



# TUSCOLA COUNTY

## Board of Commissioners

### BOARD MEETING AGENDA

Tuesday, January 3, 2023 – 8:00 AM

H.H. Purdy Building Board Room, 125 W. Lincoln Street, Caro, MI 48723

***Public may participate in the meeting electronically:***

(US) +1 929-276-1248 PIN:112 203 398#

Join by Hangouts Meet: [meet.google.com/mih-jntr-jya](https://meet.google.com/mih-jntr-jya)

8:00 AM Meeting Called to Order - Clerk Fetting

Page

#### New Business

1. Nominations for and Election of Board Chairperson
2. Nominations for and Election of Board Vice-Chairperson
3. Finance, Personnel and Building and Grounds Standing Committee Commissioner Appointments
4. Appointment of Commissioners to Boards/Commissions
5. Tuscola County Board of Commissioners Board Rules as of March 25, 2021 3 - 20  
[Board Rules of Order 3-25-21](#)
6. Adoption of the 2023 Board and Committee of the Whole Meeting Schedule 21  
[2023 Board Meeting Schedule](#)
7. 2023 County Holidays 22  
[2023 Holiday Schedule](#)

#### Other Business as Necessary

**Public Comment**

**Adjournment**

Note: If you need accommodations to attend this meeting, please notify the Tuscola County Controller/Administrator's Office (989-672-3700) two (2) days in advance of the meeting.

# TUSCOLA COUNTY BOARD OF COMMISSIONERS BOARD RULES OF ORDER



REVISED AND ADOPTED  
MARCH 25, 2021

BOARD OF COMMISSIONERS  
RULES OF ORDER  
TUSCOLA COUNTY, MICHIGAN  
Revised March 25, 2021

Table of Contents

1	PURPOSE .....	5
2	MEETINGS .....	5
2.1	Organizational Meeting .....	5
2.2	Regular Meetings .....	6
2.3	Special Meetings .....	6
2.3.1	Alternate means of Calling a Special Meeting .....	6
2.4	Emergency Meetings .....	6
2.5	Place of Meetings .....	6
2.6	Time of Regular Meetings .....	6
2.6.1	Change in Schedule .....	6
3	PUBLIC NOTICE OF MEETINGS .....	7
3.1	Regular Meetings .....	7
3.2	Schedule Change .....	7
3.3	Special and Emergency Meetings .....	7
4	QUORUM, ATTENDANCE, CALL OF THE COUNTY BOARD, COMPENSATION .....	7
4.1	Quorum .....	7
4.2	Attendance .....	7
4.3	Compensation .....	7
5	AGENDA FOR MEETINGS .....	7
5.1	Agenda Preparation Responsibility .....	7
5.2	Distribution of Regular Board of Commissioner Agenda and Materials .....	8
5.3	Distribution of Committee Meeting Agendas .....	8
5.4	Consent Agenda .....	8
5.5	Order of Business .....	9
5.5.1	Board Meetings .....	9
5.5.2	Committee of the Whole .....	9
6	CONDUCT OF MEETINGS .....	10
6.1	Chairperson .....	10
6.2	Form of Address .....	10
6.3	Disorderly Conduct .....	10
6.4	Brief and Extended Public Comment Period .....	10
6.4.1	Brief Public Comment Period .....	10
6.4.2	Extended Public Comment Period .....	10
6.5	Procedures to Address the Board .....	11
7	RECORD OF MEETINGS .....	11
7.1	Minutes and Official Records .....	11
7.2	Record of Discussion .....	11
7.3	Request for Remarks to Be Included .....	11
7.4	Public Access to Meeting Records .....	11
7.5	Board Stationery .....	12

