



BOARD OF COMMISSIONERS

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macombcountymi.gov/boardofcommissioners

AD HOC COMMITTEE ON BOARD RULES

WEDNESDAY, JANUARY 16, 2013, 4 P.M.

FINAL AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Adoption of Agenda
4. Public Participation (five minutes maximum per speaker, or longer at the discretion of the Chairperson related only to issues contained on the agenda)
5. Review of Board Rules for 2013-14 (page 1) **(mailed)**
6. New Business
7. Public Participation (five minutes maximum per speaker or longer at the discretion of the Chairperson)
8. Adjournment

MEMBERS: Tocco-Chair, Brown-Vice-Chair, Boyle, Klinefelt, Vosburg and Flynn (ex-officio)

MACOMB COUNTY BOARD OF COMMISSIONERS

Kathy D. Vosburg
District 8
Chair

Marvin E. Sauger
District 2
Vice Chair

Fred Miller
District 9
Sergeant-At-Arms

Toni Mocerì – District 1

David Flynn - District 4

James L. Carabelli - District 6

Roland Frascchetti- District 10

Bob Smith- District 12

Phillip A DiMaria- District 3

Ray Gralewski- District 5

Don Brown- District 7

Kathy Tocco- District 11

Joe Sabatini- District 13

RESOLUTION NO. _____

FULL BOARD MEETING DATE: _____

AGENDA ITEM: _____

MACOMB COUNTY, MICHIGAN

RESOLUTION TO review/draft Board Rules for 2013-14

INTRODUCED BY: Kathy Tocco, Chair, Ad Hoc Committee on Board Rules

COMMITTEE/MEETING DATE
Ad Hoc 1-16-13

RULES
BOARD OF COMMISSIONERS
MACOMB COUNTY

Adopted January 27, 2011

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RULES, BOARD OF COMMISSIONERS, MACOMB COUNTY

RULE I

ORGANIZATION, ELECTION OF OFFICERS, QUORUM

A. At the first session in January of each odd numbered year, the Board shall be called to order by the County Clerk and a roll call taken. If a majority of the elected and serving Commissioners answer the roll, a quorum shall be declared.

B. The first order of business shall be the adoption of the rules of procedure under which the Board will operate.

C. The next order of business shall be the election of a temporary Chairperson, whose sole responsibility will be to preside over the election by a majority of the elected Commissioners of a Chairperson.

D. Upon the election of the Chairperson, the Chairperson shall then preside over the election by a majority of the elected Commissioners of a Vice-Chairperson and a Sergeant-at-Arms.

E. At the first session in January of each even numbered year, the Board shall be called to order by the Chairperson and a roll call taken. If a majority of the elected and serving Commissioners answer the roll, a quorum shall be declared. The first order of business shall be the election of a Vice-Chairperson and a Sergeant-at-Arms.

RULE II

OFFICERS, DUTIES, VACANCIES AND TERMS OF OFFICE

1. Chairperson:

A. The Chairperson shall take the chair on every day that the Full Board is in session, immediately call the members to order and request a roll call. Except in the absence of a quorum, the Chairperson shall proceed to do business in the manner prescribed by these rules or required by law.

B. The Chairperson shall preserve order and decorum, may speak to points of order and shall decide questions of order subject to an appeal to the Board. When two or more members request to make a motion and/or address the Board at the same time, the Chairperson shall name the Commissioner who is first to speak.

2. Vice-Chairperson:

The Vice-Chairperson of the Board shall execute the same duties as the Chairperson in the Chairperson's absence.

3. Sergeant-at-Arms:

The Sergeant-at-Arms shall attend the Board during its sittings to maintain order under the direction of the Chairperson.

4. Vacancies:

In the event of a vacancy in any of the above offices, said vacancy shall be filled at the next regular meeting of the Full Board by a majority vote of the elected and serving Commissioners.

5. Terms of Office:

The Chairperson shall be elected to a two-year term and the Vice-Chairperson and the Sergeant-at-Arms shall be elected to a one-year term or until a successor is elected.

6. Removal of an Officer:

An officer may be removed from office upon Motion which is supported by a two-thirds vote. Provided however, that officer shall be given notice of the intent to make the Motion at least seven (7) days in advance of the Motion.

