

**Gladwin County Board of Commissioners  
Organizational Meeting  
January 3, 2011**

The Gladwin County Board of Commissioner met in Special Session on January 3, 2011 for the purpose of an Organizational meeting. County Clerk Laura Brandon-Maveal called the meeting to order. The Pledge of Allegiance was recited. Roll call found all commissioners to be present, except Commissioner Birgel who was absent and Commissioner Carl who had been excused.

County Clerk Maveal stated the purpose of the meeting was to elect a Chairman and Vice- Chairman to serve for 2011 and to make amendments, and approve, the 2011 Board Rules.

Clerk Maveal opened up nominations for the Chairman position.

- Commissioner Smith nominated Commissioner Reid. Nomination supported by Commissioner Walters.
- Commissioner Whittington nominated Commissioner Rhode. Nominated supported by Commissioner Rhode.

Clerk Maveal then read roll call for each of the nominations.

Reid nomination: Walters – yes, Carl – excused, Rhode – no, Reid – yes, Birgel – absent, Smith – yes, Whittington – no. 3 yes, 2 no.

Rhode nomination: Carl – excused, Rhode – yes, Reid – no, Birgel – absent, Smith – no, Whittington – yes, Walters – no. 2 yes, 3 no.

Clerk Maveal declared Commissioner Reid as the new Chairman and turned the meeting over to him for the nomination of Vice-Chairman and conducting the balance of the meeting.

Chairman Reid then took nominations for Vice-Chairman. Commissioner Reid nominated Commissioner Smith for the Vice-Chair position. Nomination supported by Commissioner Walters. No other nominations cast. Commissioner Smith voted Vice-Chairman. Commissioners Whittington and Rhode voting no.

Commissioner Whittington excused himself from the meeting.

The Board then reviewed proposed changes to the Board Rules.

The following changes were made:

- Motion by Commissioner Smith, supported by Commissioner Walters, to combine the Environmental Affairs committee with the Public Safety Committee. Ayes carried, motion passed.
- Motion by Commissioner Walters, supported by Commissioner Smith, to combine the Budget/Finance committee with the Human Resources committee. Ayes carried, motion passed. Commissioner Rhode voting no.
- Add duties to the Data Management Committee to include – Oversight and job description of IT Manager.
- Motion by Commissioner Walters, supported by Commissioner Smith, for the addition of phrase to Section 2, item C to read – “Upon the resignation of the Chairman, the Vice-Chairman shall assume the Chair’s position and a vote will be held to elect a new Vice-Chair to finish the balance of the year. Ayes carried, motion passed.
- Motion by Commissioner Smith, supported by Commissioner Walters, to change the Regular Board meeting dates as follows: The second Tuesday of the month shall be devoted to standard Board business. The 4<sup>th</sup> Tuesday of the month shall be Committee of the Whole meetings and devoted to standing committee business, unless there is to be research and discovery on a given topic, with the exception of the Finance committee which will meet the Thursday prior to the 1<sup>st</sup> Board meeting of the month for the payment of the bills. This process will begin February 1, 2011. Ayes carried, motion passed.

Motion by Commissioner Smith, supported by Commissioner Walters, to approve the Board Rules as amended. Ayes carried, motion passed.

Commissioner Reid then asked that the Board reconsider their action to approve the General Fund Budget Amendments as approved at the December 28<sup>th</sup> Board meeting. Motion supported by Commissioner Walters. Ayes carried, motion passed.

Motion by Commissioner Smith, supported by Commissioner Walters, to disapprove the semi-annual budget amendments presented at the December 28<sup>th</sup> meeting and to re-draft the budget amendments and present at the next meeting. Ayes carried, motion passed.

Commissioner Smith then thanked Commissioner Rhode for “stepping up” to fill in as Chairman over the past few months, noting he did a good job.

Treasurer, Christy VanTiem, provided the Board with balances as of year end.

Motion by Commissioner Walters, supported by Commissioner Smith, to adjourn. Ayes carried. Meeting adjourned at 9:40 a.m. until January 11, 2011 unless otherwise directed.

