

2023-2024
RULES
FOR THE
OAKLAND COUNTY
BOARD OF
COMMISSIONERS

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MR #21327 – Amendment to the Rules of the Board of Commissioners – Revision of Section XIII. – Board of Commissioners' Meeting Procedures

MR #21328 - Amendment to the Rules of the Board of Commissioners – Revision of Section II. – Order of Business

RULES FOR THE OAKLAND COUNTY BOARD OF COMMISSIONERS 2023-2024 EDITION

I. RULES OF ORDER

- A. *Robert's Rules of Order, Newly Revised Edition*, shall be the parliamentary authority of the Board of Commissioners and shall govern proceedings of the Board and its committees. Rules adopted by the Board of Commissioners shall supersede any rules in the parliamentary authority with which they conflict.
- B. Consistent with the Michigan Open Meetings Act and pursuant to **MR 08093**, the following rules and regulations shall apply for the electronic recording of Board and committee meetings by the public:
 - (1) The use of microphones, electronic recording devices, video recording equipment or portable computers used for the purposes of recording the proceedings of Board or committee meetings are permitted, if done in a non-disruptive manner.
 - (2) Videotaping or electronic recording shall not interfere, obstruct or otherwise disrupt the proceedings.
 - (3) Videotaping or electronic recording shall be done in an un-obstructive and nonintrusive manner, and in compliance with all safety rules and regulations.
 - (4) Video recording or electronic recording devices are to be placed in such a manner as to not block, obstruct or hinder access in aiseways adjacent to or leading to entry/exit doors in the auditorium or committee meeting room.
 - (5) The Chairperson may, as circumstances dictate, otherwise direct the placement of recording equipment.
 - (6) The Chairperson has the right to suspend the taping of a meeting if these regulations are not complied with.

II. ORDER OF BUSINESS

- A. For meetings of the Board of Commissioners, the following shall be the order of business:
 - 1. Call Meeting to Order
 - 2. Roll Call
 - 3. Invocation
 - 4. Pledge of Allegiance
 - 5. Approval of Minutes
 - 6. Approval of Agenda
 - 7. Communications
 - 8. Public Comments (3 minutes max per speaker, related only to items on the agenda)
 - 9. Reports of Standing Committees
 - 10. Reports of Special Committees
 - 11. Special Order of Business
 - 12. Unfinished Business
 - 13. New and Miscellaneous Business
 - 14. Announcements
 - 15. Public Comments (three minutes max per speaker, any topic)
 - 16. Adjournment

III. AGENDA ITEMS

- A. All items for the printed Board agenda shall be presented to the Board Chairperson for inclusion on the Board of Commissioners agenda five (5) business days prior to any Board meeting.
- B. At the discretion of the Chair, no more than a total of three (3) proclamations/presentations, including group proclamations, shall be on one agenda. All proclamations shall include the name(s) of the Commissioner(s) in whose district(s) the individual, business, agency, etc., resides or is located.

IV. NOMINATION AND ELECTION OF TEMPORARY CHAIRPERSON

- A. A Temporary Chairperson shall be elected as provided herein at the first meeting of the Board of Commissioners in each odd-numbered year and shall preside at all meetings of the Board of Commissioners until the Chairperson of the Board of Commissioners is elected.
- B. Any member of the Board of Commissioners may place the name of another person in the nomination for Temporary Chairperson. Nominations do not require a second.
 - (1) Any member nominated for Temporary Chairperson of the Board of Commissioners may decline such nomination.
- C. Election of the Temporary Chairperson shall be by roll call vote in alphabetical order. The vote of a majority of members elected and serving is required to elect the Temporary Chairperson.

V. NOMINATION AND ELECTION OF CHAIRPERSON AND VICE CHAIRPERSON

- A. There shall be elected a Chairperson and Vice Chairperson of the Board of Commissioners, as provided by State statute, these rules and resolutions of the Board of Commissioners.
 - (1) The Chairperson shall be elected each odd-numbered year for a term of two (2) years ending at noon on January 1st of the next odd-numbered year (Two-year term authorized per PA 392 of 2000).
 - (2) The Vice Chairperson shall be elected each year for a term of one (1) year ending at noon on January 1st of the next year.
- B. Any member of the Board of Commissioners may place the name of another member in nomination for Chairperson or Vice Chairperson of the Board of Commissioners.
- C. The nomination and election of the Chairperson and the nomination and election of the Vice Chairperson of the Board of Commissioners shall be separate.
- D. Election of the Chairperson and Vice Chairperson of the Board of Commissioners shall be by roll call vote in alphabetical order. The vote of a majority of members elected and serving is required to elect the Chairperson or Vice Chairperson.
- E. If the position of the Chairperson or Vice Chairperson of the Board of Commissioners is permanently vacated, an election to fill the remainder of the term shall be held at the next regular meeting of the Board, after which at least fourteen (14) days have elapsed since the effective date of the vacancy. The election shall be held in accordance with the adopted Rules for the Oakland County Board of Commissioners.
- F. If the positions of the Chairperson and Vice Chairperson are both vacant, the Chairperson of the Finance Committee shall preside over the meeting. If the Chairperson of the Finance Committee is unavailable, the Chairpersons of the standing committees shall be called upon to preside, succeeding by order of their appointment.

VI. PRESIDING OFFICER

- A. The Chairperson of the Board shall preside over all sessions of the Board of Commissioners and shall be an ex officio voting member of all standing committees of the Board.
- B. In the absence of the Chairperson, the Vice Chairperson shall preside and be vested with all the powers of the Chairperson. The Vice Chairperson shall also be an ex officio voting member of all standing committees of the Board.
- C. In the absence of the Chairperson, the Vice Chairperson shall be empowered to sign all documents and to execute contracts, unless otherwise provided by law.
- D. The staff of the Board of Commissioners shall report to the Chief of Staff who shall report to the Chairperson of the Board. Requests for staff assistance in drafting resolutions should be submitted to the Board of Commissioners' Chief of Staff no later than forty-eight (48) hours in advance of the Board meeting at which they are to be introduced.
- E. The Board of Commissioners may authorize the Chief of Staff to appoint additional personnel as deemed necessary to assist in the fulfillment of the roles and responsibilities of the Board as authorized by Michigan law.

