

MINUTES

RULES COMMITTEE

DRAFT

Tuesday, June 11, 2024 – 4:30 p.m.

111 S. Michigan Ave., Rm. 200, Saginaw, MI 48602

Present: Christopher Boyd - Chairman, Sheldon Matthews, Denny Harris, Tracey Slodowski, Michael Webster
Others: Mary Catherine Hannah, Dave Gilbert, Koren Thurston, Jack Tany, Judge Gafkay, and Suzy Koeplinger

- I. Call to Order---**Chairman Boyd at 5:06 p.m.**
- II. Welcome
- III. Correction/Approval of Minutes (**Feb. 13, 2024**)
---**Moved by Harris, seconded by Slodowski, to approve. Motion carried.**
- IV. Public Comment---**Judge Gafkay was in attendance and stated the Board is doing a good job.**
 - *Speakers limited to 3 minutes*
- V. Agenda
 1. Considered and discussed proposed amended Board Rules provided by Chairman Boyd.
[See attached Motions and amended text]
 2. Discussed future date and time to bring additions/deletions/corrections back to the Rules Committee---**No action**
 3. Any other matters brought to the committee---**None**
- VI. Miscellaneous---**Discussion of County Administrator serving on the HealthSource Saginaw Board of Directors by virtue of her office. Dave Gilbert, Civil Counsel, will prepare a letter to HealthSource seeking clarification of their refusal to accept her appointment to the HSS Board.**
- VII. Adjournment---**Moved by Webster, seconded by Slodowski, to adjourn. Motion carried; time being 5:44 p.m.**

Respectfully submitted,
Christopher Boyd, Committee Chair
Suzy Koeplinger, Committee Clerk

ARTICLE I
Organization

Section 1.1 The organizational meeting of the Board of Commissioners shall be held within the first seven (7) days of January each year. At that meeting, the first order of business shall be the election of the Permanent Chair and Vice-Chair for a ~~two one~~ two-year term.

Section 1.2 At the organizational meeting, the County Clerk, or a designated representative, shall be Acting Chair and preside until a member of the Board is elected Temporary Chair. The Temporary Chair shall preside until the Permanent Chair is elected.

Section 1.3 The election of Chair and/or Vice-Chair shall be by voice vote (1905 LA 653).

Section 1.4 The Chair and Vice-Chair of the Board shall assume office immediately after being elected and shall hold such office ~~until the annual Board term has expired.~~ As set forth above.

---Webster moved, seconded by Harris, to approve Article I, 1.1 through 1.4, as amended. Motion carried.

ARTICLE II
Meetings and Sessions of the Board

Section 2.1 All meetings of the Board of Commissioners shall be called in accordance with State Statutes and Rules of this Board. (MSA 5.321 – MSA 5.359 (16) [MCL 46.1 – 46.416])

Section 2.2 The annual meeting of the Board of Commissioners shall be held each year after September 14, but before October 16. (MCL 46.1)

Section 2.3 All regular meetings of the Board of Commissioners shall take place at the Courthouse in Saginaw County, Michigan or at such other place as may be designated by the Board.

Section 2.4 The meeting time of the Board of Commissioners shall be at 5:00 p.m. on ~~the~~ **third** Tuesdays of each month in Room 200 of the Saginaw County Courthouse, on the schedule set forth in Section 2.5 ~~unless otherwise designated by the Chair.~~ There will be no meeting in July and the annual meeting will be held in accordance with State Statute.

---Matthews moved, seconded by Slodowski, to approve Article II, 2.1 through 2.9, as amended. Motion carried.

Section 2.5 Meeting Schedule – 2024

January (Wed)	3
January (Thur)	4
January	16
February	20
March	19
April	16
May	21
June	18
(No Session in July)	
August	20
September	17
October	15
November	19
December	17

Changes to the Schedule will be posted by the Clerk

Section 2.6 Petitioners requesting an audience before the Board of Commissioners shall be required to submit a request to the Board Coordinator no later than noon of the meeting day so audiences can be listed on the Addendum. The presenter shall be limited to three minutes in length for oral remarks, with the summation details to be filed in writing with the Board **along with the request** for referral to the appropriate committee, if required. This section shall not apply to any other committee of the Board.