BOARD OF COMMISSIONERS  
 RULES OF ORDER  
 TUSCOLA COUNTY, MICHIGAN  
 Revised March 25, 2021

8 COMMITTEES.....12

8.1 Committee of the Whole .....12

8.2 Statutory Finance Committee .....12

8.3 Grievance Committee .....12

8.4 Commissioner Appointments.....12

9 CLOSED MEETINGS .....12

9.1 Closed Meeting Vote Record.....12

9.2 Reasons for Closed Session .....12

9.2.1 .....13

9.2.2 .....13

9.2.3 .....13

9.2.4 .....13

9.2.5 Other Reasons.....13

9.2.5.1 .....13

9.2.5.2 .....13

9.2.5.3 .....13

9.3 Minutes, Closed Meetings .....13

10 MOTIONS AND RESOLUTIONS.....14

10.1 Statement by Chairperson, Motions, and Resolutions.....14

10.2 Rank of Motions .....14

10.3 Subsidiary Motions .....14

10.3.1 Main Motion .....14

10.3.2 Non-debatable Motions.....14

10.4 Procedural Motions .....14

10.4.1 Motion to Reconsider.....14

10.4.2 Motion to Clear the Floor .....15

10.4.3 Temporary Suspension of the Rules.....15

10.4.4 Appeal Rulings of the Chairperson .....15

11 VOTING .....15

11.1 Abstaining from Voting .....15

11.2 Officials Not to Benefit.....15

11.2.1 Conflicts of Interest, County Commissioners .....15

11.2.2 Conflicts of Interest, Other Board, Commission, Authority or Committee Members.  
 .....15

11.3 Roll Call Votes.....16

11.4 Voting Via Voice .....16

11.5 Votes Required.....16

12 PARLIAMENTARY AUTHORITY .....16

13 INTRODUCTION AND ADOPTION OF ADMINISTRATIVE RESOLUTIONS.....16

13.1 Definition .....16

13.2 Introduction .....16

13.3 Order for Consideration.....17

13.3.1 Introduction .....17

13.3.2 Report.....17

BOARD OF COMMISSIONERS  
RULES OF ORDER  
TUSCOLA COUNTY, MICHIGAN  
Revised March 25, 2021

13.3.3	Full Board .....	17
13.3.4	Form .....	17
13.5	Committee Review .....	17
13.6	Adoption .....	17
13.7	Notification .....	18
13.8	Record of Administrative Resolutions.....	18
14	INTERPRETATION & OPERATION .....	18
14.1	Intent Controls .....	18
14.2	Coordination .....	18
14.3	Severance .....	18
14.4	Ratification .....	18
14.5	Amendment.....	18

BOARD OF COMMISSIONERS  
RULES OF ORDER  
TUSCOLA COUNTY, MICHIGAN  
Revised March 25, 2021

**1 PURPOSE**

These rules are adopted by the Board of Commissioners of Tuscola County pursuant to Section 46.11 of the Compiled Laws of Michigan, as amended.

**2 MEETINGS**

**2.1 Organizational Meeting**

The first meeting in each calendar year shall be the organizational meeting. At each such meeting, the County Clerk shall preside at the start of the meeting. The organizational meeting may be held in December of the current year provided all current Commissioners remain unchanged for the next two-year term. If there are any Commissioner changes for the next two-year term, then the organizational meeting shall be held within 72 hours after New Year's Day.

The first item of business shall be election of the Chairperson of the Board. There are two procedural steps related to electing the Chairperson that have to be decided prior to conducting the election:

The Board Chairperson shall be elected each odd numbered year for a 2-year term, unless the Board provides by resolution that the Chairperson shall be elected annually to a 1-year term. The Board needs to make a decision on this term length. If no action is taken, the Michigan law states the term shall be for 2-years.

The Board also needs to make a decision regarding the potential use of a secret ballot. State law provides that the vote of the Chairperson may be accomplished by way of a secret ballot. If the Board chooses to conduct the election of the Board Chairperson by secret ballot, a majority of the Board must first vote to do so.

Unless a secret ballot is chosen, the Clerk shall call for nominations for the office of Chairperson and when nominations are closed by majority vote or no other nominations are forthcoming, the Clerk shall call for a vote. When one nominee receives a majority of the votes of the members elected and serving, the nominee shall be declared Chairperson.

The next order of business is to proceed with the election to the office of Vice-chairperson, which shall be conducted by roll call vote.

There is no statutory provision for the election of the Vice-chairperson by secret ballot or to have a 2-year term, therefore the Vice-chairperson is elected for a 1-year term.

BOARD OF COMMISSIONERS  
RULES OF ORDER  
TUSCOLA COUNTY, MICHIGAN  
Revised March 25, 2021

**2.2 Regular Meetings**

At its first meeting in each calendar year, the Board of Commissioners shall establish its schedule including meeting times of regular meetings for the balance of the year.

**2.3 Special Meetings**

The Board of Commissioners shall meet in special session upon the call of the Chairperson of the Board. The Chairperson may convene a meeting of the Board upon his or her discretion. Notice shall be given as provided in Rule 3.3.

**2.3.1 Alternate means of Calling a Special Meeting**

As an alternate means of calling a special meeting, upon the written petition filed with the County Clerk and signed by one-third or more of the members. The petition for a special meeting shall specify the time, date, place, and purpose of the meeting.

**2.4 Emergency Meetings**

Emergency meetings of the Board of Commissioners may be held only with the approval of two-thirds of the members of the Board and only if delay would threaten severe and imminent danger to the health, safety, and welfare of the public. A meeting is defined as an emergency meeting only if it must be held before public notice as provided in Rule 3.3 can be given. Actions taken at an emergency meeting should be ratified at the next publicly noticed meeting.