VII. CHAIRPERSON TO PRESERVE ORDER

- A. The Chairperson shall preserve and decide questions of order subject to an appeal of the decisions of the Chair (refer to XIII.E).
- B. No literature shall be permitted to come before the assembly or be placed on members' desks unless signed or endorsed by or attributable to a current member of the Board of Commissioners.
- C. No resolution presented under New or Miscellaneous Business shall be read aloud except on the request of a member. Whenever a member asks for a reading of any resolution, the Chairperson shall direct it to be read except upon the objection of a majority of the Board membership.
- D. A Commissioner may make a visual presentation by PowerPoint, easel or other visual means:
 - (1) by giving written or electronic notice to the Chairperson twenty-four (24) hours prior to the Board meeting.
 - (2) with less than twenty-four (24) hours' notice, if the Chairperson determines that set-up will not inappropriately delay or disrupt the meeting.
 - (3) The length of the presentation shall be governed by Section XIII.M.
 - (4) The Commissioner making the visual presentation shall give twenty-four (24) hours written or electronic notice to the Commissioner(s) whose district is the subject of the presentation.
- E. Authorization of Non-Members to Address the Board:
 - (1) Elected County officials, staff and other individuals may be granted permission to address the Board at the discretion of the Chair to address pending business, to respond to a question posed by a member of the Board, to inform the Board regarding important public policy matters or for any other appropriate reason.
 - (2) The public shall address the Board under the Public Comments portion of the agenda.

- (a) Persons desiring to address the Board shall advise the Clerk of the Board prior to the Call to Order unless this requirement is waived by the Board Chairperson or by a vote of a majority of members elected and serving.
- (b) Persons wishing to address the Board shall identify themselves and state their reasons for addressing the Board.
- (c) A person shall not address the Board in excess of three (3) minutes unless the time is extended by the Chairperson or by a vote of a majority of members elected and serving of the Board.

F. Legal Opinions:

- (1) Any Commissioner can request a legal opinion from Corporation Counsel through the Chairperson. A Commissioner may not seek a legal opinion directly from Corporation Counsel.
- (2) Any Commissioner can request a legal opinion from the Board outside counsel through the Chairperson. In addition, the minority caucus may seek legal opinion from the Board outside counsel through the Chairperson of the Minority Caucus. A Commissioner may not seek a legal opinion directly from outside counsel.

VIII. **APPOINTMENTS OF COMMITTEES**

- A. In odd-numbered years, at the first meeting of the year, the Legislative Affairs and Government Operations Committee shall be appointed by the Board Chairperson and confirmed by the Board.
- B. The Legislative Affairs and Government Operations Committee shall make recommendations for membership on all standing committees at its last meeting of the year in odd-numbered years. The Board of Commissioners shall confirm the appointments, which shall be effective for the succeeding year, at the Board's last meeting in odd-numbered years.
- C. If the position of the Chairperson, Majority Vice Chairperson or Minority Vice Chairperson of a standing committee is permanently vacated, the Legislative Affairs and Government Operations Committee shall, within twenty-eight (28) days, recommend replacements to the Board of Commissioners for approval (refer to Section XI.B.2).
- D. In case of a prolonged absence of a standing committee member, the Legislative Affairs and Government Operations Committee may recommend appointment until the absent member returns (refer to Section XI.B.2).
- E. Any change in standing committee structure or membership, or abolition of any standing committee, shall require the vote of a majority of members elected and serving of the Board.
- F. The Board Chairperson may appoint ad hoc committees subject to the approval of the Board.
 - (1) Any change in an ad hoc committee or structure or membership shall be made by the Board Chairperson subject to the approval of the Board.
 - (2) Any ad hoc committee may be abolished at any time by the vote of a majority of members elected and serving of the Board of Commissioners.
 - (3) All ad hoc committees shall terminate with submission of their report or at the end of each Board term, whichever comes first. (Refer to Table of Committee Attributes).
- G. Appointments made for minority caucus designated positions shall be made upon the recommendation of the Minority Caucus and/or Minority Caucus Chairman.

- H. As the need arises, various types of other committees may be established. The creation, appointment and operation of these committees shall be in accordance with the following Table of Committee Attributes, and all such committees shall expire at the close of the Board of Commissioners' term (refer to Table of Committee Attributes).

TABLE OF COMMITTEE ATTRIBUTES

COMMITTEE TYPE:	APPOINTED BY:	MEMBERSHIP:	ATTENDANCE/ MINUTES/ POST:	REPORTS TO:	CREATED BY:
Standing	Board Per Rules	Commissioners	Yes	Board of Commissioners	Board Rules
Subcommittee	Committee(s)/ Committee Chair(s)	Committee(s) Members Only	Yes	Committee(s)	Committee Action
Special	Board Chair	Commissioners Only	Yes	Per Direction at Formation	Board Chair
Ad Hoc	Board Chair & Bd. Approval	Unrestricted	Yes	Per Direction at Formation	Board Chair or Resolution
Task Force	Board Resolution	Unrestricted	Yes	Per Direction at Formation	Resolution
Study Group	Committee/ Committee Chair/Board Chair	Unrestricted	No	Per Direction at Formation — Responsibility is for information gathering, fact finding or advisory only.	Committee Chair or Board Chair or Committee Action

*All Committees for which minutes are taken will be posted in accordance with the Open Meetings Act.

IX. COMMITTEE OPERATIONS

A. Robert's Rules:

All committees of this Board shall operate in accordance with Section I of the Rules for the Oakland County Board of Commissioners as last amended and/or adopted.

