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**TO:** Detroit City Council

**FROM:** David Whitaker, Director  
Legislative Policy Division

**DATE:** July 14, 2026

**RE: ORDINANCE AMENDMENT ADDING A PROCEDURE FOR CITY COUNCIL TO  
ESTABLISH UNIFORM GUIDELINES FOR COMMUNITY ADVISORY  
COUNCILS**

The Legislative Policy Division (LPD) has been requested by City Council to provide an ordinance amendment establishing the authority of City Council to adopt uniform guidelines for Community Advisory Councils by resolution.

If we can be of further assistance, please call upon us.

1

**S U M M A R Y**

2           **AN ORDINANCE** to amend Chapter 12 of the 2019 Detroit City Code, *Community Development*,  
3   Article II, *Community Advisory Councils*, Division 2, *Operation of Community Advisory Council; Rules*  
4   *and Procedures*, by adding Section 12-2-50, *Uniform operating guidelines* to establish a procedure for City  
5   Council to create uniform operating guidelines for Community Advisory Councils pursuant to Section 9-  
6   103 of the Detroit City Charter.

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2   Article II, *Community Advisory Councils*, Division 2, *Operation of Community Advisory Council; Rules*  
3   *and Procedures*; by adding Section 12-2-50, *Uniform operating guidelines* to establish a procedure for City  
4   Council to create uniform operating guidelines for Community Advisory Councils pursuant to Section 9-  
5   103 of the Detroit City Charter.

6           **IT IS HEREBY ORDAINED BY THE PEOPLE OF THE CITY OF DETROIT THAT:**

7           **Section 1.** The 2019 Detroit City Code be amended by amending Chapter 12, *Community*  
8   *Development*, Article II, *Community Advisory Councils*, Division 2, *Operation of Community Advisory*  
9   *Council; Rules and Procedures*; by adding Section 12-2-50, to read as follows:

10                                   **CHAPTER 12,**

11                                   **COMMUNITY DEVELOPMENT**

12                                   **ARTICLE II,**

13                                   **COMMUNITY ADVISORY COUNCILS**

14                                   **DIVISION 2,**

15                                   **OPERATION OF COMMUNITY ADVISORY COUNCIL; RULES AND**  
16                                   **PROEDURES**

17                                   **Subdivision A. – Members and Officers**

18                                   **Sec. 12-2-21. - Composition of Community Advisory Councils.**

19           Each Community Advisory Council shall consist of seven members, selected as follows:

- 20           (1)   Five members elected from a single non-at-large district who shall be bona fide residents  
21                   and qualified registered voters of the district;  
22           (2)   One appointed member selected as a representative for senior issues who shall be a *bona*  
23                   *fide* resident and qualified registered voter of the district; and  
24           (3)   One appointed youth member between the ages of 13 and 17 who shall be a *bona*  
25                   *fide* resident of the district.  
26                   *fide* resident of the district.  
27

28           **Sec. 12-2-22. - Elected members; and terms.**

- 1 (a) Candidates for the elected member positions shall file with the City Clerk a non-partisan  
2 nominating petition signed by not less than 200 signatures of qualified voters of the district  
3 and not more than 400 signatures of qualified voters of the district.
- 4 (b) The initial election after establishment of a Community Advisory Council pursuant  
5 to Section 12-2-3(c) of this Code shall be held at the next general election in the City, as  
6 defined in Section 2-105.A.18 of the Charter, but not sooner than 60 days after the date  
7 the Community Advisory Council is established. The five members elected at the election  
8 shall take office at 12:00 noon on the first day of the second month after the election, and  
9 shall serve until 12:00 noon, January 1st following the next regular City general election, as  
10 defined in Section 3-105 of the Charter.
- 11 (c) All subsequent elections shall take place at the regularly scheduled four-year municipal  
12 elections, consistent with City elective offices, and elected members shall serve four-year  
13 terms until January 1st following the next regular City general election. Notwithstanding  
14 election to an initial term of less than four years, an elected member may not be elected to  
15 more than two consecutive four-year terms.
- 16 (d) If a vacancy occurs in an elected member position, it shall be filled by appointment by the  
17 City Council member elected to represent that district. The person appointed shall serve  
18 until an elected member takes office. The election to fill the vacant position shall occur at  
19 the next general election in the City to be held not sooner than 180 days after occurrence of  
20 the vacancy.
- 21 (e) Elected members are precluded from holding an elected office at any level of government,  
22 except the offices of Precinct Delegate and Citizens' District Council Member, while  
23 serving in the capacity of a Community Advisory Council member. Under no  
24 circumstances shall an elected member of a Community Advisory Council serve as staff for  
25 the Mayor or as staff for the City Council, as defined by Sections 5-103 and 4-120,  
26 respectively, of the Charter and as classified by Step Code K of the Official Compensation