**2.5 Place of Meetings**

Meetings of the Board of Commissioners shall be held in the chambers of the HH Purdy Building (125 W. Lincoln Street, Caro) unless public notice of the meeting states a different location. Whenever the regular meeting place of the Board shall appear inadequate for members of the public to attend, the Chairperson may change the meeting location to a larger facility in the county. A notice of such change shall be prominently posted on the door of the regular meeting place.

**2.6 Time of Regular Meetings**

The time of regular meetings shall be stated in the regular schedule of meetings adopted under Rule 2.2. Matters on the agenda and not yet acted upon at the time of adjournment will be placed on the agenda of the next regular meeting or special meeting if one is called.

**2.6.1 Change in Schedule**

Change in the regular meeting schedule shall not be made except upon the approval of a majority of the members. In the event the Board shall meet and a quorum is not present, the Board, with the approval of those present, may adjourn the meeting to a later day and time provided that proper notice to members and the public is given.



BOARD OF COMMISSIONERS  
RULES OF ORDER  
TUSCOLA COUNTY, MICHIGAN  
Revised March 25, 2021

**3 PUBLIC NOTICE OF MEETINGS**

The County Clerk shall provide the proper notice for all meetings of the Board. Such notice shall include, but not necessarily be limited to the following:

**3.1 Regular Meetings**

Posting a notice within 10 days after the first meeting of the Board in each calendar year indicating the date, time, and place of the Board's regularly scheduled and committee meetings.

**3.2 Schedule Change**

Whenever the Board shall change its regular Board schedule of meetings, a posting of notice of the change will be done by the Clerk within three days following the meeting in which the change was made. Committee meeting changes from the original schedule will be posted by the Controller/Administrator's Office.

**3.3 Special and Emergency Meetings**

If the Board shall schedule a special meeting under Rule 2.3 or an emergency meeting under Rule 2.4, notice of such meeting shall be posted immediately by the Clerk. No meeting, except emergency meetings, shall be held until the notice shall have been posted at least 18 hours. Commissioners will be notified by written or telephone communication of said meeting.

**4 QUORUM, ATTENDANCE, CALL OF THE COUNTY BOARD, COMPENSATION**

**4.1 Quorum**

A majority of Commissioners of the Board, elected and serving, shall constitute a quorum for the transaction of ordinary business of the Board.

**4.2 Attendance**

No member of the County Board may absent himself or herself without first having notified the Chairperson of his or her intent to be absent from a scheduled meeting.

**4.3 Compensation**

Commissioner compensation shall be reviewed at least once no later than July of election years to determine if compensation changes will be implemented for the Board of Commissioners taking office January 1<sup>st</sup> of odd numbered years.

**5 AGENDA FOR MEETINGS**

**5.1 Agenda Preparation Responsibility**

The Controller/Administrator, after first reviewing pending matters and requests, shall prepare a draft of the agenda of business for all regularly scheduled Board of Commissioners, committee, and other meetings. The Chairperson of the Board or Chairperson of the respective committee shall review and add or delete items, as he or

BOARD OF COMMISSIONERS  
RULES OF ORDER  
TUSCOLA COUNTY, MICHIGAN  
Revised March 25, 2021

she considers proper. Unanticipated agenda items that require discussion or decisions may be covered under the other business as necessary (see 5.5.1 note) agenda reference. It is each individual's responsibility to attend the meeting to understand other business items that may be covered.

**5.2 Distribution of Regular Board of Commissioner Agenda and Materials**

Upon completion of the agenda for the regular Board meeting, the Controller/Administrator shall immediately distribute to Commissioners copies of the agenda together with copies of reports, etc. which shall relate to matters of business of the agenda.

Unless extenuating circumstances arise, a paper copy of the agenda and attachments will be sent enough in advance of the scheduled meeting date to allow Commissioner review prior to the meeting. A paper copy of the complete agenda and attachments is made available in the Controller/Administrator's Office. An electronic copy of the agenda and attachments is also made available on the county web site at: [www.tuscolacounty.org](http://www.tuscolacounty.org). The Controller/Administrator's office electronically notifies all Elected Officials, Department Heads and other requesting parties when agendas are available on the website.

It is stressed that other agenda items may be added the day of the meeting. Also, certain items may be covered under the agenda heading "other business."

**5.3 Distribution of Committee Meeting Agendas**

Committee agendas (in draft form) will be made available electronically via the county website **and/or faxed** in advance of the scheduled meeting. The Controller/Administrator's Office also notifies all Elected Officials, Department Heads and other requesting parties when the agenda is available on the website. It is stressed that other agenda items may be added the day of the meeting. Also, certain items may be covered under the agenda heading "other business as necessary (see note on 5.5.1)." There may be extenuating circumstances where it is not possible to distribute the agenda in advance of the meeting.

**5.4 Consent Agenda**

The Board shall use a "Consent Agenda" according to the resolution and rules approved by the Board on January 25, 2000. The consent agenda motions will be prepared by the Controller/Administrator's Office.

