



COUNTY ADMINISTRATOR
220 NORTH MAIN STREET, P.O. BOX 8645
ANN ARBOR, MICHIGAN 48107-8645
(734)996-3055
FAX (734)994-2592

TO: Washtenaw County Board of Commissioners

THROUGH: Robert E. Guenzel
County Administrator

FROM: Curtis N. Hedger Tammy A. Richards
Office of Corporation Counsel County Administration

DATE: January 5, 2000

SUBJECT: Board Rules & Regulations

The annual Rules & Regulations of the Washtenaw County Board of Commissioners are attached. Corporation Counsel and Administration have made minor technical changes (strikethrough and bold) within the document.

If you have any questions, please feel free to contact us.


Thank you.

A RESOLUTION ADOPTING THE RULES AND REGULATIONS OF THE
WASHTENAW COUNTY BOARD OF COMMISSIONERS

WASHTENAW COUNTY BOARD OF COMMISSIONERS

January 5, 2000

NOW THEREFORE IT RESOLVED that the Washtenaw County Board of Commissioners hereby adopts the Rules and Regulations for the Washtenaw County Board of Commissioners, as attached hereto and made a part hereof.

	WASHTENAW COUNTY POLICY	GENERAL OPERATIONS - VOLUME I			
TITLE: Board of Commissioners - Rules & Regulations	RESOLUTION NUMBER	SUPERCEDE: 99-0002	EFFECTIVE DATE 1/6/00	PAGE OF 1 17	

I. MEETINGS

A. ANNUAL MEETING:

The annual meeting of the Board shall be held after September 14, but before October 16. (MCLA 46.1). The business of the annual meeting, including adoption of the budget shall be completed by October 31.

B. REGULAR MEETINGS:

Regular meetings shall be held on the first and third Wednesdays at 6:45 p.m. of each calendar month and shall be deemed regular meetings unless said first or third Wednesday falls in a week in which a statutory meeting is required to be held.


C. ADJOURNED MEETINGS:

The annual and regular sessions may be adjourned from time to time as the Board may deem necessary ~~and when adjourned into a subsequent month such adjournment shall be to the first and third Wednesday of such month unless otherwise required by statute.~~

D. ORGANIZATIONAL MEETING:

At the first or regular meeting of the Board of Commissioners held in January of each year the Clerk/Register of the County shall call the meeting to order then shall call the roll of all elected Commissioners. If a quorum is found to be present, the Board shall proceed to elect by ballot one of the Commissioners, elected and serving, as Chair. The Commissioner receiving eight (8) votes of the members, elected and serving, shall be the Chair of the Board.

The Clerk/Register of the County shall conclude her/his direction of the Organizational meeting immediately after declaring the Chair elected. The Chair of the Board shall then assume the duties of office. The Board of Commissioners shall have the following meetings: Regular, Ways and Means, Working Session, and as otherwise authorized by law. The Board of Commissioners shall have the following officers of the Board: Chair of the Board, Vice-Chair of the Board, Chair of Ways and Means, Chair of Working Session, Vice-Chair of Ways and Means, and Vice-Chair of Working Session. Each officer of the Board shall be nominated and elected individually by the Board in the Organizational Meeting, in the same manner as and following, the Chair of the Board. The term of the officers shall end at the end of the calendar year in which they were elected. Except as required by law, the Officers of the Board shall have only the authority, duties and responsibilities delegated by the Board of Commissioners, in accordance with the Procedures, Rules and Regulations of the Board.

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E. SPECIAL MEETINGS:

A special meeting of the County Board of Commissioners shall be held only when a written request from at least one third of the members of the County Board of Commissioners is provided to the County Clerk. The written request of the special meeting must specify the time, date, place and purpose of the special meeting. Upon receiving this request, the clerk shall give two (2) calendar days notice to each of the Commissioners in one of the following manners: (1) via a confirmed facsimile transmission to the Commissioner's residence; (2) via personal delivery of the notice of special meeting to the Commissioners by the Sheriff or Sheriff's Deputy; (3) via e-mail sent to the Commissioner's personal e-mail address; (4) leaving the notice of special meeting at the Commissioner's residence; or (5) sending the notice by certified mail, return receipt requested to the Commissioner's last known address. The meeting shall be confined to the purpose for which it was called.

