

**City of Holland**  
**NEIGHBORHOOD IMPROVEMENT COMMITTEE**

**Bylaws and Procedures**

Adopted December 5, 2012

Amended February 20, 2018

Amended May 21, 2024

1. Name and Purpose

The Neighborhood Improvement Committee (hereafter “the Committee”). The purpose of this document is to establish the bylaws and procedures of this Committee.

2. Authority and Duties

The Committee was established by resolution at the December 5, 2012 meeting of the Holland City Council as an advisory committee working for the improvement of Holland’s neighborhoods and housing supply. The Committee will focus on City-wide and targeted neighborhood programs and policies utilizing the Neighborhood Improvement Strategy (2010), the City’s Master Plan, Blueprint for Flourishing Neighborhoods (2022), and other Council-approved policies as guiding documents.

3. Committee Structure

The Committee will include members from various backgrounds and geographies relevant to neighborhood and housing improvement and development. When recruiting new resident members to the committee, priority shall be placed on recruiting individuals who reside within the areas represented by a community improvement neighborhood organization working in partnership with the City.

The Committee will be comprised of the following representatives, totaling no fewer than nine (9) or more than fifteen (15) members:

- a. Up to Ten (10) Resident Members; to the extent practicable, members may include up to one (1) resident also serving on the Planning Commission, and up to one (1) resident also serving on the Historic District Commission,
- b. One (1) Staff Member of the HDPS Community Policing Team,
- c. Two (2) City Council Liaisons (*non-voting*), and
- d. Up to Two (2) Youth Members selected from the Holland Youth Advisory Council (*non-voting*).

Appointment of Sub-committees - The Committee may appoint sub-committees either as standing committees or as ad-hoc committees to assist in the conduct of business and will report back to the full Committee. Such standing or ad hoc committees shall be chaired by a member of the Committee and may be open to members of the Committee and to non-Committee members where additional expertise is desired when dealing with particular issues, at the discretion of the Chair of the Committee.

Staffing - The Committee and all sub-committees shall be staffed by the Community & Neighborhood Services Department.

4. Membership Requirements

- a. All members shall be residents of the City of Holland, with the possible exception of the member representing the HDPS Community Policing Team.
- b. Resident Members shall be appointed to three-year terms by the Mayor, unless first being appointed to complete an unexpired, partial term of a departing member.
- c. Resident Members shall be limited to serving two consecutive full terms.
- d. Residents who previously served on the Committee may be considered for re-appointment after at least six months has elapsed since their departure from the Committee.
- e. The City Council Liaisons and Youth members shall be appointed annually by the Mayor.

5. Committee Leadership and Duties

The Committee shall vote annually in March to elect Co-Chairs. The Co-Chairs shall preside at all meetings and hearings of the Committee and shall have the duties normally conferred by the parliamentary usage on such officers. In the event of a vacancy of a Co-Chair(s), the Committee shall immediately fill the vacancy for the unexpired term(s) by regular election procedures.

A Co-Chair shall preside during all regular meetings and exercise all of the duties of the other Co-Chair in his/her absence. Should neither Co-Chair be present at a meeting, a temporary Chair shall be elected by the majority vote of the members present.

The Co-Chair(s) (or Temporary Chair) shall encourage participation by all members and will attempt to reach consensus on motions under consideration. A voice vote will be taken on all motions unless a member requests individual votes to be recorded. Youth members may participate in all Committee discussions but shall not offer motions nor vote on motions under consideration.

## 6. Meetings and Voting

- a. Open Meetings Act - All meetings shall comply with the Michigan Open Meetings Act per the State of Michigan.
- b. Frequency - The Committee shall meet at least once per month on a regular meeting day and time. The Committee shall approve the annual meeting schedule for the coming calendar year at the regular November meeting. Meetings will be scheduled to solicit maximum citizen involvement and will be posted at Holland City Hall and listed in the City's calendar.
- c. Special Meetings - Special Meetings may be called by one of the Co-Chairs and will be scheduled at least 18 hours in advance and occur at a time when at least a majority of members can attend.
- d. Location - Meetings will be open to the public and normally held at Holland City Hall. In the interest of soliciting more citizen participation, the Committee may decide to hold special or occasional meetings at other locations in the City of Holland. A change of location will be posted at Holland City Hall in accordance with the Open Meetings Act.
- e. Voting Privileges - All members other than City Council Liaison members and Holland Youth Advisory Council members shall be considered voting members of the Committee.
- f. Quorum - A quorum will exist when a majority of voting members are present.
- g. Order of Meetings - The normal order of business at meetings shall be as follows:
  - 1) Call to Order
  - 2) Determination of Quorum
  - 3) Public Comment (for items or topics not on the agenda)
  - 4) Approval of Minutes
  - 5) Old Business with opportunity for public comment – [Report from Staff/Comments/Action (if required)]
  - 6) New Business with opportunity for public comment-[Report from Staff/Comments/Action (if required)]
  - 7) Communications from Members and Staff
  - 8) Adjournment
- h. Robert's Rules - The Committee will generally operate according to Robert's Rules of Order.

