

**TUSCOLA COUNTY BOARD OF COMMISSIONERS
ORGANIZATIONAL MEETING AGENDA
Monday, January 3, 2011 - 11:00 A.M.
HH Purdy Building - Board Room
125 W. Lincoln Street, Caro, Mi.**

Call to Order – Clerk White

Roll Call – Clerk White

1. Election of Chairperson
2. Election of Vice-Chairperson
3. Adoption of Agenda
4. New Business
5. Old Business
6. Correspondence
7. Public Participation
8. Establishment of Board and Committee of the Whole Meeting Dates (See Attachment A)
9. Establishment of Meeting Dates with Senator Green and Representative Damrow (See B)
10. Appointment of Commissioners to Boards/Commissions (See Attachment C)
11. Other Board and Commission Appointments (See D)
12. Commissioner Rules of Order (See Attachment E)
13. Other Business As Necessary

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

TO: Department Heads and Public
 FROM: County Board of Commissioners, Controller/Administrator, County Clerk
 DATE: 2011
 RE: County Board and Committee of the Whole Meeting Schedule for 2011

The following is a list of dates for the County Board and Committee of the Whole meetings in 2011. Requests to address the 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 in the Tuscola County H.H. Purdy Building at 125 W. Lincoln St., Caro, MI 48723 unless otherwise stated.

MONTH	Committee of the Whole 8:30 A.M. H.H. Purdy Building	Full Board/Committee of the Whole 8:30 A.M. H.H. Purdy Building	Full Board/Committee of the Whole 6:00 P.M. 'Away' Locations to be Determined***
January	Organizational Mtg 1/3/11	13 th	27 th
February	1 st	10 th	24 th
March	1 st	10 th	24 th
April	5 th	14 th	28 th
May	3 rd	12 th	26 th
June	7 th	16 th	30 th
July	5 th	14 th	28 th
August	2 nd	11 th	25 th
September	6 th	15 th	29 th
October	4 th	13 th	27 th
November	1 st	10 th	???
December	6 th	15 th	?? - holiday on 24 th

*** 6:00 P.M. 'Away' meetings to be held in Commissioner Districts. Locations to be announced.

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.

(A)

January

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3 Organizational Meeting	4	5	6	7	8
9	10	11	12	13 Full Board & Committee	14	15
16	17 Holiday	18	19	20	21	22
23	24	25	26	27 Full Board & Committee	28	29
30	31					

February

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 Committee	2	3	4	5
6	7	8	9	10 Full Board & Committee	11	12
13	14	15	16	17	18	19
20	21 Holiday	22	23	24 Full Board & Committee	25	26
27	28					

March

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 Committee	2	3	4	5 ← NACo
6	7	8	9	10 Full Board & Committee	11	12
Legislative Conference →						
13	14	15	16	17	18	19
20	21	22	23	24 Full Board & Committee	25	26
27	28	29	30	31		
← MAC Legislative Conference →						

April

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5 Committee	6	7	8	9
10	11	12	13	14 Full Board & Committee	15	16
17	18	19	20	21	22 <i>Holiday</i>	23
24	25	26	27	28 Full Board & Committee	29	30

May

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3 Committee	4	5	6	7
8	9	10	11	12 Full Board & Committee	13	14
15	16	17	18	19	20	21
22	23	24	25	26 Full Board & Committee	27	28
29	30 <i>Holiday</i>	31				

June

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7 Committee	8	9	10	11
12	13	14	15	16 Full Board & Committee	17	18
19	20	21	22	23	24	25
26	27	28	29	30 Full Board & Committee		

July

-Committee Meeting on the 14th right before NACo Annual Conference?

