

AGENDA

Committee on Equity, Diversity & Inclusion AGENDA FOR JANUARY 24, 2024 AT 4:30 PM



Lansing City Hall, City Council Conference Room
124 W. Michigan Avenue, 10th Floor

To provide input or ask questions on any item that is listed on the agenda,
members of the public may contact the City Council at city.council@lansingmi.gov or (517) 483-4177 prior to the meeting.
view on: <https://www.youtube.com/@lansingcitycouncil4446/streams>

Council Member Jackson, Chairperson
Council Member Pehlivanoglu, Vice Chairperson
Council Member Carter, Member

- 1. Call to Order**
- 2. Roll Call**
- 3. Minutes**
 - A. November 15, 2023- Place on File
- 4. Public Comment on Agenda Items (Up to 3 Minutes)**
- 5. Discussion/Action:**
 - B. DISCUSSION- RESOLUTION - Cease Fire
 - C. DISCUSSION - Diversity Equity and Inclusion Advisory Board Rules of Procedure- Chairperson Muhamed Qawwee
- 6. Other**
- 7. Adjourn**

Persons with disabilities who need an accommodation to fully participate in these meetings should contact the City Council Office at 517-483-4177 (TTY 711) 24 hour notice may be needed for certain accommodations. An attempt will be made to grant all reasonable accommodation requests.



- Minutes
Committee on Equity, Diversity & Inclusion
Wednesday, November 15, 2023 @ 3:30 p.m.
City Council Conference Room

CALL TO ORDER

Council Member Garza called the meeting to order at 3:30 p.m.

PRESENT

Council Member Garza, Chair
Council Member Spitzley, Vice-Chair
Council Member Brown, Member- absent

OTHERS PRESENT

Sherrie Boak, Council Office Manager
Lisa Hagen-Lawrence, OCA
Kim Coleman, HRCS
Ashely Green, Advocacy Group
Teresa , consultant with

MINUTES

MOTION BY COUNCIL MEMBER SPTIZLEY TO APPROVE THE MINUTES FROM SEPTEMBER 6, 2023 AS PRESENTED. MOTION CARRIED 2-0.

PUBLIC COMMENT

No public comment at this time.

PRESENTATION

Update from Diversity, Equity and Inclusion Advisory Board

Ms. Coleman introduced Ms. Green, and at the last reporting they were preparing for facilitating the group.

Council Member Garza asked if the DEI Manager position was filled, and Ms. Coleman stated they did have potential but did have to repost it.

Ms. Green explained their first step was going through what the roles were of the members, then did a team building day and spoke on diversity, equity and inclusion so they was an understanding of what their structure was going to be. They then went through meeting decorum, open meetings, elections of chairperson, secretary, etc. and then went into reviewing the racial equity plan. After that they helped them create sub committees focusing on what that theme is, and they will start working on those themes to address the recommendations that have already been put in place in the plan. They are being asked to meet prior to the monthly board meetings, and will report out for the first time in December. In addition to this training they also worked with them on a communication plan.

DRAFT

Council Member Spitzley asked what the themes were. Ms. Green listed:

- Justice and Safety
- Economic Development- Resources, Sustainability
- Community Sustainability

These were already developed in the plan, but this board is in place to encourage residents have a place.

Council Member Spitzley asked what the connect is with the Board and the buy in from the Administration. Ms. Green they will propose recommendations and then the Administration determines what recommendations they want to act on.

Council Member Garza asked if the meetings are open to the public, and Ms. Green confirmed. He then asked about recommendations, and Ms. Green stated they are part of the plan on the website.

Council Member Spitzley asked where they meet, and Ms. Coleman confirmed it is City Hall and they do follow the open meetings act.

Council Member Garza invited them to a meeting in January after they have held their December meeting.

Ms. Green acknowledged that they are working with the Board on a communications plan so they can communicate and provide information to the residents and administration.

Council Member Spitzley asked if they are working on internal or external, and Ms. Green stated there is an internal Equity Core team. Ms. Coleman stated they hold monthly training with department directors. Ms. Green she works internally and with the Board, and the Board is working externally.

Ms. Coleman invited the council to the future diversity meeting in June, and the MLK event will be back in person in January.