II. COMMITTEES

A. STANDING COMMITTEES:


Standing Committees shall be established by the Chair of the Board with the advice and consent of the Board. Establishment of Standing Committees shall be confirmed by a majority vote of the Board members elected and serving.

Each officer of the Board's Standing Committees shall be nominated and elected individually by the Board in the organizational meeting, in the same manner as and following the Chair of the Board.

B. APPOINTMENTS:

Except as regarding the election of the officers of the Board, as provided in Rule I. D. and IIA., the Chair of the Board shall annually appoint and the Board shall confirm all Subcommittees, and Ad Hoc Committees. The first named member of any Committee shall be the Chair and second named member of any Committee shall be the Vice-Chair. The Chair of the Board, with the advice and consent of the Board, shall fill any vacancy which occurs on any Committee within thirty (30) days. The Chair of the Board shall also be allowed to temporarily delegate ex-officio responsibilities to any other member of the Board whenever the Chair finds it inconvenient to carry them out.

Appointments whose terms expire prior to appointment of a successor shall be extended until appointment can be made by the Board of Commissioners. If the position remains vacant, the Chair can delegate representation and appointment shall be made at the next available Board of Commissioner's meeting.

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C. COMMITTEE REPORTS:

All Committee reports shall be in writing unless submission of an oral report is approved by the Chair. All written reports (except minority reports) shall be signed by the Chair of the Committee. Acceptance or approval of a Committee Report shall not authorize any action unless the report is followed by a resolution for specific action, which is adopted by the Board and filed with the County Clerk/Register. All financial matters requiring appropriations of County funds or transfers of appropriations requiring Board approval shall be reported to the Board of Commissioners from the Ways & Means Committee.


D. COUNTY CLERK/REGISTER'S CALENDAR:

The County Clerk/Register shall prepare and keep a calendar of all matters that have been referred to any committee of the Board on which a report has not been made.

E. COMPENSATORY SERVICE:

In addition to the salary received by the Board of Commissioners, each member of the Board shall receive a per diem payment of \$25.00 and County mileage reimbursement from their residence or from their actual place of departure whichever is less for the following activities:

1. Attendance for a committee, subcommittee meeting or Working Session of the Board, when the member has been properly appointed to that committee or subcommittee, the meeting has been called in accordance with the Open Meeting Act, Public Act 267 of 1976, and the meeting has not been canceled twenty-four (24) hours prior to the scheduled time of the meeting and the Commissioner has not been notified of said cancellation within twenty-four (24) hours of the scheduled meeting.
2. Attendance at a meeting of a non-Board committee, subcommittee, commission, board, or attendance at a conference or convention as a representative of Washtenaw County when the member of the Board serves by appointment of the Board of Commissioners or the Chair of the Board.
3. For the purpose of receiving per diems, the Commissioner must be present for at least 1 hour or half of the meeting, whichever is less. Commissioners shall note their arrival and departure times on the meeting attendance per diem slip submitted to receive payments.

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F. CLOSING DEBATE IN COMMITTEES:

In all committees where all Commissioners are members, debate may be closed by a vote called on the pending question with a two-thirds (2/3) vote of the members present. However, no such motion shall be allowed until each Commissioner who wishes, has had an opportunity to speak once on the question before the committee.

Habitual non-attendance of Commissioners at meetings to which they have been appointed shall be reported to the Chair of the Board. If a member is absent three consecutive times without a reasonable excuse, he or she will be considered as having vacated his or her seat and a new Commissioner shall be appointed by the Chair of the Board and confirmed by a majority vote of the Board members elected and serving.

