

**RULES OF ORDER AND PROCEDURE**

**OF THE**

**MANISTEE COUNTY BOARD OF COMMISSIONERS**

**Adopted: Tuesday, November 16, 2004**  
**Amended: Tuesday, January 2, 2007**  
**Amended: Wednesday, January 2, 2008**  
**Amended: Monday, January 4, 2010**  
**Amended: Wednesday, November 17, 2010**  
**Amended: Tuesday, January 18, 2011**  
**Amended: Tuesday, March 15, 2011**

## INDEX

ARTICLE	PAGE
I. BOARD OF COMMISSIONERS MEETINGS - TIME & PLACE	3
A. Organizational Meeting	3
B. Board/Commission Appointments	4
C. Regular and Adjourned Regular Meetings	4
D. Special Meetings	4
E. Emergency Meetings	4
F. Public Meetings	4
G. Meeting on Legal Holidays	4
H. Change in Meeting Schedule	4
I. Study Sessions	5
II. CLERK OF THE BOARD	6
A. Official Clerk and Duties	6
1. Minutes and Official Records	6
2. Record of Discussion	6
3. Request for Remarks to be Included	6
4. Public Access to Meeting Records	6
B. Public Notice of Meetings	7
1. Regular Meetings	7
2. Schedule Change	7
3. Special and Emergency Meetings	7
4. Notification to Media and Others	7
C. Unsigned Letters	8
III. THE CHAIRPERSON AND VICE-CHAIRPERSON	9
A. Election	9
B. Duties	9
C. Vice-Chairperson	10
IV. RULES OF PROCEDURE OF THE BOARD	11
A. Quorum	11
B. Order of Business	11
1. Agenda for Regular Meetings	11
2. Agenda for Special Meetings	12
3. Distribution of Agenda and Materials	12
4. Motions, Resolutions and Ordinances	12
5. Comments from the Floor	12
6. Order of Precedence of Motions	13
7. Motion to Adjourn	13
8. Motion to Reconsider	13
9. Motion to Clear the Floor	13

C.	Appeal from Decision of Chairperson	13
D.	Division of Question	14
E.	Referral to Committee	14
F.	Questions of Procedure	14
G.	Votes Required	14
1.	Roll Call Votes	14
2.	Voting Mandatory	14
H.	Closed Session	14
I.	Telephone Participation	16
V.	FINANCE	17
A.	Salaries	17
B.	Health and Dental Insurance	17
C.	Per Diem	17
D.	Travel and Expenses	17
E.	Payment of Per Diem and Travel and Expenses	17
F.	Personal Cellular Telephone Reimbursement	18
VI.	STANDING COMMITTEES AND SPECIAL ASSIGNMENTS	19
A.	Standing Committees	19
B.	Duties of Standing Committees	19
1.	Policy Committee	19
2.	Ways & Means/Finance/Equalization/Investment/ Physical Resources Committee	19
3.	Public Safety Committee	20
4.	Technology/Information Committee	20
5.	Executive/Joint Court Committee	20
6.	Personnel Committee	20
7.	Green Team/Recycling Committee	20
8.	Regional Summit Committee	20
C.	Special Assignments	20
D.	Meeting Dates and Times	21
E.	Reports of Committee Meetings	22
VII.	INTRODUCTION AND ADOPTION OF ADMINISTRATIVE RESOLUTIONS	23
A.	Definition	23
B.	Introduction	23
C.	Order for Consideration	23
D.	Committee Review	23
E.	Adoption	23
F.	Notification	23
G.	Record of Administrative Resolutions	23
VIII.	TITLES AND SUBTITLES	24
IX.	AMENDMENT TO AND EFFECTIVE DATE OF THESE RULES	25
X.	CONCLUSION	26

RULES OF ORDER AND PROCEDURE OF  
THE MANISTEE COUNTY BOARD OF COMMISSIONERS

These Rules are adopted by the Board of Commissioners of Manistee County pursuant to Section 46.11 of the Compiled Laws of Michigan, as amended.

ADOPTED: Tuesday, November 16, 2004  
AMENDED: Tuesday, January 2, 2007  
AMENDED: Wednesday, January 2, 2008  
AMENDED: Monday, January 4, 2010  
AMENDED: Wednesday, November 17, 2010  
AMENDED: Tuesday, January 18, 2011  
AMENDED: Tuesday, March 15, 2011

I.

