

**Board of Commissioners - Rules & Regulations**  
**Washtenaw County Policy**

**Title:** Board of Commissioners - Rules & Regulations

**Enabling Resolution:**

**Supersedes:** 12-0001

**Effective Date:** 01/02/13

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**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.

**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. The members of the Board elect shall take the oath of office as their first order of business. 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 five (5) 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 and Chair of Working Session. Each officer of the Board shall be nominated and elected individually by the Board at 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.

**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. BOARD OF COMMISSIONERS' 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. SUBCOMMITTEES/AD HOC COMMITTEES--APPOINTMENTS:**

Except as regarding the election of the officers of the Board, as provided in Rule I. D. and HA., 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.

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.

**C. STATUTORY COMMITTEES AND BOARDS:**

**The Chair of the Board shall appoint and the Board shall confirm all individuals appointed to statutory committees and boards except as otherwise directed by the laws of the State of Michigan.**

**D. 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.

**E. 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.

**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.

**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 OFFICER:**

The Chair of the Board shall preside over the Board of Commissioners' meetings. If the Chair is absent from any Board of Commissioner meeting, the following Board officers shall preside in the following order:

1. Vice Chair, Board of Commissioners
2. Chair, Ways & Means Committee
  
3. Chair, Board Working Session

The Chair of the Ways & Means Committee shall preside over the Ways & Means Committee meetings. If the Chair is absent from any Ways & Means Committee meetings, the following Board officers shall preside in the following order:

1. Chair, Board of Commissioners
2. Vice-Chair, Board of Commissioners
3. Chair, Board Working Session

The Chair of the Board Working Session shall preside over the Board Working Session meetings. If the Chair is absent from any Board Working Session meetings, the following Board officers shall preside in the following order:

2. Chair, Board of Commissioners
3. Vice-Chair, Board of Commissioners
4. Chair, Ways & Means Committee

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 Chair of Working Session, 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.

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. (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 three (3) 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. Liaison Reports
8. Report of the Chair of the Board of Commissioners
9. Special Order of Business
  - a. Public Hearings are conducted under Special Order of Business. Any citizen wishing to speak on the topic of the public hearing shall be given three (3) minutes to express his/her comments.

Reports of Standing Committees

Reports of Special Committees

Other Reports

Reports from the Treasurer

Appointments

Reports from the County Administrator

Resolutions

A.

Ways & Means Committee

B. New Business

C. Approval of Claims

Items for Current/Future Discussion

18. Adjourn to Next Session (state time, date and location)

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 by the maker of the motion with the consent of the commissioner seconding the motion, provided the motion has not been 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.

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 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. 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.

S. ITEMS REQUIRING REFERRAL TO WAYS & MEANS:

Any matter concerning changes to County Policy, 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 Board of Commissioners' meetings.

**V. ROBERTS 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. CHAIRS 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 communication 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.

**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 Board of Commissioners 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 a representative of the County, authorized by the Board or State law is to be distributed as follows: an executed copy shall be filed with the County Clerk's Office.

**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 bold and italic.
3. Commissioners may abstain from voting on resolutions that express support or opposition and otherwise take no action.

## **VII. ORDINANCES**

**A. STYLE:**

1. Title Page:
  - I. Title in Brief
  - II. Date of adoption by Board of Commissioners
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.

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.

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. An ordinance shall take effect when notice of the adoption is published in a newspaper of general circulation in the County as provided in MCLA 46.11 (j). 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.

**VIII. MEETING AND MILEAGE PAYMENTS FOR COUNTY BOARDS, COMMITTEES, AND COMMISSIONS**

A. Excepting regular, benefitted county employees, all duly appointed representatives of the County on policy boards, committees and commissions may, upon request to the county administrator, receive payments of \$25.00 a meeting and County mileage reimbursement from their residence or from their actual place of departure, whichever is less, unless such payments and or mileage is not permitted by State or local law. (Stipends and mileage for the Board of Commissioners are governed exclusively by SECTION X. )

B. 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.

**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.COMMISSIONER OPTIONAL REMUNERATION**

A. BUDGET

Each Commissioner shall be entitled to encumber 1/9th of the Board's "Commissioner Travel Account" (CTA). Additionally, each Commissioner is entitled to receive compensation for appointments to various boards, committees and commissions as outlined in SECTION X.

B. COMPENSATORY SERVICE.

1. Each Commissioner shall be surveyed by the County Clerk at the beginning of the fiscal year to determine whether or not they intend to claim their stipends and if they intend to use their allotted CTA amount and generally for what purposes.
2. The County Clerk shall review all applications for funds and approve them, provided they comport with these rules.
3. Commissioners shall have access to a report of stipends claimed, mileage reimbursements distributed and a current CTA report on the "Open Book" page on the County's Website. This document shall be kept current by County Administration. This report will include the amount drawn by each Commissioner, individual expenditures and purposes.
4. The County Administrator may not transfer money to cover overruns in the CTA without Board approval.
5. Any money remaining in the CTA or the stipend budget at the end of the, fiscal year will revert to the General Fund of the next fiscal year.
6. Commissioners who exceed their yearly CTA allotment will be personally responsible for their own expense overruns, and will be invoiced for the amount by County Administration.