1 Schedule of the City, while serving in the capacity of

2 a Community Advisory Council member.

3 **Sec. 12-2-23. - Appointed members; terms; and excessive absences.**

4 (a) There shall be two members appointed to the Community Advisory Council by  
5 City Council from a list of names for each appointed position provided by the current  
6 elected Community Advisory Council members, and *bona fide* residents of that district,  
7 submitted to the Office of the City Clerk by January 31st of each new term:

- 8 (1) The senior issues member who will serve a four-year term and may be reappointed; and  
9 (2) The youth member who will serve a one-year term and be reappointed for as long as the  
10 person meets the age requirement as determined at the beginning of each term.

11 Reappointment of the youth member shall be for one-year terms.

- 12 a. The youth member must provide a document granting parental or guardian consent  
13 for participation in the Community Advisory Council at the beginning of each term.  
14 b. The parent or guardian of the youth member is responsible for determining the  
15 appropriateness of participation by the youth member for any agenda item, and  
16 should the parent or guardian determine that any item on the agenda is inappropriate  
17 for consideration by the youth member, absence from such meeting shall be  
18 excused.

19 (b) If the current elected Community Advisory Council does not submit the names of  
20 individuals for consideration for the appointed member positions by January 31st, the  
21 City Council member elected to represent the district shall make the appointment.

22 (c) Terms of the senior issues member and the youth member shall commence on February  
23 15th, in accordance with Section 2-110 of the Charter.

24 (d) Vacancies, in either of the appointed member positions, shall be filled for the unexpired  
25 term of the original appointment in the same manner as the original appointment.

26 (e) Absence from three consecutively scheduled meetings, without notifying the Chairperson

1 prior to the beginning of the scheduled meetings and requesting an excused absence, shall  
2 be cause for removal.

3 **Sec. 12-2-24. - Conflicts of interest.**

4 A Community Advisory Council member who has a conflict between a personal interest and the  
5 public interest as defined by state law, the Charter, or this Code, shall fully disclose the nature of the  
6 conflict to the Community Advisory Council. Where a Community Advisory Council member has a  
7 substantial financial interest in any contract with the City or in the sale of any land, materials, supplies or  
8 services to the City or to a contractor supplying the City, the member shall make known that interest and  
9 shall refrain from voting upon or otherwise participating in the deliberations on said matter. Where a  
10 conflict exists, after orally notifying the Community Advisory Council on the record of the conflict, a  
11 member may not participate in, act upon, or vote upon the matter.

12 **Sec. 12-2-25. - Compensation.**

13 All members of the Community Advisory Council serve without compensation.

14 **Sec. 12-2-26. - Officers; number.**

15 The Community Advisory Council shall have four officers: Chairperson, Vice-Chairperson,  
16 Secretary, and Treasurer.

17 **Sec. 12-2-27. - Nominations and elections of officers.**

18 The Community Advisory Council shall nominate and elect its officers from within its  
19 membership on an annual basis within the first quarter of each new calendar year, provided, that appointed  
20 members may not hold the office of Chairperson.

21 **Sec. 12-2-28. - Term of officers.**

22 The Chairperson, Vice-Chairperson, Secretary and Treasurer shall take office immediately  
23 following their election and shall hold office for a term of one year, or until their successors are elected  
24 and assume office.