BOARD OF COMMISSIONERS MEETINGS - TIME & PLACE

- A. Organizational Meeting. The first meeting in each calendar year shall be the organizational meeting. At each such meeting, the County Clerk shall preside if the County Board Chairperson position is vacant. As the first item of business, the County Clerk shall administer the Oath of Office to the Commissioners if the Oath has not previously been administered.

The second item of business shall be the election of the Chairperson of the Board and the Vice-Chairperson. The Clerk shall call for nominations for the office of Chairperson and when nominations are closed by majority vote or no other nominations are forthcoming, the Clerk shall order the roll of Commissioners to be called. When one nominee receives a majority of the votes of the members elected and serving, that nominee shall be declared Chairperson. The Chairperson position shall be for a term of two (2) years, unless a resolution is adopted at the organizational meeting to rescind the two year appointment. Public Act 392 of 2000, which took effect on January 4, 2001, specifies a two (2) year term for Chairperson unless the Board adopts a resolution for a one (1) year term.

The newly elected Chairperson shall assume the Chair and proceed with the election of the office of Vice-Chairperson. The Vice-Chairperson shall serve a one (1) year term.

If the Commissioners present shall not cast a majority for one nominee, the County Clerk shall continue to preside until a majority of Commissioners elects one of its members to be Chairperson.

- B. Board/Commission Appointments. All Board/Commission appointments that take effect on January 1 will be made annually by the County Board at the Organizational Meeting.
- C. Regular and Adjourned Regular Meetings. The Board shall convene for the purpose of holding meetings in the Manistee County Courthouse in the City of Manistee, or elsewhere at the discretion of the Chairperson, provided proper notice is given to the public, pursuant to the Open Meetings Act, 1976 PA 267, as amended, on the following days:
1. The 3rd Tuesday of each month with the exception of April and October.
  2. The 4th Tuesday of April and October.

All meetings shall convene at 9:00 A.M. unless posted otherwise.

All aforementioned meetings shall be considered regular meetings of the Board of Commissioners. Any other meetings not listed shall be special meetings or adjourned sessions of the regular meetings, depending upon the means and methods used in calling said meetings. Unless the Board otherwise provides, the motion to "Adjourn" any meeting of this Board, whether special or regular, shall mean to adjourn to the next succeeding regular meeting on the list cited.

- D. Special Meetings. The Board shall convene for the purpose of holding special meetings only upon the written request of at least one-third (1/3) of the Commissioners, to the County Clerk, specifying the time, date, place and purpose of said meetings. When a special meeting is called, the County Clerk shall immediately give written notice thereof to each Commissioner at least ten (10) days before the time of such meeting in the manner prescribed by law. The Clerk shall post, at least eighteen (18) hours before the meeting, a public notice as required by 1976 PA 267.
- E. Emergency Meetings. Emergency meetings of the Board may be held only with the approval of two-thirds (2/3) of the members of the Board and only if delay would threaten severe and imminent danger to the health, safety, and welfare to the public. A meeting is defined as an emergency meeting only if it must be held before public notice can be given.
- F. Public Meetings. Board meetings shall be open to the public as required by the Open Meetings Act 1976, PA 267.
- G. Meeting on Legal Holidays. Any regular or adjourned meetings of the Board which fall on any legal holiday shall be set at the Board's discretion.
- H. Change in Meeting Schedule. Changes in the regular meeting schedule shall not be made except upon the approval of a majority of the Board members. In the event

the Board shall meet and a quorum is not present, the Board, with the approval of those present, may adjourn the meeting to another time provided that proper notice to members and the public is given.

- I. Study Sessions. The Board may schedule study sessions to discuss various items at any time during the year.

II.

CLERK OF THE BOARD

- A. Official Clerk and Duties. The duly elected County Clerk of Manistee County shall be the Clerk of the Board. He/She, or his/her duly appointed Chief Deputy, shall perform all duties ordinarily pertaining to such office, including, but not limited to, the following duties prescribed by law:
1. Minutes and Official Records. The County Clerk shall be Clerk of the Board and shall be responsible for maintaining the official record and minutes of each meeting of the Board. The minutes shall include all the actions and decisions of the Board with respect to substantive (non-procedural) motions. The minutes shall include the names of the mover and seconder and the vote of the Board. The record shall also state whether the vote was by voice or by roll call, and when by roll call, the record shall show how each member voted or abstained from voting.  
  