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4 <i>Holiday</i>	5 Committee	6	7	8	9
10	11	12	13	14 Full Board & Committee	15	16 ← NACo Annual
17	18	19	20	21	22	23
	Conference →					
24	25	26	27	28 Full Board & Committee	29	30
31						

August

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2 Committee	3	4	5	6
7	8	9	10	11 Full Board & Committee	12	13
14	15	16	17	18	19	20
21	22	23	24	25 Full Board & Committee	26	27
28	29	30	31			

September

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5 <i>Holiday</i>	6 Committee	7	8	9	10
11	12	13	14	15 Full Board & Committee	16	17
18	19	20	21	22	23	24
← MAC Summer Conference →						
25	26	27	28	29 Full Board & Committee	30	

October

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4 Committee	5	6	7	8
9	10	11	12	13 Full Board & Committee	14	15
16	17	18	19	20	21	22
23	24	25	26	27 Full Board & Committee	28	29
30	31					

November

Nov. 24th to be Full Board Meeting—but is holiday

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 Committee	2	3	4	5
6	7	8	9	10 Full Board & Committee	11 <i>Holiday</i>	12
13	14	15	16	17	18	19
20	21	22	23	24 <i>Holiday</i>	25 <i>Holiday</i>	26
27	28	29	30			

December

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6 Committee	7	8	9	10
11	12	13	14	15 Full Board & Committee	16	17
18	19	20	21	22	23 <i>Holiday</i>	24
25	26 <i>Holiday</i>	27	28	29 Full Board & Committee	30 <i>Holiday</i>	31

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TUSCOLA COUNTY BOARD OF COMMISSIONERS

125 W. Lincoln Street
Caro, MI 48723

Telephone: 989-672-3700
Fax: 989-672-4011

The Tuscola County Board of Commissioners has scheduled a series of meetings with State Representative Kurt Damrow and State Senator Mike Green.

These meetings take place at the Tuscola County H. H. Purdy Building
125 W. Lincoln Street
Caro, MI 48723

2011 Meeting Schedule

All meetings are scheduled for _____ a.m.

State Representative Kurt Damrow	State Senator Mike Green

COMMISSIONER COMMITTEES



KERN

Thumb Area Consortium
Human Development Commission
Health Board
Senior Services Advisory
Community Corrections Advisory Board
Behavioral Health Board
DHS/Medical Care Facility Liaison

PETERSON

Enterprise Facilitation
Human Development Commission

MEMS

Michigan Association of Counties – Aging Work Group
Michigan Association of Counties – Environmental

LEPC

NACo

Parks & Recreation
Dispatch Authority Board
County Planning Commission

PETZOLD

Recycling Advisory
Mid-Michigan Mosquito Control Technical Advisory Committee
Thumb Area Consortium
Multi-County Solid Waste
TRIAD
Road Commission Liaison
Health Board

ROGGENBUCK

Board of Public Works
Human Services Coordinating Council
MAC Judiciary & Public Safety Committee
Great Start Collaborative – Tuscola County
Parks & Recreation
NACo Agricultural Committee
NACo Rural Action Caucus
MAC Agriculture & Tourism

BARDWELL

Caro DDA
Brownfield Redevelopment Authority
Economic Development Corporation
Tuscola 2011
MAC Economic Development/Taxation
MAC 7TH District
Michigan Association of Counties – Board of Directors
NACo



TUSCOLA COUNTY BOARDS & COMMISSIONS
December 2010

Current members whose terms are expiring December 2010. *New applicants are noted in italics:*

Council on Aging Advisory Board – 1 position
Jerald Gamm*

Recycling Advisory Committee – 2 positions
Donald Duggar*
Tod Fackler*

Department of Public Works - 2 positions
Elwyn Helwig*
Donald Duggar*

Planning Commission – 3 positions
Delores Damm*
Lonnie Kester*
Zygmunt Dworzecki*

Public Health Board – 2 positions
Richard Horsch*

Department of Human Services – 1 position
Robert Hirn*
Nancy K. Barrios

Parks & Recreation Commission –
Christina Martens*
David Barrios

Recycling Advisory Committee – 3 positions
James McMinn*
Patricia E. Frazer*
Norma E. Wallace*

Central Dispatch Authority
(citizen-at-large)
(city/village gov't. rep.)
(twp. rep.)

