

**RULES AND REGULATIONS
BOARD OF COMMISSIONERS
LENAWEE COUNTY**

1.00 MEETINGS

Meeting Days and Times. Regular meeting of the Board of Commissioners are to be held at the following days and times:

JANUARY thru DECEMBER:

2nd Wednesday - 1:30 p.m.

4th Thursday - 6:00 p.m. (as necessitated and at the call of the Chair)

Any of the above dates subject to change with proper notice and recessed sessions subject to the call of the Chair.

1.20 Place of Meetings. The Board of Commissioners shall meet in the County Commissioners Chambers in the County Court House or other announced site.

1.30 Changes in Meetings. Changes in the meeting schedule including time and place, additional meetings, and meetings adjourned or recessed to a specific time and place, may be made by a majority vote of the Board of Commissioners. If recessed to the call of the Chair, the session can be reconvened by the Chairperson, or by the clerk acting upon the written request of one third or more members elect of the Board.

1.40 Special Meetings. Special meetings can be called by the Chairperson or by written request of one third or more members elect of the Board. Notice is to be given to each member in writing, by telephone and/or through electronic media indicating the date, time, place, and purpose of the special meeting at least 18 hours prior to the meetings. Attendance precludes protest of non-notification.

1.50 Emergency Meetings. Public bodies may meet in emergency sessions without complying with the notice requirements in the event that it is necessary to hold a meeting to deal with a severe and eminent threat to the health, safety or welfare of the Public when 2/3 of the members serving on the body decide that delay would be detrimental to the efforts to lessen or respond to the threat.

The Chairperson, at any time upon finding and the proclamation by the chairperson of a peacetime or civil disaster, or county emergency, may call a special meeting of the Board at a time and place designated by the chairperson and give notice to the members by the best available means of communication.

1.60 Public Notice. The Clerk of the Board of Commissioners shall each year give public notice of the regular schedule of the time and place of meetings in one or more newspapers circulated in the county, informing the radio stations and by posting the schedule in several conspicuous places in the county courthouse. Public Notice of special, rescheduled, or reconvened meetings will be given by informing the news media in the county at least 18 hours prior to the time of such meeting.

2.00 QUORUM

2.10 Number Required for a Quorum. A majority of commissioners elect must be present to constitute a quorum for the transaction of the ordinary business of the county.

2.20 Absence of a Quorum. Upon the absence of a quorum, the Chairperson of the Board may assign an elected Commissioner for the day. If the Chairperson is not available, then the Chairperson of the Committee of concern may fill the vacancy to make a quorum of regularly scheduled meetings only. The members present may adjourn from time to time or to a certain time. Public notice is not required if the time set for reconvening is less than 36 hours.

3.00 VOTING

3:10 Majority Vote. All questions which arise at the meetings of the Board of Commissioners shall be determined by the votes of a majority of the members present except: (1) upon the final adoption of any measure or resolution, or the allowance of any claim against the county, which matters shall be determined by a majority of all members elected and serving, and (2) upon the final adoption of any matters which by statute require a greater majority.

3.20 Action Requiring 2/3's Vote. A 2/3's vote of the members ELECT shall be required for the adoption of measures relating to the following and to all other areas as required by law:

- 3.20.1 Building Site
- 3.20.2 Real Estate Transactions
- 3.20.3 New Site for County Seat
- 3.20.4 County Buildings
- 3.20.5 Township and County Poor
- 3.20.6 Ordinances and Referendums
- 3.20.7 Taxing Power of Townships
- 3.20.8 Business Management
- 3.20.9 Setting Commissioner Salary and Per Diem rates
- 3.20.10 Deviation from the County Bidding Policy

The above listings are in accordance to State Law and subject to interpretation.

3:30 Action Requiring 88% Vote:

1. Loans that are applied for by a County Commissioner.

3:40 Roll Call Votes. The names and votes of members shall be recorded of an action which is taken by the Board of Commissioners if the action is on an ordinance, resolution, or appointment or election of an officer, except that for the election of a board Chairperson may be by secret ballot. Upon the demand of any member present, a roll call vote shall be ordered and recorded by the Clerk of the Board, rotating the roll call order with each vote. Upon demand of any member present, prior to any voting a roll call vote shall be ordered.