The Clerk shall maintain in the Office of the County Clerk copies of each Resolution and Ordinance or other matter acted upon by the Board. The official minutes, however, may refer to those matters by an identifying number and the description title of the Ordinance, Resolution, or other matter.
  2. Record of Discussion. The Clerk shall not be responsible for maintaining a written record or summary written record of the discussion or comments of the Board members nor of the comments made by members of the public. The Clerk, however, shall be responsible for making an electronic tape recording of each meeting of the Board of Commissioners, and each such recording shall be maintained in the Office of the County Clerk until the Board Minutes have been approved. Thereafter, the recording will be erased unless otherwise directed by the Board.
  3. Request for Remarks to be Included. Any Commissioner may have his or her comments printed as part of the record upon the concurrence of a majority of the other members. Such comments to be included in the record shall be provided in writing by the member or transcribed exactly by the Clerk from the electronic tape recording.
  4. Public Access to Meeting Records. The Clerk shall make available to members of the public, the records and minutes of the Board meetings in accordance with the Freedom of Information Act. Board minutes, prepared but not approved by the Board, shall be available for public inspection not

more than eight (8) business days following the meeting. Minutes approved by the Board shall be available within five (5) business days of the meeting at which they were approved. The Clerk shall also promptly mail copies of minutes to persons who have subscribed and paid a fee therefore as determined by the Board of Commissioners.

5. The Clerk shall perform legally required duties on accounts acted upon by the Board.
  6. The Clerk shall certify, under the Official County Seal, with charge for more than fifteen (15) copies of any and all Resolutions or decisions on any of the proceedings of the Board, when requested by the Board or any member thereof.
  7. The Clerk shall perform such other and further duties as the Board may require from time to time, as provided by law.
- B. Public Notice of Meetings. The County Clerk shall be responsible for providing the proper notice for all meetings of the Board of Commissioners. The County Controller/Administrator may assume this responsibility with the agreement of the County Clerk and at the direction of the County Board. Such notice shall include, but not necessarily be limited to, the following:
1. Regular Meetings. The Clerk and/or the County Controller/Administrator shall post a notice within ten (10) days after the first meeting of the County Board in each calendar year indicating the date, time, and place of the Board's regularly scheduled meetings.
  2. Schedule Change. Whenever the Board shall change its regular schedule of meetings, the Clerk and/or the County Controller/Administrator shall post a notice of the change within three (3) days following the meeting in which the change was made.
  3. Special and Emergency Meetings. If the Board shall schedule a special meeting or an emergency meeting, the Clerk and/or the County Controller/Administrator shall post a notice of such meeting immediately, and no meeting, except emergency meetings, shall be held until the notice has been posted at least eighteen (18) hours prior.
  4. Notification to Media and Others. The Clerk and/or the County Controller/Administrator shall notify, without charge, any newspaper or radio or television station of the Board's meeting schedule, schedule changes, or special or emergency meetings whenever such newspaper or

radio or television station has filed with the Clerk and/or the County Controller/Administrator a written request for such notice. The Clerk and/or the County Controller/Administrator shall also notify other individuals or organizations of regular meeting schedules, changes in the schedule, or special and emergency meetings, but only upon their written request and agreement to pay the County for printing and postage expenses. The Clerk and/or the County Controller/Administrator shall mail all such notices required by the rule by first class mail.

- C. Unsigned Letters. Any written correspondence or communication addressed to the County Board that does not contain the signature and address of the author will not be submitted to the Board for review and discussion and will not be officially recognized in the County Board Minutes, rather, the same will be date stamped and filed in the County Clerk's Office in a file named "County Board Unrecognized Communications".