Section 2.7 If a situation arises where an individual addressing the Board or attending the Session is discourteous or disorderly, the Chair shall take appropriate action by warning, requesting to leave, or having the individual escorted from the meeting.

Section 2.8 Special meetings of the Board shall be held only when authorized during regular sessions or by petition of at least one-third (1/3rd) of the members of the Board, (MCLA 46.10) and shall be at a time to allow maximum attendance. Notice of special meetings of the Board may be mailed to Commissioners via email at least 10 days before the date of the meeting.

Section 2.9 The business which a county board of commissioners may perform shall be conducted at a public meeting of the board held in compliance with Act No. 267 (Open Meetings Act) of Public Acts of 1976, being sections 15.261 to 15.275 of the Michigan Compiled Laws.

**ARTICLE III
Order of Business**

8) Commissioners' Initiatory Motions shall require two-thirds (2/3rds) (8) majority vote of the members present for adoption. All initiatory motions shall be put in writing and distributed to commissioners before the motion is considered. (Section 6.8)

*---Slodowski moved, seconded by Webster, to approve a minor change to Article III, Sec. 3.1(8).
Motion carried.*

Section 5.6 A member shall not ~~may~~ question a petitioner on her/his ~~their~~ presentation, ~~except by leave of the chair.~~

---Webster moved, seconded by Matthews, to amend Article V, Sec. 5.6 as amended. Motion carried.

ARTICLE VI Procedure

Section 6.1 The business of the Board shall be conducted in accordance with Robert's Rules of Order, revised, insofar as such rules are not in conflict with these Rules and the Statutes of the State of Michigan. The Chair shall appoint a Parliamentarian and Deputy Parliamentarian to ensure adherence to the rules under which the Board conducts its business.

Section 6.2 A member shall have the privilege to request that a question before the Board be postponed to the next scheduled meeting; except when there is reasonable indication that postponement would result in the denial of the motion ~~or that postponement would result in making the matter moot.~~ Such deferred question shall be taken up at the next scheduled meeting under the order of unfinished business. Once an item has been commissioner privileged, it may not be commissioner privileged again. This section shall not apply to appointment by majority vote of this Board (elections).

Section 6.3 A member shall have the right to move reconsideration of any question on which the member voted with the prevailing side. A question may be reconsidered at the same or succeeding day's meeting but shall not be reconsidered more than twice.

Section 6.4 A motion made and seconded shall be restated by the Chair or if in writing, read aloud by the Clerk before being debated.

Section 6.5 A member shall reduce a motion to writing at the request of the Chair.

Section 6.6 A member may move for the division of a question or the Chair may order same.

Section 6.7 These Rules may be temporarily suspended for the consideration of a specific question at any regular or special meeting by a two-thirds (2/3rds) vote of the members present.

Section ~~7.4~~ 6.8 The agenda ~~for all full Board meetings~~ shall be closed at 5:00 p.m. the Thursday prior to the scheduled Tuesday Board Session. Only emergency matters requiring ~~full~~ Board action will be allowed to bypass the scheduled deadline as approved by the Chair. Those matters will be assigned to the appropriate committee which will act on them prior to the ~~Board~~ Session and any recommendations subject to the two-thirds (2/3rds) (8) rule. (Section 4.9)

Section 7.5 The agenda packet prepared for the Board will be numbered to design the various sections and fastened together as one unit. The Addendum prepared on the day of the Session shall be numbered consistent with the numbering of the Agenda. Communications will be summarized in the packet and kept on file in their entirety in the Board Office. Communications and supporting material will be distributed to the appropriate committee **6.9** all members, as requested by the committee at the end of each meeting, Board material may be removed by the commissioner or left on her/his desk for redistribution. All confidential and privileged material shall be personally returned to Board Staff or signed out at the end of the Session.

Section 6.8 Committee reports and resolutions will be introduced to the Board by the Chair of each committee, who may yield the floor for presentation to a member of the committee. **6.10** Committee reports will be grouped together and numbered accordingly. When a Committee submits only one (1) report, the Chair/member is encouraged to summarize said report; when presenting more than one (1) report, those reports shall be reported in summary fashion as a Consent Agenda to be considered and voted on as a group, subject to exception by any member. Resolutions are encouraged to be summarized, but shall be considered and voted on individually.