## 7. Responsibilities

The Committee shall advise City Council on housing and neighborhood issues and serve as an advocate for City of Holland neighborhood improvement.

- a. Develop and implement an on-going neighborhood engagement process.
- b. Work to accomplish the programs and policies of the Neighborhood Improvement Strategy, the City's Master Plan, and other Council-approved policies regarding neighborhoods and housing, and to make recommendations as needed for changes or updates to those policies.

- c. Oversee and recommend changes to all City administered property improvement programs and make recommendations regarding related ordinance amendments, including, but not limited to:
  - Community Development Block Grant Home Repair Program,
  - City Neighborhood Mini Grants,
  - Housing and Property Maintenance Codes and Ordinances
  - Other Grants/Programs focused on neighborhoods and housing that may become available,
  - Other Targeted Area Programs focused on neighborhoods and housing as they become available.
- d. Collaborate with and advise other boards, commissions, and committees on housing and neighborhood issues.
- e. Collaborate with and represent neighborhood interests in energy conservation, efficiency, and retrofit initiatives of the Community Energy Strategy.
- f. Oversee the City's role in and recommend changes to other Neighborhood activities and programs, including but not limited to:
  - Neighborhood Connections
  - National Night Out
  - Neighborhood Watch / Block Clubs
- g. Review and recommend Capital Improvement Projects as they affect neighborhoods and housing in collaboration with the City Capital Improvement Program.
- h. Monitor and make recommendations regarding improvements to public spaces (streets, sidewalks and open spaces).
- i. Oversee the Community Development Block Grant needs assessment, priority recommendation and budget allocation recommendation process.
- j. Act on special requests from City Council, including but not limited to review of PILOT requests or new ordinances affecting neighborhoods and housing.
- k. Identify and monitor a measurement tool to track the success of neighborhood improvement programs and policies.
- l. Provide a written annual report of the Committee's activities to City Council.

8. Other requirements

- a. Attendance - Committee Members are expected to attend all regular meetings.
  - 1) In the event of unplanned personal matters, business trips, family vacation trips, changed job requirements, sickness, or other physical disabilities that prohibit the Committee member from attending the scheduled monthly meetings, the staff or the Co-Chairs should be notified as early as possible prior to the beginning of the meeting of their inability to attend the scheduled meeting. The Committee member upon this notification will receive an excused absence for the meeting.

- 2) There is a limit of three consecutive excused absences or two consecutive unexcused absences for any member of the Committee. If any member exceeds the above criteria for absences from consecutive scheduled regular meetings, staff shall meet with the member regarding the requirements of this section and the Committee member may be subject to removal by vote of the Committee. A committee member failing to attend the majority of scheduled meetings in a one year period is subject to a recommendation for removal from the committee.
- b. Conflict of Interest - Committee members shall declare a conflict of interest and abstain from participating in a hearing, deliberation and voting on a request where they have a perceived or actual conflict of interest. A member shall have a conflict of interest when:
    - 1) A relative, business partner or other family member is involved in an action before the Committee;
    - 2) The Committee member has a business or financial interest in an action before the Committee; or
    - 3) There is a reasonable appearance of a conflict of interest, as determined by the Committee.
  - c. Ex parte communications - Committee members shall try to limit outside discussions with third parties regarding current agenda items before the committee meeting. If a committee member cannot avoid this discussion, then they shall share their discussion with the whole committee during the regular meeting at the time the agenda item is discussed.

9. Amendments

The provisions of these By-laws and procedures shall be reviewed annually during the first business meeting in March.