### III.

#### THE CHAIRPERSON AND VICE-CHAIRPERSON

- A. Election. At the first meeting in each calendar year, the Board shall be called to order by the County Clerk and shall thereupon elect, from its members, a Chairperson and a Vice-Chairperson, who shall take office and assume their respective duties immediately upon their election; provided that, at the first meeting of each newly elected Board, the first order of business shall be the administration of the Constitutional Oath of Office by the County Clerk to the members-elect, if this has not previously been accomplished. The concurrence of a majority of all members of the Board shall be necessary for election. Said Officers shall hold their respective offices for a term of one (1) year, or until their successors are duly elected and qualified, as set forth above, or a resolution is adopted at the organizational meeting for a two (2) year term, concurrent with the election cycle and State statute.
- B. Duties. The Chairperson (and during his/her absence, the Vice-Chairperson) shall preside at all meetings of the Board and shall decide all questions of order, subject to appeal to the Board. The Ways & Means Chairperson shall be designated as third in command during the absence of both the Chairperson and the Vice-Chairperson. Upon his/her election, the Chairperson shall appoint all standing committees and special assignments, subject to the approval by a majority of all members of the Board. The Chairperson shall appoint all standing, special or advisory committees, and appoint the chairperson thereof unless otherwise provided. In the event of a vacancy on any standing committee, the Chairperson shall appoint a member to fill the vacancy, and, if necessary, re-designate the chairperson of the committee. The Chairperson of the Board shall be an ex officio member of all standing, special or advisory committees.

The Chairperson of the Board may hold a position on any board, committee, or authority of the County.

Where there is any overlapping authority or jurisdiction between or among standing committees, the Chairperson shall designate the committee or committees to which such disputed matter shall be assigned. The Chairperson shall be responsible for coordinating the work and duties between the committees.

The Chairperson shall be the agent for the Board in the signing of contracts, orders, resolutions, determinations, and certifications.

- C. The Vice-Chairperson shall perform the duties of the Chairperson when the Chairperson is unable to do so. The Ways & Means Chairperson shall be designated as third in command during the absence of both the Chairperson and the Vice-Chairperson.

## IV.

### RULES OF PROCEDURE OF THE BOARD

- A. Quorum. A majority of the members of the Board of Commissioners shall constitute a quorum for the transaction of the ordinary business of the County.
- B. Order of Business. The following shall be the order of business at all meetings of the Board:
1. Agenda for Regular Meetings. The County Controller/Administrator shall prepare the monthly Board Agenda in draft form which shall be approved by the Chairperson prior to being released in its final form. Any Commissioner, Chairperson of a committee, board or other commission of the County, desiring to place a matter on the Agenda shall notify the County Controller/Administrator of such item no later than one (1) week prior to the Board meeting date. Items not received by the County Controller/Administrator by the stated deadline shall not be considered by the Board except upon the unanimous consent of the members present.

The following shall be the order of business at all meetings of the Board:

- (A) Call to Order
- (B) Pledge of Allegiance
- (C) Invocation
- (D) Roll Call
- (E) Public Comment
- (F) Approval of Meeting Agenda
- (G) Approval of Consent Agenda
- (H) Recognition, Announcements & Correspondence
- (I) Sheriff's Report
- (J) Treasurer's Report
- (K) Committee Reports (reports may be given at any time during the meeting as time allows)
- (L) Special Assignment Reports from Commissioners
- (M) Board/Commission Appointments
- (N) Presentation of Specific Topics - Scheduled Time
- (O) Miscellaneous Controller and Board Items
- (P) Miscellaneous Resolutions
- (Q) Comments by Commissioners
- (R) Adjournment

2. Agenda for Special Meetings. Whenever the Board shall be called into special session, the Agenda shall include any business of the Board if approved by the majority of the members present.
3. Distribution of Agenda and Materials. Upon the completion of the Agenda, the County Controller/Administrator shall immediately distribute copies of the Agenda, together with copies of all Committee minutes and individual resolutions to be acted upon at said meetings, including a copy of reports, explanations, etc., that relate to the matter of business on the Agenda. Commissioners shall be entitled to receive such materials not later than the Saturday preceding the next regular meeting.
4. Motions, Resolutions and Ordinances.
  - (A) No motion shall be debated or voted upon unless seconded and shall be stated by the Chairperson before debate. Any motion may, with the permission of the person who moved and seconded it, be withdrawn at any time before the same has been adopted. All motions and amendments or substitutes thereto shall be entered in the Minutes of the Board unless withdrawn.
  - (B) All resolutions and ordinances shall be presented in writing and must be seconded before debate. Any resolution, with the permission of the member who made the motion and the second, may be withdrawn at any time before the same has been adopted. All resolutions, ordinances and amendments or substitutes thereto shall be entered in the minutes of the Board unless withdrawn.
5. Comments from the Floor. Only members of the Manistee County Board of Commissioners shall be given the floor to speak during any Board meeting, with the following exceptions:
  - (A) Anyone who desires to speak under Public Comment shall be limited to no more than five (5) minutes per individual and at the time designated as stated previously, except where extended privileges are granted by the Chairperson. Persons wishing to speak during Public Comment must give their names.
  - (B) County officials and/or personnel may speak with the consent of the Chairperson.
  - (C) Any person with the consent of the Chairperson of the Board.