*Seeking reappointment
New applicant

**BOARD OF COMMISSIONERS
RULES OF ORDER
TUSCOLA COUNTY, MICHIGAN
Revised 11/14/06
Revised 12/29/10**

1. PURPOSE

These rules are adopted by the Board of Commissioners of the County of Tuscola 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. 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 and the vice-chairperson. 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 receive written ballots from the members. When one nominee receives a majority of the votes of the members elected and serving, the nominee shall be declared chairperson.

The first item of business shall be election of the chairperson of the Board and the vice-chairperson. 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 receive written ballots from the members. When one nominee receives a majority of the votes of the members elected and serving, the nominee shall be declared chairperson. (The election of the Board chairperson may be by secret ballot with the approval of a majority of commissioners present.)

The newly elected chairperson shall assume the chairperson duties and proceed with the election to the office of vice-chairperson, which shall be conducted by roll call vote.

The newly elected chairperson shall assume the chairperson duties and serve a two year term unless the Board votes for a one-year term prior to the election.

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.

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 of Commissioners. The chairperson may convene a meeting of the Board upon his/her discretion. Notice shall be given as provided in Rule 3.3.

- 2.3.1 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 board of commissioners in the county annex unless public notice of the meeting states a different location. Whenever the regular meeting place of the Board of Commissioners 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.

Meetings of the Board of Commissioners shall be held in the chambers of the board of commissioners in the HH Purdy Building unless public notice of the meeting states a different location. Whenever the regular meeting place of the Board of Commissioners 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.

3. PUBLIC NOTICE OF MEETINGS

The county clerk shall provide the proper notice for all meetings of the Board of Commissioners. 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 County Board in each calendar year indicating the date, time, and place of the Board's regularly scheduled, committee of the whole and committee meetings.

3.2 Schedule Change

Whenever the Board shall change its regular Board of Commissioner 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, including committee of the whole changes, 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

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.

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 of the whole, and other committee meetings. The chairperson of the Board or chairperson of the respective committee shall review and add or delete items, as he/she considers proper. Unanticipated agenda items that require discussion or decisions may be covered under the other business 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 of Commissioner meeting, the Controller/Administrator shall immediately distribute to Commissioners copies of the agenda together with copies of reports, explanations, etc. which shall relate to matters of business of the agenda. Unless extenuating circumstances arise, the agenda will be sent on the Thursday prior to the Tuesday regular meeting. (This should enable the agenda to be available on Saturday prior to the Tuesday regular meeting). Upon completion, copies of board agendas with attachments will be made available in the Controller/Administrator's Office and the County Clerk's Office for use by departments to copy or review as desired. (It is the responsibility of the requesting department to make the copy.)

Upon completion of the agenda for the regular Board of Commissioner meeting, the Controller/Administrator shall immediately distribute to Commissioners, by mail or via the county website, copies of the agenda together with copies of reports, explanations, etc. which shall relate to matters of business on the agenda. This information is available on Monday at the county website or if mailed by Wednesday prior to the Thursday meeting.

5.3 Distribution of Committee of the Whole or Other Committee Meeting Agendas

Committee of the Whole and other committee agenda items will be e-mailed or faxed to county department heads 24 hours before the scheduled committee meeting in draft form. 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/on-going

matters.” There may be extenuating circumstances where it is not possible to distribute the agenda in advance of the meeting.

Agenda items for Committee of the Whole and other committee meetings with copies of reports, explanations, etc. will be available via the county website prior to the meeting.

