

PATHWAYS COMMITTEE

BY-LAWS

MISSION STATEMENT

The mission of the Pathways Committee shall be to study, evaluate, and make recommendations on an ongoing basis to the City, including the City Council, with regard to improving or creating new pathways in the City and their connections to surrounding community, county, and regional systems.

SCOPE OF RESPONSIBILITIES

The responsibilities of the Pathways Committee shall be to assist the City as follows:

- a. Facilitate implementation of pathway plans identified in the City's Master Plan and supporting Plans;
- b. Solicit feedback from the community regarding desired improvements to the City's pathways;
- c. Research surrounding community, county, and regional pathway plans to integrate Farmington into existing and developing regional networks;
- d. Plan future public pathway improvements and expansion projects, locations, maintenance, and financing; and, forward such recommendations to the Farmington City Council for consideration;
- e. Conduct periodic capacity/utilization analyses of the City's pathways;
- f. Identify and apply for grants, donations, and contributions to fund projects identified by the Committee and approved by the City Council.
- g. The Pathways Committee shall have no direct operational responsibilities.**

ARTICLE I MEMBERSHIP AND TERM OF OFFICE

SEC. 1.1 The Pathways Committee shall be comprised of seven (7) voting members appointed by the Farmington City Council and two (2) non-voting members who are "ex officio" members by virtue their status as City employees. The membership shall be as follows:

Voting (appointed) members:

- One representative of the City Council
- Four residents of the City, chosen from the City at large
- Two residents/non-residents users of the City's pathways

Ex officio members:

- Director of Economic and Community Development
- Director of Finance and Administration

SEC. 1.2 Ex officio City employee members shall serve on the Committee so long as they hold the office described in Section 1.1 above.

The appointed members shall serve a two (2) year term; provided, however, that the terms shall be staggered by two residents serving an initial term of only one year and one resident/non-resident user serving an initial term of only one year. The calculation of the term shall commence as of January 1, 2021

SEC. 1.3 Members shall not receive any salary or other compensation for their services, but, by resolution of the Committee, may be reimbursed for any actual expenses incurred in the performance of their duties for the Committee, as long as a majority of disinterested members approve the reimbursement.

SEC. 1.4 No member of the Committee shall participate in any matter in which he/she has a direct financial interest. Residency or ownership of/employment at a business within the City, shall not in and of itself constitute a direct financial interest.

SEC. 1.5 A member may resign at any time by delivering written notice to the Secretary or Chairperson of the Committee. Such resignation shall take effect upon receipt or, if later, at the time specified in the notice.

ARTICLE II OFFICERS

SEC. 2.1 A Chairperson, a Vice-Chairperson, and a Secretary shall be elected every year by a majority vote of Committee members present at the regularly scheduled meeting in the month of January.

- SEC. 2.2 The Chairperson shall preside at all meetings and shall establish such sub-committees as may be authorized by the Committee and be an ex-officio member of all such committees.
- SEC. 2.3 The Vice-Chairperson shall preside and exercise all the duties of the Chairperson in his/her absence. Should neither the Chairperson nor the Vice-Chairperson be present at a meeting, a temporary Chairperson shall be elected by a majority vote of the members present. In the event of a vacancy in the office of Chairperson, the Vice-Chairperson shall assume the office of Chairperson for the duration of the unexpired term.
- SEC. 2.4 The Secretary shall perform the duties customarily devolving upon such office. All official correspondence shall be cleared with the Chairperson. In the event that the Secretary is not present at a meeting, the Chairperson shall appoint a temporary Secretary for the purpose of taking and preparing the minutes of said meeting.
- SEC. 2.5 A vacancy occurring in any office other than that of Chairperson shall be filled for the unexpired term by a Committee member elected by a majority vote of the remaining Committee members present at the next regular meeting of the Committee following the vacancy. Officers elected to fill a vacancy shall assume office immediately following the election.
- SEC. 2.6 The Chairperson, Vice-Chairperson, and Secretary shall constitute the Executive Committee.

ARTICLE III MEETINGS

- SEC. 3.1 All meetings of the Committee shall be open to the public, in compliance with the Michigan Open Meetings Act, which states in part: A schedule of regular meetings noting dates, times and places shall be posted within 10 days after the first meeting of the calendar or fiscal year. If a regular meeting is rescheduled, a public notice stating the date, time, and place of the meeting shall be posted at least 18 hours before the meeting.
- SEC. 3.2 At its initial meeting, the Committee shall establish a date and time for its regular meetings, which shall occur at least once per month. All agendas are subject to change until the scheduled meeting begins.
- SEC. 3.3 A Quorum must be present to constitute an official meeting of the commission. A quorum shall consist of at least four (4) members of the Committee.

- SEC. 3.4 The concurring vote of a majority of the members present shall be necessary to pass on any matter before the Committee.
- SEC. 3.5 A special meeting of the Committee may be called by the Chairperson through written notice to the members at least two (2) days prior to the special meeting date. All of the above rules shall apply at such meetings.
- SEC. 3.6 The Chair or acting Chair may cancel the regular meeting after giving all Committee members advance notice. However, if a majority of Committee members express the desire to hold the meeting, it shall convene as scheduled. If the meeting is canceled, a notice to that effect will be posted at the regular meeting place at the regular time.

ARTICLE IV PROCEDURE

- SEC. 4.1 The normal order of business at Pathways Committee meetings shall be:
1. Call to Order
 2. Roll Call
 3. Approval of the minutes of previous meeting(s) and motion(s) thereon.
 4. Old Business
 5. New Business
 6. Public Comment
 7. Adjournment
- SEC. 4.2 All proceedings, decisions and resolutions of the Committee shall be initiated by motion. The vote upon motions and resolutions may, upon request by any Committee member, be recorded by roll call vote.
- SEC. 4.4 Where these By-Laws do not provide otherwise, the rules contained in Robert's Parliamentary Law and Robert's Rules of Order Revised shall govern the conduct of this commission to the extent reasonably possible.

ARTICLE V MINUTES

- SEC. 5.1 Minutes shall be kept by the Secretary for all meetings of the Committee. Proposed minutes shall be made available for public inspection within 8 business days after the meeting.

SEC. 5.2 Minutes shall be subject to the approval of the Committee and authenticated by the Chairperson or presiding officer of the particular meeting, and the Secretary.

SEC. 5.3 Approved copies of minutes shall be provided to the office of the City Manager for posting on the City's website within 8 days. Corrected minutes shall show both the original entry and the correction.

**ARTICLE VI
SUB-COMMITTEES**

SEC. 6.1 Standing sub-committees may be created as needed by a majority vote of Committee members present at a regularly scheduled meeting.

SEC. 6.2 Each standing sub-committee shall discharge its responsibilities as defined by the Committee. Sub-committees shall prepare recommendations for the Committee's evaluation, action (if necessary) and final submission to the Farmington City Council for action (if necessary).

**ARTICLE VII
ANNUAL REPORT**

SEC. 7.1 At the end of each fiscal year, the Chairperson shall prepare a report reviewing the year's activities and dealing with future activities. The annual report, after being approved by the Committee, shall be submitted through the City Manager's office to the Mayor and City Council.

**ARTICLE VIII
AMENDMENTS**

SEC. 8.1 These rules may be amended or modified provided that such amendment or modification is presented in writing at a meeting and that favorable action is taken thereon at a subsequent meeting by a majority of the members present.