

Boyne City Housing Commission (BCHC)

Commissioner Issue Protocol

Adopted by BCHC Board of Commissioners 10/22/2025

The purpose of this protocol is to provide a clear complaint-flow when concerns arise about a commissioner's attendance, conduct, conflicts, or performance.

Scope & Triggers

Attendance threshold reached (e.g., 3 consecutive or 4 total unexcused absences/year)

Conduct disrupting meetings or violating meeting rules/OMA decorum

Conflict of Interest (actual or apparent) or ethics concern

Neglect of duty, inefficiency, or misconduct in office (MCL 125.654(5))

Roles & Responsibilities

City Manager (Appointing Authority): Handles removal for cause with due process under MCL 125.654(5); conducts hearing; issues determination.

Board of Commissioners: Acts in open session; may censure, require training, adjust committees, or vote to refer matter and recommendation to City Manager.

Board Chair: Maintains order; places item on agenda; may co-sign referral memo.

Executive Director (Recording Secretary): Documents facts; prepares agenda items and relevant documents for packet; consults City Attorney as directed; transmits Board action/record to City Manager; notifies HUD of membership changes; does not discipline/remove.

Attorney: Advises on OMA/FOIA, due process, conflicts; drafts/reviews notices.

HUD/OIG: Receive mandatory disclosures when required (2 CFR 200.112-.113).

Standard Workflow (Quick Steps)

Issue Identified → ED logs facts and alerts Chair.

Agenda Placement → "Commissioner Issue" under New Business (open session) or consult attorney for limited closed-session with counsel when appropriate (no decisions in closed session).

Board Deliberation → Options: censure/training/committee reassignment; or referral to City Manager with written recommendation and record.

Transmission → ED sends Board resolution, minutes, and exhibits to City Manager within 3 business days.

City Manager Due Process → Written charges; ≥10 days' notice; hearing; written determination (MCL 125.654(5)).

Post-Decision → ED files outcome; updates roster; notifies HUD; updates website if needed.

Documentation Checklist

Attendance log; signed minutes; incident memos; emails/complaints (if any)

Applicable policies: Bylaws; Public Comment/Decorum; Conflict of Interest Policy & Form; OMA rules

Board action: motion, roll-call vote, resolution text, referral memo

City Manager notices: charges, hearing notice, decision

HUD notification (if membership changes)

Timelines & Notices

Draft minutes: within 8 business days; approved minutes: within 5 business days after approval (MCL 15.269).

Removal proceedings: ≥10 days' written notice before hearing (MCL 125.654(5)).

Referral packet to City Manager: within 3 business days of Board action.

Communication Standards

Neutral, fact-based tone; preserve records for FOIA.

Sample subjects: “Attendance Threshold Notice,” “Board Censure,” “Referral to City Manager – Recommendation.”

Media inquiries: refer to Chair or ED per policy.

Mini-Templates (Use/Adapt)

Attendance Threshold Notice (from ED):

“This confirms you have reached the Board’s attendance threshold (___). Please contact the ED/Chair regarding next steps.”

Board Referral Memo (ED; optional Chair co-sign):

“Enclosed: Board Resolution No. ___ and supporting record regarding Commissioner _____. The Board recommends [action].”

City Manager Notice of Hearing:

“Pursuant to MCL 125.654(5), written charges are enclosed. A hearing is scheduled on [date], at least 10 days from this notice.”

Safeguards & Escalation

OMA: All decisions in open session; closed sessions only for permissible purposes with counsel.

Conflicts: Ensure recusal; consider ACC §19 waiver only if allowed by law; document in minutes.

Mandatory disclosure: If credible evidence of fraud/bribery/gratuities arises, disclose per 2 CFR 200.112–.113.

Safety/harassment: Consult City Attorney immediately; follow applicable city policies.

References: MCL 125.654(5); MCL 15.269; 2 CFR 200.112–.113; ACC §19; BCHC Bylaws & COI Policy.