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**City of White Cloud Construction & Property Maintenance**

**Code Board of Appeals By-Laws**

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**ARTICLE I**

**MEMBERSHIP**

**Section 1 – Representation:**

The City of White Cloud Construction Code Board of Appeals (“Board of Appeals”) shall consist of three (3) members.

**Section 2 – Member Qualifications:**

Members of the board shall be qualified by experience or training to perform the duties of members of the Board of Appeals. Members shall not be employees of the City.

**Section 3 – Vacancies; Appointment of Members:**

Should a vacancy on the Board of Appeals occur for any reason, the City shall seek applications to fill the vacancy. Individuals who are interested in serving on the Board of Appeals shall complete an application in a form provided by the City. The City Manager and Mayor shall review all complete applications and make a recommendation of appointment to the City Council. The City Council shall make the appointment(s).

**Section 4 – Term Limits:**

Membership terms shall be for two (2) years.

**Section 5 – Chairperson**

The Construction Board of Appeals shall annually select one of its members to serve as Chairperson for a one-year term.

**ARTICLE II**

**MEETINGS**

**Section 1 – Meetings:**

Meetings are to be held on an “as needed” basis. In the event that a meeting has not been held in one year, the Board of Appeals shall convene to appoint a new Chairperson at the next board of appeals meeting.

When an appeal has been received by the City, the City Clerk shall inform all members of the Board of Appeals. The City Clerk shall then schedule a meeting of the board within a reasonable timeframe after receipt of the appeal. The City Clerk or Zoning Administrator shall prepare an agenda and information packet and distribute it to the board members at least two (2) business days in advance of the meeting. Additional appeals may be added to the meeting’s agenda no fewer than five (5) days before the meeting.

**Section 2 – Open Meetings:**

All meetings of the Board of Appeals shall be open to the public and are subject to the Open Meetings Act, Public Act 267 of 1976.

**Section 3 – Quorum:**

The presence of a majority of the entire membership of the Board of Appeals shall constitute a quorum for a meeting of the Board of Appeals. A quorum is necessary to transact official business at any meeting.

**Section 4 – Voting:**

The affirmative vote of the majority of the members shall be necessary to issue a ruling on the appeal. The Construction & Property Maintenance Code Board of Appeals shall have no authority to waive the requirements of the code.

**Section 5- Order of Business:**

The Chairperson shall call the meeting to order. Before proceeding, the roll of the members shall be called, and the names of those present and absent will be entered in the minutes. The order of business shall be:

Call to Order & Pledge of Allegiance

Roll Call

1. Community Comments (3-minute limit per commenter)
2. Approval of the minutes of the previous meeting
3. Matters for consideration
4. Old business
5. Community Comments (3-minute limit per commenter)
6. Adjournment

**Section 6 – Minutes of the Meeting:**

Minutes of the Construction Code Board of Appeals shall be taken and maintained by the board liaison. All minutes, rulings, and supplemental information shall be kept on file and indexed at the City of White Cloud.

**Section 7 – Attendance:**

Attendance at scheduled Construction & Property Maintenance Code Board of Appeals meetings is expected from all members. If a member cannot attend a meeting, the member shall notify the Chairperson in advance. Any member who fails to appear and answer to his or her name when the roll is called at any scheduled meeting shall be recorded as absent. Any member of the Construction Code Board of Appeals who misses three consecutive meetings may be removed from the Board of Appeals by the City Council.