III. CONDUCT

A. The Chair shall convene the meeting precisely at the hour to which the Board adjourned at the preceding session and immediately shall call the members to order. The roll of the members shall be called at once. Upon the appearance of a quorum, if there are any objections to the record of the preceding day, corrections may be made.

B. PRESIDING OF OFFICER:


In case of the absence of both the Chair and the Vice-Chair from any meeting, the Chair or Vice-Chair of the Ways & Means Committee shall preside.

C. FILLING A VACANCY IN THE CHAIR OR OTHER OFFICERS:

In the event of a permanent absence of the Chair due to resignation or other vacancy of office, the Vice-Chair shall preside as Acting Chair until such time as a Chair is elected to serve the remainder of the unexpired term of the former Chair by a majority of the Commissioners elected or appointed and serving. In the case of a permanent absence of the Vice-Chair, the Chair of Ways and Means, or the Vice-Chair of Ways of Means, due to resignation or other vacancy of office, a majority of the members elected and serving may elect a successor to the vacant office.

D. FILLING A VACANCY IN A COMMISSIONER DISTRICT

Upon Washtenaw County receiving a letter of resignation, or other notice of Commissioner vacancy, the Board of Commissioners directs the County Administrator to provide public notice of the vacant Commissioner district, within two working days, by submitting a press release in the daily newspapers of the district. Such public notice shall provide at least seven (7) days to the residents of the district for applying, by submitting their resume or letter about their interest in the position. A copy of all applications received as of three (3) working days prior to the meeting of the Board of Commissioners shall be made available to all Commissioners, elected and serving.

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E. COUNTY CLERK/REGISTER DUTIES:

The County Clerk/Register, or in the County Clerk/Register's absence one of the County Clerk/Register's Deputies, shall be the County Clerk/Register of the Board and shall keep a correct journal of the proceedings, and perform such other duties as required by statute or resolution of the Board. The books, records and accounts of the Board shall be deposited with the County Clerk/Register (~~M.S.A. 5.325~~). (**MCLA 46.5**)

F. The County Clerk/Register shall take all action required of the Board for compliance under Public Act 267 of 1976, Open Meetings Act.


G. QUORUM:

A majority of all the Commissioners elected and serving shall constitute a quorum for the transaction of business, but a smaller number may adjourn from day to day. Upon majority vote of the members present, whether a quorum or not, the Chair shall have power to send the Sheriff, or some other proper Officer to direct the absent member immediately to attend the Board.

H. SEQUENCE:

The business of all regular meetings of the Board shall be transacted as far as practicable, in the following order.

1. Roll Call
2. Pledge of Allegiance
3. Approval of minutes of previous meeting
4. Citizen Participation
During citizen participation comments from citizens shall be limited to five (5) minutes.
5. Commissioner Follow-up to Citizen Participation
Commissioners may address questions or make comments to administrative staff and other County employees in response to issues raised during citizen participation.
6. Communications
7. Report of the Chair of the Board of Commissioners
8. Liaison Reports
9. Special Order of Business
10. Reports of Standing Committees
11. Reports of Special Committees
12. Other Reports
13. Reports from the Treasurer
14. Reports from the County Administrator
15. Resolutions
 - A. **Appointments**
 - B. **Ways & Means Committee**
 - C. **Approval of Claims**
16. New Business
17. Items for Current/Future Discussion
- ~~18. Approval of Claims~~
19. Citizen Participation
During citizen participation comments from citizens shall be limited to five (5) minutes
20. Commissioner Follow-up to Citizen Participation
Commissioners may address questions or make comments to administrative staff and other County Employees in response to issues raised during citizen participation.
21. Adjourn to Next Session (state time, date and location)

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I. ELECTION:

All persons or officers elected by the Board shall receive a majority vote of the members elected and serving unless otherwise ordered by law.

