



## BOARD POLICY

**SUBJECT:** COMMITTEES OF THE TOWNSHIP BOARD

**PURPOSE:** The purpose of board committees is to involve board members more directly and utilize their expertise in issues and proposed actions regarding the business of the Township. The small committee concept allows for greater input and discussion before proposed projects, policies, and actions are brought to the full board for consideration.

**PARTICIPATION:** Participation in committees allows and encourages greater input of all board members, in-depth discussions, better decisions, and hopefully, shorter regular meetings, requiring less discussion time.

**POLICY:** Michigan townships may create advisory committees to perform a number of functions: such as developing a budget or proposing policy matters such as public safety policy. Advisory committees are just that—advisory—and they have no authority of their own. They can perform only those tasks which the Township Board has authorized them to perform and their findings or recommendations are provided to the township board for consideration and action.

Plainfield Charter Township has two types of advisory committees: those which consist solely of Township Board members and the Township Superintendent and those which are a mixture of Board members, citizens and the Superintendent. The Superintendent is an ex officio member of all Township advisory committees by contract and in accordance with the Charter Township Act (MCL 42:10). Therefore, the Superintendent, as an ex officio member, shall have full deliberation and voting rights unless limited by the Board. Board members who serve on committees with citizens are full members of that committee with rights of deliberation and voting. Board members and citizens are appointed to the various committees by the Board and may be removed by the Board for no reason at any time. The usual term of appointment is three (3) years; however, the Board may make appointments for varying time periods. The Board may add or remove advisory committee members, create new advisory committees to perform a desired function or disband an existing advisory committee if it is no longer needed, by a simple Board motion or resolution which is recorded in the Board minutes.

Once the Board decides to create an advisory committee, it shall establish a Board Directive, which shall include, but not limited to, the committee's name, purpose, scope, goals, number of persons to be appointed, the length of the term each person will serve, and a timeline to report findings or recommendations, if applicable. The Board may leave administrative decisions, such as who will chair the committee, to the advisory committee. Because the courts and the public may view any advisory committee established by the Board as a public body, any advisory committee created by the Board shall comply with the Michigan Open Meetings and Freedom of Information Acts.

Approved by the Township Board on September 8, 2015

**CLASSIFICATION:** Committees of the Township Board shall be classified as follows:

- **Ad Hoc Committees**

These are committees appointed by the Township Board to address specific issues of relatively short duration, which are given specific requirements to provide input and to make recommendations to the Board.

- **Citizen Advisory Committees**

These citizen-oriented committees consider matters pertaining to particular Township-sponsored or Township-run programs and operations, making reports and recommendations to the Township Board through its assigned Board member liaison. The Township Board will assign a Liaison and an Alternate Liaison to each of the committees from among its members. Both are encouraged to attend all committee meetings. The Township Board encourages participation by citizens of Plainfield Township and seeks advice and recommendations from citizens in the special areas of activities assigned to each of the committees.

- Cemetery Advisory Committee
- Historical Preservation Advisory Committee
- Parks and Recreation Advisory Committee
- Public Safety Advisory Committee

- **Liaison or Representative Committees**

These are committees, commissions or organizations whose activities are related to Plainfield Charter Township activities and upon which Board members or designated representative serve to represent the interest of the township.

- Grand Valley Metro Council
- North Kent Sewer Association
- REGIS
- Rockford Area Community Endowment
- Northview Senior Citizens
- Ten Mile Corridor Planning Committee

- **Standing Committees**

These committees consist of Township Board members only, and are established to review, comment on, and make recommendations to the Township Board on issues, policies, and operations pertaining to the committee's assignment, which are more fully described in the attached committee summaries.

- Elections Commission
- Governance Committee
- Infrastructure Committee
- Technology Committee

- **Other**

- Planning Commission
- Zoning Board of Appeals (ZBA)
- Comstock Park Downtown Development Authority (DDA)
- Plainfield Avenue Corridor Improvement Authority (PACIA)

## GOVERNANCE COMMITTEE

*As Approved by the Plainfield Township Board of Trustees –on April 7, 2014*

**PURPOSE:** This committee, consisting of three Township Board members, will meet as needed but at least once annually and will have three primary responsibilities. The first is to provide a list to the Township Board of potential citizen advisory committee candidates for evaluation and selection. The second is to facilitate the regular review of the Township Superintendent. The third responsibility is to provide advice and recommendations at the request of the Township Superintendent in developing policies and procedures for recommendation to the Township Board that result in effective, efficient, uniform, and fair personnel administration for Plainfield Charter Township.

