

PESTICIDE/HERBICIDE POLICY ADVISORY COMMITTEE

On call

As set forth by Resolution No. 84-243 adopted by the City Commission on August 6, 1984. Amended by Resolution No. 85-150 from the City Commission on May 28, 1985.

CITY OF KALAMAZOO, MICHIGAN

RESOLUTION NO. 85-150

**A RESOLUTION TO AMEND RESOLUTION 84-243
ESTABLISHING A COMMITTEE TO MONITOR THE USE OF
PESTICIDES AND HERBICIDES IN THE CITY OF KALAMAZOO**

WHEREAS, the City Commission established a committee to monitor the use of pesticides and herbicides in the City of Kalamazoo by Resolution No. 84-243 dated Monday, August 5, 1984, and

WHEREAS, the City Commission desires to amend said resolution:

NOW, THEREFORE, BE IT RESOLVED, that Resolution no. 84-243 is hereby amended to read as follows:

1. Purpose. The Committee shall study and make recommendations to the City Commission regarding the use of pesticides and herbicides in the City of Kalamazoo, and to recommend policies and guidelines for said use.

2. Membership. The Committee shall consist of nine (9) members, two (2) members to be appointed from the Parks and Recreation Advisory Board, two (2) members to be appointed from the Environmental Concerns Committee, three (3) members to be appointed at large from the citizenry, and two (2) representatives from commercial or industrial concerns which use pesticides or herbicides in the normal course of their business.

3. Terms. Terms shall be for three (3) years and shall begin on January 1 and terminate on December 31. Provided, however, for those members appointed in August of 1984, three (3) members' terms shall expire on December 31, 1985, three (3) members' terms shall expire on December 31, 1986, and three (3) member's terms shall expire on December 31, 1987. A member shall continue in office until a successor is appointed and takes office.

4. Officers. The Committee shall elect such officers as it deems necessary.

5. Meetings. The Committee shall meet at those times and places as determined by the Committee.

6. Quorum. A simple majority of the members of the Committee shall constitute a quorum. The order of meetings shall be as follows:

- a. Roll Call
- b. Approval of Minutes
- c. Old Business
- d. New Business
- e. Adjournment

The meetings of the Committee shall be governed by **Robert's Rules of Order**.

7. Membership Vacancy. Any member who misses three (3) consecutive meetings of the Committee, without an excused absence having been approved by the Committee, shall be deemed to have vacated his or her position, and the City Commission may appoint a person to fill the vacant position.

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BY-LAWS

ARTICLE I

Sec. 1. Name. The Name of this advisory committee is the Pesticide/Herbicide Policy Advisory Committee.

Sec. 2. Duties. The duties of this committee are as follows:

- a) To elect a chairperson and any other officers it deems essential to carry out its functions;
- b) Adopt rules and make regulations for its own activities;
- c) Consult with and make recommendations to the City Commission regarding pesticide usage and policy;
- d) Have access to all records, information and data regarding pesticide usage by any and all City departments;
- e) Review and evaluate current scientific data on pesticides, so usage and/or policy recommendations can be made with a solid basis.

ARTICLE II

Sec. 1. Officers. The officers shall be chairperson, vice-chairperson, and secretary, all of whom shall be voting members.

Sec. 2. Election of Officers. The nomination and election of officers shall be held at the December meeting each year. A majority of committee members present is required for election to office. In the event a vacancy occurs during the term of any officer, it shall be filled in the same manner as the regular election of officers.

Sec. 3. Duties of the Chairperson. The chairperson shall:

- a) Preside at all meetings of this committee, following the order of business hereinafter provided;
- b) Appoint all special committees unless otherwise ordered;
- c) Call special meetings as may be herein provided;
- d) Perform other such duties as may be prescribed by action of this committee.

Sec. 4. Duties of the Vice-Chairperson. This officer shall have the power to perform the duties of the chairperson in case of the absence of that officer, and other such duties as the chairperson or the committee may direct.