BOARD OF COMMISSIONERS  
RULES OF ORDER  
TUSCOLA COUNTY, MICHIGAN  
Revised March 25, 2021

**5.5 Order of Business**

**5.5.1 Board Meetings**

The order of business at all Board meetings shall follow the following agenda, unless the Board approves modifications during the “Agenda” section of the meeting:

- a. Call to Order
- b. Prayer
- c. Pledge of Alliance
- d. Roll Call
- e. Adoption of Agenda
- f. Action on Previous Meeting Minutes
- g. Brief Public Comments – Agenda Items Only
- h. Consent Agenda
- i. New Business
- j. Old Business
- k. Correspondence
- l. Committee and Liaison Reports
- m. Other Business as Necessary
- n. Extended Public Comment
- o. Adjournment

**5.5.2 Committee of the Whole**

The order of business at all Committee of the Whole meetings shall follow the following agenda, unless the Board approves modifications during the “Agenda” section of the meeting:

- a. Call to Order
- b. Roll Call
- c. County Updates
- d. New Business
- e. Old Business
- f. Primary Finance/Technology
- g. On-Going and Other Finance and Technology
- h. Primary Building and Grounds
- i. On-Going and Other Buildings and Grounds
- j. Primary Personnel
- k. On-Going and Other Personnel
- l. Other Business as Necessary
- m. On-Going Other Business as Necessary
- n. Public Comment Period
- o. Adjournment

BOARD OF COMMISSIONERS  
RULES OF ORDER  
TUSCOLA COUNTY, MICHIGAN  
Revised March 25, 2021

**6 CONDUCT OF MEETINGS**

**6.1 Chairperson**

The person elected Chairperson in the first meeting each year of the Board shall preside at all meetings of the Board. In the absence of the Chairperson, the person elected Vice-chairperson shall preside. If neither the Chairperson nor the Vice-Chairperson is present, the clerk shall preside until the Commissioners present elect a Commissioner to preside during the absence of the Chairperson or Vice-chairperson.

**6.2 Form of Address**

Any person, including Board members, wishing to speak at a meeting shall first obtain the approval of the Chairperson and each person who speaks shall address the Chairperson, and not other members of the audience, other Commissioners or staff in attendance.

**6.3 Disorderly Conduct**

The Chairperson shall call to order any person who is being disorderly by speaking or otherwise disrupting the proceedings, by failing to be germane, by speaking longer than the allotted time, by speaking vulgarities, or by violating Board rules. Such person shall there upon be seated until the Chairperson shall have determined whether the person is in order. If a person so engaged in presentation shall be ruled 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 Commissioners. If the person shall continue to be disorderly and to disrupt the meeting, the chairperson may order the person to leave the meeting. Since the purpose of the meeting is to discuss public business, and not address individual personalities, "personal attacks" on government officials are prohibited and shall be considered "out of order".

**6.4 Brief and Extended Public Comment Period**

**6.4.1 Brief Public Comment Period**

A brief public comment period will be provided early on the Board Agenda for agenda items only. Comments during this period will be limited to 3 minutes unless this time is waived by the Chairperson.

**6.4.2 Extended Public Comment Period**

An extended public comment period will be provided later on the agenda. Comment during this period will be limited to 5 minutes unless this time is waived by the Chairperson.

BOARD OF COMMISSIONERS  
RULES OF ORDER  
TUSCOLA COUNTY, MICHIGAN  
Revised March 25, 2021

**6.5 Procedures to Address the Board**

Any person who addresses the Board shall state their name and their city/township of residence for the record. When there are many people who desire to address the Board, the Chairperson may implement other reasonable rules for public participation, including but not limited to requiring the completion of a written request to speak at the meeting.

**7 RECORD OF MEETINGS**

**7.1 Minutes and Official Records**

The County Clerk shall be clerk of the Board and shall be responsible for maintaining the official record and minutes of each meeting of the Board. The minutes shall include all the actions and decisions of the Board. The minutes shall include the names of the mover and seconder and the vote of the Commissioners. The record shall also state whether the vote was by voice or by roll call; when by roll call, the record shall show how each member voted. The Clerk shall maintain, in the Office of the Clerk, copies of each resolution and ordinance or other matter acted upon by the Board. The official minutes, however; may refer to those matters by an identifying number and the descriptive title of the ordinance, resolution/motion, or other matter.

**7.2 Record of Discussion**

The Clerk shall not be responsible for maintaining a written record or summary of the discussion or comments of the Board members nor of the comments made by the members of the public.

**7.3 Request for Remarks to Be Included**

Any Commissioner may have his or her comments printed as part of the record upon the concurrence of a majority of the other members. Comments to be included in the record shall be provided in writing by the member.