DISCUSSION

RESOLUTION- Reappointment; Raquel Sparkman; 3rd Ward Member; DEI Advisory Board; Term to Expire 6/30/2027

Council Member Garza noted this is a reappointment.

MOTION BY COUNCIL MEMBER SPITZLEY TO APPROVE THE RESOLUTION TO REAPPOINT RAQUEL SPARKMAN TO THE DEI ADVISORY BOARD. MOTION CARRIED 2-0.

Other

No other topics.

Adjourn

Adjourned at 3:14 p.m.

Submitted, Sherrie Boak

Recording Secretary, Lansing City Council

Approved by the Committee on

BY THE COMMITTEE ON EQUITY DIVERSITY & INCLUSION

Resolution Calling for a Ceasefire to Preserve Life

WHEREAS, the City of Lansing stands committed to the notion that all human life is precious in all communities and nations of the world regardless of national, ethnic, political, or religious affiliations; and

WHEREAS, the recent and ongoing armed violence that has ensued since October 7th 2023, has resulted in the tragic loss of life of thousands of Palestinians and Israelis; and

WHEREAS, the City of Lansing recognizes itself as a globally connected community, enriched by a racially, ethnically, and culturally diverse community that continually stands on the side of human rights, peace, and justice; and

WHEREAS, the City of Lansing historically has welcomed those fleeing violence, war, displacement, exploitation, and persecution as one of the major cities that provides a welcoming and safe home to the refugee community in Michigan; and

WHEREAS, Islamophobia, antisemitism, anti-Palestinian and anti-Israeli bigotry have risen considerably across the U.S. and the world, with direct impacts on our culturally diverse community in Lansing; and

WHEREAS, the state of Israel has bombed critical infrastructure throughout Gaza, including mosques and churches, hospitals and ambulances, and historical cultural heritage sites; leaving many people dead and buildings uninhabitable, and

WHEREAS, Gaza has been effectively cut off from access to basic life necessities including water, food, fuel, and electricity, and most Palestinians have been displaced, resulting in mass starvation and crisis; and

WHEREAS, the United States Federal Government holds great diplomatic power that could save Palestinian and Israeli lives and the City of Lansing urges a officials to prioritize the preservation of life.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LANSING, that the capital city of Lansing, Michigan joins the calls from the growing number of cities across the World, for an immediate and lasting ceasefire in Gaza, and the safe return of all innocent hostages and detainees.

BE IT FURTHER RESOLVED that the City of Lansing condemns all forms of discrimination, including Islamophobia, antisemitism, and anti-Palestinian and anti-Israeli bigotry.

BE IT FURTHER RESOLVED that upon passage a copy of this Resolution be sent to

the Office of U.S. President Joseph Biden, the Office of U.S. Representative Elissa Slotkin, The Offices of U.S. Senators Deborah Stabenow and Gary Peters.

FINALLY, BE IT FURTHER RESOLVED that the City of Lansing expresses its immense sorrow over the loss of innocent lives and the suffering endured by civilians in Gaza, Israel, and the broader region and extends deepest sympathies to Lansing and Michigan residents who have been directly impacted by the ongoing violence in any way, including the loss of loved ones.

DRAFT



Chris Swope

Lansing City Clerk

December 6, 2023

President Wood and Council Members
124 W. Michigan Ave., 10th Floor
Lansing, MI 48933

Dear President Wood and Council Members:

Pursuant to Article 5, Section 5-105.8 of the Lansing City Charter, the attached Rules of Procedure for the Diversity, Equity and Inclusion Advisory Board have been approved as to form by the City Attorney and placed on file in my office.

The Charter stipulates that these rules will be effective at the conclusion of the Council meeting at which they are received unless the Council directs otherwise. The Charter further allows the Council to object to the rules in whole or in part and to return them to the board proposing their adoption with a statement of its objections and recommendations.

Sincerely,

Chris Swope, MMC/MiPMC
Lansing City Clerk

Diversity, Equity and Inclusion Advisory Board

Rules of Procedure



Andy Schor, Mayor

Kimberly A. Coleman
HRCS Department Director

Andrea Collier, *Interim*
Diversity, Equity, and Inclusion
Coordinator

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DIVERSITY, EQUITY AND INCLUSION ADVISORY BOARD

RULES OF PROCEDURE

I. MISSION STATEMENT

The City of Lansing's Diversity, Equity and Inclusion (DEI) Advisory Board will help to carry out DEI efforts under the Administrative guidance of the Diversity, Equity, and Inclusion (DEI) Officer. The mission of the Diversity, Equity, and Inclusion Advisory Board drives policies and practices in the Lansing Community that eradicate racism and create an inclusive, fair and equitable environment where all people have access to economic opportunities, education, housing, and social resources.

