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**Subject: KALAMAZOO MALL ADVISORY BOARD  
BYLAWS**

**No. 40.3**

**Date: February 9, 1988**

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**POLICY:**

To establish and maintain a permanent Mall Advisory Board that will serve in the best interests of this community and its citizens to maintain the aesthetic appeal of the Mall as well as a pleasant pedestrian atmosphere. And, by so doing, execute its powers to control and regulate all activities on the Kalamazoo Mall pursuant to Kalamazoo City Code Section 19-6.

**SCOPE:**

MEMBERS: The Kalamazoo Mall Advisory board consists of seven members as indicated in Kalamazoo City Code Section 19-6. The Board will elect a chairperson and a vice-chairperson.

**I. THE CHAIRPERSON OF THE KALAMAZOO MALL ADVISORY BOARD**

**A. Qualifications:**

1. Maintain, manage or act in a supervisory capacity regarding mercantile, professional, social, industrial or business matters of the Kalamazoo Mall and/or Central Downtown Business District.
2. Be familiar with the City's ordinances pertaining to the Kalamazoo Mall.
3. Be aware of the responsibilities of said Board in order to work with the members to produce optimum results.

**B. Duties:**

1. Organizes meetings, which shall be held monthly.
  - a) Makes agenda in writing.
  - b) Calls roll.
2. Makes certain vice-chairperson and board members are fulfilling their duties.
3. Promotes and motivates effective promotional and beautification idea exchange.
4. Keeps informed of any matters or controversies relating to the Kalamazoo Mall.

**C. Limitations:**

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1. Quorum will consist of chairperson or vice-chairperson and three members.
2. Motion requires majority approval or veto by quorum, figuratively speaking, in determining if uses of Mall are legitimate.

II. THE MANAGER OF PUBLIC WORKS DIVISION BY VIRTUE OF HIS/HER OFFICE

A. Duties:

1. Acts as Executive Director of Kalamazoo Mall Advisory Board, but is not a member of the Board.
  - a. Coordinates all the activities and business pertaining to the Kalamazoo Mall, as it relates to City Government, the Public, the Downtown Kalamazoo Association, the Kalamazoo Mall Advisory Board, and others.
  - b. Records all transactions relating to the Kalamazoo Mall in a journal, and made available to the Kalamazoo Mall Advisory Board, the Downtown Kalamazoo Mall Advisory Board, the Downtown Kalamazoo Association, and the City Commission (through the City Manager), in the form of monthly reports or minutes of the Kalamazoo Mall Advisory Board.

NOTE: The Kalamazoo Mall Advisory Board controls and regulates all activities. The Executive Director coordinates and records these activities.
2. All requests for any activities on the Kalamazoo Mall will be channeled directly to the Executive Director of the Kalamazoo Mall Advisory Board. This does not include requests for "Tag Day" applications.
3. The Kalamazoo Mall Advisory Board hereby grants the authority to the Executive Director to coordinate scheduling of all activities on the Mall. The Executive Director may also exercise judgment in approving or disapproving requests that appear to be routine.
4. The Kalamazoo Mall Advisory Board retains the privilege to promote activities from time to time.
5. Regarding unforeseen short notice special events, the City Manager has the power, by right of office, to grant permission for any use of the Mall without approval of

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the Kalamazoo Mall Advisory Board. This board requests prior notice of such activity if at all possible.

### III. GUIDELINES

#### A. Statements:

1. All uses of the Kalamazoo Mall should be requested in writing, however, if a verbal request is heard, it will be answered by a written response.
2. That all requests be made in writing to the Executive Director, at least two months in advance, but in particular before the second Monday of each month.
3. That "Tag Day" applications be available only in the office of the City Clerk.
4. That the "Executive Director" serve as a "watchdog" figuratively speaking, in determining if uses of Mall are legitimate.
5. In most cases it is intended that permission be granted to any one organization for only one date of use, and/or solicitation.
6. That permission in general be granted on a first come, first serve basis. When conflicts occur, organizations that have had standard year-to-year dates will be given preference over new requesting organizations, even though a new organization might have requested first.
7. That since the Downtown Kalamazoo Association is directly interested in promotion of downtown business; their requests take priority over all other uses.
8. Request coming in from organizations wishing to use the Mall for profit purposes will be handled separately by the Board.

**EFFECTIVE DATE:** February 9, 1988

#### **SEE ALSO:**

City Code Section 19-6

City Commission Policies Resolution No. 92-41; No. 88-26; No 88-27