25 **Sec. 12-2-29. - Duties of officers.**

26 (a) The Chairperson shall:

- 1           (1)    Preside at all meetings, when present;
- 2           (2)    Execute all documents relating to Community Advisory Council policy or designate such
- 3                responsibility as warranted;
- 4           (3)    Prepare the initial agenda for each meeting; and
- 5           (4)    Perform any other agenda duties as directed by the Community Advisory Council.
- 6           (b)    The Vice-Chairperson shall:
- 7                (1)    Act in the capacity of the Chairperson in the Chairperson's absence; and
- 8                (2)    In the event the office of the Chairperson becomes vacant, the Vice-Chairperson shall
- 9                succeed to this office for the unexpired term.
- 10          (c)    The Secretary shall:
- 11               (1)    Discharge such duties as prescribed for the Secretary by "Robert's Rules of Order, Newly
- 12               Revised," except where staff is available to perform them;
- 13               (2)    Forward the Community Advisory Council records, including notices for, and minutes of,
- 14               meetings and hearings to the City Clerk who shall maintain the records for
- 15               the Community Advisory Councils; and
- 16               (3)    Act in the capacity of the Vice-Chairperson in the Vice-Chairperson's absence. In the event
- 17               the office of the Vice-Chairperson becomes vacant, the Secretary shall succeed to this
- 18               office for the unexpired term; the Community Advisory Council shall elect a successor to
- 19               the office of Secretary for the unexpired term.
- 20          (d)    The Treasurer shall:
- 21               (1)    Maintain custody of the funds and securities of the Community Advisory Council which
- 22               may come into the Treasurer's hands or possession;
- 23               (2)    Endorse checks, notes and other obligations on behalf of
- 24               the Community Advisory Council for collection, and deposit them to the credit of
- 25               the Council in a designated bank or depository;
- 26               (3)    Sign all receipts and vouchers for payment made to the Council;

- (4) Render a statement of cash accounts when required by the Council;
- (5) Keep a record and account for all monies received and paid;
- (6) At all reasonable times, exhibit said books and accounts to the Council when requested.

Pursuant to Section 7.5-105 of the Charter, the Community Advisory Council is subject to audit by the Auditor General for the City; and

- (7) In the event the office of Treasurer becomes vacant, the Community Advisory Council shall elect a successor for the unexpired term.

**Sec. 12-2-30. - Dismissal proceedings.**

Community Advisory Council members are subject to dismissal proceedings in the manner delineated in

**Secs. 12-2-31—12-2-40. - Reserved.**

**Subdivision B. - Meetings and Records**

**Sec. 12-2-41. - City Council participation.**

- (a) The City Council member elected from the non-at-large district in which a Community Advisory Council is located, or the member's designee, shall attend all official meetings of that Community Advisory Council.

**Sec. 12-2-42. - Regular meetings.**

The Community Advisory Council shall hold public meetings not less than four times each year. The meetings shall be held in donated facilities with an attempt to provide a broad geographic distribution of meeting locations. A schedule of meetings shall be adopted annually. The Secretary shall confer with the City Clerk prior to the adoption of the schedule of meetings in order to avoid conflicts with City Council meetings. To the extent feasible, meetings shall be held at times and locations convenient for all Community Advisory Council members, while taking into consideration any special requirements for the youth member.

**Sec. 12-2-43. - Special meetings.**

Special meetings of the Council shall be called at the request of the Chairperson, three members of

the Council, or by the City Council Member representative for that district. Notice of special meetings shall be given at least 48 hours prior to such meetings and shall state the purpose, date, time, and place of the meeting. All notices for special meetings shall be sent directly by the City Clerk to the City Council Member representative for that district, and be posted at the Office of the City Clerk. Special meetings shall be held in accordance with Section 8 of the Michigan Open Meetings Act, being MCL 15.268.

**Sec. 12-2-44. - Closed meetings.**

- (a) Under Section 8 of the Michigan Open Meetings Act, being MCL 15.268, the Community Advisory Council may go into closed session only for certain specified exceptions.
- (b) Upon written request or the advice of the Law Department or City Council Legislative Policy Division that an agenda item falls under one of the exceptions under Section 8 of the Michigan Open Meetings Act, being MCL 15.268(a) through (h), the Chairperson shall call for a roll call vote to go into closed session. Upon receiving the necessary majority or two-thirds roll call vote, as specified by Section 7 of the Michigan Open Meetings Act, being MCL 15.267, the portion of the meeting subject to the exception enumerated in the Michigan Open Meetings Act shall be closed to the public.
- (c) The Secretary, or designee of the Chairperson, shall act as recording Secretary during a closed session and keep separate minutes. In accordance with Section 7 of the Michigan Open Meetings Act, being MCL 15.267, the minutes of all closed meetings shall be kept in the Office of the City Clerk for one year and a day.

