development Plan for providing enhanced services within the district. The proposed plan will be funded, in part, by a special assessment on those non-residential properties that will receive benefit from these enhanced services.

### **Uptown Corridor Improvement Authority**

The Board prepares analysis of economic changes in the development area and studies the impact of urban growth. In addition, the Board plans and proposes changes to improve the quality of life in the District.

### **Urban Agriculture Committee**

A special purpose body established to educate members of the public about the benefits of urban agriculture, aid policy makers in development of public infrastructure, and advise City on efforts to integrate health, nutrition, food production, food access, and agricultural economies.

### **Urban Forestry Committee**

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.

### **Westside Corridor Improvement Authority**

The Board prepares analysis of economic changes in the development area; proposes and executes plans that will enhance the quality of life in the Corridor. The studies performed by the Board impact urban growth with recommended additions to the Corridor.

## **Unique Boards and Commissions**

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

### **Board of Library Commissioners**

This Board is a unique body established by Title XII of the City Charter and elected by the people to have the entire management and control of the Public Library of Grand Rapids. The Board is empowered to employ a staff for the Library as it sees fit and determines the staff's compensation. The Board, usually acting through the Library Director, has direct authority over the employees of the Library. The Board is the "department" head of the Library and has Charter-granted authority not generally granted to other Boards and Commissions to independently manage the Library as it sees fit.

### **Grand Rapids Housing Commission**

The Housing Commission is a special purpose body created by the City Commission under a state enabling law that provides for a Commission to act to provide housing for low-income and people and to eliminate poor housing conditions. The Commission is empowered by the State law to appoint an executive director and other employees as necessary. It also has the power to set the duties of its employees and, with the approval of the City, to determine their compensation. Employees of the Housing Commission are, through the chain of authority established by the Housing Commission, responsible to the Commission.

Members of these unique Boards 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 at [getinvolved@grcity.us](mailto:getinvolved@grcity.us). This resignation letter will be submitted as a communication to City Commission 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 at [getinvolved@grcity.us](mailto:getinvolved@grcity.us).

Commission/Board	Number of members	Term in years	Service Limitation
Area Agency on Aging of West Michigan	2	2	No
Board of Art & Museum Commissioners	5	4	No
Board of Review	6	5	No
Board of Zoning Appeals	9 + 2 alternates	3	No
City of Grand Rapids Affordable Housing Fund Board	11	3	No
City-County Building Authority	3	4	No
City Planning Commission	9	3	Yes**
Civil Service Board	5	4	No
Community Relations Commission	13	3	Yes*
Construction Code Board of Appeals	8(4 full time/4 on call)	2	Yes
Downtown Development Authority	9	4	No
Downtown Improvement District Board	16	3	No
Economic Development Corporation/Brownfield Redevelopment	11	6	No
General Retirement System Board of Trustees	7	4	No
Grand Rapids Building Authority	3	6	No
Grand Rapids Historical Commission	13	3	No
Grand Rapids Housing Commission	5	5	No
Grand Rapids Police Civilian Appeal Board	9	2	Yes***
Grand Rapids Water System Advisory Council	9	3	No
Historic Preservation Commission	7	3	Yes*
Housing Appeals Board	9 + 3 alternates	3	Yes*
Income Tax Board of Review	3	3	No
Interurban Transit Partnership Board	5	2	No
Kent Hospital Finance Authority	4	3	No
Local Officers Compensation Commission	7	7	Yes
Michigan Street Corridor Improvement Authority	9	4	No
Mobile GR Commission	9	3	Yes*
Monroe North Tax Increment Finance Authority	11	4	No
North Quarter Corridor Improvement Authority	9	4	No
Parks and Recreation Advisory Board	9	3	Yes*
Police & Fire Retirement System Board of Trustees	7	4	No
SmartZone Local Development Authority	11 (7 Appt by City)	4	No
South Division-Grandville Avenue Corridor Improvement Authority	9	4	No
Southtown Corridor Improvement Authority	9	4	No
Stormwater Oversight Commission	9	3	No
Uptown Business Improvement District	9	4	No
Uptown Corridor Improvement District	9	4	No
Urban Agriculture Committee	9	3	No
Urban Forestry Committee	13	2	No
Vital Streets Oversight Commission	13	3	No
WestSide Corridor Improvement District	10	4	No

\*The Service Limitation is six years or two consecutive terms (whichever is longer)

\*\*The Service Limitation is three consecutive terms

\*\*\*The Service Limitation is three consecutive full or partial terms or a total of six years

Revised 5/9/23