6. Order of Precedence of Motions. When a motion is seconded and before the Board, no other motion shall be received except the following:

- (A) To adjourn.
- (B) To raise a question of privilege.
- (C) To lay on the table.
- (D) To call for the previous question.
- (E) To limit or extend limits of debate.
- (F) To postpone to a certain date.
- (G) To commit or refer or recommit to a committee.
- (H) To amend.
- (I) To postpone indefinitely.
- (J) To reconsider (may be debated if original was debatable.)

These motions shall have precedence in the order named.

7. Motion to Adjourn. A motion to adjourn shall always be in order except while a vote is being taken on any other motion already before the Board or when a member has the floor.

8. Motion to Reconsider. A motion for the reconsideration of any question shall be in order if made on the same day or at the Board meeting next succeeding that on which the decision proposed to be reconsidered was made; providing, however, that a second reconsideration of any questions or a reconsideration at a later date may be had with the consent of two-thirds (2/3) of the members elected or serving, but in such an event, the moving member shall file written notice of their intention to move for a reconsideration in the Office of the County Clerk at least one (1) day before making such a motion.

9. Motion to Clear the Floor. This motion may be made by the Chairperson at anytime the Chairperson believes that procedural matters have become sufficiently confused. If the motion to clear the floor has been adopted, it shall clear the floor of all procedural motions as though they have been withdrawn. The motion shall not be subject to debate nor, if adopted, to reconsideration.

C. Appeal from Decision of Chairperson. When an appeal is taken from a decision of the Chairperson, the member taking the appeal shall be allowed to state their reason for doing so. The question shall be then immediately put in the following form: "Shall the ruling of the Chairperson be sustained?" The question shall be determined by a majority vote of the members present, except the Chairperson shall not preside over such vote.

- D. Division of Question. Upon request by any member, any question before the Board may be divided and separated into more than one question; provided, however, that such may be done only when the original is of a nature that upon division, each of the resulting questions is a complete question permitting independent consideration and action.
- E. Referral to Committee. It shall be the duty of the Chairperson to refer all petitions, communications, resolutions, motions and other business that may come before the Board to the proper committee unless objection is made by some member, in which event a motion made and adopted with reference to the subject shall preclude the Chairperson's action.
- F. Questions of Procedure. Robert's Rules of Order, Newly Revised, shall govern in all questions of procedure which are not provided for by the rules of this Board. The Prosecuting Attorney of the County shall advise the Chairperson and the Board of Commissioners regarding questions of parliamentary procedures.
- G. Votes Required. Procedural and other questions arising at a meeting of the Board, except for those decisions required by statute to have a higher majority, shall be decided by a majority of the members present. A majority of the members elected and serving, however, shall be required for final passage or adoption of a measure, resolution, the allowance of a claim and all Board appointments.

All Board/Commission appointments that take effect on January 1 will be made annually by the County Board at the Organizational Meeting.

1. Roll Call Votes. The names and votes of members shall be recorded on an action which is taken by the Board if the action is on an ordinance, resolution, expenditure of funds, or appointment or election of an officer, except that for the election of a Board Chairperson, the vote may be by secret ballot.
  2. Voting Mandatory. Each member present shall be required to vote on every question unless excused by the Chairperson upon good cause shown.
- H. Closed Session. Pursuant to the Open Meetings Act, 1976 PA 267; MCL 15.261, et seq.; MSA 4.1800, et seq., upon a two-thirds roll call vote of the members of a public body elected or appointed and serving, a public body may meet in closed session for any of the following reasons:
1. To consider the purchase or lease of real property up to the time an option to purchase or lease that real property is obtained [Section 8(d)] [not the sale of real estate owned by the public body].

