

**Gladwin County Board of Commissioners  
Organizational Meeting  
January 3, 2012**

The Gladwin County Board of Commissioner met in Special Session on January 3, 2012 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 Carl who was absent and Commissioner Babcock who had been excused.

County Clerk Maveal stated the purpose of the meeting was to elect a Chairman and Vice- Chairman to serve for 2012 and to make amendments, and approve, the 2012 Board Rules.

Clerk Maveal opened up nominations for the Chairman position.

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

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

Walters – Reid, Carl – absent, Rhode – Rhode, Reid – Reid, Babcock - excused, Smith – Reid, Whittington – Rhode. 3 Reid, 2 Rhode.

Clerk Maveal declared Commissioner Reid as the 2012 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 Smith nominated Commissioner Walters. Nomination supported by Commissioner Walters. Commissioner Whittington nominated Commissioner Rhode. Nomination supported by Commissioner Rhode.

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

Carl – absent, Rhode – Rhode, Reid – Walters, Babcock – excused, Smith – Walters, Whittington – Rhode, and Walters – Walters. 3 Walters, 2 Rhode. Commissioner Walters will act as Vice Chairman for 2012.

The Board then reviewed proposed changes to the Board Rules. Discussion on descriptive titles of committee names.

Commissioner Babcock arrived – 9:10 a.m.

The Board agreed that the Personnel and Finance committee could stay titled together, but there would be two separate Chairmen. One dedicated to Finance and the other to Personnel.

The Board also spoke about the format of the consent agenda and the need to have the Board Secretary "bold the action items".

Motion by Commissioner Walters, supported by Commissioner Smith, to accept the Board Rules as discussed and revised. Ayes carried, motion passed.

Public Comments – none at this time.

Motion by Commissioner Whittington, supported by Commissioner Walters, to adjourn. Ayes carried. Meeting adjourned at 9:22 a.m. until January 12, 2011 unless otherwise directed.

Laura Brandon-Maveal, Clerk

Josh Reid, Chairman

## 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.

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.

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

- 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

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.

**GLADWIN COUNTY  
BOARD OF COMMISSIONERS  
APPOINTMENTS  
2012**

<b>BOARD/COMMISSIONS</b>	<b>NAME/DELEGATE</b>	<b>TERM</b>
Central Michigan District Health Department (2 Year Term)	Bill Rhode	12-31-12
	Dennis Carl	12-31-12
Gladwin Zettel Memorial Airport: <i>(2<sup>nd</sup> Thursday of each month at 8:00 a.m. at the Airport).</i>	Terry Whittington	12-31-12
	Tom McKinney	12-31-12
	Josh Reid	12-31-12
Construction Codes Board of Appeals: (2 Year term)	Don Kehoe	12-31-12
	Craig Wolfe	12-31-12
	Joe Pleiman	12-31-12
	George Alward	12-31-13
Department of Public Works (DPW) 3/17/10 6/15/10 9/15/10 12/15/10 <i>(At 9:00 a.m. – Commissioners Chambers)</i>	Terry Whittington	01-01-12
	Robert Whisler	03-19-12
	*Tom Hoag	06-17-12
	Sherry Augustine	09-16-12
	Adolph Presidio	12-31-13
	Tom Cummins	12-16-12
East Michigan Council of Governments (EMCOG)	Bill Rhode	12-31-14
	Bob Moffit	12-31-14
	Alternate Open	12-31-14
Library Board: (4 Year Term) (Meets 4 <sup>th</sup> Tues. of each Month unless otherwise posted).	Sharron Smith	12-31-15
	Barb Lyon	12-31-13
	Judy Johnson	12-31-12
	Bob Kush	12-31-14
Community Mental Health For Central Michigan (3-Year Term)	Cynthia Kushner	03-31-12
	Terry Walters	03-31-13
Michigan Northern Counties Association (MNCA)	Bill Rhode	12-31-14
	Bill Babcock- Alternate	12-31-14
Planning Commission: <i>(1<sup>st</sup> Wednesday of each month at 1:00 p.m. Unless otherwise posted).</i>	Dick Christy (Citizen Rep.)	12-31-12
	Marsha Smith	12-31-13
	Mike Bassage (Education Rep-3 yr term)	12-31-13
	Dennis Carl (Commissioner)	12-31-13
	Fred Cisco	12-31-12
	Bob Killian	12-31-12
	Richard Buell	12-31-13