3.50 Mandatory Voting. Each member present shall be required to vote on every question unless deemed to be in conflict of interest. A conflict of interest statement must be presented in writing to the Chairperson, prior to the question, for consideration by the board. A 3/4's vote is required to declare a conflict.

3.60 Reconsideration of a Vote. When a question has been put and decided by a roll call vote of the members only a member who voted on the prevailing side may move reconsideration thereof. On all voice votes, any member may move a reconsideration. No motion for reconsideration shall be in order unless it is made in the same meeting or the meeting next following the meeting on which the vote to be reconsidered was taken. No matter may be twice reconsidered.

3.70 Discussion on Motion. The maker of a motion may speak for or against the motion during discussion on the motion.

4.00 ORGANIZATION

4.10 Chairperson.

4.11 Election of Chairperson. In accordance with MCL 46.3(4), during the first meeting in each odd numbered year, the Board of Commissioners shall elect, by majority vote of all members, one of its members to serve as Chairperson of the Board. The chairperson shall take office and assume the duties immediately upon election.

4.12 Duties of Chairperson.

- 4.12.1** If present, shall preside at all meetings of the Board of Commissioners, preserve order, and decide questions of order subject to appeal of the Board.
- 4.12.2** Shall be the agent for the board in signing of contracts, deeds, orders, resolutions, determinations, and minutes of the tax rolls.
- 4.12.3** Shall serve ex officio on all Board Committees unless otherwise stated, except if a member is absent the chairperson may vote in the member's place.
- 4.12.4** Shall vote to break a tie (on committees that have even numbers as long as the chairperson has not previously voted).
- 4.12.5** Shall be considered the chief elected official of the county in various functional or ceremonial capacities.
- 4.12.6** Shall serve in such other capacities and make appointments as the law requires.
- 4.12.7** Shall serve as Chair of the Rules and Appointments Committee until standing committee assignments are approved by the Board of Commissioners.
- 4.12.8** Shall appoint with approval of the Board of Commissioners all members of standing committees, board appointments, and liaison assignments.
- 4.12.9** With co-signature of the County Clerk, is authorized to execute and deliver conveyances of all real estate and contract that have previously been authorized.

4.20 Vice-Chairperson.

4.21 Election of Vice-Chairperson. During the first meeting of each calendar year, the Board of Commissioners shall elect, by majority vote of all the members, one of its members to serve as Vice-Chairperson of the Board. The Vice-Chairperson shall take office and assume duties immediately upon election.

4.22 Duties of Vice-Chairperson.

- 4.22.1** Shall preside over meetings of the board if the Chairman is absent
- 4.22.2** Other duties may be assigned by the Chairperson when deemed necessary
- 4.22.3** Shall act in the Chairperson's stead in all matters, in the absence of the Chairperson.

4.22.4 Shall serve on the Inter-County Drainage Board when the county commissioner's member is disqualified.

4.30 Clerk.

4.31 Designation of Clerk. The Clerk of the county shall be ex officio Clerk of the Board. The Clerk, or the Clerk's appointed deputy, shall perform all duties pertaining to such office. In the event of their absence during a meeting, the board may appoint a clerk pro-tem to record minutes of that meeting.

4.32 Duties of Clerk. The Clerk's duties include the following:

4.32.1 To record all the proceedings of the board in book provided for that purpose.

4.32.2 To make regular entries of all the Board's resolutions and decisions upon all questions.

4.32.3 To record the vote of each commissioner of any question submitted to the board, if a roll call vote.

4.32.4 To preserve and file all accounts acted upon by the board and for no reason are such accounts to be taken from their office.

4.32.5 To certify, under Seal of the Circuit Court or the Official Seal of the County, without charge, copies of any and all resolutions or decisions on any of the proceedings of the Board of Commissioners, when required by the board or any of its members; or when by any other person with payment.

4.32.6 To preside, until a Chairperson or temporary chairperson is elected during the first meeting of the Board of Commissioners in each calendar year.