J. RECOGNITION:

Every member, previous to speaking, shall raise a hand and address the Chair. When two or more members address the Chair at the same time, the Chair shall designate the member who is first to speak.

K. MOTIONS PUT:

No motion shall be debated or put unless it shall be seconded and stated by the Chair. Any motion shall be in writing if the Chair or any members desires it.

L. MOTION WITHDRAWN:

After a motion is stated by the Chair, it shall be deemed to be in the possession of the Board, but may be withdrawn at any time before amended or otherwise acted upon.


M. DEBATE:

When a question is under debate no motion shall be received or entertained but the following:

- To adjourn
- To limit debate and vote on the pending question
- To lay on the table
- To postpone indefinitely
- To postpone to a time certain**
- To refer or amend

N. ADJOURNMENT:

A motion to adjourn shall always be in order, provided that some disposition shall be made of any motion then before the Board. A motion to adjourn or to lay on the table shall be decided without debate.

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O. VOTING:

Every member who shall be present, including the Chair, when a motion is last stated by the Chair, and no other, shall vote for or against the motion unless the member has a conflict of interest in which case the member shall not vote.

1. Roll Call Vote:

Roll call vote shall be taken when called for by any member of the Board, and on board actions to adopt ordinances, resolutions and the appointment or election of officers.

2. Votes Required:

Procedural and other questions arising at a meeting of the Commissioners, except for those decisions required by statute or by these rules to have a higher majority, shall be decided by a majority of the members present. A majority of the members elected and serving, however, shall be required for the final passage or adoption of a motion, resolution or allowance of a claim.

P. DIVISION:

If the motion in debate contains several points, any member may have the motion divided.

Q. ORDER:


A member called to order shall sit down immediately unless permitted to explain, and the Board if appealed to shall decide the case. If there is no appeal, the decision of the Chair shall be submitted to. On an appeal no member shall speak more than once without leave of the Board. When a member is called to order for offensive language there shall be no debate.

1. Disorderly Conduct:

The Chair may call to order any person who is being disorderly by speaking longer than the allotted time or otherwise disrupting the meeting. Such person shall therefore be seated until the Chair shall have determined whether the person is in order. If a person so engaged in presentation shall be called out of order, he or she shall not be permitted to speak further at the same meeting except upon special leave by the board of authority to remove the person from the meeting. No person shall be removed from a public meeting except for an actual breach of the peace committed at the meeting.

R. SUSPENSION:

No rule of the Board shall be suspended without the concurrence of two-thirds (2/3) of the members elected and serving. To amend or rescind a rule will require two-thirds (2/3) of members elected, unless specific notice was given at previous meeting, whereupon a majority may amend or rescind.

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S. ITEMS REQUIRING REFERRAL TO WAYS & MEANS:

Any matter concerning salaries of county officers and county employees, or imposing taxes or assessments, requiring the payment, expenditure or disposition of money or property, or creating a debt or liability, shall be referred to the Ways & Means Committee.

T. FINAL ACTION ON DAY OF INTRODUCTION:

No resolution or proceeding of the Board of Commissioners imposing taxes or assessments, or requiring the payment, expenditure or disposition of money or property, or creating a debt or liability therefore, shall be allowed on the same day as introduced, unless approved by a vote of two-thirds (2/3) of the members elected and serving.

U. LEGAL COUNSEL:

It shall be the duty of the appropriately appointed legal counsel to attend all meetings of the Board.

V. ROBERT'S RULES:

Robert's Rules of Order shall govern in all cases not conflicting with these rules or with the laws of the State of Michigan.

IV. CHAIR'S RIGHT TO PARTICIPATE IN DEBATE:

The Chair may participate in debate in the same manner as any other member without relinquishing the Chair, on any matter before the Board, unless a majority of the members present request that he/she relinquish the Chair to participate in debate on a particular matter.


