



Medical Marihuana Commission

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SPECIAL MEETING AGENDA

March 28, 2022

6:00 p.m.

Pontiac City Hall
47450 Woodward Ave.
Pontiac, MI 48342
City Council Chambers

- I. Call to Order
- II. Roll Call
- III. Designation of a Temporary Chair
- IV. Authorization to Excuse Commissioners
- V. Amendments to and Approval of the Agenda
- VI. Agenda Items
 - A. Adoption of Medical Marihuana Commission Rules and Regulations
 - B. Selection of a Chairperson
 - C. Selection of a Vice Chairperson
 - D. Selection of a Secretary
- VII. Next Meeting Date
- VIII. New Business
- IX. Public Comment
- X. Adjournment



Pontiac Medical Marihuana Commission Rules and Regulations

Commission Membership Requirements

Members of the Commission shall be residents of the City of Pontiac and shall be chosen so far as reasonably practicable in such a manner as to represent a cross-section of the community.

Commission Powers and Duties

The Commission shall review and decided all appeals that are forwarded to it by the City Clerk pursuant to Ordinance 2357(B). The Commission shall review all appeals de novo. The Commission may overturn a decision or finding of the City Clerk if it finds such decision or finding to be arbitrary or capricious and not supported by material, substantial, and competent facts on the whole record considered by the City Clerk in arriving at such decision or finding.

Chairperson and Vice Chairperson

At its first meeting, the Commission shall select, by majority vote, a Chairperson, Vice Chairperson and Secretary.

Presiding Officer

The Presiding Officer shall be responsible for enforcing these Rules and Regulations and for enforcing orderly conduct at meetings. The Chairperson shall be the Presiding Officer. If the Chairperson is absent, the Vice Chairperson shall act as the Presiding Officer. The Secretary is responsible for taking attendance at each meeting. In the event that the Secretary is absent, then the commission clerk shall take attendance. In the event of a resignation or other permanent absence of the Chairperson, Vice Chairperson or Secretary positions, it shall be filled by nomination and majority vote of the Commission members serving.

Commission Clerk

The City Clerk or his/her designee shall be the Clerk of the Medical Marihuana Commission. The duties of the Commission Clerk are as follows:

1. The Commission Clerk shall prepare the agenda for meetings of the commission.
2. The Commission Clerk will call the roll for all votes of the Commission and record each members vote.
3. The Commission Clerk shall be responsible for keeping a record of all of the Commission's activity.

4. The Commission Clerk shall be responsible for maintaining the minutes of Commission meetings.
5. The Commission Clerk shall file the approved minutes of each Commission meeting in the office of the City Clerk.
6. The Commission Clerk shall cooperate and assist the City Freedom of Information Act officer in responding to requests for information in accordance with the Michigan Freedom of Information Act, being 1977 PA 442 as amended; MCL 15.231 et. seq.

Meeting Schedule

The Commission shall post a meeting notice in a manner consistent with the Michigan Open Meetings Act of 1976 subsequent to receiving an appeal forwarded to it by the City Clerk pursuant to City Ordinance 2357(B). Due to the timing irregularity of the receipt of appeals, the Commission may not schedule Regular Meetings as set forth in the Michigan Open Meetings Act, Michigan Public Act 267 of 1976, at MCL 15.265. Meeting notices must be posted at least 18 hours prior to the meeting. If the Commission does adopt a regular meeting schedule, it shall be posted in a manner consistent with MCL 15.265.

Minutes of meetings

Minutes of all meetings of the Commission shall be kept in a manner consistent with applicable law. A copy of the minutes of meetings shall be available for public inspection at the City Clerk's Office during regular business hours.

Conduct of meetings

All meetings of the Commission shall be open to the public except as permitted by applicable law. All open meetings shall be open to the media, freely subject to recording by radio, television and photographic services at any time, provided that such arrangements do not interfere with the orderly conduct of the meetings.

Commission meeting agenda

Meeting agendas will be as follows:

1. Call to order
2. Roll Call
3. Authorization to Excuse Commissioners
4. Amendments to and approve of the agenda
5. Approval of the Minutes (As needed)
6. Agenda Items
7. Public Comment (3 Minute Limit)
8. Adjournment

Quorum

A quorum of the Medical Marihuana Commission shall consist of three (3) members.

Disorderly conduct

The Presiding Officer may call to order any person who is being disorderly by speaking out of order or otherwise disrupting the proceedings, failing to be germane, speaking longer than the allotted time or speaking vulgarities. Such person shall be seated until the Presiding Officer determines the person is in order.

Closed sessions

Closed sessions may be held only for the reasons consistent with MCL 15.268.

Calling closed sessions

The Commission by a two-thirds roll call vote may call a closed session subject to the conditions herein. The roll call vote and purpose(s) for calling the closed meeting shall be entered into the minutes of the public part of the meeting at which the vote is taken.

Minutes of closed meetings

A separate set of minutes shall be taken at the closed session. These minutes will be retained by the City Clerk and shall not be available to the public.

Discussion and voting

Rules of parliamentary procedure

The rules of parliamentary practice, as contained in the 11th edition of Robert's Rules of Order, shall govern the commission in all cases to which they are applicable, provided they are not in conflict with these rules, city ordinances or applicable state statutes. The Presiding Officer shall preserve order and decorum and may speak to points of order in preference to other members. If a point of order is given it should not exceed two (2) minutes.

Conduct of discussion

During the commission discussion and debate, no member shall speak until recognized for that purpose by the Presiding Officer. After such recognition, the member shall confine discussion to the question at hand and to its merits and shall not be interrupted except by a point of order or privilege raised by another member. Speakers should address their remarks to the chair, maintain a courteous tone and avoid interjecting a personal note into debate.

Voting shall be recorded by roll call.

All members of the Commission in attendance shall vote on all matters unless recused.

Public comment

Each meeting agenda shall provide reserved time for public comment participation. During public comment, each individual shall be limited to three (3) minutes, and shall not engage in conduct or language that disrupts, makes fun of, or otherwise impedes the orderly conduct of the meeting. In addition, members of the audience shall not engage in disorderly or boisterous activity including but not limited to; the utterance of loud, obnoxious, threatening, or abusive language, cheering, whistling, or any other acts that disturb, disrupt, or impede, or otherwise interfere with the orderly conduct of the meeting.

Suspension of rules

The rules of the Commission may be suspended for a specified portion of a meeting by an affirmative vote of two-thirds of the members present except that commission actions shall conform to applicable law.

Adoption of Rules

After approval by the Commission, the rules shall then be submitted to the City Clerk for transmission to the City Council. The rules shall be effective after the City Council approves them.

City of Pontiac
Medical Marihuana Commission
Appeal Hearing Format

- I. Appeal packet provided to the Commission prior to the meeting including:
 - a. Applicant's appeal to the commission
 - b. Clerk's decision letter
 - c. The Hearing Officer Appeal Packet Copy with Hearing Officer's recommendation
 - d. Recommendation Opinion of the City Attorney

- II. Appeal packet is read by the Commissioners in advance of meeting

- III. IN A PUBLIC MEETING
 - a. No oral arguments will be allowed unless directed by Motion of the Commission.
 - b. Deliberation by Commission.
 - c. Decision by Commission.