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To: Detroit City Council

From: David Whitaker, Director
Legislative Policy Division

Date: June 29, 2026

Re: Procedural Rules for Community Advisory Councils

The Legislative Policy Division (LPD) has drafted Procedural Rules for the Community Advisory Councils at the request of Council Member Denzel McCampbell. The rules are attached for your consideration.

If we can be of any further assistance, please advise.

COMMUNITY ADVISORY COUNCILS

1.0 Definition and Purpose.

Community Advisory Councils are advisory councils established by ordinance upon the petition of city residents. The purpose of these Advisory Councils is to improve citizen access to city government. The City Council shall create advisory council districts by ordinance that shall be the same as districts from which council members are elected, exclusive of the at-large district. The ordinance, called for by the City's Charter, can be found at Article II, Sec.12-2-1 et seq of the Detroit City Code, and its provisions are fully incorporated herein by reference.

2.0 Creation and Composition of Advisory Councils.

- a. City Council shall by ordinance establish seven (7) Community Advisory Councils upon receipt of a petition from the residents of districts created under section 9-101. The petitions shall be signed by a number of qualified registered voters who are residents of a district equal to not less than ten (10) percent of the number of persons voting at the last municipal general election in the district.
- b. Each Community Advisory Council shall consist of seven members, selected as follows:
 - (1) Five members elected from a single non-at-large district who shall be *bona fide* residents and qualified registered voters of the district;
 - (2) One appointed member selected as a representative for senior issues who shall be a *bona fide* resident and qualified registered voter of the district; and
 - (3) One appointed youth member between the ages of 13 and 17 who shall be a *bona fide* resident of the district.

2.1 Elected Members

Elected members shall be elected in accordance with rules and procedures created under Section 12-2-22 of the Detroit City Code.

- a. City Council shall establish by ordinance a procedure for the selection and appointment of the youth member and senior issues representative on Community Advisory Councils. After creation of a Community Advisory Council, elected members shall be elected at the next general election occurring in the city, if permitted by law, and shall serve until January 1 of the year following the regular city municipal elections. Thereafter, elected Community Advisory Council members shall be elected to four (4) year terms at

the regular city municipal elections. Notwithstanding election to an initial term of less than four (4) years, an elected member may not be elected to more than two (2) consecutive four (4) year terms.

b. If a vacancy occurs in an elected member position, it shall be filled by appointment by the City Council member elected to represent that district. The person appointed shall serve until an elected member takes office. The election to fill the vacant position shall occur at the next general election in the City to be held not sooner than 180 days after occurrence of the vacancy.

Elected members are precluded from holding an elected office at any level of government, except the offices of Precinct Delegate and Citizens' District Council Member, while serving in the capacity of a Community Advisory Council member. Under no circumstances shall an elected member of a Community Advisory Council serve as staff for the Mayor or as staff for the City Council, as defined by Sections 5-103 and 4-120, respectively, of the Charter and as classified by Step Code K of the Official Compensation Schedule of the City, while serving in the capacity of a Community Advisory Council member.

2.2 Appointed Members

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

- (1) The senior issues member who will serve a four-year term and may be reappointed;
and
- (2) The youth member who will serve a one-year term and be reappointed for as long as the person meets the age requirement as determined at the beginning of each term. Reappointment of the youth member shall be for one-year terms.
 - a. The youth member must provide a document granting parental or guardian consent for participation in the Community Advisory Council at the beginning of each term.
 - b. The parent or guardian of the youth member is responsible for determining the appropriateness of participation by the youth member for any agenda item, and should the parent or guardian determine that any item on the agenda is inappropriate for consideration by the youth member, absence from such meeting shall be excused.

- b. If the current elected Community Advisory Council does not submit the names of individuals for consideration for the appointed member positions by January 31st, the City Council member elected to represent the district shall make the appointment.
- c. Terms of the senior issues member and the youth member shall commence on February 15th, in accordance with Section 2-110 of the Charter.
- d. Vacancies, in either of the appointed member positions, shall be filled for the unexpired term of the original appointment in the same manner as the original appointment.
- e. Absence from three consecutively scheduled meetings, without notifying the Chairperson prior to the beginning of the scheduled meetings and requesting an excused absence, shall be cause for removal.

2.3 Conflicts of interest.

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

2.4 Dismissal proceedings.

Community Advisory Council members are subject to dismissal proceedings in the manner delineated in Section 2-107 of the Charter.

3.0 Powers, Duties and Responsibilities

City Council shall, by ordinance, prescribe uniform procedures, for the exercise of the powers and duties for all Community Advisory Councils. Included in those powers and duties shall be the provision that a community council may require that the City Council representative receive prior consultation from the Community Advisory Council on all issues which relate exclusively to that district.

The duties and responsibilities of each Community Advisory Council shall include:

- a. Communicating to City Council the concerns of groups, agencies, businesses and residents within its districts with respect to the delivery of programs and services.
- b. Assisting groups, agencies, businesses and residents in community problem solving by meeting with groups to:
 - a. Clarify issues; and
 - b. Demonstrate proper procedural approaches to accessing city government.
- c. Disseminating information to groups, agencies, businesses and residents on social and physical plans for the districts areas.
- d. Providing advice to community representatives and City Council on major issues within the council district which may include:
 - a. Housing development;
 - b. Commercial blight;
 - c. Safety and security;
 - d. Economic and community development;
 - e. Employment opportunities;
 - f. Code enforcement; and
 - g. Other concerns impacting social, economic, cultural and environmental conditions within the district.
- e. Familiarizing themselves with the City Charter, with the objective of assisting the community in understanding the intent and relevance of Charter provisions.
- f. Familiarizing themselves with the Master Plan for the City of Detroit in relationship to the City generally and the land area within their district generally.
- g. Familiarity with Parliamentary procedure as prescribed in the most recent edition of "Robert's Rules of Order, Newly Revised."
- h. Meeting annually with the Mayor and annually with City Council to discuss the challenges confronting the district and the resources required to advance the interest and support the viability of the district. The Community Advisory Council will be notified of City Council Evening Community Meetings and the Mayor's meetings held in their district and will be given the opportunity to address City Council or the Mayor.

