

BAY COUNTY BUILDING AUTHORITY

BY-LAWS

WHEREAS, the County of Bay has incorporated the Bay County Building Authority pursuant to the provisions of Act 31, Public Acts of Michigan, 1948 (First Extra Session), as amended; and

WHEREAS, the Articles of Incorporation of the Building Authority require that certain by-laws and rules of procedure be adopted by the Commission of the Building Authority:

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The following shall be the By-Laws of the Building Authority.
 - A. Regular meetings of the Commission of the Building Authority shall be held on the third Wednesday of each month unless otherwise ordered by the Chairman.
 - B. Special meetings can be called by the Chairman or any two members of the Commission on 18 hours written notice of the time and place or without prior notice when 2/3 of the members decide that delay would be detrimental to efforts to lessen or respond to a severe and imminent threat to the health, safety, or welfare of the public.

Written notice of special meetings of the Commission shall be either (a) served personally on each member of the Commission or left at his or her usual place of employment or residence no less than (18) hours prior to the time of the special meeting; (b) given personally by telephone to each member of the Commission not less than eighteen (18) hours prior to the time of the special meeting; or, (c) given by first class mail to each member of the Commission not less than seventy-two (72) hours prior to the time of the special meeting.

- C. Public notice of all regular, special or rescheduled regular or special meetings of the Commission of the Building Authority shall be given pursuant to the applicable provisions of the Open Meetings Act, Public Act 267 of 1976.
- D. Four members of the Commission shall constitute a quorum.
- E. The Commission shall elect its officers at the first meeting in January.

The offices of Chairperson, Vice-Chairperson, and Secretary shall be elected by a roll call vote of the members, to serve for one year or until their successors are elected, and their term of office shall begin at the close of the meeting at which they are elected. No term of office created under this section shall extend beyond the term of the Commissioner elected.

No member shall hold more than one office at a time, and no member shall be eligible to serve more than two consecutive terms in the same office.

- F. The fiscal year shall begin on the first day of January and end on the thirty-first day of December in each year.
- G. The rules contained in the current edition of Robert's Rules of Order, Newly revised, shall govern the Commission in all cases to which they are applicable and in which they are not inconsistent with these By-Laws and any special rules of order the Commission may adopt.
- H. These By-Laws can be amended at any meeting by a two-thirds vote of the total membership provided written notice is given at the previous meeting.

Amended 3/12/03

Amended Section 1(A) - 3/19/08

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