



CITY OF NOVI CITY COUNCIL NOVEMBER 17, 2025

SUBJECT: Approval of the second reading of Ordinance Amendment 25-196 to establish consistent starting and ending dates for Boards and Commissions, and approval of the related Resolution.

SUBMITTING DEPARTMENT: City Clerk

KEY HIGHLIGHTS:

- This action is in support of City Council goal: Review and update current board and commission structure and add new boards/commissions as appropriate to maximize opportunities for resident engagement and input to City Staff.
- First Reading was approved 10/13/2025.
- Accompanying resolution to align the majority of terms with a January 1st start.

BACKGROUND INFORMATION:

As part of our effort to meet the Council goal of updating the boards and commission structure, staff is recommending this ordinance amendment that would establish a single, standardized term start date for all boards, commissions, and committees. If the first reading is approved, a resolution would be brought forward with the second reading to ensure that all advisory bodies – regardless of how they were originally established – are included in this alignment.

The goal is to simplify and modernize the appointment process for those interested in serving. This approach is a broad-based action to address the appointment process generally. Members of boards or commissions affected by a change in appointment date will remain in place until their successor (which may be themselves) is formally appointed on the standardized term date. This approach results in a more manageable, equitable, and predictable appointment cycle for Council, staff and residents alike.

RECOMMENDED ACTION: Consideration of Ordinance Amendment 25-196 to add a new section at Chapter 2, "Administration," Article V, "Boards and Commissions," Division 1, "Generally," to add a new section 2-161, "Commencement of Term of Office," in order to establish consistent starting and ending dates for Boards and Commissions where a different date is not set by other law or ordinance or resolution.

FIRST READING, and approval of a Resolution relating to commencement of term of office for certain boards and commissions.

STATE OF MICHIGAN

COUNTY OF OAKLAND

CITY OF NOVI

ORDINANCE NO. 25-196

AN ORDINANCE TO AMEND THE CITY OF NOVI CODE OF ORDINANCES, AT CHAPTER 2, "ADMINISTRATION," ARTICLE V, "BOARDS AND COMMISSIONS," DIVISION 1, "GENERALLY," TO ADD A NEW SECTION 2-161, "COMMENCEMENT OF TERM OF OFFICE," IN ORDER TO ESTABLISH CONSISTENT STARTING AND ENDING DATES FOR APPOINTMENTS TO BOARDS AND COMMISSIONS WHERE A DIFFERENT DATE IS NOT SET BY OTHER LAW OR ORDINANCE OR RESOLUTION.

THE CITY OF NOVI ORDAINS:

Part I. That Chapter 2, "Administration," Article V, "Boards and Commissions," Division 1, "Generally," of the City of Novi Code of Ordinances shall be amended to add a new Section 2-161, "Commencement of Term of Office," to read as follows:

Sec. 2-161 Commencement of Term of Office

If the term of a board or commission created by this Code of Ordinances, by state law, or by Resolution of Council is established by reference to a period of years, then unless there is something in the ordinance, law, or resolution clearly establishing a different date for commencement, such term shall commence on January 1st.

PART II. 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.

PART III. Savings Clause. The amendment of the Novi Code of Ordinances set forth in this Ordinance does not affect or impair any act done, offense committed, or right accruing, accrued, or acquired or liability, penalty, forfeiture or punishment, pending or incurred prior to the amendment of the Novi Code of Ordinances set forth in this Ordinance.

PART IV. Repealer. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

PART V. Effective Date. The provisions of this Ordinance are ordered to take effect following publication in the manner prescribed by the Charter of the City of Novi.

PART VI. Adoption. This ordinance is hereby declared to have been adopted by the Novi City Council in a meeting thereof duly held and called on the ____ day of _____, 2025, in order to be given publication in the manner prescribed by the Charter of the City of Novi.

Moved by _____ and supported by _____.

Justin P. Fischer, Mayor

Cortney Hanson, City Clerk

Certificate of Adoption

I hereby certify that the foregoing is a true and complete copy of the ordinance adopted at the regular meeting of the Novi City Council held on the _____ day of _____, 2025.

Cortney Hanson, City Clerk

CITY OF NOVI

COUNTY OF OAKLAND, MICHIGAN

**RESOLUTION RELATING TO COMMENCEMENT OF TERM OF OFFICE FOR CERTAIN BOARDS
AND COMMISSIONS FOLLOWING ADOPTION OF ORDINANCE NO. 25-196**

Minutes of a Meeting of the City Council of the City of Novi, County of Oakland, Michigan, held in the City Hall of said City on November 17, 2024, at 7:00 P.M. Prevailing Eastern Time.

PRESENT: Councilmembers_____

ABSENT: Councilmembers_____

The following preamble and Resolution were offered by Councilmember _____ and supported by Councilmember _____.

RECITALS

WHEREAS, the City Council has adopted Ordinance 25-196, adding a new Section 2-161 to the Code of Ordinances relating to the commencement of the terms of office for various boards and commissions; and

WHEREAS, such amendment clarifies or confirms a general commencement date of January 1 for the terms of boards or commissions that are not otherwise stated by ordinance, law, or resolution; and

WHEREAS, it is necessary in light of the adoption of the ordinance to clarify or confirm the commencement date for certain bodies within the City whose commencement date is currently a formally-established date other than January 1.

NOW, THEREFORE, BE IT RESOLVED that:

1. The commencement date for the term of a member of the Beautification Advisory Commission (currently March 1), the Construction Board of Appeals (currently March 1), and Parks, Recreation and Cultural Services Commission (currently June 30) shall be January 1.

2. The commencement date for the term of a member of the Board of Directors for the Library shall remain March 1.

3. The commencement date for the term of a member of the Novi Economic Development Corporation (EDC) shall remain as provided by previous resolution.

4. The commencement date for the term of a member of the Novi Building Authority shall remain as provided for in the Articles of Incorporation of the Authority.

5. Notwithstanding anything to the contrary in paragraphs 2 through 4, the City Council may make appointments to the board, commission, or authority listed before the expiration of a current member's term and/or in accordance with a schedule set forth in the Council Rules.

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

Cortney Hanson, City Clerk

CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council of the City of Novi, County of Oakland, and State of Michigan, at a regular meeting held this 17th day of November, 2025, and that public notice of said meeting was given pursuant to and in full compliance with Act No. 267, Public Acts of Michigan, 1976, and that the minutes of said meeting have been kept and made available to the public as required by said Act.

Cortney Hanson, City Clerk
City of Novi