RULE III

DUTIES OF THE COMMISSIONERS

1. Presence:

Every Commissioner shall be present during the sessions of the Board and shall vote on each question put, unless he/she has a direct personal or pecuniary interest in the question. For these reasons, each abstention shall be duly recorded in the minutes of the meeting.

2. Attendance:

Every Commissioner’s attendance shall be in conformity with the Board of Commissioners pay resolution.

3. Conduct in Debate:

When a Commissioner is about to speak in debate or present any matter to the Board, he/she shall respectfully address himself/herself to the Chairperson. He/she shall confine himself/herself to the question under debate and avoid debate or argument that calls into question the personality/motive of another Commissioner.

4. Time Commissioner May Speak:

Free, open and orderly debate on issues confronting a legislative body may demand that a Commissioner be privileged to speak on a matter more than once. However, a Commissioner shall not be privileged to speak or hold the floor on a matter for more than 15 minutes or more than once (on the same question) until all other Commissioners present are first given the opportunity to be heard.

RULE IV

ORDER OF BUSINESS

1. Order of Business:

- A. The Order of Business of the Board at regular meetings shall be as follows:
 - (1) Call to order.
 - (2) Pledge of allegiance.
 - (3) Roll call.
 - (4) Invocation.
 - (5) Adoption of agenda.
 - (6) Reading, correction and approval of minutes.
 - (7) Public participation (five minutes maximum per speaker, or longer at the discretion of the Chairperson related only to issues contained on the agenda).
 - (8) Reports from committees.
 - (9) Correspondence from Executive
 - (10) Resolutions
 - (11) New business.

- (12) Public participation (five minutes maximum per speaker or longer at the discretion of the Chairperson).
- (13) Roll call.
- (14) Adjournment.

2. Regular Meetings:

Regular meetings of the Board shall be held monthly on days as designated by the Board of Commissioners, as recommended by the Chairperson upon his or her election, for the ensuing year. The Chairperson has the authority to call a regular meeting with a special agenda, in addition to the regularly scheduled meetings, provided that the notice is delivered to each Commissioner in the manner selected by each Commissioner at the first meeting of the Board.

3. Special Meetings:

A special meeting of the Board shall be held only when requested by at least one-third of the members of the Board. The request shall be in writing, shall be addressed to the County Clerk and shall specify the time, date, place and purpose of the meeting. Upon receipt of a request, the County Clerk shall immediately give notice in the manner selected by each Commissioner at the first meeting of the Board.

4. Open Meetings Act:

The provisions of the Open Meetings Act, Act No. 267 of the Public Acts of 1967, MCLA 15.26, et seq, shall be observed, and notice of all meetings shall be given in strict conformity thereto by Board of Commissioners staff and/or the Office of Macomb County Clerk.

5. Duties of the Clerk:

A. The duly elected County Clerk shall be the Clerk to the Full Board. He/she, or his/her duly appointed deputy, shall perform all duties ordinarily pertaining to such office including, but not limited to, the following duties prescribed by law:

- (1) Recording all the proceedings of the Board in a book provided for that purpose.
- (2) Making regular entries of all Board resolutions and decisions upon all questions.
- (3) Recording the vote of each Commissioner on any ordinance, resolution, appointment or election of an office submitted to the Board.
- (4) Performing such other and further duties as the Board may, from time to time, require by resolution.

B. Appointment of a Clerk Pro Tem: The Clerk, or one of his/her duly appointed deputies, shall be present and take minutes at all meetings of the Board. In the absence of the Clerk or an appointed deputy, the Chairperson, with the approval of the Board members present and voting, shall appoint a Clerk for that meeting until the Clerk or his/her duly appointed deputy arrives.

RULE V

CHANGE OR SUSPENSION OF RULES

1. Suspension of Rules:

No rule shall be suspended except by a two-thirds vote of the Commissioners present.

2. Change of Rules:

Any rule of the Board may be changed provided that the proposed change passes the Rules Committee and the change is supported by a two-thirds vote of the Commissioners.

RULE VI

NOTICE OF MEETINGS

A. At the first meeting of each year, each Commissioner shall designate a method in which that Commissioner will accept notice of all meetings.

B. Notice of regular meetings including a proposed agenda shall be mailed or delivered to the Commissioner at least seven (7) calendar days prior to the meeting pursuant to the method of delivery designated by the Commissioner described in paragraph A. above. Said notices shall specify the date and hour of the matters to be considered at said meeting. All members of the Board may waive the foregoing meeting requirements at any regular or special meeting.

