

**COVERT TOWNSHIP
HISTORICAL MUSEUM ADVISORY COMMITTEE
Monday, November 18, 2024, Noon
Covert Historical Museum, 33880 M-140 Hwy, Covert, MI 49043
(269) 764-8986**

MEETING AGENDA

Call to Order
Roll Call
Attendance
Approve Agenda
Approve September 23, 2024, Draft Minutes
Public Comments

ONGOING BUSINESS

Chairs Upholstering – Majorie fabric
Museum Manager – any interest
Floor (1st Floor) – sanded/refinished – quotes
Frames – purchased?
Donation Application

NEW BUSINESS

Museum Advisory Committee Secretary position to be filled.
Museum Advisory Committee By Law and Rules of Procedure to be Adopted

Adjourn

Covert Township Historical Museum Advisory Committee By Laws and Rules of Procedure

The following rules of procedure are adopted by the Covert Township Historical Museum Advisory Committee to facilitate the performance of duties of the appointed Covert Township Historical Museum Advisory Committee Members; herein referred to as Advisory Committee.

Mission Statement

The mission of the Covert Historical Museum is to protect, preserve and display artifacts and present programs that highlight Covert Township's unique history as a means of keeping that history alive for future generations. We strive to build bridges between the past and the present by bringing to life family histories, artifacts, pictures and stories depicting early life in Covert Township.

The Museum's primary constituents are the community, the general public, and Covert Schools.

Section 1: Officers

- A. Selection and Tenure**—At the first regular meeting each calendar year (May), the Advisory Committee shall select from its membership a chairperson, secretary and treasurer. All officers shall serve a term of office as determined and set forth by the Township Board.
- B. Chairperson**—The chairperson shall prepare an agenda, presides at all meetings, appoint committees and perform such other duties as may be ordered by the Advisory Committee.
- C. Secretary**—The secretary shall execute documents in the name of the Advisory Committee and shall perform such other duties as the Advisory Committee may determine.
 - 1. **Minutes**—the secretary shall be responsible for maintaining a permanent record of the minutes of each meeting and shall have them recorded in suitable permanent records maintained by the township clerk. The minutes shall contain a brief synopsis of the meeting, including a complete restatement of all motions and record of votes, conditions or recommendations made on any action and record of attendance.
 - 2. **Correspondence**—the secretary shall be responsible for issuing formal written correspondence with other groups or persons, as directed by the Advisory Committee. All communications, petitions, reports or other written materials received by the secretary shall be brought to the attention of the Advisory Committee.
 - 3. **Attendance**—The secretary shall be responsible for maintaining an attendance record for each Advisory Committee member and report those records annually to the Advisory Committee for inclusion in the annual report to the township board.
 - 4. **Notices**—The township clerk shall oversee the issuance of notices as may be required by the Advisory Committee, including Open Meetings Act notices.

E. Treasurer – The treasurer shall be responsible to record all donations and expenditures and coordinate with the Township on any purchases excepting items purchased out of petty cash. The treasurer shall give a concise report at all Advisory Committee meetings and answer any questions the Advisory Committee may have and perform other duties as prescribed by the Advisory Committee.

SECTION 2: Meetings

The business the Advisory Committee may perform shall be conducted at a public meeting held in compliance with the Open Meetings Act. The Advisory Committee may establish reasonable rules and regulations in order to minimize the possibility of disrupting the meeting.

A. Regular Meetings—The Advisory Committee shall hold monthly meetings (May – September) and shall determine the time and place of such meetings. Other meetings may be held as necessary. When a regular meeting falls on a legal holiday or upon a day resulting in a conflict, the Advisory Committee shall, if possible, select a suitable alternate meeting date in the same month as the originally scheduled meeting.

B. Special Meetings—Special meetings may be called by the chairperson or upon written request to the secretary by at least two members of the Advisory Committee

Notice of special meetings shall be given to the members of the Advisory Committee at least 48 hours prior to the meeting. Such notice shall state the purpose, time and location of the special meeting and shall be posted in accordance with the Open Meetings Act.