2. To consult with its attorneys regarding trial or settlement strategy in connection with specific pending litigation, but only if an open meeting would have a detrimental financial effect on the litigating or settlement position of the public body. [Section 8(e)]
3. To review and consider the contents of an application for employment or appointment to a public office if the candidate requests that the application remain confidential. All interviews of a public body for employment or appointment to a public office shall be held in an open meeting pursuant to the Open Meetings Act. [Section 8(f)]
4. To consider material exempt from discussion or disclosure by State or Federal statute. [Section 8(h)]

Closed sessions may also be held by public bodies for the following reasons without a two-thirds roll call vote:

1. To consider the dismissal, suspension, or disciplining of, or to hear complaints or charges brought against or to consider a periodic personnel evaluation of, a public officer, employee, staff member or individual agent, if the named person requests a closed hearing. A person requesting a closed hearing may rescind the request at any time in which case the matter at issue shall be considered thereafter only in open sessions. [Section 8(a)]
2. To consider the dismissal, suspension, or disciplining of a student when the public body is part of the school district, intermediate school district or institution of higher education which the student is attending, when the student or student's parent or guardian requests a closed hearing. [Section 8(b)]
3. For strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement when either negotiating party requests a closed hearing. [Section 8(c)]
4. Partisan caucuses of members of the State Legislature. [Section 8(g)]
5. For a compliance conference conducted by the Department of Commerce before a complaint is issued. [Section 8(i)]

A roll call vote and the purpose or purposes for calling the closed session is required to be entered into the minutes of the meeting at which the vote is taken. During the closed session, a separate set of minutes is required to be taken. Under most circumstances, any vote which is taken on a matter discussed in closed

session should be made during the regular meeting. The minutes are required to be retained by the Clerk of the public body. However, they are not to be made available to the public and shall only be disclosed as required by a civil action. The minutes are permitted to be destroyed one year and one day after approval of the minutes of the regular meeting at which the closed session was approved.

- I. Telephone Participation. Telephone participation and/or absentee voting will not be permitted.

## V.

### FINANCE

- A. Salaries. The salary of each Commissioner shall be fixed by the Board. Pursuant to action taken by the County Board of Commissioners on December 19, 2006, the annual compensation for the County Board Chairperson is set at \$6,600.00 and the annual compensation for County Board Commissioners is set at \$5,400.00, effective January 1, 2007.
- B. Health and Dental Insurance. Commissioners are allowed to purchase health and dental insurance through the County at the same group price paid by the County.
- C. Per Diem. Pursuant to action taken by the County Board of Commissioners in October 1998, per diem has been changed to per meeting. This means that more than one per meeting payment of \$40.00 can be claimed for each day of work. The per meeting rate was increased from \$35.00 to \$40.00 effective January 1, 2007. This action was taken by the Board on September 19, 2006. Unless otherwise directed by the County Board or the County Board Chairperson, the County Board of Commissioners' Standing Committees, Board-related conferences and special assignments are the only appointments eligible for per meeting compensation. Per meeting compensation should not be submitted for meetings attended in which Commissioners are not voting members of a particular Board or Committee. Exceptions to this rule are when a Commissioner is listed as the liaison to a particular Board or if a Commissioner is substituting for another Commissioner on a particular Board or Committee. Exceptions may also be made in special circumstances which arise in which the County Board Chairperson or the County Board of Commissioners specifically instruct a Commissioner to attend a meeting or event. Examples of non per meeting compensation related events include Township meetings and attendance at other standing committee meetings.
- D. Travel and Expenses. The County Commissioners shall follow the Manistee County Travel Expense Policy which was adopted on March 21, 2000, as amended. A voucher must be submitted to the County Controller/Administrator's Office and must be accompanied by receipts when necessary as specified in the Policy. The only time meal allotments shall be reimbursed is while on official County or Committee business.
- E. Payment of Per Diem and Travel and Expenses. All per diem and travel and expense vouchers shall be turned in to the County Controller/Administrator's Office no later than ninety (90) days from the date of the meeting. Payment to Commissioners will be made during the normal payroll cycle that occurs immediately following the regular monthly meeting of the Board of Commissioners.

