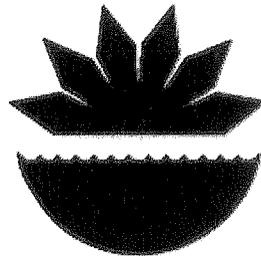


**CITY OF MONROE  
CITIZEN BOARDS AND COMMISSIONS**

***Member's Handbook and  
Statement of Privileges and Duties***



The City of Monroe appreciates your agreement to serve on one of its Boards or Commissions. Through your service, you assist the Mayor and City Council in making the City of Monroe a better place to live, bring a needed citizen perspective to the governing process and, hopefully, learn a little about how government, its officers and employees, work to provide for the public health, safety and welfare.

On the following pages are a listing of the privileges and duties of a citizen Board or Commission member. Your commitment to serve is not a single event; but a continuing progress. By reading, understanding, and accomplishing these duties you provide a very important part of City government.

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

Sincerely,

A handwritten signature in black ink that reads "Robert E. Clark". The signature is written in a cursive style with a large, stylized initial "R".

Robert E. Clark  
Mayor

**A STATEMENT OF THE PRIVILEGES AND DUTIES**  
**OF CITY OF MONROE CITIZEN BOARD AND COMMISSION MEMBERS**

**CITIZEN BOARD/COMMISSION MEMBER 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 and any other documents or materials necessary to the work of the Board or Commission.

An explanation of my role and the Board or Commission's role in City government through Joint Meeting(s) with City Council, a City Mission Statement or other orientation methods.

An introduction to key staff members in the City Administration that may furnish staff support for my Board or Commission.

To be reimbursed for necessary expenses as provided for by City Council procedures.

To receive appropriate City staff support when requested as indicated in this document.

To suggest changes in Board or Commission procedures.

To discuss changes in administrative policy and procedures with the City Administration.

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

To submit an annual report, or more frequently if requested, as a Board or Commission, to the City Council.

## **CITIZEN BOARD/COMMISSION MEMBER 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 documents establishing and specifying the function of 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 Council 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 of Monroe as a Board member in a positive and supportive manner at all times.

To observe the statute, ordinance, rules and procedures governing 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.

To support all formal actions taken and decisions made by the Board or Commission even when I am in the 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, shows respect for the dignity of the City and its citizens and not to misuse or abuse the authority of the Board or Commission.

To act, if chosen as Chairman of a Board or Commission, consistent with the following duties of my office:

- call meetings as frequently as required by statute, ordinance, rules of procedure or until the Board/Commission's objectives are met.

- conduct the meetings in an orderly, fair and efficient manner in compliance, when and where applicable, with the provisions of the Michigan Open Meetings Act.

- limit the Board/Commission's discussions, actions and recommendations to matters relevant to the issues before the Board/Commission.

- make progress or advisory reports to City Council as required.

To resign my position, if, for any reason, I find myself unable or unwilling to carry out these duties.

CITY OF MONROE  
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 of \_\_\_\_\_ Board/Commission Member in the City of Monroe for a \_\_\_\_\_ term ending \_\_\_\_\_ to which I have been appointed.

Dated: \_\_\_\_\_

OATH OF OFFICE

STATE OF MICHIGAN

ss.

COUNTY OF MONROE

I do solemnly swear (or affirm) that I will support the Constitution of the United States, the Constitution of the State of Michigan, and that I will faithfully discharge the duties of the office of \_\_\_\_\_ Board/Commission Member for a \_\_\_\_ term ending \_\_\_\_\_ in the City of Monroe, according to the best of my ability.

\_\_\_\_\_

Subscribed and sworn to before me  
on this \_\_\_\_\_ day of \_\_\_\_\_, 2009.

\_\_\_\_\_  
Notary Public  
Monroe County, Michigan  
My Commission Expires: \_\_\_\_\_

## CITY BOARD AND COMMISSIONS THEIR ROLES AND FUNCTIONS

A wide variety of functions are performed by City Boards and Commissions. The City Council is elected by the people to be in overall charge of the government of the City. 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 volunteers.