C. The time required for notification of a special meeting shall be in accordance with the Michigan Open Meetings Act.

D. Notice of regular and special meetings shall be given to the news media at the same time as the Board members.

RULE VII

MINUTES AND RESOLUTIONS

A. A copy of the minutes of each Board meeting shall be prepared and distributed by the Clerk to each member of the Board prior to the next scheduled meeting of the Board or Committee. The County Clerk or his/her designee shall

prepare minutes, including those minutes taken in executive session, as required by the Open Meetings Act, 1976 P.A. 267 and these rules.

B. A Commissioner who wishes the Board to consider an item shall submit that item in the form of a resolution prepared in a standard form.

All resolutions finally adopted by the Board in each calendar year shall be consecutively numbered immediately by the Clerk of the Board in the order of their adoption, which number shall be prefixed with the last two digits of the year of its addition and a hyphen. As each resolution is adopted, the Clerk of the Board shall assign its proper number, which shall appear at the head of that resolution as adopted in the minutes.

The Clerk shall keep all adopted resolutions in a binder or booklet arranged in the order of their adoption.

RULE VIII

POWERS AND DUTIES OF TASK FORCES

1. TASK FORCES:

A. The Board Chairperson may submit a proposal to the Board for the appointment of a task force, whose members shall include three County Commissioners and also representatives of the general public. The proposal shall include a recommendation for the chairperson of the task force.

B. The proposal shall specify the mission, termination date and recommended budget, if any.

C. The proposal shall direct the task force, if approved by the Board, to the Board.

RULE IX

APPOINTMENTS

A. Applications:

A complete and notarized application (provided by the Board Office or obtained from the Board Office web-site) for an appointment to a board or commission that the Board of Commissioners shall have the authority to make shall be submitted to the Board Office at least one (1) day before the meeting in which the appointment is scheduled to take place.

B. Qualifications:

Qualifications and biographical data of applicants shall be submitted to the Board of Commissioners at least one (1) day prior to the date of voting thereon.

RULE X

RECEIPT OF NOTICE

Any notices or correspondence required by the Home Rule Charter of Macomb County, Michigan to be given to the Board of Commissioners by the County Executive shall be addressed to the Chair of the Board of Commissioners and deemed received when delivered to the Office of the Board of Commissioners and date-stamped by Board Staff. The date of the stamp shall be the official date of receipt. The Chair shall refer the notices or correspondence to the appropriate committee chair or the full board, at the Chair's discretion.

RULE XI**CHARTER TIMELINES**

The Board of Commissioners shall follow all timelines imposed by the County Charter (see attached list).

RULE XII**ROBERTS RULES OF ORDER**

All situations not covered by the foregoing rules shall be determined by Roberts Rules of Order.

CHARTER SECTIONS IMPOSING TIME LIMITS FOR THE BOARD OF COMMISSIONERS

Charter Section 2.4.2. Upon creation of an ethics ordinance, the Executive will nominate five members. The Commission will vote on approval of those members within 60 days of receipt of the nomination from the Executive. If the Commission fails to act upon a nomination within that 60-day period, the Executive's nomination is effective.

Charter Section 3.6.4 requires that the Board of Commissioners hold a public hearing on the Executive's proposed Organization Plan or any proposed amendment to the Organization Plan within 50 days of its submission to the Commission. The Commission is to approve, with or without amendment, or reject the proposed Organization Plan or any amendment within 75 days after its submission.

Charter Section 4.4 (f) provides that the Commission may override a veto by Executive within 30 days by at least a 2/3 vote of the Commissioners serving.

Charter Section 4.7 requires within 180 days of the effective date of the Charter (i.e., January 1, 2011) that the Board adopt an ordinance providing for codification of ordinances and the preservation of indexing of resolutions.

Charter Section 4.8. If a vacancy occurs in the office of a County Commissioner due to death, resignation, removal of residency from the district, or removal from office, the Board of Commissioners is required to appoint a registered and qualified elector of the district within 30 days by a majority vote of the Commissioners.

Charter Section 8.7. Prior to the beginning of each fiscal year, the Board of Commissioners is required to adopt a balanced line item operating budget and an appropriations ordinance.