*Laura Brandon-Maveal*

Laura Brandon-Maveal, Clerk

Josh Reid, Chairman

# **RULES OF THE GLADWIN COUNTY BOARD OF COMMISSIONERS**

Adopted: January 3, 2011

## **I**

### **BOARD MEETINGS – TIME AND PLACE**

- A. **Regular, Adjourned Regular, and Committee of the Whole Meetings.** The Board shall convene for the purpose of holding meetings in the Commissioners Chambers, 401 West Cedar Avenue, Gladwin, Michigan, provided proper notice is given to the public pursuant to the Open Meetings Act, 1976 PA 267, as amended, on the second and fourth Tuesday of each month, which meetings shall convene at 9:00 o'clock in the morning, except as otherwise provided in these Rules:

**January 11** – Regular Session Board Meeting.  
**January 25** – Committee of the Whole Meeting

**February 8** – Regular Session Board Meeting  
**February 22** – Committee of the Whole Meeting

**March 8** – Regular Session Board Meeting  
**March 22** – Committee of the Whole Meeting

**April 12** – Regular Session Board Meeting (Mandatory – Statutory Equalization Meeting (MCLA 209.5) to be held the first Tuesday after the second Monday in April.

**April 26** – Committee of the Whole Meeting

**May 10** – Regular Session Board Meeting  
**May 24** – Committee of the Whole Meeting

**June 14** – Regular Session Board Meeting  
**June 28** – Committee of the Whole Meeting

**July 12** – Regular Session Board Meeting  
**July 26** – Committee of the Whole Meeting

**August 9** – Regular Session Board Meeting  
**August 23** – Committee of the Whole Meeting

**September 13** – Regular Session Board Meeting  
**September 27** – Committee of the Whole Meeting, 2011. (Note: By statute, a

**Statutory Annual Meeting** must be held each year after September 14, but before October 16.

**October 11** – Regular Session Board Meeting  
**October 25** – Committee of the Whole Meeting

**November 8** – Regular Session Board Meeting  
(to be changed at Board's pleasure)  
**November 22** – Committee of the Whole Meeting

**December 13** – Regular Session Board Meeting  
**December 27** – Committee of the Whole Meeting

The first meeting of the month shall be considered regular meetings of the Gladwin County Board of Commissioners. The second meeting of the month listed will be considered a Committee of the Whole meeting to handle matters before the committees as assigned by the Board of Commissioners. Any other meetings not listed above shall be special meetings or adjourned sessions of the regular meetings, depending upon the means and methods used in calling said meeting. 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 regularly scheduled meeting date on the list above cited.

B. **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 such meetings. When a special meeting is called by written request, as provided above, the County Clerk shall immediately give written notice thereof to each Commissioner within 48 hours in one of the manners provided as follows:

- via e-mail sent by the Clerk to the e-mail address provided by each Commissioner.
- via a confirmed facsimile transmission to the Commissioner's residence;
- via personal delivery of the notice of the special meeting to the Commissioner;
- via leaving the notice of the special meeting at the residence of the Commissioner.

The County Clerk shall post at least 18 hours before the meeting a public notice, as required by 1976 PA 267.

C. **Meetings on Legal Holidays.** Any regular or adjourned meetings of the Board which fall on a legal holiday shall automatically be set over to the next

working day following, which is not a legal holiday, at the same time and place indicated for the original meeting.

## II

### CHAIRPERSON

- A. **Election.** At the first meeting in each calendar year, the Board shall elect, from among its members, a chair person 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) years, or until their successors are duly elected and qualified, as set forth above.
- 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 chairperson shall arbitrate all jurisdictional disputes between committees, and act as a representative of the Board of Commissioners for the County Departments, subject to these Rules and subject to appeal to the Board. The Chairman will report back at each meeting any dealings with said departments via written report to be delivered in bi-weekly Board Report Folder as needed.
- C. **Succession.** The chain of succession to the chairpersonship shall be:
1. Chairperson
  2. Vice-Chairperson
  3. County Clerk

## III

### CLERK OF THE BOARD/OPEN MEETINGS ACT

- A. **Official Clerk and Duties.** The duly elected Clerk of Gladwin County shall be the clerk of the Board. He/She or his/her duly appointed deputy shall perform all duties pertaining to such office, as required by law.
- B. **Open Meeting Act Posting.** The County Clerk shall perform all posting functions required by the Open Meetings Act, 1976 PA 267.