5.4 Consent Agenda

The County Board of Commissioners shall use a “Consent Agenda” according to the resolution and rules approved by the Board of Commissioners on January 25, 2000. (See attachment A)

5.5 Order of Business

The order of business at all Board meetings shall adhere to 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
- h. Consent Agenda
- i. New Business
- j. Old Business
- k. Correspondence
- l. Committee and Liaison Reports
- m. Closed Sessions (if necessary)
- n. Extended Public Comment
- o. Adjournment

6. CONDUCT OF MEETINGS

6.1 Chairperson

The person elected chairperson in the first meeting each year of the Board of Commissioners 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 thereupon 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

A brief public comment period will be provided early on the Board of Commissioner's agenda. Comments during this period will be limited to minutes in order to leave time for the Board to conduct other items on the agenda.

A brief public comment period will be provided early on the Board of Commissioner's agenda. Comments during this period will be limited to 3 minutes in order to leave time for the Board to conduct other items on the agenda unless this time limit is waived by the Chairperson.

Another public comment period will be provided later on the agenda with the length of public comment extended. The length of comment during this period will be at the discretion of the Chairperson.

6.5 Procedures to Address the Board

Any person who addresses the Board shall state their name 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.

7.0 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 of Commissioners, consistent with any requirements of the Freedom of Information Act.

7.5 Board Stationery

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

8.0 COMMITTEES

8.1 Committee of the Whole

All five commissioners may serve on a Committee of the Whole, which may be established by the Board as ad hoc or standing committees with a particular subject purview related to County business that is also established by the Board at the time of creation. Three commissioners will constitute a quorum. Except for the Statutory Finance Committee, a Committee of the Whole will be advisory only, responsible for making recommendations to the Board, but not decisions for the Board.

The Chair of each Committee of the Whole, subject to Committee override, may select the County Clerk or someone from the Controller/Administrator's office to maintain minutes of the Committee of the Whole's meetings and shall deliver such record to the clerk of the

Board with the bi-monthly Board packet. One or more Committees of the Whole may be established to discuss such topics as financial, personnel, building and grounds and other matters. The Board may combine topics within a Committee of the Whole's assignments. The Statutory Finance Committee, however, shall serve as a separate Committee of the Whole. In the event that the Statutory Finance Committee meets in a continuous meeting setting with the Full Board or another Committee of the Whole Meeting, the Statutory Finance Committee meeting shall be separately called, opened and adjourned, and separate minutes shall be kept. The County Clerk must keep the minutes of this meeting. Certain commissioners may be assigned to lead discussion at Committee of the Whole meetings.

8.2 Labor Negotiations/Grievance Committee

Two commissioners will meet on an as-needed basis for labor negotiations. This committee will make recommendations to the Board of Commissioners regarding negotiations. The committee will also serve to fulfill union contract grievance procedures.

8.3 Statutory Finance Committee

As noted above, the Statutory Finance Committee shall serve as a Committee of the Whole with full Board authority to approve claims, per diems and other matters as identified in Attachment B.

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.

9.0 CLOSED MEETINGS

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

9.2 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:

9.2.1 To consider the purchase or lease of real property, until an option to purchase or lease 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 remain 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 named person rescinds his/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 kept in the County Clerk's office. Such minutes 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. With the approval of the Board Chair, the Clerk may destroy the minutes after one year and one day have passed after the meeting at which the Board approved the minutes of the meeting at which the Board voted to hold the closed meeting.

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 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 Chair puts a question to the members, every commissioner present shall vote on the question. No member present shall abstain from voting "yes" or "no". In the event that a member refuses to declare a "yes" or "no", the Chair shall direct the Clerk to record the vote as a "no" vote.

11.2 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.

11.3 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 questions 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.

11.4 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.

13.3 Order for Consideration

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

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

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

13.3.3 Full Board discussion and vote. Each member shall be given opportunity to discuss the resolution and offer such amendments as she or he 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 of Commissioners 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 the committee of the whole where further consideration can be given. On the final adoption of a proposed amendment, the vote shall be taken by a record roll 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 secretary shall notify each county department head of the Board action. Such notification shall be by title or summary. The Board secretary 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.