B. Quorum and Attendance

- (1) A majority of each committee shall constitute a quorum to convene or conduct a committee meeting. Attending Ex-officio voting members of a standing committee shall be considered in the calculation of a quorum. The vote of a majority of those present and voting at a committee meeting shall be necessary to report or recommend any matter to the Board of Commissioners.
- (2) The minutes from each committee meeting shall also record the vote of each member on any matter to be reported to the Board of Commissioners.

C. Notice and Meeting Date:

- (1) Agendas and associated packet materials shall be posted and distributed to members not less than seventy-two (72) hours prior to the commencement of a meeting of the Board or standing committee. Any posted updates to agendas and associated packet materials shall be recognized with the date and time of the update and version number.
- (2) Committees shall meet at the time and place set by their Chairperson or shall meet at such time and place as a majority of their members may decide. The Chairperson of a committee may cancel a meeting with notice to the members.

D. Procedure to Bring Matters Before the Committees:

- (1) County departments or agencies shall submit matters for committee consideration to the Board of Commissioners staff in accordance with procedures and policies established by the Board.
- (2) Board administrative staff shall process departmental submissions, prepare analysis and coordinate communication with Committee Chairpersons in accordance with procedures and policies of the Board.
- (3) A Commissioner-initiated resolution introduced on the Board floor and referred to a Committee may be placed on a committee agenda at the discretion of the Committee Chairperson.
- (4) A standing committee Chairperson, Majority Vice Chairperson, or the Chairperson of the Board's sponsorship is required to initiate a resolution in the committee.
- (5) The Committee Chairperson shall determine which items shall be placed on the committee's printed agenda. The agenda may be modified by a majority vote of committee members present and voting. Similar agenda formats should be used by all committees.
- (6) Matters brought before a standing committee shall require a motion and support prior to discussion and a vote being taken.

E. Referral Between Standing Committees:

The liaison standing committee, after receiving or initiating a resolution, may directly refer the resolution to any additional committees of jurisdiction for review.

F. Reports of Reviewing Committees:

Additional committees of jurisdiction shall submit their recommendations to the Board of Commissioners. A committee may recommend concurrence or non-concurrence with a liaison committee resolution, forward a report recommending an amendment or appointment and/or issue a report detailing their findings to the Board of Commissioners.

G. Multi-Jurisdiction Subject Matter Committee Referral Guidelines

The Chairperson of the Board may draft standard Guidelines for referral and coordination of committee business: The Committee Referral Guidelines shall be utilized to establish procedures for the referral of resolutions that could be subject to the jurisdiction of multiple standing committees.

Prior to taking effect, the Chairperson of the Board shall present the proposed Guidelines at a regularly scheduled meeting of the Board for approval.

H. Grant Application and Acceptance Policies and Procedures:

The Chairperson of the Board shall be granted authority to establish standard guidelines, policies and procedures for the submission and review of grant applications, acceptances and amendments by the Board of Commissioners. At a minimum, these policies shall include provisions for:

- 1) Board of Commissioners approval of all grant applications in excess of \$50,000, unless authorized by the Chairperson of the Board, for the purposes of meeting an emergency or unplanned grant submission deadline. If the Chairperson authorizes a grant application for the purposes of meeting a submission deadline, the full application shall be submitted to the appropriate liaison committee to be included as a communication on the committee agenda as a grant application rule exception. At a minimum, the full grant application shall include: the dates that the grantor agency opened and closed opportunities for submittal of applications, an explanation detailing the reason or reasons why the grant application was not submitted for Board approval, a summary of the provisions of the grant application, and the requirements for grant matching funds and impact on County personnel.
- 2) Board of Commissioners approval of all grant acceptances in excess of \$10,000.
- 3) Board of Commissioners approval of grant amendments including a 15% or greater variance from current award and/or requiring personnel changes.
- 4) Provisions for notifying the Board regarding all other grant application, acceptance and amendment items.

Prior to the enactment of new or revised Grant Application and Acceptance Policies and Procedures, the Chairperson of the Board shall present the proposed policy at a regularly scheduled meeting of the Board for approval.

I. Restrictions on Board Consideration of Resolutions:

The Board of Commissioners, unless it shall discharge the committees pursuant to Rule XIII.F., shall not act upon any resolution of which it has not received recommendation from the committee(s) to which it was referred, as provided in Rule XII, Standing Committee Procedures.

J. Committee Minutes:

Committee minutes shall be approved by the committee at a subsequent meeting.

K. Publication of Appointments:

- (1) Pursuant to **MR 05040**, the Board of Commissioners shall establish a policy to advertise Board of Commissioners' appointed positions:

- (a) All openings for Board of Commissioners' appointments are to be posted on the Oakland County website and social media platforms.
 - (b) All openings for Board of Commissioners' appointments are to be publicized in the form of a press release to local newspapers of major circulation and local newspapers.
 - (c) All Commissioners are to be provided information about upcoming appointed positions in a format that can be shared within their districts.
 - (d) All openings for Board of Commissioners' appointments are to be sent to the cities, villages and townships within Oakland County in the form of a communication from the respective Commissioner(s) that can be read at a local meeting of the municipality.
 - (e) All openings for Board of Commissioners' appointments are to be sent to the local cable stations, including community access and government access.
 - (f) All communications relative to openings for Board of Commissioners' appointments shall include an explanation of what the position entails, frequency of meetings, specialized qualifications, if applicable, and any per diem.
- (2) Pursuant to **MR 06026**, the Legislative Affairs and Government Operations Committee has the discretion to waive the above cited publication and interview requirements when they are considering the reappointment of an individual, who was previously interviewed and appointed, to fill an unexpired portion of a term in which the time remaining in that unexpired term is less than one (1) year.
 - (3) Pursuant to **MR 13000**, the Legislative Affairs and Government Operations Committee has the discretion to waive the above cited publication and interview requirements for any of the appointments as the Committee determines necessary.
 - (4) Pursuant to **MR 05124**, the Legislative Affairs and Government Operations Committee may provide standardized job-specific questions to each qualified candidate who submits an application for any Board of Commissioners' appointed positions by the designated deadline.
 - (a) The Legislative Affairs and Government Operations Committee shall be responsible for drafting the standardized, job-specific questions, forwarding the questionnaire to the qualified candidates and establishing the deadline for the questionnaire responses.
 - (b) The Legislative Affairs and Government Operations Committee shall receive the responses from the candidates and determine which, if any, will be scheduled for an interview prior to voting on a recommendation to the Board of Commissioners.