**7.4 Public Access to Meeting Records**

The Clerk shall make available to members of the public the records and minutes of the Board meetings in accordance with the Freedom of Information Act. Draft Board minutes, prepared but not approved by the Board, shall be available for public inspection not more than eight business days following the meeting. Minutes approved by the Board shall be available within five business days of the meeting at which they were approved. The Board shall also promptly mail copies of minutes to persons who have subscribed and paid the fee therefore as determined by the Board, consistent with any requirements of the Freedom of Information Act.

BOARD OF COMMISSIONERS  
RULES OF ORDER  
TUSCOLA COUNTY, MICHIGAN  
Revised March 25, 2021

**7.5 Board Stationery**

County Board stationery cannot be used for personal Commissioner use unless approved by the Full Board of Commissioners.

**8 COMMITTEES**

**8.1 Committee of the Whole**

All Commissioners shall serve on a Committee of the Whole which will be advisory only but responsible for making recommendations to the Board but not decisions for the Board. The Committee of the Whole may have topic leaders whereby a Commissioner is assigned to lead topics areas such as finance, personnel, building and grounds, etc. The Board Chair can assign topics to Committee of the Whole. The County Clerk shall keep minutes of these meetings. The Committee of the Whole agenda and the consent agenda motions will be prepared by the Controller/Administrator's Office.

**8.2 Statutory Finance Committee**

A Statutory Finance Committee (consisting of all five Commissioners) will be responsible for review and approval of all claims and per diems. In the event that the Statutory Finance Committee meets in a continuous meeting setting with the Full Board or a Committee of the Whole meeting, the Statutory Finance Committee meeting shall be separately called, opened and adjourned, and separate minutes shall be kept. The Controller/Administrator's Office will prepare the agenda for the meeting. The County Clerk must keep the minutes of this meeting. The County Clerk will maintain minutes of all Statutory Finance Committee meetings and shall make them available to necessary parties and they shall be included with each Board packet.

**8.3 Grievance Committee**

Two Commissioners will be appointed and serve on the union contract grievance committee as needed.

**8.4 Commissioner Appointments**

The Board Chairperson shall appoint Commissioners to various boards and commissions and in certain cases as a liaison to boards and commissions.

**9 CLOSED MEETINGS**

**9.1 Closed Meeting Vote Record**

The vote to hold a closed meeting shall be recorded in the minutes of the meeting at which the decision was made.

**9.2 Reasons for Closed Session**

The Board of Commissioners may meet in closed session, closed to members of the public, upon the motion of any member and roll call approval by two-thirds of the members for the following purposes:

BOARD OF COMMISSIONERS  
RULES OF ORDER  
TUSCOLA COUNTY, MICHIGAN  
Revised March 25, 2021

**9.2.1**

To consider the purchase or lease of real property, until an option to purchase or release that property is obtained.

**9.2.2**

To consult with its attorney regarding trial or settlement strategy in connection with specific pending litigation, but only when an open meeting would have a detrimental financial effect on the litigating or settlement position of the County Board.

**9.2.3**

To consider a County attorney's written opinion.

**9.2.4**

To review the specific contents of an application for employment to a county position and the applicant requests that the application remains confidential. Whenever the Board meets to interview an applicant, the meeting shall be open to the public.

**9.2.5 Other Reasons**

The Board may also meet in closed session for the following reasons without the requirement of a two-thirds vote:

**9.2.5.1**

To consider the dismissal, suspension, or disciplining of, or to hear complaints or charges brought against, or to consider a periodic personnel evaluation of a public officer, employee, staff member, or individual agent if the named person requests a closed hearing. If the person rescinds his or her request for a closed hearing the matter at issue shall thereafter be considered only in open public meeting.

**9.2.5.2**

To consider strategy connected with the negotiation of a collective bargaining agreement.

**9.2.5.3**

To consider any other matter authorized as a topic of a closed meeting by the Open Meetings Act, upon the proper vote specified therein.

**9.3 Minutes, Closed Meetings**

Generally, the County Clerk shall prepare the minutes for closed meetings. If the Board Chair determines that it would be inappropriate for the Clerk to attend the closed meeting, he shall designate another party to take the minutes. The County's attorney may review the draft minutes of the Closed Meeting. The minutes are to be sealed and

BOARD OF COMMISSIONERS  
RULES OF ORDER  
TUSCOLA COUNTY, MICHIGAN  
Revised March 25, 2021

kept in the County Clerk's office. Such minutes may but do not have to be approved by the Board. The minutes shall not be disclosed to the public except upon the order of a court. Closed session minutes are not to be destroyed unless ordered by the Court.