Charter Section 8.11.1 and 8.11.2 require that if the Executive certifies to the Commission a reduction in estimated revenue or certifies to the Commission that expenditures have exceeded appropriated levels and submits a proposed appropriation reduction or a proposed appropriation amendment and the Commission fails to amend the appropriation ordinance within 45 days after certification of the reduced revenue or the excess expenditures, the requested appropriation amendment submitted by the Executive becomes effective.

Charter Section 11.7.1 requires that the Board of Commissioners shall determine the compensation of the initial Executive for the remainder of the term of office by ordinance within 60 days of the effective date of the Charter (i.e., January 1, 2011).

RULES
BOARD OF COMMISSIONERS
MACOMB COUNTY

Adopted January 8, 2009

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RULES, BOARD OF COMMISSIONERS, MACOMB COUNTY

RULE I

ORGANIZATION, ELECTION OF OFFICERS, QUORUM

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E. At the first session in January of each even numbered year, the Board shall be called to order by the Chairperson and a roll call taken. If a majority of the elected and serving Commissioners answer the roll, a quorum shall be declared. The first order of business shall be the election of a Vice-Chairperson and a Sergeant-at-Arms.

RULE II

OFFICERS, DUTIES, VACANCIES AND TERMS OF OFFICE

1. Chairperson:

A. The Chairperson shall take the chair on every day that the Full Board is in session, immediately call the members to order and request a roll call. Except in the absence of a quorum, the Chairperson shall proceed to do business in the manner prescribed by these rules or required by law.

B. The Chairperson shall preserve order and decorum, may speak to points of order and shall decide questions of order subject to an appeal to the Board. When two or more members request to make a motion and/or address the Board at the same time, the Chairperson shall name the Commissioner who is first to speak.

2. Vice-Chairperson:

The Vice-Chairperson of the Board shall execute the same duties as the Chairperson in the Chairperson's absence.

3. Sergeant-at-Arms:

The Sergeant-at-Arms shall attend the Board during its sittings to maintain order under the direction of the Chairperson.

4. Vacancies:

In the event of a vacancy in any of the above offices, said vacancy shall be filled at the next regular meeting of the Full Board by a majority vote of the elected and serving Commissioners.

5. Terms of Office:

The Chairperson shall be elected to a two-year term and the Vice-Chairperson and the Sergeant-at-Arms shall be elected to a one-year term or until a successor is elected.

6. Removal of an Officer:

An officer may be removed from office upon Motion which is supported by a two-thirds vote. Provided however, that officer shall be given notice of the intent to make the Motion at least seven (7) days in advance of the Motion.

RULE III

DUTIES OF THE COMMISSIONERS

1. Presence:

Every Commissioner shall be present during the sessions of the Board and shall vote on each question put, unless he/she has a direct personal or pecuniary interest in the question. For these reasons, each abstention shall be duly recorded in the minutes of the meeting.

2. Attendance:

Every Commissioner's attendance shall be in conformity with the Board of Commissioners pay resolution.

3. Conduct in Debate:

When a Commissioner is about to speak in debate or present any matter to the Board, he/she shall respectfully address himself/herself to the Chairperson. He/she shall confine himself/herself to the question under debate and avoid debate or argument that calls into question the personality/motive of another Commissioner.

4. Time Commissioner May Speak:

Free, open and orderly debate on issues confronting a legislative body may demand that a Commissioner be privileged to speak on a matter more than once. However, a Commissioner shall not be privileged to speak or hold the floor on a matter for more than 15 minutes or more than once (on the same question) until all other Commissioners present are first given the opportunity to be heard.

RULE IV

ORDER OF BUSINESS

1. Order of Business:

A. The Order of Business of the Board at regular meetings shall be as follows:

1. Call to order.
2. Pledge of allegiance.
3. Roll call.
4. Invocation.
5. Adoption of agenda.
6. Reading, correction and approval of minutes.
7. Public participation (five minutes maximum per speaker, or longer at the discretion of the Chairperson related only to issues contained on the agenda).
8. Reports from committees.
9. Resolutions.
10. New business.

11. Public participation (five minutes maximum per speaker or longer at the discretion of the Chairperson).
12. Roll call.
13. Adjournment.

2. Regular Meetings:

Regular meetings of the Board shall be held monthly on days as designated by the Board of Commissioners, as recommended by the Chairperson upon his or her election, for the ensuing year. The Chairperson has the authority to call a regular meeting with a special agenda, in addition to the regularly scheduled meetings, provided that the notice is delivered to each Commissioner in the manner selected by each Commissioner at the first meeting of the Board.