X. STANDING COMMITTEE STRUCTURE

A. The Standing Committee structure shall be:

- | | | |
|-----|----------------------------------------------------------|-----------|
| (1) | Finance Committee | 8 Members |
| (2) | *Legislative Affairs and Government Operations Committee | 6 Members |
| (3) | Public Health and Safety Committee | 9 Members |
| (4) | *Economic Development and Infrastructure Committee | 6 Members |

*All references in State Law or Merit Rules to a Human Resources or Personnel Committee shall be interpreted to mean the Legislative Affairs and Government Operations Committee. All references in previously adopted resolutions, bylaws or documents to the Planning and Building Committee shall be interpreted to mean the Economic Development and Infrastructure

Committee. All references in previously adopted resolutions, bylaws and documents to the Public Services Committee shall be interpreted to mean the Public Health and Safety Committee.

- B. Membership of all Standing Committees shall be as follows:
 - (1) The Finance Committee shall consist of five (5) members of the majority party and three (3) members of the minority party.
 - (2) The Legislative Affairs and Government Operations Committee shall consist of four (4) members of the majority party and two (2) members of the minority party.
 - (3) The Public Health and Safety Committee shall consist of six (6) members of the majority party and three (3) members of the minority party.
 - (4) The Economic Development and Infrastructure Committee shall consist of four (4) members of the majority party and two (2) members of the minority party.
- C. The first named member of any committee shall be the Chairperson, the second named member shall be the Majority Vice Chairperson, and the third named member shall be the Minority Vice Chairperson.
 - (1) In the temporary absence of the Chairperson, the Majority Vice Chairperson, the Minority Vice Chairperson, and then the majority member next in rank in the order named and so on, shall act as Chairperson.
 - (2) Subsequent members of the committee shall be listed, majority party members listed first on the basis of their uninterrupted service with the Board of Commissioners.
- D. In cases of permanent vacancies or prolonged excused absences of Standing Committee Chairpersons or members refer to VIII.C., D. and XI.B.3.
- E. A majority of members present is required for committees to recommend action to the full board

XI. STANDING COMMITTEE RESPONSIBILITIES

A. Finance Committee:

- (1) To receive, review and recommend to the Board of Commissioners all matters referred to it by the Chairperson of the Board and to provide liaison to the Board with:
 - (a) County Executive:
 - 1. Compliance Office
 - (b) Management and Budget Department:
 - 1. Administration
 - 2. Fiscal Services
 - 3. Equalization
 - (c) Treasurer's Office
 - (d) Risk Management
 - (e) Contracted Financial Auditors
 - (f) Audit Subcommittee
 - (g) Contracted Performance Auditors
 - (h) Claims Review Committee
 - (i) Business Finance Corporation

- (j) Information Technology
 - (k) Oakland County Deferred Compensation and Retirement Board
 - (l) Tax Increment Financing District Review Ad Hoc Committee
- (2) To receive, review and recommend to the Board of Commissioners all matters referred to it in accordance with Section IX.G, Committee Referral Guidelines.
 - (3) To receive and review recommendations from the Legislative Affairs and Government Operations Committee on elected officials' compensation levels that are established under the jurisdiction of the Board.
 - (4) To plan ways and means of financing County activities.
 - (a) To recommend to the Board of Commissioners plans for County activities each year so that there may be sufficient monies raised and available to pay the current fixed operating expenses and all approved extraordinary and/or unanticipated expenses.
 - (b) To receive, from the Board or other committee, resolutions and reports referred impacting County finances.
 - (5) To recommend each year, as part of the budget process, a revised five (5) year Capital Improvement Program based upon review and recommendations of each of the pertinent committees of the Board and the County Executive.
 - (6) To prepare a final recommendation of the annual County budget, including all funds required and all expenditures anticipated for the ensuing year.
 - (a) In order to provide necessary budget oversight, the Finance Committee and its designated staff shall have access to all budgetary, financial and Human Resources documents and data which shall be available to the Board of Commissioners as required by law and/or by the General Appropriations Act.
 - (7) To prepare and present a recommendation in the form of a resolution to the Board of Commissioners on or before April 30 that determines County equalized value and to examine the assessments of the taxing units and recommend equalization of those assessments which are unequal, all according to the mandates of state statute.
 - (8) To present a recommendation in the form of a resolution to the Board of Commissioners at its final meeting in the month of September that recommends the millage rates to be spread against the state equalized value of properties in the proper local units, pursuant to the mandates of state law.
 - (9) To meet with the Oakland County Retirement and Deferred Compensation Board concerning all matters contemplated in Section 12a of Act 156 of the Public Acts of 1851, as amended, prescribing the duties and defining the powers of the Board of Commissioners.
 - (10) At the request of the Committee Chairperson, to request and receive reports pertaining to the conduct of official business, establishment and enforcement of policies and procedures, and the expenditure of funds appropriated under the administration of liaison departments, agencies and offices.
 - (11) To review County purchasing policies and the expenditure of funds by departments for contractual and professional services.

(12) Audit Subcommittee:

- (a) There shall be an Audit Subcommittee, in accordance with **MR 94005**, of at least three (3) Finance Committee members, one (1) being from the minority party, appointed by the Finance Committee Chair.
- (b) The Audit Subcommittee shall meet as is deemed necessary and shall report its findings to the Finance Committee.

