

SAGINAW COUNTY APPORTIONMENT COMMISSION

Rules of Procedure

1. In accordance with the law, three or more members of the Commission represent a quorum at any meeting. A majority vote of the quorum present is required to take action.
2. The sum of all cities, villages and townships in the county shall be used as the total county population figure in preparing a plan except prison populations: i.e. Saginaw Correctional Facility.
3. Only members of the Apportionment Commission may submit plans except as otherwise provided by law.
4. No one Apportionment Commissioner shall submit more than three plans.
5. Each plan submitted shall contain the following information:
 - A. Two Saginaw County maps clearly identifying each proposed Commissioner District. One map shall be made available for inspection in the Office of the County Clerk. The other map is the property of the Commission.
 - B. Seven copies of detailed census information clearly indicating the population figures in each proposed district. One copy shall be used for verification purposes, one copy shall be made available for inspection in the Office of the County Clerk, and the Chairman shall have one copy delivered to each of the five Commissioners for their consideration within 24 hours of receipt.
 - C. A word description of each district shall be made available for clarification purposes.
6. The Chairman shall have delivered to each member all census information within 24 hours after the date the Secretary of the State of Michigan certifies the federal census figures.
7. All plans shall be submitted to the Office of the County Clerk. The County Clerk's Office shall time stamp, assign a number and indicate the member's name on each plan received.
8. The member may make amendments to their plan for the purposes of making adjustments to district lines and/or population figures.
9. Errors found in the verification process of a plan submitted by a member shall be noted in writing; and the Chairman shall make six copies of the noted errors. One copy will be made available in the office of the County Clerk and one copy will be delivered to each of the five commissioners within 24 hours. If a plan is verified as being correct, the Chairman shall have each member notified by telephone or writing. Correction of errors

shall be made by the author in the form of an amendment to his/her plan.

10. Amendments shall be delivered to the office of County Clerk within 28 days after the date the Secretary of State certifies the census.
11. Amendments to each plan shall contain the same information required in number 5(A), (B) and (C) of these Rules of Procedure, as well as the member's name and the assigned plan number.
12. A final plan shall be verified and approved by the Commission within 60 days from the date the Secretary of State certifies the census.
13. Meetings of the Commission shall be set as follows:
 - A. Upon call of the Chairman
 - B. Upon a signed written request to the Chairman by three members of the Commission
 - C. Upon a majority vote of the members present at a meeting
14. All members called shall conform to the Open Meetings Act.
 - A. Public Comment shall be at the beginning and end of the agenda and members of the public shall have three (3) minutes to speak.
15. Rules could be amended by majority vote at a meeting where a quorum is present.
16. The Commission shall forward any legal questions to the County's Civil Counsel for an opinion.

APPROVED BY THE APPORTIONMENT COMMISSION ON _____

Chair
Saginaw County Apportionment Commission