## **10 MOTIONS AND RESOLUTIONS**

### **10.1 Statement by Chairperson, Motions, and Resolutions**

No motions or resolution shall be adopted until the presiding officer states the motion. All motions, except procedural motions and resolutions, may be required to be in writing upon the demand of any member. A request to recess for the purpose of writing out a motion or resolution shall be in order.

### **10.2 Rank of Motions**

- a. Privileged Motions
- b. Fix the time to which to adjourn (to set the time for next meeting)
- c. Adjourn
- d. Recess
- e. Raise a question of privilege
- f. Call for orders of the day

### **10.3 Subsidiary Motions**

- a. Lay on the table
- b. Call the previous question (immediately to close debate and making of subsidiary motions except lay on the table)
- c. Limit or extend the limits of debate
- d. Postpone to a certain time (postpone definitely)
- e. Refer to a committee
- f. Amend the main motion
- g. Postpone indefinitely
- h. Clear the floor of all motions

#### **10.3.1 Main Motion**

#### **10.3.2 Non-debatable Motions**

The motions to fix the time of the next meeting, adjourn, recess, point of privilege, call for orders of the day, to table, vote immediately, limit or extend debate shall be ordered and voted upon without debate.

### **10.4 Procedural Motions**

#### **10.4.1 Motion to Reconsider**

The motion to reconsider shall be in order on any question that the Board has decided, but no question shall be reconsidered more than once. The motion to reconsider shall be in order on the same day as the vote to be reconsidered was taken, or at the following meeting. The motion to reconsider shall be made



BOARD OF COMMISSIONERS  
RULES OF ORDER  
TUSCOLA COUNTY, MICHIGAN  
Revised March 25, 2021

only by a member who voted with the prevailing side. A motion to reconsider a motion to amend shall not be in order if the main question has been voted upon. If the Board has adopted a motion to reconsider, however, motions to amend shall be in order.

**10.4.2 Motion to Clear the Floor**

The motion to clear the floor may be made by the Chairperson or a member, whenever procedural matters have become sufficiently confused. If the motion to clear the floor has been adopted, it shall clear the floor of all motions as though they have been withdrawn. The motion shall not be subject to debate nor, if adopted, to reconsideration.

**10.4.3 Temporary Suspension of the Rules**

These rules may be suspended temporarily at any time by vote of two-thirds of the members elected and serving to achieve any legal objective of the Board in a legal manner.

**10.4.4 Appeal Rulings of the Chairperson**

Any Commissioner may appeal the ruling of the Chairperson. On all appeals receiving a second, the question shall be "Shall the decision of the Chairperson stand as the decision of the County Board of Commissioners?"

**11 VOTING**

**11.1 Abstaining from Voting**

Whenever the Chairperson puts a question to the members, every Commissioner present shall vote on the question. If a Commissioner present does not respond to the call for the voice vote, his or her vote shall be recorded as an affirmative vote, unless good cause is shown for abstaining. If there is abstention or a nay vote, there shall be a roll call vote.

**11.2 Officials Not to Benefit**

**11.2.1 Conflicts of Interest, County Commissioners**

County Commissioners shall comply with all requirements of MCL 15.322, Public Servants Contracting with the Public Entity they serve.

**11.2.2 Conflicts of Interest, Other Board, Commission, Authority or Committee Members.**

Any person who serves on any County board, commission, authority, special or advisory committee and who qualifies as a public servant shall not be a party, directly or indirectly, to any contract between himself or herself and the public entity of which he or she is an officer or employee and shall comply in all respects with MCL 15.322, Public Servants Contracting with the Public Entity the Serve.

BOARD OF COMMISSIONERS  
RULES OF ORDER  
TUSCOLA COUNTY, MICHIGAN  
Revised March 25, 2021

**11.3 Roll Call Votes**

The names and votes of Commissioners shall be recorded on Board actions to adopt final measures such as ordinances, resolutions, appointment or election of officers, etc. The election of the Board Chairperson may be by secret ballot with the approval of a majority of Commissioners present. Upon the demand of one-fifth of the Commissioners, a roll call vote shall be taken on other motions and actions.

**11.4 Voting Via Voice**

When in the judgment of the Chairperson, the Board of Commissioners will cast a unanimous vote on the question on the floor, the Chairperson may put the question to the members by stating: "Without objection, the Chair will direct the Clerk to enter a unanimous affirmative (or negative) vote on the question. Is there objection? Hearing none, the Clerk is directed to enter a unanimous affirmative (or negative) vote on the question." At this point, the Clerk shall enter an affirmative (or negative) vote for each of the members present.

If any member objects, he or she should do so aloud. Whereupon the Chairperson shall direct the Clerk to call the roll.

**11.5 Votes Required**

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

**12 PARLIAMENTARY AUTHORITY**

Robert's Rules of Order (Newly Revised) shall govern all questions of procedure not otherwise provided by these rules or by state or federal law. The legal counsel to the Board or other person so designated by the Board shall serve as the Board's parliamentarian and shall advise the presiding officer regarding rules of procedure.