(13) To review and recommend annual payment of MAC dues pursuant to **MR 04298**.

(14) Tax Increment Financing District Review Policy Ad Hoc Review Committee:

- (a) Pursuant to MR #19002, the Tax Increment Financing District Review Policy Ad Hoc Review Committee shall consist of the Finance Committee Chairperson, the Finance Committee Majority Vice Chairperson, the Finance Committee Minority Vice Chairperson or designee, the Economic Development and Infrastructure Committee Chairperson or designee, one (1) Commissioner appointed by the Board Chairperson, and one (1) representative and one (1) alternate for each of the following: County Treasurer, the Equalization Department, the Economic Development and Community Affairs Department and Corporation Counsel.
- (b) The Committee shall be charged with review and evaluation of new or expanded Downtown Development Authorities (DDAs), Tax Increment Financing Authorities (TIFAs), Brownfield Redevelopment Authorities (BRAs) or Local Development Financing Authorities (LDFAs) within the County and shall make recommendation to the Finance Committee, who shall recommend to the Board of Commissioners whether to exempt itself from the proposed district, approve negotiated contracts or take no action.

B. **Legislative Affairs and Government Operations Committee:**

- (1) To receive, review and recommend all proposed revisions of the Rules for the Board of Commissioners.
- (2) To receive, review and recommend to the Board of Commissioners all matters referred to it by the Chairperson of the Board, initiated and referred in accordance with committee referral guidelines and to provide liaison to the Board with:
 - (a) Board of Commissioners
 - (b) Clerk/Register of Deeds
 - (c) County Executive Administration (Excludes: Compliance Office – See Finance Committee)
 - (d) Parks and Recreation Commission
 - (e) Corporation Counsel
 - (f) Department of Central Services:
 - 1. Administration
 - 2. Support Services (Includes: Leased Vehicles, Mail Room, Printing, Record Retention)
 - (g) Human Resources Department:
 - 1. Administration (Includes: Labor Relations)
 - 2. Workforce Management
 - 3. Benefits Administration

- (h) Historical Commission
 - (i) Southeast Michigan Council of Governments (SEMCOG)
 - (j) Oakland County Zoo Authority
 - (k) Oakland County Art Institute Authority
 - (l) Regional Convention Authority
 - (m) Classification Determination Subcommittee (Merit Rule 3.4)
 - (n) Job Evaluation Review Panel (Merit Rule 2.2.3)
 - (o) Personnel Appeal Board
 - (p) County departments and offices to which no committee has been named
- (3) Receive and make recommendations to the full Board regarding membership and chairpersons of Standing Committees pursuant to Rules VIII.C. D., and X.C.
- (a) Make recommendations on all other appointments requiring approval of the Board of Commissioners, including boards, commissions, authorities, councils and committees, except as otherwise noted in the Table of Committee Attributes or as provided by law.
 - (b) Board of Commissioners' appointees to other boards, commissions, authorities, councils and committees shall attend meetings in conformance with the Michigan Open Meetings Act.
 - (c) All meetings should be held at the Oakland County offices or conducted remotely in a format that provides for meaningful public participation.
 - (d) A quarterly report shall be provided by each commission, authority, council and committee. A biannual report shall also be provided in person to the Legislative Affairs and Government Operations Committee.
- (4) Make a recommendation to the Board on whether to concur or not concur with the County Executive's appointments of department heads pursuant to Public Act 139 of 1973. The Chairperson of the Board may refer appointments to alternate standing committees as deemed appropriate.
- (5) To receive, review and recommend to the Board of Commissioners all matters referred to it in accordance with Section IX. G., Multi-Jurisdiction Subject Matter Committee Referral Guidelines.
- (6) Initiate, receive, review and approve or disapprove memorial or honorary resolutions.
- (7) To recommend to the Board of Commissioners proposed legislation affecting Oakland County; to aid and assist in preparing and introducing bills to bring about the enactment of desired legislation.
- (a) To keep contact during legislative sessions with the Board of Commissioners' lobbyist(s).
 - (b) To direct the lobbyist(s) on positions taken by the full Board of Commissioners or to contact officials or agents on a position taken unanimously by the Legislative

Affairs and Government Operations Committee when it appears time will not permit awaiting a position by the full Board.

- (c) On urgent matters where the Board of Commissioners has taken a position on legislation and a substantive amendment has been adopted by the House or Senate which may create doubt as to whether the Board's expressed position is still reflected in the legislation, the lobbyist(s) may be given direction by the unanimous agreement of the Chairperson of the Legislative Affairs and Government Operations Committee and the Minority Vice Chairperson of the Legislative Affairs and Government Operations Committee.
- (8) To recommend to the Board of Commissioners on the creation, adoption or nullification of any County Ordinance.
 - (9) At the request of the Committee Chairperson, request and receive reports pertaining to the conduct of official business, establishment and enforcement of policies and procedures, and the expenditure of funds appropriated under the administration of liaison departments, agencies and offices.
 - (10) To examine all petitions filed with the County Clerk which involve the jurisdiction of the Board of Commissioners relative to a change of boundaries of home rule villages and report to the Board of Commissioners on the sufficiency or insufficiency of petitions for the establishment of a date for an election.
 - (a) To receive resolutions from general law village councils seeking to expand or contract the village boundaries.
 - (b) To hold a public hearing prior to determination of such boundary changes in accordance with State statute.
 - (11) To prepare specific rules and to carry out the provisions and intent of policies established pursuant to the Oakland County Merit System, and provisions of all employee fringe benefit programs.
 - (12) To review and make a recommendation to the Finance Committee on elected officials' compensation levels that are established under the jurisdiction of the Board.
 - (13) To review and make recommendations to the Board of Commissioners on resolutions referred in accordance with committee referral guidelines related to human resources matters, including general adjustments to wages, fringe benefits and changes in position classifications and salaries.
 - (14) To receive and review reports and recommendations from County Executive Task Force Committees.
 - (15) Pursuant to **MR 93230**, as amended per MR 94357 and MR #19004, the County Executive shall annually submit to the committee, a report on the County Leased Vehicle Program
 - (a) The report shall include a listing of the number of vehicles assigned to departments, the total number of vehicles in the fleet, a list of vehicles authorized "Home/Work" assignments and any significant changes in the County Leased Vehicle Program since submission of the previous report.
 - (16) To receive annually from the Human Resources Department a report indicating retirees hired as either part-time, non-eligible employees or as contractual professional service contractors, per **MR 07252**.
 - (17) To receive biannually from the Human Resources Department information on the activities of the Personnel Appeal Board, per **MR 06028**.