Section 6.11 The agendas for all Committee meetings shall be closed at 5:00 p.m. the Thursday prior to the scheduled Committee meetings. Only emergency matters will be allowed to bypass the scheduled deadline as approved by the Chair of each Committee or the Board Chair. All supporting documentation pertinent to the matter to be presented to each Committee shall be provided by the deadline above for inclusion in the agenda packet, so that it may be provided to the Committee members for review sufficiently in advance of such Committee meeting, except for emergency matters added in accordance with the above, or if waived by a majority of the Committee.

Section 6.9 ~~At the request of any member and with the concurrence of the Board Chair, comments by~~ **6.12** and questions of staff persons or others with information vital to a question before the Board or Committee shall be allowed.

Section 6.10 A memo from the Board Chair will accompany the Rules to provide clarity in matters **6.13** relating to conduct and procedure at Official Board Sessions, and any other matters which may be appropriate.

---Slodowski moved, seconded by Matthews, to amend Article VI, 6.1 through 6.13. Motion carried.

ARTICLE VII Officers

Section 7.1 The Chair shall be the presiding officer of the Board and her/his duties shall be:

- 1) To preserve order and decide questions of order subject to appeal by the Board;
- 2) To make the appointment of members to all Primary, Regular and Special committees, and boards and commissions, unless otherwise directed by the Board or State Statute; provided, however, that members shall be notified in the Board Agenda of pending elections and appointments; the Chair's appointments will be listed in the Addendum prepared on the day of the Session;
- 3) To call all meetings of the Board;
- 4) To be a voting member of all Primary, Regular and Special Committees;
- 5) To refer all petitions and communications that come before the Board to the proper committee for consideration unless otherwise directed by the Board;
- 6) To direct the County Emergency Preparedness Coordinator in accordance with established Board policy; and in the event of disaster within the County jurisdiction shall request a declaration of disaster from the Governor.

Section 7.2 The Vice Chair shall preside at all meetings in the temporary or permanent absence, incapacity, or death of the Chair and shall assume all responsibilities of Chair while serving as Chair and execute necessary documents on behalf of the County. In the temporary or permanent absence, incapacity, or death of the Vice Chair, the Chair of the Courts and Public Safety Committee shall assume all responsibilities.

Section 7.3 In order to provide for the orderly conduct of county government in the event of an emergency, i.e., flood, tornado, etc. the line of succession to the position of Chair of the Board of Commissioners shall be as follows:

- 1) Vice Chair
- 2) Chair of Courts & Public Safety Committee
- 3) Chair of Human Services Committee
- 4) Chair of County Services Committee

~~**Section 7.4** The agenda shall be closed at 5:00 p.m. the Thursday prior to the scheduled Tuesday Board Session. Only emergency matters requiring Board action will be allowed to bypass the scheduled deadline as approved by the Chair. Those matters will be assigned to the appropriate committee which will act on them prior to the Session and any recommendations subject to the two-thirds (2/3rds) (8) rule. (Section 4.9)~~

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~~Session shall be numbered consistent with the numbering of the Agenda. Communications will be summarized in the packet and kept on file in their entirety in the Board Office. Communications and supporting material will be distributed to the appropriate committee members, as requested by the committee. At the end of each meeting, Board material may be removed by the commissioner or left on her/his desk for redistribution. All confidential and privileged material shall be personally returned to Board Staff or signed out at the end of the Session.~~

- Section 7.6** Commissioner seating in the Board Room shall be at the pleasure of the
7.4 Commissioners and shall be maintained throughout the term, subject to the following:
The Board Chair shall preside as designated. When any other seat becomes available, it shall be filled based on Commissioner Seniority, only upon request to the Board Chair.

---Webster moved, seconded by Harris, to approve amendments to Section VII. Motion carried.