IV

COMMITTEES

A. **Standing Committees.** The Gladwin County Board of Commissioners has established the following standing committees:

<b><u>Standing Committees</u></b>	<b><u>Duties/Department Oversight</u></b>
Agriculture & Library	This committee exists to foster the Relationship between the County of Gladwin and the Michigan State University Extension and to update on any Library topics.
County Affairs	County Affairs, Judiciary (Courts/all branches)
County Facilities & Transportation	Buildings & Grounds, Roads & Bridges, County Drains, & County Transit
Data Management	Internal Data Processing/Computer Hardware & Software Programs, Internal Telephone Networks, Cell Phones, Internet & GPS.
Finance / Personnel	Budget, Finance, Ways & Means, Salaries & Taxation, Personnel, Federal Compliance and Union Negotiations.
Insurance & Public Health	Insurance, Health & Welfare, Sports Complex
Public Safety	Sheriff & Jail, Emergency Management, Ambulance, & Facility Safety, Environmental concerns to County and County properties.
Footing Tax Rolls	The entire Board of Commissioners shall comprise this Committee (a meeting of the whole).

B. **General Duties of Standing Committees.** The standing committees shall have and perform the following duties:

1. Each standing committee shall in the first instance review all appropriation requests most directly related to its own functions before such appropriation requests are

referred to the Budget & Finance Committee and make recommendations concerning the same to the Budget & Finance Committee and/or the Board.

2. Each standing committee shall report to the Board upon all matters referred to the committee by the Board, except such matters as are expressly referred to the committee for STUDY ONLY.
3. Each standing committee shall act as liaison between the Board and the various county offices, boards, and agencies respecting matters under the jurisdiction of the committee as prescribed by these Rules, except as the Board otherwise directs.
4. Each standing committee shall be comprised of no more than three County Commissioners, except for a special committee meeting of the whole, Department Heads and/or staff employees as required.
5. Each standing committee shall have and perform such other duties as the Board, from time to time, may require.

C. **Special Committees.** There shall be, in addition to the standing committees, such other special committees as the Chairperson, from time to time, may appoint and establish subject to approval by the Board. The membership of all such special committees shall automatically be vacated upon the succession to office of a new Chairperson to the Board.

D. **Open Meetings Act.** Meetings of a standing committee or special committee (hereinafter referred to as "committee") may be convened by its chairperson or by a majority of its members at any time upon reasonable notice to its members and to the chairperson of the Board, provided said notice complies with the requirements of the Open meetings Act. All committee meetings shall be open to the public, with the exception of closed meetings as provided by the Open Meeting Act. Each committee shall prepare an agenda and post it at least twenty-four (24) hours prior to the meeting. The agenda shall be posted in compliance with the Open Meeting Act and shall be made available to the public as requested. The agenda shall be prepared by the chairperson of the committee. All committees shall keep minutes as required by the Open Meetings Act, at a minimum containing: date of meeting; names of those present and absent; and, motions made, with names of maker and supporter, as well as count of vote taken. Minutes shall be permanently kept on file in the office of the Board of Committees and a copy distributed to each member of the Board within a reasonable time period, but no later than the next scheduled committee meeting date. Every committee shall provide an opportunity for the populace to be heard at the beginning of the agenda. Members of the public may address a committee for up to three (3) minutes. Individuals desiring to speak shall be required to identify themselves.

**CONDUCT OF BOARD MEETINGS**

- A. **Quorum**. A majority of the members of the County Board of Commissioners shall constitute a quorum for the transaction of the ordinary business of the County, and questions which arise at meetings shall be determined by the votes of the majority of the members present, except upon the final passage or adoption of a measure or resolution, or the allowance of a claim against the county, in which case a majority of the members elected and serving shall be necessary.
- B. **Order of Business**.
1. **Agenda**:
    - a) Call to Order/Chair
    - b) Pledge of Allegiance
    - c) Roll Call
    - d) Agenda Review/Additions/Approval
    - e) Approval of Minutes from previous Board Meetings
    - f) Public Comments
    - g) Trial Balance Report (first meeting of month only)
    - h) Trial Balance, General Ledger, and Budget reports given at the end of the last meeting of the month which will include a balance of the General Ledger, Department report with the total budget allowed for each said department and a year to date pie graph report.
    - i) Finance Reports (Claims & Accounts Report)
    - j) Correspondence/Chair
    - k) Resolutions for Consideration
    - l) Individual Commissioners Report (Including Committees – in District Order)
    - m) Receive & File – All written letters, or considered correspondence, must include a signature and return address before the Board will accept it under this section.
    - n) Informational Items
    - o) Adjournment