C. **Economic Development and Infrastructure Committee:**

- (1) To receive and review any and all matters referred to it by the Chairperson of the Board, initiated and referred in accordance with committee referral guidelines and provide liaison to the Board with:
 - (a) Department of Economic Development:
 1. Administration
 2. Business Development
 3. Planning and Economic Development Services (Includes: Solid Waste)
 4. Workforce Development
 5. Veterans Services
 - (b) Economic Development Corporation
 - (c) Department of Facilities Management:
 1. Administration
 2. Facilities Planning and Engineering
 3. Facilities Maintenance and Operations
 - (d) Aviation and Transport
 - (e) Airport Committee
 - (f) Oakland County Water Resources Commissioner
 - (g) Building Authority
 - (h) Road Commission for Oakland County (RCOC)
 - (i) Suburban Mobility Authority for Regional Transportation (SMART)
 - (j) Oakland County Public Transportation Authority (OCPTA)
 - (k) Regional Transportation Authority of Southeast Michigan (RTA)
 - (l) Great Lakes Water Authority (GLWA)
- (2) Each year, the Economic Development and Infrastructure Committee shall develop a five (5) year capital improvement program, which shall be referred to the Finance Committee for final recommendation to the Board of Commissioners.
- (3) To receive, review and recommend to the Board of Commissioners all matters referred to it in accordance with Section IX. G, Multi-Jurisdiction Subject Matter Committee Referral Guidelines.
- (4) Once each biennial term, coordinate the inspection of all County-owned buildings and grounds and file with the Board of Commissioners an annual written report with their findings and recommendations for improvements.
- (5) To biennially survey excess lands owned by the County or acquired by any of its subsidiary corporations and recommend either retention of the same or disposal.
- (6) To conduct the sale, purchase or lease of property, unless the matter is referred to an alternate committee in accordance with committee referral guidelines.
- (7) In accordance with the Building Authority Articles of Incorporation, as amended, final plans and specifications for all new construction projects and all alterations of existing structures beyond what would normally fall in the category of maintenance, including those projects referred to the Building Authority, shall be approved by the Economic Development and

Infrastructure Committee prior to issuance of Requests for Proposals. Any subsequent revisions to plans and specifications by the architect(s), contractor(s), County staff, the Building Authority, etc., shall require approval by the Economic Development and Infrastructure Committee.

- (a) Any building project, remodeling, renovation or any other projects assigned to the Oakland County Building Authority and financed by or through the sale of bonds or by appropriation from the Oakland County budget, other than the Building Projects or Projects described in the assigning resolution, the Lease Agreement between the Authority and the County, the Continuing Disclosure Certificate, the Project Description with Exhibits and Appendices and the Declaration of Official Intent on file with the Oakland County Clerk, shall not proceed without the approval of the Oakland County Board of Commissioners and its appropriate standing committees.
- (8) To make recommendations on all requests for a name change of a geological feature pursuant to procedures set forth by the U.S. Department of the Interior, Board of Geographic Names and **MR 00230**.
- (9) Pursuant to **MR 8603**, as amended per **MR 04109**, the Water Resources Commissioner shall submit an annual report to the Economic Development and Infrastructure Committee on or before April 2 of each year for the preceding fiscal year, which includes a full financial statement of each Drainage District.
- (10) At the request of the Committee Chairperson, request and receive reports pertaining to the conduct of official business, establishment and enforcement of policies and procedures, and the expenditure of funds appropriated under the administration of liaison departments, agencies and offices.
- (11) To annually review all public transportation policies affecting Oakland County residents and the need for funding County road improvements and to recommend to the Finance Committee at the onset of its budget review process the inclusion of specific dollar amounts for County participation in funding for County transportation requirements.

D. **Public Health and Safety Committee:**

- (1) To receive, review and recommend to the Board of Commissioners all matters referred to it by the Chairperson of the Board, referred in accordance with committee referral guidelines and to provide liaison to the Board with:
 - (a) Department of Public Services, Divisions:
 - 1. Administration
 - 2. Animal Control
 - 3. Children's Village
 - 4. Community Corrections
 - 5. Circuit Court Probation
 - 6. Medical Examiner
 - (b) Prosecuting Attorney
 - (c) Sheriff's Office
 - (d) Local Law Enforcement Agencies
 - (e) All Courts (Includes: Circuit, Probate, District and all divisions thereof)
 - (f) Area Agency on Aging
 - (g) Department of Emergency Management and Homeland Security

- (h) Michigan Department of Health and Human Services (MDHHS)
- (i) Oakland Community Health Network
- (j) Oakland/Livingston Human Services Agency (OLSHA)
- (k) Department of Health and Human Services
 - 1. Administration
 - 2. Neighborhood and Housing Development
 - 3. Health Division
 - 4. MSU Extension
- (2) To coordinate efforts of the Sheriff, Prosecutor, Courts, Probation Department, Office of Community Corrections and other necessary departments to address the status of jail population.
- (3) To receive, review and recommend to the Board of Commissioners all matters referred to it in accordance with Section IX. G, Multi-Jurisdiction Subject Matter Committee Referral Guidelines.
- (4) To review and recommend to the Board of Commissioners intergovernmental services agreements with local units of government and agencies to provide law enforcement and dispatch services.
- (5) At the request of the Committee Chairperson, to request and receive reports pertaining to the conduct of official business, establishment and enforcement of policies and procedures, and the expenditure of funds appropriated under the administration of liaison departments, agencies and offices.
- (6) To recommend to the Board of Commissioners all social services programs and policy changes to meet the needs of Oakland County citizens.
- (7) To inform the Board of Commissioners on all health matters affecting the public welfare of the County and its citizens.