II. PURPOSE

The purpose of the Diversity, Equity, & Inclusion (DEI) Advisory Board, as recommended by the Mayor's Racial Justice and Equity Alliance (MRJEA), is to assist the City of Lansing in becoming a more equitable and inclusive municipality. The ordinance establishing this Advisory Board was confirmed by City Council on April 25, 2022, to help advise City leaders on key policy decisions that impact the quality of life in the community. The Advisory Board, appointed by the Mayor, is comprised of a diverse group of members from within the community who have a passion for diversity, equity, and inclusion-related issues and an interest in strengthening the work of the City as it relates to racial justice and equity. Members bring a variety of backgrounds and experiences that are representative of the demographics of Lansing. Further, the Board shall perform advisory functions as established by ordinance #1300 of the City of Lansing, Michigan. The Lansing Codified Ordinances were amended by adding Chapter 256, Sections 256.01 – 256.03 to create the Diversity, Equity, and Inclusion (DEI) Advisory Board.

III. NAME AND PLACE OF BUSINESS

The name of the Board is the **DIVERSITY, EQUITY, AND INCLUSION ADVISORY BOARD** and the principal office is located at **124 W. MICHIGAN AVENUE, 4th FLOOR CITY HALL, LANSING, MICHIGAN 48933.**

IV. AFFILIATED DEPARTMENT

The Human Relations and Community Services (HRCS) Department is responsible for administration of nine City program/service areas: Equal Employment Opportunity Compliance; Non- Discrimination in City Services Enforcement; Labor Standards Compliance; Human Services Funding; Direct Citizen Assistance; Grant Development; Leadership in Addressing Key Social Concerns; and Liaison to City Boards and Committees, which address community concerns related to equity. These responsibilities may be broadly conceptualized as two functional components, which historically, have been designated as Human Relations and Community Services.

V. ADVISORY BOARD RESPONSIBILITIES

- Advise on issues of diversity, equity, and inclusion within the community with the overarching goal of ensuring Lansing is a welcoming and inclusive community to all.
- Advise and encourage initiatives and activities to learn, listen, and lead the community component of the Racial Justice and Equity Plan and promote an inclusive community that reflects the rich and diverse experiences and cultures in the City.
- Develop ongoing community related diversity and inclusion plans, performance measures, and best practices.
- Gather and review community data on relevant diversity topics and recommend ongoing Racial Justice and Equity Plan performance measures and best practices; support the facilitation of community listening and informational sessions.
- Review newly introduced City ordinances and amendments, through an equity lens, prior to consideration for passage; Assess and provide feedback for potential negative effects that may disproportionately impact citizens and the larger community.
- Advise City of Lansing DEI/HRCS Staff and designated partners to advance community-wide goals of creating a community that celebrates diversity, upholds equity and fosters inclusion.
- Build relationships among members and leaders of the Lansing community, schools, organizations, businesses, and faith-based community to support the vision, mission, and goals of the Racial Justice and Equity Plan.
- Serve as a direct liaison between the community and City Hall, amplify the voices of and address the needs of people traditionally underrepresented or excluded in government.
- Help shape and promote educational/cultural lectures, events, and activities for the community; Recommend and assists in organizing events to celebrate diversity and inclusion.
- Provide recommendations or feedback on employee DEI training and education.

VI. BY-LAWS

Section 1: Composition of the Board: The Diversity, Equity and Inclusion Advisory Board shall consist of eight (8) members who are appointed by the Mayor of Lansing and confirmed by the City Council. Four (4) members shall be from the City-at-large and one (1) member shall be appointed from each of the four (4) wards. Eligibility shall be in accordance with those qualifications required by the City Charter for holding office (Article 5, Chapter 1, Section 5-103). Board members' term of office will be for a period of four (4) years commencing July 1. All Board members must reside within the legal boundaries of the City of Lansing.

