

**BYLAWS AND RULES OF PROCEDURE  
CITY OF TROY  
GLOBAL TROY ADVISORY COMMITTEE**

**ARTICLE I: Establishment, Objectives, and Mission.**

- Section 1. **Name and Establishment.** The City of Troy Global Troy Advisory Committee (the "GTAC") was established by a resolution of the Troy City Council on April 4, 2016 (#2016-04-060), and amended on May 9, 2016 (#2016-05-089), and on September 19, 2016 (2016-09-160).
- Section 2. **Address.** The address of the Committee shall be known as:  
CITY OF TROY GLOBAL TROY ADVISORY COMMITTEE  
500 W. BIG BEAVER ROAD  
TROY MI 48084-5285
- Section 3. **Objectives.** Troy City Council established the fourteen member GTAC as an advisory body to the Troy City Council and Troy City Administration. It was created to increase the City of Troy's cultural competence through cultural knowledge, awareness and sensitivity. The GTAC also assists with the promotion of cultural diversity and inclusion and enhances community connections.
- Section 4. **Mission.** GTAC shall work towards achieving cultural competence and promoting cultural diversity and inclusion in the City of Troy government, community, civic engagement, public safety, education, and economic development.

**ARTICLE II: Committee Structure**

- Section 1. **General Powers.** GTAC is an advisory body, which makes recommendations to the Troy City Council and/or Troy City Administration. GTAC members also partner with other organizations to plan and implement culturally diverse activities.
- Section 2. **Committee Composition.** GTAC is comprised of one City Council member (appointed for the length of the Council member's term), eleven regular members and two nonvoting Student Representatives (serving one year terms). All appointments are made by the Mayor, with the approval of the Troy City Council members. The regular members serve three year terms. All members must be Troy residents.
- Section 3. **Resignation, Replacement and Vacancies.** A GTAC member shall resign when no longer eligible. A GTAC member can also resign for any other reason by delivering a written resignation notice to the Troy City Clerk. Any GTAC vacancy shall be filled in the same manner as the original appointment, and shall serve for the remaining term, but members

shall continue to hold office until his/her successor has been appointed by the Troy City Council. Members may be reappointed by the Troy City Council to serve additional terms.

Section 4. **Removal.** A Member may be removed from office for neglect of duty, misconduct or malfeasance through a resolution of a majority of the Troy City Council. Prior to such a resolution, the member shall be provided with written notice of the intended removal and its particulars.

Section 5. **Conflict of Interest.** A Member who has a direct interest in any matter before the GTAC shall disclose his/her interest at the outset, prior to any discussion of the matter, and that disclosure shall become a part of the record of the official proceedings. If the remaining GTAC members determine that a member has a conflict of interest, the interested member shall absent himself or herself from the meeting, and shall refrain from any additional discussion or participation relating to the matter.

Section 6. **Meetings.** At the first meeting of the calendar year, the GTAC shall approve a regular meeting schedule for the year. GTAC can also schedule special meetings, provided that there is compliance with the Open Meetings Act, (Act No. 267 of the Public Acts of 1976).

Section 7. **The Order of Business.**

A. Regular Meetings

The order of business for a Regular Meeting shall be:

1. Call to order by Chairperson or Vice-Chairperson.
2. Roll Call.
3. Consent Agenda/Approval of Minutes
4. Regular business.
5. Other business.
6. Public Comment.
7. Adjournment.

B. Chairperson's Discretion

Due to extenuating circumstances, the Chairperson is vested with the discretion to change the order of business if he or she deems it advisable.

Section 8. **Quorum.** A majority of the total GTAC members constitutes a quorum for the transaction of business at any meeting. If less than a majority of members are present at a meeting, a majority of the members present may adjourn the meeting without further notice.

Section 9. **Amendment of the Bylaws.** A 2/3 vote of the total GTAC membership is required to amend these bylaws.

Section 10. **Sub-Committees.** Through resolution(s) passed by a majority of the membership, GTAC may designate one or more sub-committees. Each sub-committee shall have at least one GTAC member, but alternates may be appointed.

### **ARTICLE III: Officers**

Section 1. **Officers.** GTAC shall select from its own membership a Chairperson and a Vice Chairperson.

Section 2. **City Liaison.** GTAC shall be provided administrative support by a non-voting Staff Liaison, who will be appointed by the Troy City Manager. The City Liaison shall serve as the GTAC Secretary and Treasurer.

Section 3. **Nomination, Election, and Term of Office.** The Chairperson and Vice Chairperson shall be annually elected by the Committee at the first GTAC meeting of the calendar year. The Chairperson and Vice Chairperson can be re-elected, and shall hold office until his/her successor is appointed.

Section 4. **Vacancies.** A vacancy in any office because of death, resignation, removal, disqualification or otherwise, may be filled by member election at any meeting of the Committee for the unexpired portion of the term of such office.

Section 5. **Chairperson and Vice Chairperson.** The Chairperson shall preside at all GTAC meetings, and shall have the duties normally conferred by parliamentary usage. The Chairperson shall be able to vote on any matter before the Committee, but shall have no veto power. The Chairperson shall also perform any other assigned duties. The Chairperson, if unavailable, can delegate all or any part of his/her duties to the Vice Chairperson. The Chairperson shall also be an ex-officio member of all standing GTAC sub-committees.

Section 6. **Delegation of Duties of Officers.** In the absence of any officer of the Committee, or for any other reason that the Committee may deem sufficient, the Committee may delegate powers or duties to any other officer, or to any Member, provided a majority of the GTAC membership concurs through a resolution.

### **ARTICLE IV: Fiscal Year**

Section 1. **Fiscal Year.** The fiscal year of the GTAC shall correspond to the fiscal year of the City of Troy.

**ARTICLE V: Representation and Indemnification.**

Section 1. **Representation and Indemnification.** GTAC members shall be represented and indemnified for any claims or civil actions made against them, in accordance with the same provisions governing elected and appointed officials and employees of the City of Troy.

**ARTICLE VI: Miscellaneous**

Section 1. **No Compensation.** GTAC members are volunteers, and shall not receive any compensation for their services, but they may be reimbursed expenses consistent with City of Troy policies.

Section 2. **Roberts Rules of Order.** GTAC meetings shall be conducted in accordance with the most recently published version of Roberts Rules of Order.

Section 3. **Non-discrimination Policy.** GTAC will not practice or permit any unlawful discrimination on the basis or sex, age, race, national origin, religion, physical handicap or disability, or any other basis prohibited by law.

I HEREBY CERTIFY that the above Bylaws were adopted the 18th day of February, 2020.



Ethan Baker, Chairperson



Drew Benson, Staff Liaison / Secretary