3. Special Meetings:

A special meeting of the Board shall be held only when requested by at least one-third of the members of the Board. The request shall be in writing, shall be addressed to the County Clerk and shall specify the time, date, place and purpose of the meeting. Upon receipt of a request, the County Clerk shall immediately give notice in the manner selected by each Commissioner at the first meeting of the Board.

4. Open Meetings Act:

The provisions of the Open Meetings Act, Act No. 267 of the Public Acts of 1967, MCLA 15.26, et seq, shall be observed, and notice of all meetings shall be given in strict conformity thereto by Board of Commissioners staff.

5. Duties of the Clerk:

A. The duly elected County Clerk shall be the Clerk to the Full Board. He/she, or his/her duly appointed deputy, shall perform all duties ordinarily pertaining to such office including, but not limited to, the following duties prescribed by law:

- (1) Recording all the proceedings of the Board in a book provided for that purpose.
- (2) Making regular entries of all Board resolutions and decisions upon all questions.
- (3) Recording the vote of each Commissioner on any ordinance, resolution, appointment or election of an office submitted to the Board.
- (4) Performing such other and further duties as the Board may, from time to time, require by resolution.

B. Appointment of a Clerk Pro Tem: The Clerk, or one of his/her duly appointed deputies, shall be present and take minutes at all meetings of the Board. In the absence of the Clerk or an appointed deputy, the Chairperson, with the approval of the Board members present and voting, shall appoint a Clerk for that meeting until the Clerk or his/her duly appointed deputy arrives.

RULE V

CHANGE OR SUSPENSION OF RULES

1. Suspension of Rules:

No rule shall be suspended except by a two-thirds vote of the Commissioners present.

2. Change of Rules:

Any rule of the Board may be changed provided that the proposed change passes the Rules Committee and the change is supported by a two-thirds vote of the Commissioners.

RULE VI

MOTIONS

1. Presence of Motions:

A. When a question is under debate, no motion shall be received except the following, which shall take precedence in the order in which they stand arranged:

- (1) To fix the time at which to adjourn.
- (2) To adjourn.
- (3) To take a recess.
- (4) To lay on the table or take from the table.
- (5) For the previous question.
- (6) To postpone to a day certain.
- (7) To refer.
- (8) To amend.
- (9) To postpone indefinitely.

2. Non-Debatable Motions:

A. The following motions are always in order and are not debatable:

- (1) To adjourn.
- (2) To take a recess.
- (3) For the previous question.

(4) To table or take from the table.

(5) Decisions of Chairperson, unless an appeal is taken.

3. Order of Putting Questions:

All questions shall be put in the order they are moved, except in the case of privileged questions.

4. Amendments to Motions:

No independent or new question shall be introduced under color of an amendment. All amendments must be germane to the main question. When the question of germaneness is raised, the Chairperson shall rule on the question.

5. Division of Question:

Any member may call for a division of the question.

6. Previous Question:

There shall be a motion for the previous question, which being ordered by a two-thirds majority of members voting, if a quorum is present, shall have the effect to cut off all debate and bring the Board to a direct vote upon the immediate question(s), or may be made to embrace all authorized motions or amendments.

7. Reconsideration:

When a motion has been made and carried or lost, it shall be in order for any member of the prevailing side at the same session, or next session or meeting of the same committee meeting, to move for the reconsideration thereof.

8. Questions of Privilege:
- A. Questions of privilege are those affecting one of the following:
- (1) The rights of the Board collectively, its safety, dignity or the integrity of its proceedings, or
 - (2) The rights, reputation or conduct of members in their respective capacity.
- B. A question of privilege shall have precedence over all other questions, except a motion to adjourn.