Section 2 The Diversity, Equity and Inclusion Advisory Board and such officers and agents shall advise, review, and assess issues and topics of DEI within the community serving as a liaison between the community and City Hall. The Board is organized under the guidance of the HRCS Department.

Section 3: Term of office for elected officials: The term for elected officers of the Advisory Board shall be one (1) year beginning at the date of election. Elected Board members may succeed themselves at the discretion of the Board.

Section 4: Removal from Office: Any member who does not maintain residency within the City of Lansing shall be removed from membership on the Board. Any member appointed as a ward representative who does not maintain residency within the ward for which they are appointed shall be removed from membership of the Board. Any member having missed three (3) unexcused absences from regular meetings during the calendar year can be removed from the Board. Upon the third unexcused absence for the calendar year of a member, the Chairperson of the Board shall notify the member of their removal. Board members may also be removed for unethical or disorderly behavior. The Chairperson shall notify the Mayor's Office of any vacancy with a request to fill the vacancy.

Section 5: Vacancies: Appointments to fill vacancies shall be made upon the occurrence of the vacancy and each person so appointed by the Mayor shall take office immediately upon the confirmation of the City Council to serve for the remainder of the unexpired term. Vacancies must be filled within sixty (60) days of the occurrence of the vacancy.

Section 6: Compensation: No member of the Board shall receive compensation from the City of Lansing.

Section 7: Ethics and Conflict of Interest: No DEI Board member who exercises any function or responsibility with the Board shall have any interest, direct or indirect, in any matter that materially benefits a Board member or directly affects persons employed by the City of Lansing who are related to the Board member by consanguinity or marriage.

Conflict of interest is defined as: DEI Board member using the position on the Board for a purpose that is, or gives the appearance of being, motivated by a desire for private gain for themselves or others.

If a Conflict of Interest exists, the affected DEI member must recuse themselves from the matter where the conflict exists. Disclosure for conflicts of interest shall be made on (form name), which contains a sworn statement of financial interest as well as the affidavit of disclosure. The form shall be reviewed by the HRCS Department for approval. If the department determines that a conflict of interest exists, the form shall be sent to the City Clerk, who will then send it to the Board of Ethics for review. After a review is conducted by the Board of Ethics, the form will go back to the Clerk for filing.

Board Members shall also be subject to the City of Lansing Ethics Ordinance (Chapter 290).

VII. BOARD MEETINGS

Section 1: Frequency: There shall be monthly meetings of the DEI Advisory Board and such additional meetings as the Board, at its discretion, may wish to hold. Meeting location and cadence (day and time) will be determined by members. Special meetings may be determined by the chair, and notification will be made by DEI/HRCS Staff by mail, e-mail or telephone to Board members in advance of such meetings, informing members of the purpose of the meeting. An annual schedule of meetings shall be filed with the City Clerk's Office, the City Council Office and shall be posted on the City website, in the City Hall Lobby, and in the Human Relations and Community Services Department.

Section 2: Schedule: Prior to January 1 of each year, the Board shall adopt a schedule of meetings for the upcoming year. At least one regular meeting shall be scheduled each month. Regularly scheduled meetings shall be held on the First Tuesday of each month for one hour at Foster Community Center, Room 213, and/or other sites in the community as determined by a vote of the Board.

Section 3: Change of Schedule: The Board may change the regular meeting schedule by a vote of its members. Any change in the schedule of meetings shall be posted within three (3) days after the change is made in accordance with the Open Meetings Act.

Section 4: Open Meetings: All meetings of the Board shall be open to the public in accordance with law. The Board may hold closed meetings to discuss matters that are exempt from open meetings in accordance with state and/or federal law.

Section 5: Public Comment: The order of business (agenda) shall allow the public the opportunity to give reasonable comment related to the responsibilities of the Board. Public comment will be limited to 3 minutes per person at a public meeting.

Section 6: Accessible Location: All meetings of the Board shall be held in an accessible location. It shall be the duty of the Secretary to ensure accessible meeting sites are used.

Section 7: Order of Business: The agenda for regular meetings of the Board shall include, but not be limited to the following:

1. Call to Order
2. Attendance
3. Approval of Minutes

4. Public Comment
5. Chairperson's Report
6. DEI Officer's Report
7. Committee Reports
8. Old Business
9. New Business
10. Adjournment

Section 8: Quorum: A majority of the serving members of the Board shall constitute a quorum of the Board. A quorum shall be required to conduct business including, but not limited to the approval of minutes, action on motions and approval of reports.