The Boards and Commissions of the City deal with a wide variety of subject areas that extend from Airport 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, City Code of Ordinances, Council Resolution or some other legislative measure. The authority of City Council is limited by the City Charter; likewise, the authority of the various Boards and Commissions is limited by law. Each body has an area and a way in which it is appropriate to act. Each Board and Commission 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 Board and Commissions. These "types" are determined by the role that the Board or Commission has. As different parts of the federal and state government are divided under the separation of powers doctrine into separate branches that have different roles, so too are Board and Commissions given defined roles. Some Boards and Commissions can only lawfully act how and in the area in which it is authorized to act.

In the following pages are the names and definitions of the types of Board and Commissions of the City of Monroe. Many bodies have the same type of role - advisory - but exercise it in different areas, like the airport and parks and recreation. 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 - don't fall within traditional areas of function. These are called "special purpose" Boards and Commissions. Descriptions of each of the various Boards and Commissions, general to the specific, are included.

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 THEY INTERACT WITH THE CITY ADMINISTRATION**

### **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 regular formal meetings. The full Board or Commission should work together as a body whenever it wishes to take official action regarding a matter. In appropriate circumstances, a committee of the Board or Commission can be delegated a task. The most common use of committees is 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. It is important to keep in mind that a committee's primary 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.

### **City Administration Interaction and Assistance**

If a Board or Commission desires assistance from a City department(s) for its work, the Board or Commission should, acting as a body, make the request to the appropriate staff person(s). 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. Where applicable, the liaison person to the Board or Commission should be relied upon to co-ordinate assistance and support between the City Administration, its departments and Boards and Commissions.

### **THE CITY ADMINISTRATION**

The Charter of the City of Monroe requires the City Council to appoint a City Manager to direct the day-to-day administration of the City. The City Manager is the person who is in direct charge of most of the department heads and employees. The City Attorney and City Finance Director are under the direction of the City Council. The Clerk/Treasurer is under the special supervision of the Mayor.

### **THE CITY MANAGER'S ROLE**

The City Manager, is therefore, the person who directs and controls the work of the City staff; including providing assistance

and support for citizen Board and Commissions. This is usually done through Department Directors and other supervisors. Citizen Boards and Commissions cannot legally direct the work or activities of City staff.

## **CITY STAFF ASSISTANCE**

City staff will attempt to respond to all reasonable requests for support services made by a Board or Commission as outlined in this handbook. 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 contact the City Manager who 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 of Ordinances, 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:

Civil Service Board

Employees Retirement System Board

Citizens Planning Commission

Community and Economic Development Revolving Loan Fund Board

## 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 out in the City 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 Council.

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:

- Airport Advisory Board
- Recreation Advisory Commission
- Recycling and Waste Disposal Committee
- Monroe Traffic Committee
- Economic Development Review Committee

Other boards and commissions have advisory duties in addition to other responsibilities. These bodies are:

- Citizens Planning Commission
- Historic District Commission
- Library Advisory Commission

## QUASI-JUDICIAL

### GENERAL DESCRIPTION OF DUTIES

Quasi-judicial boards and commissions are bodies that perform their duties like judges (as used here “quasi” means like or resembling). 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 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

Building and Housing Board of Appeals

Historic District Commission

Zoning Board of Appeals

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

Civil Service Board

Citizen Planning Commission

Employees Retirement System Board

Library Advisory Commission

## 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 (as used here "quasi" means like or resembling). 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.

Monroe Metropolitan Wastewater Pollution Control Board

Some Boards and Commissions have quasi-legislative duties in addition to others. These are:

Civil Service Board

Citizen Planning Commission

Employees Retirement System Board

Library Advisory Commission

## 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 following pages.

#### Civil Service Board

(Administrative/quasi-judicial/quasi-legislative)

This Board is established by the Charter to set rules and regulations for administration of the classified service (police, fire and certain other City employees). 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.

#### Historic District Commission

(Advisory/quasi-judicial)

This Commission advises the City Council 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 District Ordinance and to permit, 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.

#### Employees Retirement System Board

(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 appropriate professional services. There are also several quasi-legislative duties including the approval of expenditures from System funds. The Board has quasi-judicial duties in determining eligibility for pensions in certain cases. The operational duties are non-delegable fiduciary duties under the establishing ordinance.

### Citizen Planning Commission

(Advisory/quasi-legislative/quasi-judicial/administrative)

This body is required by state law and most of its duties are prescribed by state law. One major duty is development of a Master Plan for the City of Monroe. 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 must consider several kinds of "permitted with approval" uses when acting in a quasi-judicial capacity.