RULE VII

COMMITTEES

1. Committees of the Whole Board:
- A. **Budget Committee**
- B. **Finance Committee**
- (1) Finance Department
 - (2) Treasurer
 - (3) Equalization
- C. **Personnel Committee**
- (1) Human Resources
2. Standing Committees:
- D. **Courts and Legal Affairs**
- (1) Corporation Counsel
 - (2) Circuit Court
 - (3) Friend of the Court

(4) Probate Court

(5) District Court

E. **Public Safety and Corrections**

(1) Prosecutor

(2) Probation

(3) Sheriff's Department

(4) Juvenile Justice Center

(5) Emergency Management

F. **Planning and Economic Development**

(1) Planning and Economic Development Department

(2) Solid Waste Planning Committee

(3) Green Technology / Alternative Energy / Sustainability

G. **Public Services**

(1) Community Services Agency

(2) Veterans

(3) Human Services

H. **Health and Environmental Services**

(1) Health Department

(2) Prosecutor's Environmental Unit

(3) Community Mental Health

(4) Martha T. Berry

I. **Senior Services**

(1) Senior Services Department

(2) Area Agency on Aging

J. **Technology and Communications**

(1) Information Technology

(2) Lobbyist

(3) Public Affairs

K. **Education and Training**

(1) Michigan State University Extension

(2) Research Center

(3) Michigan Works and the Work Force Development Board

L. **Buildings, Roads and Public Works**

(1) Facilities and Operations

(2) Public Works

(3) Road Commission

(4) Parks & Recreation

M. **Administrative Services**

(1) County Clerk

(2) Risk Management

(3) Board of Commissioners

N. **Ethics and Rules**

3. **Ad Hoc Committees:**

The Chairperson of the Board shall have the authority from time to time to appoint an Ad Hoc Committee, with the chair of the standing committee serving as an

ex-officio member of the Ad Hoc Committee. These Ad Hoc Committees shall be appointed for a specific purpose, and upon the completion of their tasks and the acceptance of their final report by the standing committee, the Ad Hoc Committee shall cease to exist.

RULE VIII

APPOINTMENT TO COMMITTEES

1. At the first regular meeting of the Board following the organizational meeting in each odd-numbered year, the Chairperson of the Board shall submit the current year's and the next year's standing committee assignments, listing the members of each committee, which shall be subject to the approval of the Board, given by a simple majority vote.
2. The first named Commissioner of any committee shall be the Chairperson and the second named shall be the Vice-Chairperson, except in the following situations: that the Chairperson of the Board has designated that the Committee be served by a Co-Chairmanship. In order to appoint Co-Chairpersons both Commissioners must agree to serve as Co-Chairs. In the temporary absence of the Chairperson and the Vice-Chairperson, the next in rank of the order named and so on, as often as the case shall happen, shall act as Chairperson.
3. When making such committee Chairman assignments, the Chairperson of the Board shall assign, to each political party, a number of chairmanships proportionate to the total number of seats held on the Board by that political party. Such number of seats shall be based on whole numbers with no rounding up or down.

4. At any time, the Chairperson of the Board shall have the ability to reorganize a Committee, which reorganization shall be subject to the approval of the Board, given by a simple majority vote.

RULE IX

COMMITTEE VACANCIES

All vacancies in membership, chairperson or vice-chairperson in standing committees shall be filled by appointment by the Board Chairperson, subject to the Board approval given by a simple majority.

RULE X

COMMITTEE MEETINGS

A. Each Ad Hoc Committee shall meet for the conduct of its business, which shall then be reported to the standing committee. Each standing committee shall meet for the conduct of its business, which shall then be reported to the Full Board. The date and time of a standing committee meeting shall be determined by the Chairperson. The dates and times of Ad Hoc Committee meetings require approval of the respective standing committee chairperson or Board Chairperson prior to scheduling.

B. A Commissioner, who is not a member of a standing, special or ad hoc committee, may attend and speak on any issue before the committee; however, the Commissioner may not offer motions, support motions or vote.

C. Meetings of a standing committee may be convened by its Chairperson or by a majority of its members, provided that the notice requirements herein are adhered to, or are waived by all committee members. All committee meetings shall be open,

except that a committee may vote to go into a closed session as provided by the Open Meetings Act, 1976 P.A. 267.

Each committee shall have a prepared agenda. Any additions thereafter may be made only with the approval of two-thirds of the members of the committee present. That agenda shall be posted on the Courthouse bulletin board and shall be made available to the public on request as provided by the Open Meetings Act, 1976 PA 267. The chairperson of each committee either shall prepare an agenda or delegate that authority to the appropriate staff.

All committees shall keep minutes of their meetings, as required by the Open Meetings Act, 1976 P.A. 267, and minutes shall be permanently kept on file with the Clerk of the Board.

Every committee shall provide an opportunity for members of the public to be heard at the beginning and end of the meeting in conformity with these rules.