## 2012 Appointments

<b>Zoning Board of Appeals:</b> <i>(3<sup>rd</sup> Tuesday of each Month at 1:00 p.m.)</i> <b>(3 year Term)</b>	John Turney (snowbird)	12-31-12
	Jack DeRosa	12-31-13
	Robert Shaffer	12-31-14
	Richard Christy	12-31-12
	Cherri Beck	12-31-13
	Alternate -Open Alternate – Open	
<b>Sports Complex Maintenance Board</b> <i>Two (2) Commissioners must be Appointed To this Board per Maintenance Board Agreement (2 year Term).</i>	Bill Rhode	12-31-12
	Terry Whittington	12-31-12
<b>Northern Michigan Substance Abuse Services</b>	Bill Babcock	12-31-14
<b>Veterans Affairs:</b> <i>(2<sup>nd</sup> Monday of every other month at 4:30 p.m. unless otherwise posted).</i>	Joseph White/WWII	12-31-13
	Tom Alward/Vietnam	12-31-14
	George Alward/Persian Gulf	12-31-11
	Fred Kline / Korean Veteran	12-31-12
	Commissioner Walters – Advisory	12-31-12
<b>Region VII Area Agency on Aging Board of Directors (3 year term)</b>	Adolph Presidio	03-31-14
<b>Fair Board:</b> <i>(Every 3<sup>rd</sup> Tuesday of the month at 7:00 a.m.)</i>	Keith Edick	12-31-12
	Bill Babcock	12-31-12
<b>Department of Human Services (Formerly FIA)</b>	Tenesha Loose (County Appt.)	10-31-15
	Marie Monaghan (County Appt)	11-01-14
	Sue Sprange	11-31-12
<b>Clare-Gladwin 2000 Residential Loan Review Committee:</b>	Donald Kehoe	12-31-12
	Open	12-31-12
<b>Mid-Michigan Community Action Agency (2 year term)</b>	Kathy Wilton	12-31-12
<b>Region 7B Training Consortium Michigan Works/Jobs Commission:</b> <i>(3<sup>rd</sup> Thursday every month at 10:00 a.m. at the Consortium Office in West Branch Mi.)</i>	Bill Rhode - Director	12-31-14
	Dennis Carl- Alternate	12-31-14
<b>Municipal Employees Retirement System (MERS):</b>	Bill Rhode	12-31-12
	Bill Babcock (Alternate)	12-31-12

## 2012 Appointments

**Advisory Council on Aging:  
(3 Year Term Per Region VII)  
2011 Appointments**

**Sam Bagnieski**

**03-31-12**

**Parks & Recreation Advisory Committee:  
(3<sup>rd</sup> Thursday of each month-5:30 p.m.  
at MSU Bldg.)**

**Advisory Members/Advisory:  
Beverly Przystas – MSU Extension Service  
Rick Seebeck- Trail Association  
Mike Greer  
Christy Van Tiem  
Martin Looker  
Mike Brubaker  
Madeline Mexiner**

**Appointed Members:**

**Sharron Smith  
Kelly Gower – Chair  
Terry Walters  
Dee Youngman**

**Family Initiative Board:**

**Howard Sweeney 12-31-12  
Judge Thomas McLaughlin 12-31-12  
Health Department/RN 12-31-12  
Thomas Evans 12-31-12  
Lauren Essenmacher 12-31-12  
Ollie Todd 12-31-12  
Sue Sprange 12-31-12**

**Building Authority:**

**Dirk Presidio 12-31-14  
Philip Caffrey 12-31-14  
William Crandall 01-01-14  
Joe Meyers 01-01-14  
Harold Shiffer 01-01-14**

**Gypsy Moth Advisory Committee:  
(Quarterly Meeting)**

**Bill Babcock 12-31-12  
Bev Przystas 12-31-12  
Earl Chervus 12-31-12**

**Saginaw Bay RC&D:**

**Dennis Carl 12-31-14**

**Remonumentation Committee:**

**Mark Sohlden  
Douglas Jacobson  
Rod Kigar  
Josh Reid  
Consumer Energy Representative- Local  
MDNR/Local Representative**