4.32.7 Shall be authorized to sign Deeds, Contracts, Determinations etc., in conjunction with the Board Chairperson when approved by a favorable vote of the entire Board.

4.32.8 With co-signature of the Chair, is authorized to execute and deliver conveyances of all real estate and contract that have previously been authorized.

4.40 Parliamentarian. Corporate counsel shall serve in the position of Parliamentarian.

4.50 Standing Committees. The Board of Commissioners shall have the following standing committees with the following number of members:

Personnel/Ways & Means - Committee of the whole

Board of Commissioners- Committee of the whole

Criminal Justice - 3 members

Policy & Procedures- 3 members

Physical Resources - 3 members

Information Technology/Equalization - 3 members

Accounts Payable – 3 members (2 Commissioners and Co Administrator)

4.51 Committee Duties. Each standing committee shall report to the Board on all matters referred to the Committee by the Board. Each standing committee except the Ways and Means Committee, shall review all appropriation requests most directly related to its own functions and make recommendations thereon for referral and consideration by the Ways and Means Committee and the full Board. Each standing committee shall act as a liaison between the full Board of Commissioners and the several county officials, and department within its jurisdiction.

4.52 Agenda Items. Upcoming agenda items shall be reported to the Administrator at least ten (10) days prior to the meeting. All backup materials must be provided to the Administrator for consideration at a minimum of seven (7) days prior to any board or committee meeting. Exceptions may only be approved by the Chairperson, or in his/her absence, the Vice Chairperson of that Committee.

4.53 Minutes. Written minutes of each Standing Committee meeting shall be filed with the Clerk of the Board and with the Administrator and serve as basis for payment of per diem and mileage. More than one mileage payment shall be allowed per day when approved with voucher by Committee chairperson. In addition to attendance, minutes shall reflect all pertinent facts. Minutes of all Committee meetings shall be posted in advance of any regular meeting of the full Board of Commissioners.

4.54 Meeting. Meetings of a committee may be convened by its chairperson or by a majority of its members at any time upon reasonable notice to its members and the Chairperson of the Board of Commissioners. Mileage shall be paid to all committee members attending such meetings.

A majority of the committee members must be in attendance in order for any business to be transacted. In the event of a failure of a quorum at a regular called meeting, members attending may be paid per diem, subject to approval by the County Board of Commissioners. Committee members who are unable to attend a scheduled committee meeting should notify the County Administrator as far in advance as possible.

A commissioner, not a member of a committee, may attend any committee meeting, but shall not be paid per diem, unless and until approved by the County Board of Commissioners. Mileage shall be paid to all Commissioners attending such meetings, with a cap of two per month.

Board members may be paid per diem and mileage for all other meetings, only if authorized by the Board Chairperson. Board members appointed to Liaison Boards, Ad Hoc Committees, and any authorized meeting shall be paid per diem and mileage upon approval of the Board Chairperson.

In the first 12 months of service on the Board of Commissioners a commissioner may be paid a maximum of 6 per diems for attendance at committee meetings of committees the commissioner is not appointed to for the purpose of acclimating the commissioner to the matters before the various committees.

Any reimbursement/expense/per diem forms outstanding 30 days after the end of the month in which the expense incurred will only be reimbursed after a reasonable accountability for the delay is reported to and accepted by an affirmative vote of the County Board of Commissioners at a regular scheduled Board of Commissioners meeting.

5.00 CONDUCT OF MEETINGS.

5.10 Order of Business – Board of Commissioners

- 5.10.1** Call to Order
- 5.10.2** Roll Call
- 5.10.3** Approval of Minutes
- 5.10.4** Amendments to the Agenda
- 5.10.5** Petitions and Communications
- 5.10.6** Introduction of Special Guests
- 5.10.7** Limited Public Comment on agenda items (Granted upon written request on forms provided before CALL TO ORDER.) A limit of 3 minutes on each speaker
- 5.10.8** Approval of Consent Agenda
- 5.10.9** Special Presentations and Reports
- 5.10.10** Reports of Committees and Liaison Representatives
- 5.10.11** Unfinished Business
- 5.10.12** New Business
- 5.10.13** Public Comment (A limit of three (3) minutes on each speaker)
- 5.10.14** Announcements
- 5.10.15** Adjournment or Recess

5.20 Agenda. The Clerk of the Board of Commissioners will provide each commissioner and the county news media with the agenda of each upcoming Board meeting at least two days prior to said meeting. The agenda shall contain the order of business for the meeting with copies of the proposed resolutions and other matters to be considered at the meeting.