Under the first responsibility, this committee will actively seek candidates to serve on Citizen Advisory Committees and recommend appointments for approval by the full Township Board of Trustees. Interested citizens will be asked to submit a letter of interest and a resume to the Township Superintendent's office. This information will be retained and may be used as a resource by the Governance Committee for future committee vacancies.

Under the second responsibility, the committee will meet to prepare the format of the Superintendent's review by the full Township Board of Trustees and will identify substantive issues for discussion during review. The committee will work with the Superintendent to ensure a fair and honest evaluation, and will comply with any conditions stipulated in the Superintendent's employment contract. A review of the Superintendent shall occur no less frequently than once each year.

Under the third responsibility, the committee, at the request of the Superintendent, will meet to provide advice to the Superintendent on Personnel matters, which may include:

- Hiring decisions
- Creating new positions or consolidating existing positions
- Major changes to job descriptions
- Disciplinary action and/or termination of employment
- Review of proposed updates to the Personnel Policy Manual

The Township Board has approved a Personnel Policy Manual for Township employees, and may, at the recommendation of the Superintendent, amend it to include requirements or procedures dealing with a multitude of personnel administration issues. The Township Superintendent is required to follow such policies and procedures. To the extent that a personnel action is not specifically governed by the Personnel Policy Manual or other written Board Policies, the Township Superintendent is authorized to take that action as Personnel Director. The Township Superintendent is encouraged to utilize this committee for review and input on personnel matters prior to requesting Board action, although committee review is not mandatory.

## **HISTORICAL PRESERVATION ADVISORY COMMITTEE**

**PURPOSE:** This committee, consisting of up to ten citizen members, including one member of the Township Board, is an advisory committee and will meet at least quarterly. The Historical Preservation Advisory Committee will oversee the operation and maintenance of the Hyser House Historical Museum, will consider opportunities to preserve the heritage of Plainfield Township in terms of protecting and preserving physical landmarks as well as written and photographic documentation of Plainfield Township history. By appointing this committee, the Plainfield Township Board of Trustees establishes a means by which our history might be preserved as well as to demonstrate its commitment to assisting in this effort. It is not the purpose or function of this committee to commit Plainfield Township to the expenditure of funds, to execute any documents binding the Township, or to direct the activities of Township employees without the express direction of the Township Board, acting as a Board, at a regular or special Township Board meeting. Working with the Township staff personnel, this committee may consider, advise, and report to the Township Board on matters related to this mission.

- Terms of citizen members serving on this committee shall be three (3) years.
- The committee is encouraged to share information and to coordinate its activities with other groups or agencies in order to enhance, supplement and complement the committee's programs and activities. This includes consideration of opportunities for financial or in-kind contributions from other public or private sources.
- If special funding for any of the committee's programs and activities are to be sought, requests should be submitted to the Township Superintendent no later than October 1 of the year prior to the calendar year in which such funding might be used.

Minutes shall be kept and shall be delivered to the Clerk for transmittal to the Township Board and for filing.

The Township Board will endeavor to select citizens to serve on this committee from different areas of Plainfield Township, and will use other criteria to bring about a diversity of representation. This committee shall be subject to the relevant Board policies concerning committees.

This committee shall develop its own bylaws for recommendation and approval by the Township Board.

All meetings shall be posted and are open to the public.

## **INFRASTRUCTURE COMMITTEE**

**PURPOSE:** This committee, consisting of three Township Board Members, will meet at least monthly and will review and provide advice and recommendations for the Township Board concerning matters relating to a wide range of physical infrastructure issues, including, but not limited to:

- The “Master Plans” for the water and sewer systems of Plainfield Township
- Capital Improvements and repair projects for water and sewer systems
- Streetlighting Master Plan and policies
- Sidewalks Master Plan and policies
- Roads – improvements, resurfacing, and private road construction specifications
- Stormwater management policies
- Soil Erosion Control policies
- Other functions as determined by the Township Board

Minutes shall be kept and shall be delivered to the Clerk for transmittal to the Township Board and for filing.

The Board may, from time to time, refer agenda items to this committee for further study and recommendation. The Township Superintendent is encouraged to utilize this committee for review and input on infrastructure matters prior to requested Board action, although committee review is not mandatory.