The County Controller/Administrator shall be responsible for pre-auditing the vouchers on a monthly basis prior to submitting them for payment. If a Commissioner chooses to take advantage of any allowable State or Federal tax credit in lieu of accepting per meeting compensation from the County, per meeting vouchers should still be submitted according to policy with "N/C" (no charge) indicated on the voucher next to those eligible meetings for which per meeting compensation should not be paid to the individual.

- F. Personal Cellular Telephone Reimbursement. Commissioners who use their personal cellular telephones for County business will be reimbursed \$25.00 per month upon the presentation of their current cellular telephone bill to the County Controller/Administrator's Office. This reimbursement payment will be included with the monthly per diem process as set under Paragraph E above.

VI.

STANDING COMMITTEES AND SPECIAL ASSIGNMENTS

A. Standing Committees. In addition to its regular duties, each committee shall act as liaison between the Board and the various County offices, boards and agencies which are applicable to that committee. The committee will formulate a recommendation and refer the matter to the full Board or another appropriate committee. The Board of Commissioners shall have the following Standing Committees which shall consist of the number of members listed:

- |    |                                                                               |              |
|----|-------------------------------------------------------------------------------|--------------|
| 1. | Policy Committee                                                              | 3            |
| 2. | Ways & Means/Finance/Equalization/Investment/<br>Physical Resources Committee | 3            |
| 3. | Public Safety Committee                                                       | 3            |
| 4. | Technology/Information Committee                                              | 2 ( + Staff) |
| 5. | Executive/Joint Court Committee                                               | 3            |
| 6. | Personnel Committee                                                           | 3            |
| 7. | Green Team/Recycling Committee                                                | 3            |
| 8. | Regional Summit Committee                                                     | 3            |

B. Duties of Standing Committees.

1. Policy Committee. This Committee reviews all policies in an effort to achieve standardization, serve as a clearinghouse, and shall compile and maintain a central policy handbook. Makes recommendations as necessary. Reviews all Resolutions received by the members of the Board of Commissioners and presents the same to the full Board for review and adoption. Committee shall meet at least quarterly.
2. Ways & Means/Finance/Equalization/Investment/Physical Resources Committee. This Committee serves as the financial watchdog of the County. This Committee works with the County Controller/Administrator, the Finance Officer and all Departments, Courts and agencies in the preparation of the annual budget. Reviews and makes recommendations on all requests for new funding, including staff, new programs and equipment. Reviews all claims for payment, approves payment as provided in the Appropriation Act. Reviews status of approved capital improvements. This committee is also responsible for Equalization Department issues. Works with the County Treasurer on policy regarding the County's investments. Functional areas of responsibility include Building Authority, Equalization Department, County Treasurer, non-profit organizations, insurance, unemployment.

3. Public Safety Committee. This Committee may review and make recommendations in operations and policy. It shall be the duty of this committee to work in conjunction with Administration to study and advise the Board with respect to matters which otherwise are not covered by the Ways & Means Committee or the Physical Resources Committee. Functional areas of responsibility include Emergency Services, Sheriff's Office, Secondary Road Patrol, Marine Patrol, Jail, Animal Control, 9-1-1/Central Dispatch and other public safety operations.
  4. Technology/Information Committee. This Committee shall assess and evaluate present computer equipment and systems. Plan for upgrades in software and uniformity in systems. Plan for Internet service County-wide (boradband) and microfilming and/or best method of preserving records. Continue work in G.I.S. systems.
  5. Executive/Joint Court Committee. This Committee's functional areas of responsibility will include issues regarding County Administration, County Clerk, Prosecuting Attorney, Register of Deeds, County Board, Circuit Court, Friend of the Court, District Court, Probate Court, Child Care Fund, Law Library, Elections, and shall serve as the Joint Court Committee with Benzie County.
  6. Personnel Committee. This Committee shall review and make recommendations for policy and programs in the areas of personnel, classifications, collective bargaining, compensation, fringe benefits and employee grievances.
  7. Green Team/Recycling Committee. This Committee shall be responsible for all solid waste and recycling-related issues and focuses on conservation and energy reduction techniques. The Committee is also part of the Energy Fair Advisory Board.
  8. Regional Summit Committee. This Committee will plan a Regional Summit at least once per year, using a facilitator (new each time). Move meetings around the County. Also in charge of Employee Recognition Dinner - with a goal of 75% attending.
- C. Special Assignments. There shall be, in addition to the standing committees, such other special assignments as the Chairperson, from time to time, may appoint and establish subject to approval of the Board. The membership of all such special

assignments shall automatically be vacated upon the succession to office of a new Chairperson to the Board. Such assignments include, but are not limited to, the following:

