

**MINUTES OF THE  
AD HOC COMMITTEE ON BOARD RULES**

**TUESDAY, FEBRUARY 5, 2013**

At a meeting of the **Ad Hoc Committee on Board Rules**, held Tuesday, February 5, 2013, in the Board Room, on the 9<sup>th</sup> Floor of the Administration Building, Mount Clemens, the following members were present:

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

There being a quorum of the committee present, Chair Tocco called the meeting to order at 4:05 p.m.

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

**AGENDA**

**MOTION**

A motion was made by Boyle, supported by Klinefelt, to adopt the agenda, as presented. **The Motion Carried.**

**REVIEW/DRAFT OF BOARD RULES FOR 2013-14**

Andrew Richner of Clark Hill said a draft had been put together which combined the prior draft from Corporation Counsel with Clark Hill standard form rules for governmental entities, including the most common Roberts Rules of Order. The document and changes were reviewed.

**Rule 1, Definitions**

Board Chair Flynn suggested proclamations include: "... means an official announcement "approved" by the Board." This was noted by Mr. Richner who said the definition of Tributes would also be clarified.

Commissioner Vosburg described situations in which a proclamation is approved, but there is an objection by a commissioner, and asked to have this reflected on the document. Mr. Richner said he would look into it and add language which addresses how a commissioner co-sponsors a proclamation.

Chair Tocco asked if Mr. Nitz, counsel to the Office of County Executive (OCE), was contacted. Mr. Richner said language on the definition of a resolution versus an ordinance was sent and Mr. Nitz replied stating he was fine with it. Mr. Nitz indicated no further interest in the commission rules so there was no further discussion.

Chair Tocco stated that she wanted to avoid any discrepancy in definitions between the Board and the OCE. Mr. Brumbaugh noted the Executive has no input into the Board's rules.

#### Rule 2, Organizational Meeting and Election of Officers

Mr. Brumbaugh suggested the following introductory language be used: "At the first meeting of each odd numbered year," as it would be consistent with the next paragraph. He also stated the first sentence on page 2 should include the following language: "And the second order of business shall be the election of a Sergeant-at-Arms."

Both changes were agreed to by committee.

#### Rule 5, Duties of Officers

Commissioner Klinefelt noted the statement: "Except where permission is otherwise granted by the Chairperson, discussion of opened agenda items shall be limited to Commissioners," was located in two places. Mr. Richner said it should remain in Rule 8.

#### Rule 6, Duties of Commissioners

Mr. Brumbaugh noted that currently Rule 6 is the same as Rule 11 and suggested that Rule 6 be the first paragraph with the 2<sup>nd</sup> sentence deleted. He said Rule 11 would become Rule 7 and others be renumbered.

The committee agreed to use the word "shall" in the rule and that the last paragraph in Rule 15 would be deleted.

#### Rule 8, Motions

Comments and discussion took place as to whether the chair should determine what motions should be in writing, and suggested language that would provide guidelines and also allow latitude.

Mr. Richner referred to the first paragraph and suggested leaving language "if requested by the Chairperson" (in brackets) in Rule 8 and adding to Rule 9, and deleting "any Commissioner" in Rule 8.

That was agreed to by committee.

Mr. Brumbaugh referred to page 4, item "c", last sentence, and suggested the word "shall" be used, since that is what Roberts Rules uses. The change was agreed to by the committee.

Rule 9, Ordinances and Resolutions

Mr. Richner noted that the first two sentences are from the Charter, but indicated he will modify the language of the last sentence per previous discussion and include "with discretion of the chair" language.

Rule 11, Attendance

Rule 11 was removed and renumbered as Rule 7.

Rule 12, Meeting Notices

Mr. Brumbaugh referred to the third paragraph and suggested changing "special" to "all meetings." The committee agreed.

Rule 14, Special Meetings

Mr. Brumbaugh provided background information. He suggested that the first sentence include "A chairperson has the authority to call a meeting of the board."

With this change, special meetings would refer to the statutory authority of a group of commissioners and that process for calling a meeting.

After some discussion, Chair Tocco stated that Mr. Brumbaugh and Mr. Richner would discuss further and develop language for special and emergency meetings.

Rule 15, Voting Method

After discussion regarding roll calls, Mr. Richner said he will circulate language, for the roll calls to be rotational, with the maker and supporter first and chairperson last.

Rule 17, Reconsideration

Committee agreed to go back to Roberts Rules for Rule 17 and to also include it on page 4.

Rule 18, Committee and Subcommittee

Chair Tocco noted that Health and Community Services should be Health and Human Services.

Rule 19, Duties of the Clerk

Following a question from Commissioner Klinefelt about whether or not the Clerk can be excluded from closed sessions, Mr. Richner said he would review.

Rule 22, Board Appointments

Mr. Richner said he will remove the last sentence and Mr. Brumbaugh suggested having the Board Rules adopted at the first meeting, but as the last order of business.

The committee agreed.

Board Chair Flynn questioned the reason for a Temporary Chair and suggested having the Clerk call the election of the chair. There was no confirmation by committee for this change; Board Chair Flynn said it could be considered at another time.

Mr. Brumbaugh suggested including a catch-all statement that says "All situations not covered by the foregoing rules shall be determined by Roberts Rules of Order."

After discussion, Mr. Brumbaugh said this would also be something to consider in the future.

Chair Tocco noted that the next meeting will be held on February 19 at 5 p.m.

**ADJOURNMENT**

**MOTION**

A motion was made by Brown, supported by Vosburg, to adjourn the meeting at 5:50 p.m. **The Motion Carried.**



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**Corinne Bedard**  
**Committee Reporter**