Section 9: Rules: The latest edition of Robert's Rules of Order shall guide the Board in the conduct of business, but the rules may be suspended by majority consent of the members present.

Section 10: Voting: Each of the Advisory Board members shall be entitled to one (1) vote on each matter submitted for a vote of the members. It shall take a majority of those members present to approve any action by the Board.

Section 11: Special Meetings: The Chairperson may call a special meeting. Public notice of a special meeting of the Board shall be posted stating the purpose, date, time, and place of the meeting. Such notice shall be posted on the City of Lansing website, City Hall Lobby, the City Clerk's Office, and the Human Relations and Community Services Department bulletin board at least 18 hours prior to the meeting.

VIII. AMENDMENTS

These rules of procedure (By-Laws) may be amended by 2/3 vote of the Diversity, Equity, and Inclusion Advisory Board at a regularly scheduled meeting provided that a motion for amendment had been presented at the previous regular meeting. Any amendment shall be reviewed by the Human Relations and Community Services Director and submitted to the City Attorney for review and, if acceptable, forwarded to the City Clerk's Office.

IX. OFFICERS

Section 1: The elected officers follow: Chairperson, Vice Chairperson, and Secretary. For the Inaugural Board, Officers' roles shall be clarified at its first meeting and nominations by Board members and the election shall be held at the second

board meeting. Subsequently, nominations will occur at the first meeting after July 1 of each year. The Board shall elect officers from amongst its members.

Section 2: Chairperson: The chairperson shall preside at all official meetings, public hearings and/or meetings of the Board, and shall appoint members to serve on the standing committees of the Board and other committees as necessary. Any reports generated and approved by the Board shall be signed by the Chairperson.

Section 3: Vice Chairperson: The Vice Chairperson shall assume the duties of the Chairperson and the Secretary in the event that either is not present or unable to perform their duties.

Section 4: Secretary: The Secretary shall maintain the records of the Board. These records will consist of minutes, attendance, and any reports generated by the Board. Assistance in maintaining these records may be provided by the staff of the Human Relations and Community Services Department. It will be the responsibility of the Secretary to ensure that all documents required to be filed with the City Clerk are so filed. The Secretary shall be responsible for posting notice of meetings.

Section 5: No officer shall serve in the same office for more than three (3) consecutive years.

X. COMMITTEES

Committees shall be established by the Board. Each committee shall include at least two (2) members appointed by the Chairperson. Subcommittees may be established as needed.

XI. STAFF

The DEI Officer is the staff liaison between the department and the Board. The Board does not have any responsibility related to the staffing of the Department unless the Department Director solicits their involvement.

XII. ANNUAL REPORT

The Board shall publish an annual report in November of each year that discusses its activities, findings, recommendations, and accomplishments. The annual report may take any form the Board so chooses. A copy of the annual report shall be delivered to the DEI Officer and the Director of the HRCS Department and shall be available for public consumption.

Approved as to form:

Amany K. Williams

December 6, 2023

Ordinance #1300

An ordinance of the City of Lansing, Michigan, to amend the Lansing Codified Ordinances by adding Chapter 256, Sections 256.01 -256.03 to create the Diversity, Equity, and Inclusion (DEI) Advisory Board; to provide for its composition and function; and to define its duties.

The City of Lansing ordains:

Section 1. That chapter 256, sections 256.01-256.03, of the code of ordinances of the City of Lansing, Michigan be and is hereby amended to read as follows:

Chapter 256. Reserved Diversity, Equity, and Inclusion Advisory Board

256.01 – Establishment; Membership; Terms; Vacancies; Compensation.

The Diversity, Equity, and Inclusion Advisory Board is hereby established in and for the City in accordance with the City Charter, Article 5, Chapter 1. The appointment of Board Members shall be in accordance with Section 5-103 of the City Charter. Vacancies shall be filled for the remainder of the unexpired term. All Board Members shall serve without compensation.

256.02 – Powers and Duties.