1. Planning Commission
2. Solid Waste Council
3. Northern Counties Association
4. FiveCap Board
5. 9-1-1/Central Dispatch Board
6. Conservation Resource Alliance
7. Manistee/Benzie Community Corrections Advisory Board
8. Chamber Alliance
9. Alliance for Economic Success
10. Michigan Municipal Risk Management Authority
11. Northwest Michigan Council of Governments
12. Northwest Michigan Council of Governments Solid Waste Advisory Council
13. Area Agency on Aging of Northwest Michigan
14. District Health Department #10
15. Manistee-Benzie Community Mental Health
16. Prison Liaison Committee
17. Housing Review Board
18. Agricultural Society (Fair) Board
19. Human Services Coordinating Body
20. Manistee County Transportation
21. Manistee County Road Commission
22. Betsie River Natural River Zoning Review Board & Pine River Natural River Zoning Review Board
23. Local Development Funding Authority
24. Manistee County Chapter of the Michigan Townships Association
25. Airport Authority
26. Manistee County Library
27. Local Revenue Sharing Board
28. Northern Michigan Substance Abuse Services Board (NMSAS)
29. Bear Lake Improvement Board (MILFOIL)
30. 2-1-1 Action Team
31. Medical Care Facility Liaison
32. West Shore Medical Center Liaison

- D. Meeting Dates and Times. Whenever possible, committee meetings shall be scheduled on a particular date and at a particular time for each month of the year.

These date shall be subject to change, pending the individual schedules of each Commissioner.

- E. Reports of Committee Meetings. Reports of all standing committees will be prepared by the County Controller/Administrator's Office. All Committee Reports shall be in writing and furnished to each member of the Board. The Reports shall reflect those present or absent and all action being recommended by the standing committee.

## VII.

### INTRODUCTION AND ADOPTION OF ADMINISTRATIVE RESOLUTIONS

- A. Definition. Any action regarding the operation or administration of an office of the County government or containing policies of the Board of Commissioners applicable to one or more office of the county, and not adopted as an ordinance, shall be declared administrative policy.
- B. Introduction. Any Commissioner may introduce an administrative resolution at any regular or special meeting of the Board in regular order of business.
- C. Order for Consideration. The regular order for consideration of proposed administrative resolutions shall be:
  - 1. Introduction, first reading by title, and reference to the appropriate committee, as determined by the Chairperson.
  - 2. Report by the committee considering the proposal and placement on the agenda under Presentation of Specific Topics.
  - 3. Final consideration and vote.
- D. Committee Review. The Chairperson of the Board of Commissioners shall refer all proposed administrative resolutions to an appropriate committee of the Board. The committee shall review the proposal and invite the affected department of the County to comment and state any objections they may have. The committee, in its report, shall include a summary of the comments and objections to the resolution.
- E. Adoption. The Board of Commissioners may adopt the committee recommendation or discuss the matter further, or may amend before adoption by a majority vote of the Commissioners elected and serving.
- F. Notification. Upon the final adoption of an administrative resolution, the County Controller/Administrator shall notify each County department head, elected official or Judge of the Board's action and provide a copy of the full administrative resolution.
- G. Record of Administrative Resolutions. The County Controller/Administrator shall keep a copy of each administrative resolution of the Board.

**VIII.**

**TITLES AND SUBTITLES**

The titles and subtitles of these rules, and the citations appended thereto, are for convenience only, and shall not be considered part of these rules.

IX.

AMENDMENT TO AND EFFECTIVE DATE OF THESE RULES

These rules may be amended, suspended or rescinded only by a majority vote of the Board. They shall remain in effect until rescinded, amended or suspended.

Any amendment to these Rules, properly presented to the Board and adopted, shall take immediate effect unless otherwise stated by the Board at the time of adoption.

X.

## CONCLUSION

To the extent that any of the rules herein are contrary to statutory requirements, they shall be of no force and effect.