Each Committee Chairperson and liaison representative wishing to report to the Board shall so notify the Clerk for inclusion in the agenda. Resolutions (other than honorary), ordinances or contracts may not be acted upon if they do not appear on the agenda except by a motion or waiver of rules which passes by a two thirds vote of the members elect of the Board of Commissioners.

5.30 Consent Agenda. Prior to the Board meeting, the Chairperson shall approve items to be placed on a consent agenda. The consent agenda will be acted upon in a single roll call vote approving all the items contained thereon. Under Amendments to the Agenda, any member of the Board may identify specific items on the consent agenda for placement on the regular agenda. At the request of any member, a consent agenda item shall be removed from the consent agenda and placed in the appropriate section of the regular agenda. The consent agenda shall contain relevant information pertaining to each of the items on the consent agenda.

6.00 RIGHTS AND DUTIES OF MEMBERS

6.10 Every member previous to speaking to the question shall raise their hand and address the Chair. Rule will be enforced. Commissioners will be allowed to remain seated while using their lap top computers for presenting committee reports or researching questions at hand.

6.20 When two or more members raise their hand at once the Chair shall designate the member who is to speak first.

6.30 No Commissioner may speak more than twice during debate on a single issue, unless permission is given by the Chairperson.

6.40 Any commissioner appointed during his/her term of office to membership of any County Board, Commission or Authority shall resign said appointment immediately upon ceasing to be a member of the Lenawee County Board of Commissioners.

7.00 RIGHTS AND DUTIES OF NON-MEMBERS.

7.10 Only members of the Board of Commissioners shall be given the floor to speak during any board meeting except:

7.10.1 County officials, who may speak with consent of any member and concurrence of Board Chairperson.

7.10.2 Any person, who with the consent of the Chairperson, or a majority of any Board Committee, has been given permission to be listed in an appropriate place on the agenda.

7.10.3 Any member of the public wishing to speak on a specific agenda issue at a time other than public comment must register with the Chairperson their desire to do so, prior to the beginning of the meeting. A limit of three minutes shall be enforced on each speaker unless waived by the Chair and/or a majority vote of Board members present.

7.10.4 Any person during the Public Comment segment of the Order of Business may speak. A limit of three minutes shall be enforced on each speaker unless waived by the Chair and/or a majority vote of Board members present. The total meeting time allocated to public comment in a meeting shall be 30 minutes.

8.00 GENERAL

8.10 Parliamentary Authority. The rules of parliamentary procedure as set forth in the latest edition of Robert's Rules of Order shall govern all questions of procedures which are not otherwise provided for by these rules or State law.

8.20 Suspension of the Rules. These rules may be temporarily suspended only by a concurrence of two thirds of Board members present.

8.30 Motions, Resolutions, Committee Reports. No motion shall be debated or voted upon unless seconded. It shall be stated by the Chairperson before debate. Any motion, with the permission of the person who moved and seconded it, may be withdrawn at any time before it has been acted on. A motion involving non-budgeted expenditures shall indicate source of funds.

8.40 Motion to Clear the Floor. If in the judgment of the Chairperson, procedural matters have become confused, the Chairperson may request a motion to clear the floor. Such motion, if made and seconded, shall take precedence over all other motions and shall not be subject to debate or if carried, to a motion to reconsider the motion to clear the floor if carried shall clear the floor completely and with the same effect as if all matters on the floor were withdrawn.