## **PARKS AND RECREATION ADVISORY COMMITTEE**

**PURPOSE:** This committee, consisting of up to ten citizen members, including one member of the Township Board, is an advisory committee and will meet at least quarterly. The Parks and Recreation Advisory Committee will consider parks development, improvements, maintenance, and related issues as well as any programming involving the parks. It is not the purpose or function of this committee to commit Plainfield Township to the expenditure of funds, to execute any documents binding the Township, or to direct the activities of Township employees. Working with the Township staff personnel, this committee may consider, advise, and report to the Township Board on matters including, but not limited to the following:

- The establishment, revision, and updating of a Parks Master Plan for Plainfield Township and coordination of the Plan with the goals and objectives of the Township's Comprehensive Development Plan and issues relating thereto.
- Coordination of Township parks development and/or programming with other public or private agencies.
- Proposed land purchases, capital improvements, staffing and equipment needs, and opportunities for financial or in-kind contributions to the betterment of Township parks and associated programs.
- Hours of operation, security concerns, and the appropriate functioning of current operations.
- If the committee seeks special funding for its programs and activities, requests should be submitted to the Township Manger no later than October 1 of the year prior to the calendar year in which such funding might be used.
- Other functions as the Township Board may deem appropriate.

Minutes shall be kept and shall be delivered to the Clerk for transmittal to the Township Board and for filing.

The Township Board will endeavor to select citizens to serve on this committee from different areas of Plainfield Township, various age groups, and other factors that will bring about a diversity of representation. Committee members can be added or removed by the township board for any reason at any time. The Superintendent is an ex-officio voting member of the committee.

The terms of these committee members shall be variable and shall be subject to relevant Board policies concerning committees.

This committee shall develop its own bylaws for recommendation and approval by the Township Board.

All meetings shall be posted and are open to the public.

**PUBLIC SAFETY ADVISORY COMMITTEE**  
**(As adopted by the Township Board – January 13, 2014)**

**PURPOSE:** The Public Safety Advisory Committee (the “Committee”), consisting of up to seven citizen members who are residents of Plainfield Township and up to three members of the Township Board, is an advisory committee and shall meet as needed but not less frequently than twice annually. Meetings may be scheduled by the Chair of the Committee or the Township Superintendent. The Committee will consider issues concerning fire protection, rescue, emergency medical services, and police services (collectively “Public Safety”) as they relate to the needs of the Plainfield Township community. It is not the purpose or function of the Committee to commit Plainfield Township to the expenditure of funds, to execute any documents binding the Township, or to direct the activities of Township employees.

Working with the Township Superintendent, the Committee may consider matters related to Public Safety and advise and report to the Township Board on such matters, including, but not limited to the following:

- Review and comment upon the effectiveness, quality and quantity of Public Safety services being provided in Plainfield Township and the satisfaction of Township residents with these services. The Committee may make recommendations to the Township Board related to changes in levels of Public Safety services.
- Recommend Public Safety related policy and ordinance changes to the Township Board.
- Review recommendations of the Township Superintendent concerning new and/or expanded programs and cooperative efforts involving other public and private entities.
- Receive, review and comment upon requests for input and/or recommendations from the Township Board concerning Public Safety services provided in or by Plainfield Township.
- If the Committee contemplates requesting additional funding for expanded programs and activities, such requests should be submitted to the Township Superintendent no later than July 1 of the year prior to the calendar year in which such funding might be used.
- Other matters as the Township Board may deem appropriate.

Minutes shall be kept and shall be delivered to the Township Clerk for transmittal to the Township Board and for filing. All meetings shall be posted and are open to the public.

The Township Board will endeavor to select citizens to serve on the Committee from different geographic areas of Plainfield Township, and will use other criteria to bring about a diversity of representation and experience with Public Safety. The Board shall attempt to include Township residents with first-hand experience in Public Safety service, except that no current employee of Plainfield Township nor any employee or representative of any contracted service provider shall serve on the Committee. Committee members can be added or removed by the township board for any reason at any time. The Superintendent is an ex-officio voting member of the committee.

The terms of these committee members shall be variable and shall be subject to relevant Board policies concerning committees. Board members shall be one (1) year, and shall be subject to relevant Board policies concerning committees. The initial terms of the seven citizen members appointed after December 31, 2013 shall be staggered in a manner recommended by the Township Superintendent and approved by the Township Board.

The Township Fire Chief (or his representative), and a representative from each contracted Public Safety service provider shall serve as staff to the Committee and shall provide such assistance to the Committee as may reasonably be required or requested, subject to the oversight and direction of the Township Superintendent. The Township Superintendent shall be responsible for establishing the agenda for the meetings of the Committee.