C. Public Hearings—All public hearings held by the Advisory Committee must be held as part of a regular or special meeting of the Advisory Committee..

D. Agenda—The chairperson shall be responsible for preparing a tentative agenda for Advisory Committee meetings. The agenda may be modified by action of the Advisory Committee.

E. Quorum: Three members of a five-member Advisory Committee shall constitute a quorum for transacting business and taking official action for all matters. No official action of the Advisory Committee may be taken without a quorum present.

F. Voting—An affirmative vote of the majority of the members of the Advisory Committee is required to approve any part of the Historical Museum plan or amendments to the plan or to amend these bylaws. Unless otherwise required by statute, other actions or motions placed before the Advisory Committee may be adopted by a majority vote of the members present and voting, as long as a quorum is present. Voting shall be by voice vote; a roll call vote shall be required if requested by any Advisory Committee member or directed by the chairperson. Except in the case of conflict of interest, all Advisory Committee members, including the chairperson shall vote on all matters.

G. Public Records—All meetings, minutes, records, documents, correspondence and other materials of the Advisory Committee shall be open to public inspection in accordance with the Freedom of Information Act, except as may otherwise be provided by law.

SECTION 3: Duties of the Advisory Committee

The Advisory Committee shall perform the following duties:

- A. The preparation and recommendation to the Township Board for adoption of a Historical Museum plan for the development of the Township Historical Museums System,
- B. To recommend to the Township Board a budget covering the acquisitions, development, maintenance and operation of the Township Historical Museums System,
- C. To recommend to the Township Board capital improvement projects and funding opportunities for the construction of improvements to the Township Historical Museums System and,
- D. To recommend to the Township Board policies, rules and regulations related to the management, use, operation and maintenance of the Township Historical Museum.
- E. The receiving and recording of all donations of items in compliance with procedure set forth by the township treasurer.
- F. Perform duties and responsibilities or respond as requested by the township board.

SECTION 4: Absences, Removals, Resignations and Vacancies

- A. To be excused, members of the Advisory Committee shall notify the Advisory Committee chairperson or other Advisory Committee member when they intend to be absent from a meeting. Failure to make this notification prior to the meeting shall result in an unexcused absence.
- B. Failure to attend all meetings in a year without presenting satisfactory excuses to the Township shall be deemed to have resigned from the Advisory Committee and shall cease to be a member thereof, subject to reinstatement by majority vote of the Advisory Committee.
- C. Members may be removed by the township board for misfeasance, malfeasance or nonfeasance in office upon written charges and after a public hearing.
- D. A member may resign from the Advisory Committee by sending a letter of resignation to the township board.
- E. Vacancies shall be filled by the township board, in consultation with the Committee Members. Successors shall serve out the unexpired term of the member being replaced.

SECTION 5: Conflict of Interest

Before casting a vote on a matter on which an Advisory Committee member may reasonably be considered to have a conflict of interest, the member shall disclose the potential conflict of interest to the Advisory Committee. Failure of a member to disclose a potential conflict of interest as required by these bylaws constitutes malfeasance in office.

Conflict of interest is defined as, and an Advisory Committee member shall declare a conflict of interest and abstain from participating in Advisory Committee deliberations and voting on a request, when:

- 1. An immediate family member is involved in any request for which the Advisory Committee is asked to make a decision. "Immediate family member" is defined as:

The Advisory Committee member's spouse, the member and member's spouse's children (including adopted) and their spouses, step-children and their spouses, grandchildren and their spouses, parents and step-parents, brothers and sisters and their spouses, grandparents, parents in-law, grandparents in-law, or any person residing in Advisory Committee member's household.

2. The Advisory Committee member has a business or financial interest in the applicant's company, agency or association.
3. The Advisory Committee member owns or has a financial interest in neighboring property.
4. There is a reasonable appearance of a conflict of interest, as determined by a majority vote of the remaining members of the Advisory Committee.

SECTION 6: Amendments

These bylaws may be adopted, amended or repealed at any meeting by a vote of the majority of the membership of the Covert Township Historical Museum Advisory Committee.

Adopted by the Covert Township Historical Museum Advisory Committee at a regular meeting,

Date _____.