

**ORDINANCE NO. 2023-13**

**CITY OF ROYAL OAK  
OAKLAND COUNTY, MICHIGAN**

An Ordinance to amend the 2008 Ordinance Adopting the Royal Oak Code of Ordinances, codifying and adopting a new Code of the City of Royal Oak by adopting a new Chapter 37, Sections 37-1 through 37-6, of the Code of Ordinances, City of Royal Oak, Michigan, to provide for a new Community Engagement Advisory Board.

**THE CITY OF ROYAL OAK ORDAINS:**

**SECTION 1. Amendment.**

That a new Chapter 37, Sections 37-1 through 37-6, is hereby added to the Code of the City of Royal Oak, Michigan, to read as follows:

**Sec. 37-1. Title.**

This chapter shall be known as and may be cited as the "Royal Oak Community Engagement Advisory Board Ordinance."

**Sec. 37-2. Statement of purpose.**

The purpose of the Community Engagement Advisory Board shall be to advise and make recommendations to the City Commission and the City Manager regarding the promotion of community events and community safety events, to encourage and work with neighborhoods to form neighborhood groups and/or assist in the development of neighborhood centered events.

**Sec. 37-3. Membership.**

The Community Engagement Advisory Board shall be made up of seven (7) total members appointed by the City Commission and one (1) non-voting staff ex-officio member. One of the seven voting members shall be a member of the city commission. The staff ex-officio member shall be appointed by the City Manager or his/her designee and shall be responsible for working with the Board and the chair in organizing their agendas, minutes, and other documents, and maintaining records and handling administrative elements of the board. Voting members shall be residents of the city of Royal Oak.

**Sec. 37-4. Term of appointment.**

Members of the Community Engagement Advisory Board shall be appointed for a term of 3 years on a staggered rotation. To form the Community Engagement Advisory Board in the first year, the City Commission shall appoint two (2) members to a 1-year term, two (2) members to a 2-year term and two (2) members to a 3-year term.

**Sec. 37-5. Powers and duties.**

The Community Engagement Advisory Board is hereby authorized and empowered to do the following:

- (a) To advise and make recommendations to the City Commission and the City Manager on accomplishing the goals of the Community Engagement Advisory Board.
- (b) To work with the city, residents, community organizations, neighborhoods and neighborhood

groups to promote, encourage and organize programs and events that support the formation and continuation of neighborhood groups, including hosting and promoting community events, including community safety events, that support the city's community engagement needs of city departments, including, but not limited to, the police, fire, library and other departments.

- (c) To accept contributions from any person or agency to assist in the implementation of the purposes of this section and to see and enlist the cooperation of private, charitable, religious, labor, and civic and benevolent organizations for the purposes of this section. Funds raised and held by the Board are public funds and shall be reserved for the purposes of this chapter.
- (d) To do all other acts and deeds necessary and proper to carry out and effectively accomplish the purposes, functions and services contemplated by the provisions of this Chapter and the Community Engagement Advisory Board, including the promulgation of rules and regulations implementing the powers and authority hereby vested in the Community Engagement Advisory Board.
- (e) To prepare an annual written report on its work, functions, and services for each year in August.

**Sec. 37-6. Organization; meetings; records.**

- (a) The Community Engagement Advisory Board shall elect a Chair, Vice Chair, and any other officers deemed necessary at the beginning of the first meeting of each year. The Chair shall preside over meetings and will serve as a voting member of the Board. The Vice Chair shall perform the duties of the Chair in their absence. The staff ex-officio member shall serve as the Secretary and shall record the minutes for proceedings of the Board.
- (b) At least four voting members of the Community Engagement Advisory Board shall constitute a quorum for the approval of motions and transaction of its business. The Board shall adopt rules for the transaction of its business which shall provide for the time and place of holding meetings.
- (c) The concurring vote of a majority of the members present shall constitute approval of any formal action taken by the Board, including, but not limited to, the approval of goals, plans, or applications before the Board for review.
- (d) The business that the Board or subcommittees of the Board may perform shall be conducted in compliance with the Michigan Open Meetings Act.
- (e) The Board shall keep a record of its proceedings and actions. A writing prepared, owned, used, in the possession of, or retained by the Board or subcommittees of the Board in the performance of an official function shall be made available to the public in compliance with the Michigan Open Meetings Act and the Freedom of Information Act.
- (f) The Community Engagement Advisory Board shall adopt bylaws, and rules of procedure consistent with this chapter.

**SECTION 2. Repealer.**

All ordinances or parts of ordinances, in conflict with this ordinance are repealed only to the extent necessary to give this ordinance full force and effect.

**SECTION 3. Severability.**

Should any section, subdivision, clause, or phrase of this ordinance be declared by the courts to be invalid, the validity of the ordinance as a whole or in part shall not be affected other than the part invalidated.

**SECTION 4. Savings.**

All proceedings pending and all rights and liabilities existing, acquired or incurred at the time this ordinance takes effect are saved and may be consummated according to the law in force when they were commenced.

**SECTION 5. Effective Date.**

This ordinance as ordered shall take effect ten (10) days after its adoption and upon publication.

**SECTION 6. Inspection.**

A copy of this ordinance may be inspected or purchased at the City Clerk's office between the hours of 8:00 a.m. and 4:30 p.m. on regular business days and between the hours of 8:00 a.m. and 12:00 p.m. on Fridays.

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Michael Fournier, Mayor

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Melanie Halas, City Clerk

Date Adopted: 01/08/2024  
Date Published: 01/10/2024  
Effective Date: 01/18/2024