2. **Specific Agenda Priorities.** All matters shall be placed upon the agenda of the Board within a specific section, as listed immediately above.
3. **Agenda Deadline.** All information to be placed on the Board's agenda must be received not less than 48 hours preceding the scheduled Board meeting; otherwise, such submittals shall not appear on the printed agenda. However, an item may be added to the agenda at any meeting prior to the closing of the agenda, and shall be considered at such meeting or referred to committee, whichever action seems appropriate, unless upon objection of any member of the Board and by majority vote of the Board that the Board refuses to consider said matter. An agenda for each meeting shall be prepared and such agenda shall be available in a timely manner, calculated to be received by each member of the Board prior to such meeting. The agenda shall also be available to the public and news media. No committee report or individual resolutions, other than reports on routine claims, shall ordinarily be considered unless a copy thereof has been given to each commissioner with the agenda or otherwise delivered to each commissioner not later than the starting time of the meeting. Late items shall be distributed to all commissioners at the beginning of the Board meeting and shall be announced by title and added to the agenda with appropriate agenda numbers. A five (5) minute recess shall be granted at the request of any commissioner prior to the consideration of late items. Late individual and committee reports shall not be considered unless an explanation is given as to why immediate action is necessary and a motion is made and carried to allow immediate consideration of the report.

**C. Rights and Duties of Members.**

1. **Speaking Priorities.** The sponsor of any properly moved and seconded motion, resolution, ordinance, or report, shall have the right to speak for up to five (5) minutes after the formal introduction, but prior to any discussion of the matter on the floor. In any case, where there may be more than one sponsor to a particular motion, resolution, ordinance or report, it shall be the discretion of the chairperson which person shall exercise the right given by this Rule to first speak on the pending matter. Each commissioner shall be limited to speak for a five (5) minute time limit per recognition by the chairperson. Before speaking, each member shall address himself/herself to the chairperson. If two or more members desire to speak at the same time, the chairperson shall designate the order in which they shall speak. No member shall speak more than twice on the same question, except upon special permission by the chairperson; provided, however, that the chairperson of a committee shall not be restricted in his/her right to discuss matters upon which he/she is reporting his/her committee's activities and recommendations. No member, while

addressing the Board, shall be interrupted, except to be called to order; and thereupon, he/she shall immediately cease talking. Every commissioner shall vote on all questions unless excused by the chairperson. The chairperson shall vote on all questions unless excused by the Board.

2. Leaving Seat, Interruptions. While the chairperson is putting any question or while the roll is being called by the clerk, no member shall leave his/her seat or entertain private discourse. When a member is speaking, he/she shall not be unduly interrupted.
3. Leaving the Meeting. No member shall leave a meeting prior to adjournment, unless first excused by the chairperson. The clerk shall record in the official journal of meetings the time and point in the proceedings at which a member enters and leaves the meeting while the Board is in session.
4. Order and Decorum. The chairperson shall at all times preserve order and decorum pursuant to these Rules.
5. Roll Call. Every member shall have the right to demand the yeas and nays and have the same entered on the record. When a roll call vote is taken, the roll call shall be called by commissioner district in rotating order by the County Clerk.

D. Motions, Resolutions and Committee Reports. No motion shall be debated or voted upon unless seconded. 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. No motion or resolution shall be considered until the same is stated by the chairperson and shall be reduced to writing if required by the chairperson of any member. All motions, resolutions, committee reports, and amendments or substitutes thereto shall be entered at large upon the minutes unless withdrawn. Each recommended ordinance introduced shall be headed by a title of twenty-five (25) words or less, briefly describing or identifying it. Each title shall begin with the words "An Ordinance ...". If such title is lacking, the clerk of the Board shall return it to the commissioner who submitted it. Each recommended ordinance introduced and referred to committee, postponed, or tabled before its substance is voted upon shall be printed in the minutes by title only, unless otherwise ordered by a majority of the members elect.

1. 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 – not debatable.
  - b) To rise to a question or privilege – not debatable.

- c) To lay on the table – not debatable.
- d) To call for the previous question – not debatable.
- e) To limit or extend limits of debate.
- f) To postpone to a certain day.
- g) To commit, refer or re-commit to a committee.
- h) To amend.
- i) To postpone indefinitely.
- j) To reconsider (may be debated if original motion was debatable).

The motions shall have precedence in the order named above.