V. DOCUMENTS AND COMMUNICATIONS:

A. PRESENTATION:

All communications addressed to the Board of Commissioners shall be presented to the Board formally and in timely fashion. The County Clerk/Register shall file and maintain a chronological list of such communications received by the Board; the list shall contain the name of the sender, the date of receipt, subject matter and the primary disposition given to the community by the Board of Commissioners.

B. ORIGINAL DOCUMENTS:

At least one original copy of any document created or adopted by action of the Board shall be placed on file with the County Clerk/Register as the first activity of distribution or disposition, immediately following drafting and approval by the proper authority.

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C. SIGNATURES:

All contracts and/or other documents originating with and/or binding upon the County of Washtenaw shall be signed by the Chair of the Board or a person specifically authorized by the Chair of said Board and attested to by the County Clerk/Register. An original copy shall be filed with the County Clerk/Register together with a distribution sheet showing who shall receive copies; how many originals are created; the source and authorization; the date the document is to become effective.

All such documents shall be signed in the presence of the County Clerk/Register or Deputy and shall be filed therewith as the first activity of distribution or disposition.

D. CALENDAR:

The County Clerk/Register shall keep a chronological list containing each document so filed and showing the subject matter, parties, date effective and distribution. Said calendar shall further indicate the duration of each said document.

E. PRESENTATION:

Any document effecting or binding upon the County of Washtenaw shall be presented as received or originated. A complete draft thereof shall be presented to the Board in public session prior to any conclusive action by the Board.

F. SECONDARY CONTRACTS:

Any document effecting or binding upon the County of Washtenaw as created or enacted by an elected official of the County or a Department Head of the County, or any other person with proper capacity, to be distributed as follows: an executed copy shall be filed with the County Clerk's Office ~~and the Purchasing Division of the Finance Department~~. Said copies shall be filed forthwith upon execution.


G. USE OF COUNTY SEAL, STATIONERY, AND OTHER RESOURCES

Commissioners shall have access to the County Seal, stationery and other County resources but only for the purposes of conducting County business and Board projects.

VI. RESOLUTIONS

Where a resolution proposes to amend a prior board resolution, County policy or County ordinance, the resolution shall conform to the style set forth below:

1. The section of the existing resolution to be changed shall be presented in its entirety, including any language proposed to be deleted by the resolution/motion such deletion shall be indicated by a horizontal line running through the deleted language.
2. New language shall be indicated by being presented in upper case letters.

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VII. ORDINANCES

A. STYLE:

1. Title Page:

- I. Title in Brief
- II. Date of adoption by Board of Commissioners
- III. Date of approval by Governor. (Date of adoption and date of approval will be blank on original copy.)

2. Table of Contents:

Contents shall show title and section numbers together with page numbers.

3. Preamble:

The preamble shall set forth the purpose of the ordinance.

4. Title:

The title shall be stated in full together with a concluding statement which shall read, "The Board of Commissioners of Washtenaw County ordains:".

5. Body:

The body shall set forth the contents by section commencing with Section of definitions and concluding with separate sections stating penalty; separability; appeals; effective date and conflicting ordinance repeal.

B. ENACTMENT:

1. Submission:


Proposed ordinances shall be submitted in full and final form to the Commissioners with an attached resolution calling for the adoption thereof.

2. Adoption:

Adoption shall be by roll call vote. All ordinances so enacted shall be submitted forthwith for the Governor's approval as per statute.

3. Recording:

All ordinances, when legally enacted, shall be recorded by the County Clerk/Register in a book called the Ordinance Book and it shall be the duty of the Chair and the County Clerk/Register to authenticate such records by their official signature.