**13 INTRODUCTION AND ADOPTION OF ADMINISTRATIVE RESOLUTIONS**

**13.1 Definition**

Any action regarding the operation or administration of a department of the county government or containing policies of the Board of Commissioners applicable to one or more departments of the county, and not adopted as an ordinance, shall be declared administrative policy.

**13.2 Introduction**

Any Commissioner may introduce an administrative resolution at any regular or special meeting of the Board of Commissioners in the regular order of business.

BOARD OF COMMISSIONERS  
RULES OF ORDER  
TUSCOLA COUNTY, MICHIGAN  
Revised March 25, 2021

**13.3 Order for Consideration**

The regular order for consideration of proposed administrative resolutions shall be:

**13.3.1 Introduction**

Introduction first reading by title, and reference to the appropriate committee, as determined by the Board Chairperson.

**13.3.2 Report**

Report by the committee considering the proposal and placement on the agenda under new business – adoption of resolutions.

**13.3.3 Full Board**

Full Board discussion and vote. Each member shall be given opportunity to discuss the resolution and offer such amendments as he or she shall consider appropriate. Amendments shall be made in the following forms:

“I move to amend by striking the following (sections or words).”

“I move to amend by striking the following (sections and words) and inserting the following (sections or words).”

“I move to amend by inserting the following (lines or words) after (describe the location).”

“I move to amend by adding the following (lines or words) after (describe the location).”

Before calling for a vote on the proposed amendment, the Chairperson shall direct the Clerk to read the proposed amendment and to state how the section or sentence will read if the amendment is approved. Thereafter, the Chairperson shall call the question on the amendment.

**13.3.4 Form**

Each administrative resolution shall conform to the form required for introduction and adoption.

**13.5 Committee Review**

The Chairperson of the Board shall refer all proposed administrative resolutions to an appropriate committee of the Board. The committee shall review the proposal and invite effected departments of the county to comment and offer explanations. The committee, in its report, shall include a summary of the comments and objections to the resolution. Any administrative resolution reported without recommendation shall automatically lie on the table until ordered removed by the Board.

**13.6 Adoption**

The Board of Commissioners may adopt the committee recommendation or refer the report to a standing committee where further consideration can be given. On the final adoption of a proposed amendment, the vote shall be taken by a record roll

BOARD OF COMMISSIONERS  
RULES OF ORDER  
TUSCOLA COUNTY, MICHIGAN  
Revised March 25, 2021

call or in accordance with Rule 11.3. A majority of the Commissioners elected and serving shall be required for adoption, unless a statute requires a larger number of votes to adopt the policy.

**13.7 Notification**

Upon the final adoption of an administrative resolution, the Board Clerk shall notify each county Elected Official and Department Head of the Board action. Such notification shall be by title or summary. The Board Clerk shall make available a copy of the full administrative resolution.

**13.8 Record of Administrative Resolutions**

The Clerk shall keep a copy of each administrative resolution of the Board in a separate file or book with appropriate subcategories according to subjects covered. The record of each administrative resolution shall provide the date of adoption, the record vote of each Commissioner, and any amendments thereto adopted by the Board.

**14 INTERPRETATION & OPERATION**

**14.1 Intent Controls**

These Rules shall be interpreted in a manner to effectuate their intent, and as a general rule, form should not be elevated over substance.

**14.2 Coordination**

Wherever possible, these Rules should be interpreted in a manner consistent with State law and County ordinance.

**14.3 Severance**

If any Rule herein is determined to be unlawful, it shall be struck, and the remaining Rules shall continue in full force and effect.

**14.4 Ratification**

In the event that a Board action shall be declared invalid because of a failure to follow these Rules, the Board shall have the right to ratify the action and to make such ratification Nunc pro tunc (effective as of the original date of the defective action).

**14.5 Amendment**

The Board may amend these Rules at any time upon a majority vote of the members serving.

TO: Department Heads and Public  
 FROM: County Board of Commissioners, Controller/Administrator, County Clerk  
 RE: County Board and Committee of the Whole Meeting Schedule for 2023

The following is a list of dates for the County Board and Committee of the Whole meetings in 2023. Requests to address the Board of Commissioners and Committee of the Whole should be submitted to the Controller/Administrator in advance of the scheduled meeting dates. Also, it should be noted that meetings can be added or cancelled at the discretion of the Committee Leader. All meetings are held as hybrid meetings; both virtually via Google Hangouts and in person at the Tuscola County Purdy Building at 125 W. Lincoln St., Caro, MI 48723 unless otherwise stated.