2. Motions 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.
3. Motions 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 question or a reconsideration at a later date may be had with the consent of two-thirds (2/3) of the members elected and serving, but in such event, the moving member shall file written notice of his/her intention to move for a reconsideration in the office of the clerk of the Board at least one day before making such a motion.
4. Amendments. No motion or proposition not germane to a subject under consideration shall be admitted under color of an amendment. Commissioners shall give all amendments in writing or orally to the clerk. If oral, the clerk shall write it out and read it back prior to a vote being taken on the matter.
5. Resolutions and Ordinances. Resolutions shall be considered in the order in which they are received unless otherwise ordered by the Board. All resolutions and motions for the appropriation of money and all proposed County ordinances shall be presented to the Board in writing.
6. 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 such a nature that, upon division, each of the resulting

questions is a complete question, permitting independent consideration and action.

- E. **Appeal from Decision of Chair.** When an appeal is made from the decision of the chair, the member making the appeal shall be allowed to state his/her reason for doing so. The question shall be then immediately put in the following form: "Shall the ruling of the chair be sustained?" The question shall be determined by a majority vote of the members present, except the chairperson shall not preside over such a vote.
- F. **Referral to Committees.** 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 be made by some members, in which event, a motion made and adopted with reference to the subject shall preclude the chairperson's action. All referrals to committee shall be in one of the following forms:
  - 1. **General Referral.** Any referral which must be referred back to the Board after the committee has reviewed or studied the matter, shall be referred to as a general referral.
  - 2. **Referral for Information.** Any referral which need not be reported back to the Board by the Committee, to which it is referred, shall be called a referral for information.
- G. **Discharge of Committee.** The Board may, by a majority vote of all its members, discharge any committee from further consideration of any matter referred to the committee for general referral.
- H. **Motion to Clear the Floor.** If, in the judgment of the chairperson, there is a confusing of Parliamentary procedure existing, the chair shall have the right to request a "motion to clear the floor", which motion, if made and seconded, shall be undebatable, shall take precedence over all other motions, shall be forthwith put by the chair, and, if carried, shall clear the floor completely and with the same effect as if all matters on the floor were withdrawn. The motion to clear the floor shall not be reconsidered; but its passage shall not limit the right of any member to move the reconsideration of any other matter in the same manner as, but for the passage of the motion to clear the floor, would be in accordance with these Rules.
- I. **Public Meetings.** Board meetings shall be open to the public, as required by the Open Meetings Act, 1976 PA 267.
- J. **Comments from the Floor.** Only members of the Gladwin County Board of Commissioners shall be given the floor to speak during any Board meeting, except:
  - 1. Anyone who desires to speak under subsection B.1.(d) of this article; and

2. County officials and/or personnel may speak with the consent of the chairperson; and
3. Any person, with the consent of the chairperson of the Board and/or a majority of the Board.
4. Public comment shall be limited to no more than three minutes per individual and at the times designated, except where extended privileges are granted by the chairperson.

## VI

### ADMINISTRATION

- A. **Signing of Documents.** The chairperson shall be the signatory of all contracts, bonds, and other documents which require the signature of the Board of Commissioners. In the event the chairperson is unable to perform such function, then the vice-chairperson shall act in his/her stead.
- B. **Notice of Board Action.** When the Board has acted upon a written request or demand for action presented to the Board from other than among its membership, the clerk shall promptly notify the person or agency making the request or demand of the Board's action thereon.
- C. **Minutes.** A copy of the minutes of each Board meeting shall be prepared and mailed, delivered, or via e-mail to each member of the Board as soon as possible immediately after each meeting of the Board. The County Clerk or his/her designee shall prepare minutes as required by the Open Meeting Act, 1976 PA 267.
- D. **Resolutions.** All resolutions finally adopted by the Board in each calendar year shall be consecutively numbered in the order of their adoption.
- E. **Parliamentary Authority.** The Board shall conform to the procedures of Robert's Rules of Order.

## VII

### TITLES AND SUBTITLES

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

## **VIII**

### **AMENDMENT TO AND EFFECTIVE DATE OF THESE RULES**

- A. These Rules may be amended, suspended, or rescinded only by a majority vote of all of the commissioners-elect. They shall remain in effect until rescinded, amended, or suspended.
- B. Any amendment to these Rules, properly presented to the Board of Commissioners and adopted, shall take immediate effect unless otherwise stated by the Board at the time of adoption.

## **IX**

### **CONCLUSION**

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