**B. COMPENSATORY SERVICE**

In addition to the salary received by the Board of Commissioners, each member of the Board may receive a stipend and County mileage reimbursement from their residence or from their actual place of departure, whichever is less. Such stipends and/or mileage may only be collected for Commissioners that serve by appointment of the Board of Commissioners or the Chair of the Board to the following committees, commissions, or boards which are properly noticed and convened pursuant to the Michigan Open Meetings Act:

800 MHZ  
800 MHZ OVERSIGHT COMMITTEE  
Accommodations Ordinance Commission  
Agricultural Lands & Preservation Advisory Committee (ALPAC)  
Area Agency on Aging Executive Board  
Board of Public Works  
Brownfield Redevelopment Authority  
Building Authority  
Building Code/Construction Board of Appeals  
Central Dispatch Authority  
Citizen Advisory Council for the Drug Court  
Coalition for Action Remediation of Dioxane (CARD)  
Community Action Board  
Criminal Justice Collaborative Council (CJCC)  
Department of Human Services Board

Drainage Board (Statutory)  
Economic Development Corporation  
Emergency Medical Services (EMS) Commission  
Emergency Telephone District Board  
Environmental Health Code Appeals Board/Public Health Advisory Committee  
Foster Grandparent Advisory Board  
Grading/Soil Erosion & Sedimentation Control Appeals Board  
Head Start Policy Council  
Health Emergency Response Coalition  
Hearing Board for the Health Department Food Service Regulation  
Historic District Commission  
Homeland Security Task Force  
Human Services Collaborative Council  
Huron-Clinton Metropolitan Authority  
Huron River Watershed Council  
Jury Board  
Literacy Coalition  
Local Development Finance Authority - Augusta Township  
Local Development Finance Authority - Saline City  
Local Development Finance Authority - Superior Township  
Local Development Finance Authority - Ypsilanti Township  
Local Emergency Planning Committee  
Michigan Association of Local Public Health  
Michigan Township Association  
Natural Areas Technical Advisory Committee  
Parks & Recreation Commission  
Police Services Steering Committee  
Property Tax Foreclosure Prevention Task Force  
Public Safety and Justice Oversight Committee  
Regional Partners Advocating for Transit Here (R-PATH)  
Regional Transit Authority (official name to be adopted later)  
Retirement Commission  
River Raisin Watershed Council  
Road Commission  
Sheriff's Community Relations Advisory Board  
Sheriff's Discretionary Committee  
Solid Waste Management Consortium  
Southeast Michigan Council of Governments  
Space Plan Committee  
Sustainable Revenue for Supportive Housing Services Taskforce  
Veterans Affairs Committee  
Voluntary Employees' Beneficiary Association Board  
Washtenaw Area Transportation Study Committee  
Washtenaw Community Health Organization Board  
Washtenaw County Food Policy Council  
Washtenaw County/City of Ann Arbor Community Corrections Advisory Board  
Washtenaw Metro Alliance  
Washtenaw Urban County  
Willow Run Airport Zoning Board (Joint)  
Workforce Development Board

1. Appointees to these bodies shall be eligible for a stipend for each assigned committee, prorated annually, using the following schedule:

<b>Number of Meetings Per Year</b>	<b>Stipend</b>
1 or 2	\$ 50
3 or 4	\$ 100
5 or 6	\$ 150
7, 8, 9 or 10	\$ 250
11 or 12	\$ 300
13 through 24	\$ 500
More than 24	\$1,000

2. The Board of Commissioners may amend the schedule above at any time, but those amendments shall take not take effect until the beginning of the following term of office.
3. Any member of the Board of Commissioners may waive his/her stipend and/or mileage reimbursement by giving written notice to the County Clerk.
4. The value of stipends shall be prorated, aggregated and paid out biweekly as part of the payroll process.
5. Mileage shall be reimbursed in accordance with the procedure of the County.
6. If a member is absent from a regular board, committee or commission meeting 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. A Commissioner who has vacated his or her seat in this manner shall cease to receive stipend payments effective at the end of the bi-weekly pay period during which the seat was vacated. The Commissioner who is appointed to fill a vacancy shall be eligible to receive the remaining stipend payments until the end of the term of that appointment.

#### C. CONFERENCES & CONVENTION

Each member of the board may receive compensation from their CTA allotment for travel, attendance, meals, or lodging for certain conferences and conventions. Eligible conferences and conventions shall include 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.

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 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.
- 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. County Administrator's Agenda Briefing
4. Discussion Items
5. County Administrator's Report
6. Items for Current or Future Discussion
7. Pending (listing of future topics)
  
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. 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 items, 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.



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 three (3) 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.  
  
Report of the Administrator
6. Report of the Chair of the Board
7. Items for Current/Future Discussion
8. Pending
9. Adjournment

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 Thursday, two weeks prior to the Board of Commissioners' meetings, County Administration shall present, hand deliver, mail, 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 media by 5:00 p.m. the Friday prior to the Board of Commissioners' meetings.

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 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.

G. Per M.C.L. 46.11 The Board of County Commissioners is authorized to act as the policy-making body of a county, adopt ordinances and rules necessary for the conduct of county business, establish committees of the board necessary for the efficient conduct of business, adopt the annual county budget, and exercise all other powers in the area of legislation authorized by law. As such, legislative authority for the County is vested in the Board of Commissioners as a collective body; no individual commissioner may speak for the Board.

H. Per M.C.L. 46.11, M.C.L. 46.13B and County Policy, the supervision, direction and control of all departments of a county, except those headed by Elected Officials, is vested in the County Administrator, who has the duty to coordinate the various activities of the County and unify the management of its affairs. Therefore, subject only to policies adopted or directions given by official actions of the Board of Commissioners, the County Administrator shall be responsible for the general supervision, direction, administration, and coordination of all the affairs of the County except those conducted by the other Elected Officials of the County.

Individual members of the Board of Commissioners do not have the authority to direct the work of County employees; only the Board as a collective body speaks for the County and provides policy direction to the County Administrator and employees.

I. Concerns with violations of this rule shall be addressed by the Chair of the Board of Commissioners, unless the alleged violation involves the Chair, in which case the matter will be brought to the attention of the County Administrator who shall work with Board leadership to resolve the issue.