4.0 Officers

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

4.1 Nomination and Election

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

4.2 Term

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

4.3 Duties of Officers

- a. The Chairperson shall:
 - 1. Preside over all meetings, when present;
 - 2. Execute all documents relating to Community Advisory Council policy or designate such responsibility as warranted;
 - 3. Prepare the initial agenda for each meeting; and
 - 4. Perform any other agenda duties as directed by the Community Advisory Council
- b. The Vice-Chairperson shall:
 - 1. Act in the capacity of the Chairperson in the Chairperson's absence; and
 - 1. In the event the office of the Chairperson becomes vacant, the Vice-Chairperson shall succeed the Chairperson office for the unexpired term.
- c. The Secretary shall:
 - 1. Discharge such duties as prescribed for the Secretary by "Robert's Rules of Order, Newly Revised," except where staff is available to perform them;
 - 2. Prepare and forward the Community Advisory Council records, including notices for, and minutes of, meetings and hearings to the City Clerk who shall maintain the records for the Community Advisory Councils; and
 - 3. Act in the capacity of the Vice-Chairperson in the Vice-Chairperson's absence. In the event the office of the Vice-Chairperson becomes vacant, the Secretary shall succeed to the office of Vice Chairperson for the unexpired term; the Community Advisory Council shall elect a successor to the office of Secretary for the unexpired term.

d. The Treasurer shall:

Follow Generally Accepted Accounting Principles (GAAP), that include, but are not limited to, the following.

1. Maintain custody of the funds and securities of the Community Advisory Council which may come into the Treasurer's hands or possession in accounts belonging to and in the name of the Community Advisory Council;
2. Endorse checks, notes and other obligations on behalf of the Community Advisory Council for collection, and deposit them to the credit of the Council in a designated bank or depository;
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 moneys 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;
7. In the event the office of Treasurer becomes vacant, the Community Advisory Council shall elect a successor from its members for the unexpired term.

5.0 Compensation.

All members of the Community Advisory Council serve without compensation.

6.0 City Council participation

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.

7.0 Meetings.

Each Community Advisory Council shall hold public meetings not less than four (4) times each year. The meetings will be held within its respective district and will be held in donated facilities with an attempt to provide as broad of a geographical distribution for the meetings as possible. To the extent possible, Community Advisory Councils should meet in City of Detroit owned facilities. All locations must be in compliance with the OMA and the ADA.

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.

The meetings shall be held in accordance with the Michigan Open Meetings Act and the Community Advisory Councils shall comply with the Michigan Freedom of Information Act.

7.1 Quorum

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.

7.2 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:

1. Call to order and roll call.
2. Adoption of agenda.
3. Approval of minutes.
4. Presentations, hearings, and discussions.
5. Unfinished business.
6. New business.
7. Reports.
8. Public comment.
9. 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.

7.3 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.

7.4 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.

7.5 Other Hearings and Public Discussions

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

7.6 Public participation; compliance with Open Meetings Act and Freedom of Information Act.

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

7.7 Parliamentary Authority and Procedure

The most recent edition of Robert's Rules of Order, Newly Revised, will govern the procedures of the Community Advisory Councils in all situations not otherwise provided for by statute, charter, or ordinance.

a. Chair of the Meeting

The duties of the Chair of the meeting include:

1. Call the meeting to order
2. Recognize members who are entitled to the floor
3. State and put to a vote all questions that are legitimately before the body as motions
4. Announce the results of the vote
5. Protect the body from dilatory motions by refusing them
6. Enforce the rules on debate and decorum
7. Respond to inquiries of members relating to parliamentary procedure
8. Expediate business
9. Manage public comment. It is the responsibility of the chair to ensure that each person who speaks be given the same amount of time and not continue to speak after the allotted time has expired. Neither the Chair nor Committee members should engage in back-and-forth dialogue with the speaker.
10. Declare the meeting adjourned

b. Motions

Business is brought before the Advisory Council through a motion at each line item on the agenda.

The following is the proper procedure for a motion in a Community Council Advisory meeting:

1. The member is recognized by the Chair
2. The member *makes* the motion
3. The Chair *states* the motion
4. There is *debate* on the motion/question
5. The Chair calls for the *vote* on the motion/question
6. The Chair *announces* the results of the vote

8.0 Funding

Community Advisory Councils shall receive no appropriations from City of Detroit funds, but may accept donations or grants in accordance with state, federal or local law. These funds shall be held in financial accounts in the name of the Community Advisory Council.

9.0 Dissolution

A Community Advisory Council shall be dissolved only by a petition signed by the number of qualified voters residing in the Community Advisory Council district as required pursuant to Section 12-2-4 of the Detroit City Code, and an ordinance enacted by City Council after a public hearing and public notice to the Community Advisory Council district in question.