RULE XI

NOTICE OF MEETINGS

A. At the first meeting of each year, each Commissioner shall designate a method in which that Commissioner will accept notice of all meetings.

B. Notice of regular or special meetings including a proposed agenda of any committee shall be mailed or delivered to the Commissioner at least seven (7) calendar days prior to the meeting pursuant to the method of delivery designated by the Commissioner described in paragraph A. above. Said notices shall specify the date and hour of the matters to be considered at said meeting. All members of the Committee may waive the foregoing meeting requirements at any regular or special meeting.

C. Notice of regular and special meetings of standing, special and ad hoc committees shall be given to the news media at the same time as the committee members.

RULE XII

MINUTES AND RESOLUTIONS

A. A copy of the minutes of each Board meeting shall be prepared and distributed by the Clerk to each member of the Board prior to the next scheduled meeting of the Board or Committee. The County Clerk or his/her designee shall prepare minutes, including those minutes taken in executive session, as required by the Open Meetings Act, 1976 P.A. 267 and these rules.

B. A Commissioner who wishes the Board to consider an item shall submit that item in the form of a resolution prepared in a standard form.

All resolutions finally adopted by the Board in each calendar year shall be consecutively numbered immediately by the Clerk of the Board in the order of their adoption, which number shall be prefixed with the last two digits of the year of its addition and a hyphen. As each resolution is adopted, the Clerk of the Board shall assign its proper number, which shall appear at the head of that resolution as adopted in the minutes.

The Clerk shall keep all adopted resolutions in a binder or booklet arranged in the order of their adoption.

RULE XIII

POWERS AND DUTIES OF COMMITTEES AND TASK FORCES

1. **COMMITTEES:**

All matters relating to the subject or department of county government listed under a standing committee shall be referred to such committees respectively; provided, however, that all pending matters before any committee shall be discharged from consideration in January of each odd-numbered year following a general election. Any questions or disputes as to what subject matter shall be assigned to a committee shall be determined by the Board Chairperson.

2. **TASK FORCES:**

A. The Board Chairperson may submit a proposal to the Board for the appointment of a task force, whose members shall include three County Commissioners and also representatives of the general public. The proposal shall include a recommendation for the chairperson of the task force.

B. The proposal shall specify the mission, termination date and recommended budget, if any.

C. In instances in which a budget is recommended, the proposal shall first be submitted to the Budget Committee for approval.

(1) The Budget Committee may:

- (a) Adopt and approve the recommended budget, or
- (b) Amend the budget as recommended, or
- (c) Deny the budget.

- (2) In instances in which a budget is denied or amended, the Chairperson may resubmit the proposal to the Board in accordance therewith, or withdraw the proposal.
- D. The proposal shall direct the task force, if approved by the Board, to report either to the Board or to an appropriate committee.

RULE XIV

RULES OF COMMITTEE AND SUBCOMMITTEE PROCEDURE

A. The Board rules are the rules of all committees as far as applicable. An item may be waived directly to the Board for review, evaluation and/or determination at the discretion of a committee chairperson. Any agenda item that comes before the Full Board, which has not been addressed at a committee meeting, will require a two-thirds vote prior to adoption of the agenda.

B. The chairperson of a standing committee shall have the authority, from time to time, to appoint a subcommittee. Each subcommittee of a committee is a part of that committee and subject to the authority and direction of that committee. Subcommittees shall not hold any special or regular meeting except upon authority of the standing committee chairperson.

C. Each subcommittee shall keep a complete record of all committee action and report same to the standing committee.

RULE XV

BOARD CHAIRPERSON, MEMBERSHIP ON COMMITTEE

The Board Chairperson shall be an ex-officio member of all committees, with voice but no vote, except for the Finance, Budget and Personnel Committees, in which cases he/she shall have a vote.

RULE XVI

APPOINTMENTS

A. Applications:

A complete and notarized application (provided by the Board Office or obtained from the Board Office web-site) for an appointment to a board or commission that the Board of Commissioners shall have the authority to make shall be submitted to the Board Office at least one (1) day before the meeting in which the appointment is scheduled to take place.

B. Qualifications:

Qualifications and biographical data of applicants shall be submitted to the Board of Commissioners at least one (1) day prior to the date of voting thereon.

RULE XVII

All situations not covered by the foregoing rules shall be determined by Roberts Rules of Order.

Adopted: January 8, 2009