E. **Other Committees**

- (1) Airport Committee:
 - (a) The Board of Commissioners shall maintain an Airport Committee pursuant to MR #89043, MR #19001 and MR #19054. The Airport Committee shall consist of five (5) members of the Board of Commissioners appointed by the Chairperson of the Board, of which not less than three (3) shall be from the majority party and not less than two (2) shall be from the minority party. One (1) member shall be appointed by the County Executive. The term of office of the members of the Airport Committee shall be concurrent with the Board of Commissioners' term of office. The Airport Committee shall report to the Economic Development and Infrastructure Committee.
- (2) Coordinating Zoning Committee:
 - (a) Three (3) members of the Board of Commissioners shall be appointed by the County Board of Commissioners to act as the County Coordinating Zoning Committee. Termination of membership on the Board of Commissioners shall also terminate the membership in the County Coordinating Zoning Committee.

XII. RESOLUTIONS ON THE BOARD FLOOR

A. Commissioner-Initiated Resolutions Introduced on the Board Floor:

- (1) Following presentation of a written Commissioner-initiated resolution to the Chairpersons and Vice Chairpersons of the caucuses, a Commissioner may then introduce the written resolution on the Board floor.
 - (a) The caucus Chairpersons and Vice Chairpersons shall be responsible for presenting the resolution to each caucus. The majority caucus Chairperson or Vice Chairperson shall also provide a copy of the resolution to the Clerk of the Board for the caucus minutes.
 - (b) If it is the intent of the initiating Commissioner to request suspension of the Board's Rules to immediately consider the resolution, a written notice of that request must accompany presentation of the resolution to the caucuses.
- (2) A resolution introduced on the Board floor shall be referred to the appropriate liaison committee and to any additional committees as the Chairperson determines.
 - (a) The resolution shall not be substantively debated until its referral and action by the committee(s). Objections to a referral(s) shall be sustained upon a vote of a majority of members elected and serving.

B. Authorized Committee-initiated Resolutions Introduced in the name of Members of the Board:

- (1) A resolution authorizing a project of the Tri-Party Road Improvement Program, the Local Road Improvement Program or the School Drinking Water Program may be introduced in the name of the Commissioner or Commissioners representing the geographical area of the project boundaries of the project at the liaison committee of jurisdiction designated by the Board.
- (2) A non-binding memorial or honorary resolution may be initiated in the committee of jurisdiction under the name or names of the sponsoring Commissioner or Commissioners if authorized by the Committee Chairperson.
- (3) The Chairperson of the Board, with the concurrence of the Committee Chairperson of jurisdiction, may authorize a Commissioner or Commissioners to initiate a resolution in their name(s).

C. Reporting Referred Resolutions Back to the Board:

- (1) Resolutions shall be reported back to the Board when all committee referrals have been acted upon by a majority vote of a quorum of each committee and shall be placed on the agenda under the originating standing committee.
 - (a) All resolutions with a unanimous vote shall be placed on the consent agenda.
 - (b) All resolutions with dissenting votes shall be placed on the regular agenda.

D. Ordinances Requiring Public Hearing:

Pursuant to **MR 02068**, all proposed ordinances shall first require a public hearing, except as provided by state law, prior to final consideration by the Board.

E. Effective Dates of Resolutions:

- (1) All adopted resolutions and ordinances shall become effective in accordance with the following:
 - (a) Adoption by the Board of Commissioners and approval by the County Executive;
or
 - (b) Adoption by the Board of Commissioners and the expiration of ten (10) days from the time of presentation of the ordinance or resolution to the County Executive, measured in hours and minutes, without approval or veto of the County Executive;
or
 - (c) Upon adoption by the Board of Commissioners and veto by the County Executive, on an override of the County Executive veto by 2/3 vote of all members of the Board of Commissioners elected and serving.
 1. A County Executive veto of an ordinance or resolution must be certified to the Board of Commissioners by deliverance of the veto message to the County Clerk within ten (10) days, measured in hours and minutes, from the time presented to the County Executive.
 2. In computing of the ten (10) daytime period, the first day is excluded and the last day is included. If the last day is a Saturday, Sunday or legal holiday, the period is extended to include the next day which is not a Saturday, Sunday or legal holiday.
- (2) In accordance with Act 139, the Board of Commissioners shall override a veto by the second meeting following the deliverance of the veto message to the Board of Commissioners.
- (3) On matters not subject by veto by the County Executive, upon the expiration of 10 days, measured in hours and minutes from the time presented to the County Executive.

XIII. BOARD OF COMMISSIONERS' MEETING PROCEDURES

A. Previous Question:

The Previous Question shall be ordered upon the vote of a majority of members elected and serving. After the Previous Question has been affirmatively voted, each Commissioner who has not previously spoken on the question before the body shall be given the opportunity to address the Board on the question only.

B. Suspension of the Rules:

These rules and any rules in parliamentary authority shall be suspended upon the affirmative vote of a majority of members elected and serving.

C. Changes in Agenda or Order of Business:

Change(s) to the Agenda or Order of Business shall be made upon the affirmative vote of a majority of members elected and serving under Approval of Agenda.

D. Amendment of the Rules for the Oakland County Board of Commissioners:

Amendments to the Rules shall be adopted upon the affirmative vote of a majority of members elected and serving provided that written notice of any proposed amendment is given to all members at least five (5) days prior to the vote thereon.