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

| | Motion | Wording | 2nd | Debate |
|--------|---|--|-----------------------|---------------|
| 8.50.1 | To fix the time to which to adjourn | <i>I move to adjourn at...</i> | Yes | Yes |
| 8.50.2 | To adjourn (<i>close the meeting</i>) | <i>I move to adjourn.</i> | Yes | No |
| 8.50.3 | To recess (<i>take a break</i>) | <i>I move to recess for...</i> | Yes | No |
| 8.50.4 | To lay on the table (<i>lay aside temporarily</i>) | <i>I move to lay the question on the table.</i> | Yes | No |
| 8.50.5 | To move the previous question (<i>close debate</i>) | <i>I move the previous question</i> | Yes | No |
| 8.50.6 | To postpone (<i>until a determined time</i>) | <i>I move that the motion be postponed until...</i> | Yes | Yes |
| 8.50.7 | To refer (<i>to another committee</i>) | <i>I move to refer the motion to</i> | Yes | Yes |
| 8.50.8 | To amend (<i>modify wording of motion</i>) | <i>I move to amend the motion by...</i> | Yes | Yes |
| 8.50.9 | To postpone indefinitely (<i>kill main motion</i>) | <i>I move that the motion be postponed indefinitely...</i> | Yes | Yes |

8.60 Special Order of Business. Any measure, resolution, or motion, having been placed on a special order for some specific time in the future, shall not be taken prior to that time.

9.00 Compensation and Expenses

9.10 Annual Salary. In even numbered years, the Commission by a 2/3 vote shall set the salaries for the County Commissioners serving for the following two years as required by law.

9.20 Per Diem. In even numbered years, the Commission by a 2/3 vote shall set the per diem for the County Commissioners serving for the following two years as required by law.

9.21 Per Diems are paid on a half day basis. The half day schedule is as follows:

Morning: The greater of 8:00 am to noon or 8:00 am to the lunch break

Afternoon: The greater of 1:00 pm to 5:00 pm or the lunch break to the dinner break.

Evening: Any meeting commencing after 5:00 pm

9.22 No more than three per diems shall be allowed in a single day.

9.23 Deviation from the per diem schedule is only allowed with approval of the board chairperson.

10.00 Disclaimers

10.10 Any reference to the male gender in these rules is for convenience only and does not imply any exclusion of the female sex.

10.20 These rules, having been adopted by not less than a majority of all the members elect of the Board, may be amended or rescinded by a majority vote of all the members elect of the Board. They shall remain in effect until amended or rescinded. Any proposed amendment to these rules must be submitted in writing to the Personnel Ways & Means Committee. The Personnel Ways & Means-Committee shall not adopt a rule change less than twenty five days after receipt. The purpose of this section is to give all Commissioners the opportunity to review all potential rule changes and allow pertinent discussion to follow. Amendments to a rule that has already been submitted to the Personnel Ways & Means Committee for review are not subject to the twenty five day review period. In the event a rule change becomes necessary where time is of the essence, the twenty five day rule can be nullified by a 2/3 vote of the members elect of the board. Any amendment to these rules shall take immediate effect unless otherwise stipulated.

ATTACHMENT A

TRAVEL POLICY

County Commissioners receive the budgeted amount each year to use when attending seminars or conventions.

Items charged to the budgeted amount

- Registration Fees
- Room Charges
- Out of County Meals

Items not charged to the budgeted amount

- Per diem
- Yearly wages
- In state mileage

Out of state travel

Must be approved in advance by the appropriate committee and the entire Board.

This will then be paid by the County, not to exceed an amount equal to or including coach plane fare from portal to portal. PER DIEM for travel not to exceed two days in total per trip.

TRAVEL REIMBURSEMENT POLICY

The Travel Reimbursement Policy was adopted by the Board of Commissioners on May 8, 2024 (Policy #2024-010) and states as follows:

Travel Reimbursement

- Proper documentation is required for reimbursement (see Accounts Payable Policy).
- Reimbursements are paid through the regular Accounts Payables check run.
- Check will be issued no more than 90 days before the scheduled event due date unless otherwise stated on the registration form.
- Itemized receipts are required for reimbursements.

