



**CITY OF IONIA**  
**Housing Board of Appeals**

**RULES OF PROCEDURE**

The City of Ionia Housing Board of Appeals (the “Board”) consists of three members appointed by the Mayor, subject to approval by the City Council. The Board meets as necessary to hear appeals related to the Ionia Housing Commission, municipal housing facilities, the International Property Maintenance Code (IPMC), rental properties, and other matters as set forth by applicable City Ordinances.

The Rules of Procedure adopted by the Housing Board of Appeals on March 11, 2022 are as follows:

1. All meetings of the Board will be held in accordance with the Open Meetings Act, PA 267 of 1976. Meetings will be held at the call of the Board of Appeals Chair (the “Chair”) at such times and place as the Chair designates.
2. Meetings may be adjourned and reconvened at a time and place determined by a majority of the members present.
3. To the extent not in conflict with these Rules, the Board will endeavor to follow “Robert’s Rules of Order” of parliamentary procedure.
4. At its first meeting of the calendar year, the Board shall select a Chairperson, Vice-Chairperson, and Secretary.
5. The Chair will preside over all meetings of the Board and will preserve decorum and decide all questions of order, subject to appeal to the Board.
6. The Chair may place time limits on presentations or public comment.
7. The Board acts by motion or resolution. No vote may be held on a business item of the Board unless a quorum of members is present.
8. A Board member shall vote on all matters unless there is a conflict of interest. Conflicts of interest can either be legal in nature where a member may realize a monetary benefit from action taken by the Board, or can be perception based in which a Board member is perceived to have an interest in particular matter because of a relationship with the party requesting the action.
9. A record of each meeting will be kept as required by law. The City Manager, acting as the Secretary ex-officio or designee will prepare the Board meeting minutes of each meeting for approval by the Board.

10. Order of Business. The normal order of business at Board meetings will be:
  - (a) Call to Order.
  - (b) Pledge of Allegiance.
  - (c) Approval of Minutes.
  - (d) Approval of Agenda.
  - (e) Public Comment.
  - (f) Old Business.
  - (g) Hearing.
  - (h) New Business.
  - (i) Adjournment.
11. All appeals subject to the jurisdiction of the Board must be submitted in writing to the City Manager on the appeal form provided by the City Manager's office.
12. A complete appeal form and the payment a nonrefundable appellate fee, as set from time to time by resolution of the City Council, is required before an appeal will be deemed to be filed. The City Manager may reject untimely or improperly filed appeals. A written application for appeal that is filed within 20 days after the day the decision, notice or order was served by the code official under the IPMC shall be considered timely. Appeals filed under all other ordinances and matter must be filed within 21 days of notice of violation.
13. Upon receipt of a complete appeal, the City Manager will contact the Chair. The Chair will schedule a hearing at the earliest date feasible so as to ensure a quorum of the Board and the timely notification of the appellant. No hearing will be set unless an appeal is timely and completely filed. The determination to postpone any scheduled hearing prior to the meeting of the Board will be at the sole discretion of the Chair.
14. The appellant will be notified by USPS First Class Mail or Certified Mail of the date, time, and place of the hearing not less than seven business days prior to the hearing. Notice will be sent to the address provided by the appellant on the appeals form. Notice will be deemed effective upon mailing. Any defect in notice will be cured by actual notice having been provided to the appellant.
15. Any supporting documents or exhibits submitted by the appellant must be received by the City Manager not less than three business days prior to the hearing. Untimely documents and exhibits will not be considered by the Board.
16. If a quorum of the Board is not present to hear an appeal, the chair will adjourn the hearing to a future date and time. Notice of the new date and time will be provided to the appellant in accordance with paragraph 12.
17. No rules of evidence will apply during an appeal hearing and all relevant evidence will be admissible.
18. Hearing Procedures. At an appeal hearing, the order of business will generally be as follows:

- (a) Open hearing. The Chair shall open the public hearing.
- (b) Presentation by the appellant or designee.
- (c) Presentation by the Code Enforcement Official or designee.
- (d) Comment by other parties including members of the public.
- (e) At the Board's discretion, rebuttal information, comment and similar matters by the appellant and Code Enforcement Official.
- (f) At the Board's discretion, Board questions, requests for additional information, etc.
- (g) Close hearing.

19. The Board, consisting of a three-member board, must have a concurring vote of two members to modify or reverse the decision of the Code Enforcement Officer.

20. Any final decision of the Board regarding an appeal must be by resolution.

21. These Rules are effective immediately. All previous rules of procedure are hereby repealed.

Filed with the City Clerk on March 11, 2022.

  
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Mary Patrick, City Clerk