The Diversity, Equity & Inclusion Advisory Board shall:

- (a) Fulfill all advisory board functions set forth in section 5-106 of the City Charter;
- (b) Review newly introduced City ordinances and City ordinance amendments that are referred to them by City Council, prior to consideration for passage, for potential negative effects that may disproportionately impact citizens on the basis of race, color, religion, national origin, age, height, weight, marital status, political orientation, gender, sexual orientation, arrest record, disability, or for any cause not reasonably related to the accomplishment of legitimate governmental purpose;
- (c) Cooperate with Diversity, Equity, and Inclusion Staff and external partners to advance community-wide goals of creating a community that celebrates diversity, building relationships among members and leaders of the Lansing community, schools, and the faith-based community to support the vision, mission, and goals of the Racial Justice and Equity Plan;
- (d) Advise on issues of diversity, equity, and inclusion within the Lansing community with the overarching goal of ensuring the City of Lansing is a welcoming and inclusive community to all;
- (e) Advise the Diversity, Equity, and Inclusion Staff as to the operationalization, implementation, and maintenance of the external components of the Racial Justice and Equity Plan;
- (f) Advise and encourage initiatives and activities to learn, listen, and lead the community component of the Racial Justice and Equity Plan, and promote an inclusive community that reflects the rich and diverse experiences and cultures in the City;

(g) Serve as a direct liaison between the greater community and City Hall, amplify the voices of and address the needs of people traditionally underrepresented or excluded in government;

(h) Gather and review data on relevant diversity topics and recommend ongoing Racial Justice and Equity Plan performance measures and best practices, support the facilitation of community listening sessions and help promote educational/cultural lectures, events, and activities; and

(i) Advise the City's Diversity, Equity, and Inclusion Staff and relevant departments to accomplish the initiatives referenced in this section.

256.03 – Meetings; Rules of Procedure; Supply of Facilities and Services.

(a) The Diversity, Equity, and Inclusion Advisory Board shall meet as needed to review new and amended ordinances that have been referred to the Board, and may also meet at such other times as the Board may determine;

(b) The Diversity, Equity, and Inclusion Advisory Board shall organize itself pursuant to Section 5-105 of the Lansing City Charter, including the public notice and participation requirements therein and is subject to the Michigan Open Meetings Act; and

(c) The Diversity, Equity, and Inclusion Staff shall provide meeting space and such staff assistance as is reasonable and necessary to enable the Diversity, Equity, and Inclusion Advisory Board to carry out its duties.

Section 2. All ordinances, resolutions or rules, parts of ordinances, resolutions or rules inconsistent with the provisions are repealed.

Section 3. Should any section, clause or phrase of this ordinance be declared to be invalid, the same shall not affect the validity of the ordinance as a whole, or any part thereof other than the part so declared to be invalid.

Section 4. This ordinance shall take effect on the 30th day after enactment, unless given immediate effect by City Council, and pursuant to Section 3-307, of the City Charter, this Chapter shall expire December 31, 2030.

5-105 - Organization of boards; rules of procedure.

- .1 Each board shall organize itself for the conduct of its business and select its own officers, including a secretary who shall take the minutes of the board meetings.
- .2 Each board shall adopt its own rules of procedure consistent with this Charter.
- .3 The rules shall state the schedule of the regular board meetings. The schedule shall not conflict with regular meetings of the City Council.
- .4 The rules shall require that public notice of all meetings shall be given in the manner provided by statute for meetings of public bodies.
- .5 The rules shall require that the public have a reasonable opportunity to be heard at all regular meetings of the board.
- .6 All board meetings shall be required to be open to the public to the same extent as meetings of the City Council.
- .7 The rules shall define the extent to which nonattendance at meetings may be grounds for removal from office.
- .8 All rules of procedure shall be submitted to the City Attorney for approval as to form. The rules shall then be submitted to the City Clerk for transmission to the City Council. The rules shall be effective at the conclusion of the Council meetings at which they are received, unless the Council directs otherwise.
- .9 The Council may object to the rules in whole or in part and may return them to the board, proposing their adoption with a statement of its objections and recommendations.
- .10 The minutes of all board meetings shall be filed in the office of the Clerk as a public record. No official action taken by any board at any meeting shall be valid or effective until a copy of the minutes at which the action was taken is filed with the Clerk.
- .11 Members of advisory boards shall serve without compensation, but the City Council may authorize the payment of the actual and necessary expenses of board members.