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C. PUBLICATIONS:

1. Publication:

All ordinances, when legally enacted, shall be immediately published by the County Clerk/Register in the same manner as provided by law for publication of legal notice. The County Clerk/Register shall enter a certificate as to the manner and date of publication under such ordinances in the Ordinance Book. Provided that publication of any ordinance with the regular Board proceedings shall be sufficient and that if any ordinance is published in full in advance of publication of the Board proceedings it need not again be published in full with the regular Board proceedings. Any ordinance may be repealed by reference to its number and title only or any section of any ordinance may be repealed by reference to the number and title of the ordinance and the number of the section to be repealed. No ordinance shall be revised, altered or amended by reference of its title only but the section or sections of the ordinance revised, altered or amended shall be re-enacted and published in full.

2. Review:

It shall be the duty of the Board every five (5) years or more often if deemed necessary by the Board, to review all ordinances and bring them up to date.


3. Public Record:

All ordinances shall be made available for inspection by and distribution to the public at a reasonable charge and by publishing notice of the printing and availability thereof before the effective date thereof. The copies of the ordinances may be certified by the County Clerk/Register and, when so certified, shall be competent evidence in all County and legally established tribunals as to the matter contained therein.

D. GENERAL PROVISION:

State Law:

In addition hereto the statutes of the State of Michigan are to be observed in all such cases as made and provided.


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VIII. MEETING AND MILEAGE PAYMENTS FOR COUNTY BOARDS AND COMMISSIONS

- A. All members of the following County policy boards and commissions shall receive payments of \$25.00 a meeting and County mileage reimbursement from their residence or from their actual place of departure whichever is less. (Per diems and mileage for the Board of Commissioners are governed exclusively by Rule II E. - Compensatory Service.)

Accommodations Ordinance Commission
Board of Canvassers
Brownfield Redevelopment Authority
Building Authority
Building Code/Construction Board of Appeals
~~Citizens Council to Juvenile Court~~
Citizens Council for Children in the Family Court
Community Action Board
Community Health Organization Board
Community Mental Health Board
Election Scheduling Committee
EMS Commission (consumer representative)
Family Independence Agency
Friend of the Court Advisory Committee
Grading/Soil Erosion & Sedimentation Control Appeals Board
Hazardous Substance Facility Siting Committee
Head Start Policy Council
Health Code Appeals Board
Hearing Board for the Health Dept Food Service Regulation
Historic District Commission
Library Board of Trustees
~~Community Mental Health Board~~
Metropolitan Planning Commission
Parks & Recreation Commission
Board of Public Works
~~Family Independence Agency Board~~
Soldiers Relief Commission
Solid Waste Facility Siting Committee
Solid Waste Management Planning Committee
Workforce Development Board

- B. Members of various advisory boards and commissions shall not be eligible for meeting payments and mileage.
- C. When the term of a member of a board, commission or committee expires, that member shall hold over in that position until a successor is appointed. This rule only applies to those members appointed by the Board of Commissioners. The Board retains the authority to make interim appointments upon the expiration of a term. If the position is vacant mid-term, the Chair can delegate representation and appointment shall be made at the next available Board of Commissioners meeting.

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IX. ATTENDANCE AT BOARDS AND COMMISSIONS

- A. When a member of a Board or Commission misses two or more consecutive meetings, the Board of Commissioners may seek the resignation or removal of a particular member if allowed by law.
- B. When a member of a Board or Commission misses two or more consecutive meetings, that Board or Commission may request that the Board of Commissioners seek the resignation of the particular member or other action as otherwise allowed by law, ordinance or rule.

X. CONFERENCE & CONVENTION

Conference and Conventions shall cover meetings of organizations and associations to which the County is a member or organizations and associations which are related to issues facing the County and to each Commissioner's appointments to committees, commissions, councils and boards. A list of Commissioners attending conferences will be made available by the Administrator's Office.