	<b>2<sup>nd</sup> &amp; 4<sup>th</sup> Mondays Committee of the Whole</b>	<b>2<sup>nd</sup> &amp; 4<sup>th</sup> Thursdays Full Board</b>
	<b>8:00 A.M.</b>	<b>8:00 A.M.</b>
January	3 <sup>rd</sup> organizational mtg., 9 <sup>th</sup> , 23 <sup>rd</sup>	12 <sup>th</sup> , 26 <sup>th</sup>
February	6 <sup>th</sup>	9 <sup>th</sup> , 23 <sup>rd</sup>
March	13 <sup>th</sup> , 27 <sup>th</sup>	16 <sup>th</sup> , 30 <sup>th</sup>
April	10 <sup>th</sup> , 24 <sup>th</sup>	13 <sup>th</sup> , 27 <sup>th</sup>
May	8 <sup>th</sup> , 22 <sup>nd</sup>	11 <sup>th</sup> , 25 <sup>th</sup>
June	12 <sup>th</sup> , 26 <sup>th</sup>	15 <sup>th</sup> , 29 <sup>th</sup>
July	10 <sup>th</sup> , 24 <sup>th</sup>	13 <sup>th</sup> , 27 <sup>th</sup>
August	14 <sup>th</sup> , 28 <sup>th</sup>	17 <sup>th</sup> , 31 <sup>st</sup>
September	11 <sup>th</sup> , 25 <sup>th</sup>	14 <sup>th</sup> , 28 <sup>th</sup>
October	9 <sup>th</sup> , 23 <sup>rd</sup>	12 <sup>th</sup> , 26 <sup>th</sup>
November	13 <sup>th</sup> , 27 <sup>th</sup>	16 <sup>th</sup> , 30 <sup>th</sup>
December	11 <sup>th</sup>	14 <sup>th</sup> , 28 <sup>th</sup>

**CONFERENCES**

*NACo Legislative Conf.  
2/11-2/14 Washington, DC*

*MAC Legislative Conf.  
4/24-4/26 Lansing, MI*

*MAC Annual Conference  
10/1-10/4 Kalamazoo, MI*

County Board  
 Chairperson:  
 Vice-Chairperson:

Work Groups:  
 Finance:  
 Personnel:  
 Building & Grounds:

Meetings may be added, cancelled or rescheduled as necessary. If you need accommodations to attend a meeting, please notify the Tuscola County Controller/Administrator's Office at (989) 672-3700 two days in advance of the meeting.

## **YEAR 2023 HOLIDAYS**

**TUSCOLA COUNTY COURTHOUSE, ANNEX, H.H. PURDY BUILDING OFFICES,  
MOSQUITO ABATEMENT, FRIEND OF THE COURT and RECYCLING CENTER**

### **WILL BE CLOSED**

THE FOLLOWING WEEKDAYS TO OBSERVE THE LISTED HOLIDAYS:

<b>MONDAY, JANUARY 2, 2023</b>	<b>NEW YEAR'S DAY OBSERVED</b>
<b>MONDAY, JANUARY 16, 2023</b>	<b>MARTIN LUTHER KING, JR. DAY</b>
<b>MONDAY, FEBRUARY 20, 2023</b>	<b>PRESIDENT'S DAY</b>
<b>FRIDAY, APRIL 7, 2023</b>	<b>GOOD FRIDAY</b>
<b>MONDAY, MAY 29, 2023</b>	<b>MEMORIAL DAY</b>
<b>MONDAY, JUNE 19, 2023</b>	<b>JUNETEENTH – COURTS CLOSED, OTHER DEPARTMENTS PENDING BOC DECISION</b>
<b>TUESDAY, JULY 4, 2023</b>	<b>INDEPENDENCE DAY</b>
<b>MONDAY, SEPTEMBER 4, 2023</b>	<b>LABOR DAY</b>
<b>FRIDAY, NOVEMBER 10, 2023</b>	<b>VETERAN'S DAY OBSERVED</b>
<b>THURSDAY, NOVEMBER 23, 2023</b>	<b>THANKSGIVING DAY</b>
<b>FRIDAY, NOVEMBER 24, 2023</b>	<b>FRIDAY AFTER THANKSGIVING</b>
<b>FRIDAY, DECEMBER 22, 2023</b>	<b>CHRISTMAS EVE DAY OBSERVED</b>
<b>MONDAY, DECEMBER 25, 2023</b>	<b>CHRISTMAS DAY</b>
<b>FRIDAY, DECEMBER 29, 2023</b>	<b>NEW YEAR'S EVE DAY OBSERVED</b>

**Normal Business Hours are 8:00 A.M. – 12:00 Noon and  
1:00 P.M. – 4:30 P.M. for the Courthouse, Annex & H.H. Purdy  
Building**

**Please Note: Friend of the Court, Magistrate and Treasurer's Offices  
remain open through the lunch hour.**