



Holland Charter Township

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Memorandum

TO: Board of Trustees

FROM: Steve Bulthuis

DATE: December 2, 2024

SUBJECT: Amendment to Macatawa Area Coordinating Council's Bylaws

Staff of the Macatawa Area Coordinating Council are seeking an amendment to their Bylaws to facilitate the appointment of Executive Committee members. This would be accomplished by moving the time at which they appoint Executive Committee members from October to the second organizational meeting of the calendar year (likely in February). The attached proposed revision to the *Officers* section of the MACC's Bylaws accomplishes this objective.

Staff will be seeking your approval of the proposed revision.

VI. OFFICERS

The Board, at its ~~first~~ **second** organizational meeting ~~and in October of each year thereafter~~ **of the calendar year**, shall elect an Executive Committee. The Executive Committee shall consist of seven members with at least one City/Twp. Participant, at least one County Participant, at least one Transportation Participant, and at least one at-large representative. No Executive Committee member shall serve more than eight successive one-year terms. The Board, as part of such election process, shall elect from the Executive Committee a Chairperson and three Vice Chairpersons for the MACC's fiscal year. A member of the Executive Committee may hold more than one office. The Secretary and Treasurer, who shall also be elected by the Board, shall not be required to be members of the Board and may be staff or contracted employees of the MACC.

6.1 Duties of Chairperson. The Chairperson shall act as the principal executive officer of the Board and shall preside at all meetings of the Board. In addition, the Chairperson shall have such other powers and duties as may be prescribed by the Agreement, these Bylaws, and such additional powers and duties as may be designated by the Board.

6.2 Duties of the Vice Chairpersons. The three Vice Chairpersons shall perform the duties of the Chairperson in the absence or incapacity of the Chairperson, as directed by the Board.

6.3 Duties of Secretary. The Secretary shall be responsible for preparing and maintaining minutes of each Board meeting and for other record-keeping duties as prescribed by the Board.

6.4 Duties of Treasurer. The Treasurer shall generally supervise the collection, investment, and disbursement of funds as directed by the Board.