**Sec. 12-2-45. - Quorum of the Community Advisory Council.**

A four-member majority shall constitute a quorum of the members serving for the taking of official action at regular and special meetings of the Community Advisory Council. Those Community Advisory Council members present may function as a committee of the whole in order to conduct the meeting, but no action shall be taken until a quorum has been constituted.

**Sec. 12-2-46. - Meeting agenda.**

(a) The Chairperson or persons calling the meeting shall prepare, in conjunction with designated staff, an agenda for each meeting utilizing the following format:

"I. Call to order and roll call.

II. Adoption of agenda.

III. Approval of minutes.

IV. Presentations, hearings, and discussions.

V. Unfinished business.

VI. New business.

VII. Reports.

VIII. Public comment.

IX. Adjournment."

(b) To the extent practicable, the agenda package shall be hand-delivered, mailed via first class mail, or sent via email, to each Community Advisory Council member, City Council member representative for that district, and the City Clerk at least four days prior to the meeting. The package shall contain sufficient information and reports so that Community Advisory Council members have the opportunity to obtain a working knowledge of each item appearing on the agenda.

(c) Changes to the agenda may be proposed after discussion with, and concurrence by, the Chairperson. The agenda may be amended at the Community Advisory Council meeting by action of the Community Advisory Council.

(d) All Community Advisory Council members shall provide, and update as necessary, contact information with the Office of the City Clerk for the purposes of receiving meeting notices, agenda packages, and other relevant information.

**Sec. 12-2-47. - Parliamentary procedure.**

Parliamentary procedure in Community Advisory Council meetings shall be governed by "Robert's

1 Rules of Order, Newly Revised."

2 **Sec. 12-2-48. - Other hearings and public discussions.**

3 The Community Advisory Council may schedule hearings and discussions on any topic or item  
4 the Community Advisory Council deems appropriate regarding a topic or item about which  
5 the Community Advisory Council desires to become better informed, or regarding a topic or an item on  
6 which formal action may be required.

7 **Sec. 12-2-49. - Public participation; compliance with Open Meetings Act and Freedom of**  
8 **Information Act.**

9 In accordance with the purposes of Community Advisory Councils, public participation is to be  
10 encouraged. Public comment shall be a part of every meeting of the Community Advisory Council. All  
11 meetings of the Community Advisory Council and hearings shall be open to the public, and noticed and  
12 conducted in compliance with the Michigan Open Meetings Act, being MCL 15.261 *et seq.* Records of  
13 the Community Advisory Council shall be made available in accordance with the Michigan Freedom of  
14 Information Act, being MCL 15.231 *et seq.*

15 **Sec. 12-2-50. – Uniform operating guidelines**

16 Pursuant to Section 9-103 of the Charter, the Detroit City Council may adopt uniform operating  
17 guidelines for Community Advisory Councils by resolution as it deems necessary or appropriate to  
18 implement the provisions and purposes of this ordinance.

19 **Secs. 12-2-51-12-2-60 Reserved**

20 **Section 2.** All ordinances or parts of ordinances in conflict with this ordinance are repealed.

21 **Section 3.** This ordinance is declared necessary for the preservation of the public peace, health,  
22 safety, and welfare of the people of the City of Detroit.

23 **Section 4.** If this ordinance is passed by a two-thirds (2/3) majority of City Council members  
24 serving, it shall be given immediate effect and shall become effective upon publication in accordance with  
25 Section 4-118 of the 2012 Detroit City Charter; if passed by less than a two-thirds (2/3) majority of City  
26 Council members serving, it shall become effective no later than thirty (30) days after publication in

1     accordance with Section 4-118 of the 2012 Detroit City Charter; if this ordinance specifies a certain date to  
2     become effective, it shall become effective in accordance with the date.

3

4             Approved as to form:

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6             \_\_\_\_\_  
7             Conrad L. Mallett, Jr.  
8             Corporation Counsel

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