Meals

- ALL meals purchased within Lenawee County must be PRE-APPROVED by the Department Head. Documentation must include persons attending and the reason for the meeting. Any deviations from this please contact Accounts Payables Department.
- The maximum reimbursement amounts for in-County and out of County are; breakfast \$15, lunch \$25, and dinner \$40.
- Lenawee County will reimburse up to 20% as a tip for meal service.
- Itemized receipts must be submitted listing foods/drinks and restaurant names.
- Credit card charge slips are NOT acceptable.
- Meals charged to a hotel room must have an itemized receipt of all items ordered

- Under no circumstances will Lenawee County reimburse employees for alcoholic beverages of any kind.

Hotel

- "Check-Out" invoice must be used for reimbursement; if paid in advance, please return a copy to the Accounts Payable office.
- The supporting documentation (receipt) is required within 60 days of the stay's completion. If it is not presented to the Accounts Payables Department within this allotted time, the employee will be responsible to reimburse the hotel cost to the County.
- Lenawee County is only exempt from Michigan Sales Tax. Check with the hotel in advance. Most will only accept a County check with the tax-exempt form.
- Payment for hotel stay during the conference dates will be authorized, travel the night before may be authorized if any of the following conditions are met.
 - The location is more than 100 miles (one way) from the employee's workplace.
 - Registration is early enough that it requires the employee to leave prior to 6:00 am.
 - The employee has official business to attend to prior to the start of the conference.
 - Any other exceptions will require approval from the department head and County Administrator.

Room Rates/Type of Rooms

- Lenawee County reimburses the lowest applicable rate. Reservations should be made at the standard block offering or applicable government rate. Any upgrade from the standard block offering or government rate, whichever is applicable, requires pre-approval by the County Administrator.

Mileage

- When driving a personal vehicle, please use the current mileage rate.
- Do not use the Mileage rate when using a county vehicle or rental vehicle.
- Do **not use** the corporate credit card for fuel purchases on Personal vehicles.
- When using a county vehicle or rental vehicle, please use the corporate credit card for fuel purchases.
- The authorized expense voucher must include the date, number of miles, and location for reimbursement.
- Lenawee County Commissioners must list separately taxable and non-taxable mileage.

Mileage Rate

- The rate stays current with the Internal Revenue Service (IRS) standard. Please feel free to contact the Accounts Payable Coordinator with any questions or concerns.

ATTACHMENT B

STANDING COMMITTEE FUNCTIONS

PERSONNEL/WAYS AND MEANS

Budget preparations, development of draft budget for recommendation; approval, financial oversight, Register of Deeds, Clerk, Administrator, Equalization, Treasurer.
Rules & Appointments are included, which confirms the BOC Chair's appointments to various committees and boards, and subsequently recommends those appointments for approval by the full Board of Commissioners. Recommend established rules and policies for the Board of Commissioners.

PHYSICAL RESOURCES

Drain Commission, Parks, Planning Commission, Buildings and Grounds, Airport, Soil Conservation, Economic Development, Printing and Purchasing.

CRIMINAL JUSTICE

Sheriff Department and related matters, Courts, Prosecutor, Child Care-MSD, Child Care-DHS, Medical Examiner, Bailiff, Emergency Services, Public Defender.

EQUALIZATION/INFORMATION TECHNOLOGY

Oversees Equalization Department and meets with County Assessors for setting valuations. Coordinates computer functions of County departments, develop plans for utilization of hardware and software.

ACCOUNTS PAYABLE

To review and tentatively approve payments of bills and vouchers on a bi-weekly schedule.

POLICIES & PROCEDURES

To review County policies, including the Employee Handbook, and recommend any amendments or new policies to the full Board of Commissioners for consideration.

TERM OF OFFICE FOR BOARD CHAIR

Public Act 392 of 2000 amends section 3 of Public Act 156 of 1851 specifying that the chairperson of a county board of commissioners shall be elected each odd-numbered year to serve a two-year, unless the county board of commissioners provides by resolution that the chairperson shall be elected annually for a one-year term; and Public Act 32 took effect on January 4, 2001. *NOTE: Election of chairperson on annual basis was adopted by resolution of the County Board of Commissioners on January 10, 2001, approved for inclusion in Rules and Regulations, January 7, 2002; and was amended to elect a Chair each odd numbered year on February 10, 2016.*