E. Appeal Decision of the Chair:

The vote of 2/3 of the members shall be required to reverse a decision of the Chair, with exception to the referral of resolutions.

F. Discharge of Committee:

- (1) The affirmative vote of a majority of members elected and serving shall be required to discharge a committee from consideration of any matter, provided notice of intent to discharge the committee is given at the previous regular meeting of the Board.
 - (a) The Notice of Discharge will appear on the subsequent agenda under Special Order of Business.
- (2) A vote of 2/3 or fourteen (14) members elected and serving shall be required to discharge a committee, when no previous notice of intent has been given.
- (3) A Notice of Discharge and introduction of a Commissioner-initiated resolution (refer to XII.A.) shall not take place at the same Board meeting.

G. Roll Call:

Ayes and nays by roll call shall be ordered when demanded by any member prior to the announcement of the vote. The Clerk of the Board shall call the names of each Commissioner in alphabetical order and the name called first shall be advanced one position alphabetically in each successive roll call.

H. Recess:

In addition to the procedure for the recess set forth in the parliamentary authority, a meeting of the Board of Commissioners may be recessed for a fixed time by the Chairperson. Such recess shall not exceed one (1) hour unless approved by a majority of those present.

I. Meetings of the Board of Commissioners:

- (1) Regular meetings of the Board shall be held as established by the Board of Commissioners. Meetings will be adjourned to the next regularly scheduled meeting or to the call of the Chair (refer to IX.C.).
- (2) A special meeting shall be held only upon the written petition of seven (7) members of the Board, which petition shall be filed with the County Clerk at least ten (10) days before the meeting in accordance with MCL 46.10. Public notice of all meeting shall comply with the Open Meetings Act.
- (3) The annual calendar of planned meetings of the Board and standing committees shall be established by the Chairperson and distributed to members not less than 30 days prior to the commencement of the year. The Chairperson shall consult with the Chairperson of the Minority Caucus in the development of and amendments to the calendar.

J. Term and Disposition of Business at Year End:

- (1) The Board of Commissioners' session is from the first Board meeting of an odd-numbered year until the last Board meeting of the following even-numbered year.
 - (a) Any business that is unfinished at the last Board meeting held in an odd-numbered year shall be carried over to the next calendar year.
 - (b) Any business that is unfinished at the last Board meeting held in an even-numbered year shall not be carried over to the next calendar year.

K. Annual Meeting:

The annual meeting of the Board of Commissioners shall be held each year after September 14, but before October 16.

L. Present and voting:

- (1) Each Commissioner shall be present during every meeting of the Board, unless excused or necessarily prevented from attending, and shall vote on each question put unless he/she has a direct, personal or pecuniary interest in the question.
- (2) When a member is speaking, he/she shall not be interrupted except for points of order.
- (3) A majority of the members of the Board of Commissioners shall constitute a quorum for the transaction of the ordinary business of the County.
 - (a) A majority of the members elected and serving is required for the final passage or adoption of a measure or resolution, or the allowance of a claim against the County, unless the law specifies a different voting requirement. This rule also applies to amendments.
 - (b) With respect to non-agenda items, the vote of 2/3 of the members present is required on final passage or adoption pursuant to MCL 46.3.
- (4) Voting shall occur by one of the following two methods:
 - (a) The normal procedure will be to electronically vote when the Chairperson calls for the vote using the Board's electronic voting devices and following the required steps. Votes will immediately and automatically be posted on the Board's presentation screens or read aloud by staff. Votes can be changed in accordance with the required steps for use of the electronic voting devices until the Chairperson declares the voting ended and asks for the final recorded vote tally of Commissioners present.
 - (b) When the electronic voting devices are not available for use due to technical or other difficulties, a decision not to use them, or another reason, votes shall be by "yes" and "no" and will be taken by a show of hands, voice vote or a roll call vote so that the vote of each Commissioner is recorded. No motion shall be valid unless approved at a meeting of the Board and a proper record is made of the vote. Any Commissioner may request that his/her vote be changed if such request is made prior to announcement of whether the vote passed or failed.

M. Limitation of Debate:

- (1) When a member is about to speak, he/she shall respectfully address the Chairperson.
 - (a) When two or more members rise at the same time, the Chairperson shall name the member who is first to speak.
- (2) The member recognized by the Chairperson shall be limited to the question under debate and shall avoid personalities.
- (3) No member shall be recognized to speak more than once on any question until every member of the Board has had an opportunity to speak once on the subject matter under debate.
- (4) No member shall speak for more than ten (10) minutes at any one time without leave from the Board by a majority vote of members present.

N. Conflict of Interest:

- (1) No member shall be interested directly or indirectly in any contract or business transaction with the County or any board, office, or commission thereof during the time for which he/she is elected or appointed, nor for one (1) year thereafter, except as provided by law.

- (2) No member shall be eligible to receive or shall receive any appointment from or be employed in any capacity whatsoever by any officer, board, committee or other authority of the County except as provided by law.

O. Presentation of Amendments to Resolutions or Other Matters:

All amendments to a resolution or other matters to be voted on shall be in writing and copies distributed to the Clerk and all Commissioners present before a vote is taken on such amendment. If necessary, the Chairperson shall recess the meeting until an amendment is reduced to writing.

XIV. REPEAL OF INCONSISTENT RULES AND POLICIES

The adoption of these Rules shall be deemed to repeal, supersede, and replace prior adopted Rules for the Board of the Commissioners. In addition, all prior adopted policies and procedures authorized and approved by the Board of Commissioners related to the organizational structure of the Board that are in conflict in whole or in part with any of the provisions of these Rules are repealed as of the adoption of these Rules, but only to the extent of any such conflict.

XV. SPECIAL PROCEDURES FOR REMOTE PARTICIPATION

Members may participate in a meeting remotely as authorized by the provisions of the Michigan Open Meetings Act. A meeting of the Board conducted remotely shall be held in accordance with the provisions of the Michigan Open Meetings Act.