### Library Advisory Commission

(Advisory/quasi-legislative/quasi-judicial)

This body is established by City Ordinance to serve several functions. The Commission act as an advisory body to the Mayor and City Council on library programs, and as an advisory body to the Library system on levels of service. It has the quasi-legislative authority to establish and enforce rules for conduct of people utilizing the library. The Commission serves a quasi-judicial function as an appeal board for any action that is taken as a result of disciplinary rulings out of the library use programs.

### Community and Economic Development Revolving Loan Fund Board

(Administrative/advisory)

This Board performs an administrative role assisting economic development projects by reviewing, evaluating and recommending, with the concurrence of City Council, loans to private businesses, or other activities which are necessary or appropriate to accomplish eligible economic development projects under the Housing and Community Development Act of 1974, as amended. It also has the responsibility to monitor and administer the Revolving Loan Fund portfolio composition and loan performance. The Board serves an advisory role in the development of policy for the use of recaptured grant funds from the Michigan Small Cities CDBG Grant received in 1984.

## SPECIAL PURPOSE

### 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.

#### 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.

#### Local Officers Compensation Commission

A special purpose body established pursuant to state law that meets every two years to set the compensation for elected City officials unless the compensation level set is rejected by a 2/3 vote of the City Council.

#### Local Development Finance Authority Board

Governing Board established under state enabling legislation to set up project areas and to provide financing and other assistance for industrial development projects.

#### Monroe Municipal Building Authority

This Authority is incorporated for the purpose of acquiring, furnishing, equipping, owning, improving, enlarging, operating and maintaining a building or buildings, automobile parking lots or structures, recreational facilities, and the necessary site or sites therefore, together with appurtenant properties and facilities necessary or convenient for the effective use thereof, for use for any legitimate public purpose of the City. This board operates under the provisions of Act 31 of the Public Acts of 1948, as amended. The Monroe Building Authority was involved with the construction, financing, and capital improvement projects associated with the Monroe ice arena.

## UNIQUE BOARDS AND COMMISSIONS

Some Boards and Commissions have, by virtue of provisions of City Charter or state law, a different relation to City government. Members of these unique Boards and Commissions have dissimilarity in their function from other City Boards and Commissions.

### City of Monroe Housing Commission

The Housing Commission is a special purpose body created by the City Council under a state enabling law that provides for a Commission to act to provide housing for low income people and to eliminate poor housing conditions. The Commission is empowered by state law to appoint an executive director and other employees as necessary and establish their terms of employment. Employees of the Housing Commission are responsible to the Commission.

### Economic Development Corporation

This non-profit Corporation is organized pursuant to Act 338 of the Public Acts of 1974, as amended. Its purpose is to assist and retain local industries and commercial enterprises by providing means and methods for encouragement and assistance in locating and expanding in the City. It has the authority to acquire and develop land, machinery for its "projects" and to conduct business (including bonding, leasing, and mortgaging) to accomplish its purpose. The regulation of the internal affairs of the Corporation, including the distribution of assets on dissolution, is placed entirely with the Board of Directors of the Corporation.

### Lake Erie Transit Commission

This not-for-profit intergovernmental Corporation is established to provide for the operation, management, financing and planning of local and specialized transit services. The Commission is empowered to act under Articles of Incorporation filed with the Michigan Department of Commerce. Transit Services are administered by a management company overseen by the Commission.

### Monroe Port Authority Commission

This Authority was established under Act 234 of the Public Acts of 1925. The Authority operates within the Port District. The regulation of the internal affairs of the Authority is placed entirely with the Commission.

## COUNTY BOARDS AND COMMISSIONS

County government has created several boards and commissions to assist it in its governmental functions. Some of these boards and commissions are established with a percentage of their membership allocated to City of Monroe representation. These are:

Civil Preparedness Advisory Board

## REGIONAL BOARDS AND COMMISSIONS

The City of Monroe has enrolled in following special interest regional councils:

River Raisin Watershed Council

Southeastern Michigan Council of Governments (SEMCOG)

Metropolitan Water Pollution Control Board

Monroe County Opportunity Program

CITY COUNCIL STANDING COMMITTEES

Intergovernmental Relations Committee

Personnel Committee

Budget Review Committee