- A. Budget
 - 1. Each Commissioner shall be entitled to encumber 1/15th of the Board's Travel Expense Fund for the purpose of traveling to conferences or conventions at any time during a calendar year.
 - 2. Each Commissioner shall be surveyed by County Administration at the beginning of the fiscal year to determine whether or not they intend to use their apportioned amount. Should a Commissioner choose not to travel to conference or conventions, his/her share will revert to a "General Travel Expense Fund" (GTEF), which may be used by other Commissioners once they have exceeded their allotted amount.
 - 3. Commissioners must obtain majority Board approval to draw from the GTEF, once their allotments have been depleted.
 - 4. Commissioners shall receive quarterly reports from County Administration on the Board's Travel Account, which will include the amount drawn by each Commissioner, travel locations and purposes, and the end of the quarter balance of the GTEF.
 - 5. The County Administrator may not transfer money to cover overruns in the Board's Travel Budget without Board approval.
 - 6. Any money remaining in the GTEF at the end of the fiscal year will revert to the General Fund of the next fiscal year.
 - 7. Commissioners who exceed their yearly allocation and are unable to obtain additional funds from the GTEF, will be personally responsible for their own expense overruns, and will be invoiced for the amount by County Administration.

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B. Compensation

1. Compensation for travel, attendance, meals and lodging may be advanced to Commissioners prior to the meeting.
2. Settlement of the actual costs from a prior trip must be completed before funds can be advanced for another trip.
3. Compensation for travel, attendance, meals and lodging shall follow the intent and policies in the Travel Policy, Volume I, Section T.2., pages 1-9.
4. In order to receive reimbursement over \$50.00 for travel outside Washtenaw County, Commissioners will submit a written or oral statement regarding the conference.

XI. WORKING SESSION PROCEDURES

The purpose of the Working Session shall be to permit in-depth, informal discussion of Commissioner concerns, Board goals, significant programmatic and financial issues, and conceptual and informational presentations by the County Administrator. All matters involving major change in service delivery, staffing or funding or any modification in Board of Commissioner policy shall originate at the Working Session. Status reports from advisory committees and departmental informational reports shall be presented at Working Session. It is intended that formal votes indicating Commissioner support or opposition to agenda items not be taken. The Chair may take an informal poll of the board members present to assist in determining whether the Commissioners desire more information or discussion regarding an item or whether the Commissioners are prepared to take action on an item at a meeting of the Ways and Means Committee or at the regular session. Agendas shall be set in advance; however, Commissioners shall have the opportunity to introduce issues during the meeting for future Working Session consideration.


- A. Items for inclusion on the Working Session agenda should be submitted by 12:00 noon, one (1) working ~~day~~ **week** prior to the Working Session.
- B. Items may be submitted by Commissioners, the County Administrator and Department Heads.
- C. Items should be accompanied by a brief discussion of the issues, background, and desired disposition.
- D. The agenda shall be prepared by the Chair of the Working Session. The order of discussion items shall be determined by the Chair of the Working Session. When new items of discussion are referred to Administration, a report shall be produced within seventy-five (75) days.

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- E. The business of the Working Session shall be transacted, as far as practicable, in the following order:
1. Roll Call
 2. Citizen Participation
During citizen participation comments from citizens shall be limited to five (5) minutes.
 3. Commissioner Follow-up to Citizen Participation
Commissioners may address questions or make comments to administrative staff and other County employees in response to issues raised during citizen participation.
 4. Discussion Items
 5. County Administrator's Report
 6. Items for Current or Future Discussion
 7. Pending (listing of future topics)
 8. Status of Annual Activities/Goals
 9. Citizen Participation
During citizen participation comments from citizens shall be limited to five (5) minutes.
 10. Commissioner Follow-up to Citizen Participation
Commissioners may address questions or make comments to administrative staff and other County employees in response citizen participation.
 11. Adjourn to Next Session
- F. The agenda packet shall be prepared by administrative staff and distributed in each Commissioner's mailbox by 5:00 p.m. ~~of the day prior~~ **Friday prior** to the Working Session. Background material not completed at the time of printing of agenda shall be distributed at meeting.
- G. The disposition of each item discussed shall be determined by the Chair of the Working Session.
- H. Items on the Working Session agenda shall not require administrative review and sign-off prior to inclusion on the Working Session. However, if an item is forwarded to the Ways & Means Committee for action, the administrative review process must be completed prior to inclusion on the Ways & Means agenda.
- I. Minutes for the Working Session agenda shall include date, time, place of meeting, members present and absent, and a listing of topics discussed.

