

BYLAWS OF THE KALAMAZOO BUILDING BOARD OF APPEALS

ARTICLE I – OFFICERS AND MEMBERSHIP

Section 1.0 Membership: The Board shall consist of seven members appointed by the City Commission. The terms of the Board members shall be for three years. Board members shall be limited to two consecutive terms with a three-year break. A Board member whose term of office has expired may continue to hold office until a successor has been appointed.

The City Fire Marshall and the Historic Preservation Coordinator shall be ex officio members of the Board with no voting power.

Section 1.1 Officers: The officers of the Kalamazoo Building Board of Appeals shall consist of a Chairperson and Vice-Chairperson, elected by the Board at its Annual Meeting. Officers shall serve for a period of one year and may be reelected.

An employee of the Community Planning and Development Department shall serve as Recording Secretary of the Building Board of Appeals but shall not have a vote in matters before the Board. In the event of the absence of the Recording Secretary from any meeting, the officer presiding shall designate an Acting Recording Secretary to serve for the meeting in question.

Section 1.2 Duties of Officers:

(a) Chairperson

- (1) To preside at all meetings of the Board.
- (2) To call special meetings in accordance with these Bylaws.
- (3) To see that all actions of the Board are properly taken.
- (4) To sign all documents and letters of the Board.

(b) Vice-Chairperson

- (1) During the absence, disability or disqualification of the Chairperson, the Vice-Chairperson shall exercise or perform all the duties and be subject to all the responsibilities of the Chairperson.

(c) Recording Secretary

- (1) To present to the Board all such business as shall properly and legally come before it.
- (2) To inform the Board of all correspondence relating to business of the Board and to attend to such correspondence.
- (3) To take and keep the minutes of all meeting of the Board, prepare decisions, obtain signatures of chair and mail.
- (4) To give or serve all notices required by law or the Bylaws.
- (5) To prepare the agenda for all meetings of the Board.
- (6) To be custodian of Board records.

Section 1.3 Vacancies: Should any vacancy occur among the members of the Board by reason of death, resignation, disability or otherwise, immediate notice shall be given by the Recording Secretary to the City Clerk. If a vacancy occurs for any officer position, the Board shall – as soon as practical after the vacancy occurs – fill the vacant office position by an election from the remaining members of the Board. Such officer shall serve the unexpired term of the vacant office position.

ARTICLE II – MEETINGS

Section 2.0 Annual Meeting: The Annual Meeting of the Building Board of Appeals shall be the first meeting in January each year. Such meeting shall be devoted to the election of officers for that year and such other business as shall be scheduled by the Board.

Section 2.1 Regular Meetings: Meetings of the Building Board of Appeals shall be held in City Hall on the third Thursday of each month at 4:00 p.m. At such meetings, the Board shall consider all matters properly brought before it.

Section 2.2 Special Meetings: Special meetings of the Building Board of Appeals shall be held at a time and place designated by the officer calling the same and shall be called by the Chairperson or Vice-Chairperson, with permission of the majority of the members of the Board, which permission may be obtained by telephone. Sufficient notice thereof as required by law shall be given by the Recording Secretary.

Section 2.3 Quorum: At any meeting of the Building Board of Appeals, a quorum shall consist of a majority of the members currently serving on the Board. A majority of the members is required to take action on all matters not of an administrative nature, but a majority of a quorum may deal with administrative matters.

Section 2.4 Voting: At all meetings of the Building Board of Appeals, each member attending shall be entitled to cast one vote. Voting on all hearing requests and other matters upon which the Board is required to pass pursuant to law, shall be by roll call. All other action shall be by voice vote, except when a majority of the members present prefers a roll call or ballot vote.

Section 2.5 Disclosure: In the event that any members of the Board shall have a personal interest in a matter then before the Board, he or she shall disclose his or her interest and be disqualified from voting upon the matter and the Recording Secretary shall so record in the minutes that no vote was cast by such member.

Section 2.6 Conduct of meetings: All meetings of the Building Board of Appeals shall be open to the public. The order of business at meetings shall be as follows:

- (a) Call to Order
- (b) Roll Call
- (c) Communications and Announcements
- (d) Approval of the Minutes

- (e) Citizen Comment
- (f) Initial Hearings
- (g) Re-hearings
- (h) Other Business
- (i) Adjournment

Section 2.7 Adjourned Meetings: The Board may adjourn a regular or special meeting if business cannot be disposed of on the day set, and public notices in accordance with the law shall be made for such a meeting.

Section 2.8 Robert's Rules of Order: All meetings of the Building Board of Appeals shall be conducted in accordance with Robert's Rule of Order.

SECTION III – AMENDMENTS

Section 3.0 Amendments: These Bylaws may be altered, amended, or repealed by the affirmative vote of a majority of the Board then in office at any regular or special meeting called for that purpose.