Sec. 5. Duties of the Secretary. The secretary shall:

- a) Keep records of the proceedings of all regular and special meetings of this committee;
- b) keep (or cause to be kept) in custody all records of this committee, except such as are assigned to others;
- c) Cause to be printed the draft minutes of all regular and special meetings. A copy of all minutes is to be sent to all members, ex-officio members, the City Manager, the head of the Public Works Department, and others requesting copies;
- d) Send out proper notification of all regular and special meetings of the committee;
- e) Conduct the official correspondence of the committee, unless otherwise directed;
- f) Inform the City Commission of any member whose absences exceed the prescribed number or frequency;
- g) perform other actions as directed by the chairperson or the committee.

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ARTICLE III

Sec. 1. Membership. The composition of this committee is as follows:

- a) Two voting representatives will be appointed by the Environmental Concerns Committee from their voting membership.
- b) Two voting representatives will be appointed by the Parks and Recreation Advisory Board from their voting membership.
- c) Two voting members representing commercial and/or industrial interests will be appointed by the City Commission.
- d) Three voting members representing the community at large will be appointed by the City Commission.

Sec. 2. Residence requirements.

- a) Representatives appointed from the Environmental Concerns Committee and the Parks and Recreation Advisory Board are governed by the residency requirements of their respective bodies.
- b) Representatives of commercial and/or industrial interests must either reside within the City of Kalamazoo, or have a business located within the City of Kalamazoo, or do a substantial portion of their business in the City of Kalamazoo.
- c) At large members should be residents of the City of Kalamazoo or, in the case of special expertise, at least have more than a peripheral involvement in some aspect(s) of activity which directly affects the quality of life in the City, or have a demonstrable expertise needed by the committee to such an extent that all questions of residency and/or involvement should be waived.

ARTICLE IV

Sec. 1. Meetings.

- a) Regular meetings of the committee shall be held monthly at a time and location determined by the committee.
- b) Special meetings may be called by the chairperson, or by and three (3) or more voting members. Announcement must be given in writing or by telephone 24 hours in advance of the meeting date, and must include time, place, and purpose of the meeting.
- c) In situations where nothing is pending on the agenda, and/or the chairperson is aware that a quorum will not be available to conduct business, the meeting may be canceled, provided notice is given prior to 24 hours before the scheduled meeting time.

Sec. 2. Quorum.

- a) A quorum is defined as a majority of voting members, for the purpose of conducting regular committee business:
- b) For the purpose of policy recommendations to the City Commission, a quorum shall consist of a majority of voting members, but with the following requirements:
 - 1) There must be at least one voting representative from the Environmental Concerns present and voting;
 - 2) There must be at least one voting representative from the Parks and Recreation Advisory Board present and voting;
 - 3) There must be at least one voting member representing the industrial/commercial interest present and voting;
 - 4) There must be at least one at large voting member present and voting.

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Sec. 3. Order of Business.

- a) The order of business for all regular meetings shall be:
 - 1) Roll Call
 - 2) Procedural Matters
 - a) Changes to or approval of the Agenda
 - b) Introduction of guests
 - c) Minutes of the previous meeting
 - 3) Communications
 - 4) Old Business
 - 5) New Business
 - 6) Project or special committee reports
 - 7) Staff and City Commission liaison reports
 - 8) Comments
 - 9) Adjournment

Sec. 4. Parliamentary practice. Robert's Rules of Order, Revised. Shall govern the committee in all case not addressed in these bylaws.

Sec. 5. Open meetings. Since this committee, meeting in regular session, is covered by the Michigan Open Meetings Act, all regular or special meetings requiring a quorum are open to the public, with attendance invited. Working project group meetings, or special sub-committee meetings, since they will not constitute a quorum, are not necessarily open to the public.

ARTICLE V

Sec. 1. Amendments. These bylaws may be amended by a vote of 5 (five) voting members of this committee (such a process will be considered a policy decision, and the quorum requirements defined in Article III, section 2b, must be observed) at a regular meeting only, and not unless the proposed amendment shall have been formally proposed at a prior meeting.

Sec. 2. Suspension. Any bylaw may be suspended by a vote of 5 (five) voting members of the committee at any meeting.

ARTICLE VI

These bylaws will be considered ratified when approved by this committee and the City Commission.