XII. **WAYS & MEANS COMMITTEE PROCEDURES**

- A. All financial, **changes to County Policy**, and personnel matters shall be considered by the Ways & Means Committee meeting prior to submittal to the Board of Commissioners for final action.
- B. The Ways & Means agenda shall be prepared by the County Administrator at the direction of the Chair of Ways & Means. The agenda shall be distributed to each Commissioner's box by 5:00 p.m. on the Friday prior to the Ways & Means meeting.

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C. The business of the Ways & Means Committee shall be transacted, as far as practicable, in the following order:

1. Roll Call
2. Citizen Participation
During citizen participation comments from citizens shall be limited to five (5) minutes.
3. Commissioner Follow-up to Citizen Participation
Commissioners may address questions or make comments to administrative staff and other County employees in response to issues raised during citizen participation.
4. New Business
5. Old Business
6. Announcements
7. County Administrator's Report
8. Report of the Chair of the Board
9. Items for current/future discussion
10. Citizen Participation
During citizen participation comments from citizens shall be limited to five (5) minutes.
11. Commissioner Follow-up to Citizen Participation
Commissioners may address questions or make comments to administrative staff and other County employees in response to issues raised during citizen participation.
- ~~12. Items on Next Board Agenda Not Reviewed by Ways & Means~~
13. Adjourn to Next Session

D. All items on the Ways & Means agenda shall have a completed administrative review sign-off in order for the item to be considered at the Ways & Means meeting. Items not having this review and correct resolution completed by the originating department in time for printing of the Ways & Means agenda shall be held to the next Ways & Means meeting. However, the County Administrator shall have the authority to include on the agenda items for which administrative review has not been completed if he/she determines it to be necessary. The County Administrator shall explain such exceptions at the meeting.

XIII. BOARD OF COMMISSIONERS PROCEDURES

- A. On Tuesday, the week prior to the Board of Commissioners' meetings, the County Administrator shall mail, or fax **or e-mail** the first draft of agenda items to all Commissioners.
- B. The Board of Commissioners agenda and related material shall be prepared by the County Administrator at the direction of the Chair of the Board and distributed in each Commissioner's mailbox by 5:00 p.m. of the Friday prior to the Board meeting. The Board agenda format is established as part of the Board Rules and Regulations.
- C. The Administrator shall make **the agenda** available to all media ~~so desirous the agenda~~ by 5:00 p.m. the Friday prior to the Board of Commissioners' meetings.

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- D. All agenda items for Board approval which have not been referred from the Ways & Means Committee shall have a completed administrative review sign-off in order for the item to be considered by the Board of Commissioners. Items not having this review and correct resolution completed by the originating department in time for the printing of the Board of Commissioners agenda shall be held to the next Board of Commissioners meeting. However, the County Administrator shall have the authority to bring forward to the Board meeting items determined to be necessary with administrative review completed prior to final Board action.

- E. All agenda items for Board approval which have been referred from the Ways & Means Committee or from the Working Session Committee, and which have completed an administrative review, may be moved in total as a CONSENT AGENDA. Any agenda items may be removed from the CONSENT AGENDA for additional discussion at the request of any Commissioner.

- F. The Board of Commissioners requests that the County Clerk shall provide to any Commissioners the minutes of standing committees, communications, and proceedings for the Board of Commissioners meetings. The Board directs the County Administrator to complete and deliver agenda related documentation in each Commissioner's mailbox by 5:00 p.m. of the Friday prior to the Board meeting.