ARTICLE IX Committees

Section 9.1 The following shall be the Primary Standing Service Committees of the Board:

1) Human Services

Requests for action by the Board of Commissioners will be made to the Human Services Committee from the following departments/organizations: Child Care Welfare, Commission on Aging, Region VII AAA, Department of Health & Human Services, Public Health Department, HealthSource Saginaw, Mental Health Authority (Substance Abuse), Mosquito Control, MSU Extension, and Veterans Burial/Veterans Relief/Veterans Trust

2) Courts and Public Safety

Requests for action by the Board of Commissioners will be made to the Courts & Public Safety Committee from the following departments/organizations: Americans with Disabilities (ADA), Animal Control, Assigned Counsel, Central Communications/911, Circuit Court (Jury Administration, Friend of the Court), Community Corrections, District Court, Emergency Services, Law Library, Local Emergency Planning Committee, Medical Director, Probate Court - Estate & Family, Probation - Circuit/District, Prosecuting Attorney (Welfare Enforcement), and Sheriff's Office/Jail

3) County Services

Requests for action by the Board of Commissioners will be made to the County Services Committee from the following departments/ organizations: Building Authority, Clerk/Elections, ~~Controller~~ Administrator (Administration, Airport- H.W. Browne, Event Center, Facilities Management/Maintenance, Information

Technology, Parking Lots, Public Improvement Projects, Purchasing/Auction, Telephone Services), Convention Bureaus (Tourism), Civil Counsel, Equalization, Public Works/Drains (Saginaw Area Storm Water Authority, Upper Saginaw River Dredging), Economic Development/Saginaw Future, Historical Society/Castle Building, Michigan Works! Administration, Parks & Recreation, ~~Planning Commission~~ Brownfield Redevelopment, ~~Housing Authority~~, ~~Solid Waste Planning~~, **Materials Management Planning Committee**, ~~Transportation~~, Register of Deeds, ~~(Remonumentation)~~, Saginaw Valley Zoological Society, Soil Conservation, and Treasurer (Accommodations Ordinance/Land Bank Authority Program)

Section 9.2 A quorum for Standing Service Committees shall be three members.

Section 9.3 Each Board member shall serve on at least one (1) Primary and one (1) Regular Standing Service Committee. Commissioners attending committee meetings who are not members of the committee shall be treated the same as the general public.

Section 9.4 There shall also be four (4) Regular Standing Service Committees of the Board, which shall be responsible for recommendations to alter the approved Annual Budget; for recommendations to alter County Personnel Policies; for providing input and direction in labor negotiations; for recommendations concerning state and federal legislative issues; and, for recommendations concerning cooperative efforts between Local units and County government.

The four (4) Regular Standing Service Committees shall include the Chair of the Board. A quorum shall consist of a majority of the members serving on the committee. The Vice-Chair of the Board of Commissioners shall assume chairmanship of said committee in the absence of its chair and vice chair

- a. Budget/Audit shall review the cash position of the County with the Treasurer and ~~Controller~~ **Administrator** as compared to budget categories in both revenues and expenses, and shall report **to** the Board of Commissioners on a timely basis.
- b. Labor Relations shall review all personnel matters as they relate to County policy and negotiations with ~~Controller~~ **Administrator** and appropriate personnel officer and report the Board of Commissioners on a timely basis. Labor Relations shall also serve as the Factoring Subcommittee. These responsibilities may be delegated by Labor Relations but they shall remain responsible for the final decision to be reported to the Board.
- c. Legislative shall address state and federal legislative issues affecting the County, have regular contact with legislators, departments and organizations, and shall report to the Board of Commissioners on a timely

basis. Any member of the Board of Commissioners who is serving as a director of MAC shall be a member.

- d. Intergovernmental Cooperation shall reach out to other local units of government, including adjacent counties, and Saginaw County cities, villages, townships and school districts to seek out best practices, cooperation, collaboration and consolidation opportunities when it is deemed in the best interest of Saginaw County residents.

Section 9.5 There shall be a Committee of the Whole, consisting of all eleven (11) members of the Board. The Committee shall consider all petitions, communications, and any other matters deemed appropriate as directed by the Board or the Chair of the Board with the actions or motions recorded in the Minutes of the Committee. The Vice-Chair shall assume Chairmanship of said Committee. In the absence of the Vice-Chair, the line of succession shall be as listed in Section 7.2. The Committee shall be subject to Robert's Rules of Order, as revised. Upon completion of discussion, only motions to refer to an organized committee or to postpone indefinitely shall be allowed.

Section 9.6 There shall be an Executive Committee, consisting of five (5) members, which shall include: the Chair of the Board and the Chair of each of the Primary Standing Service Committees.

- 1) When there is no member of the minority party serving on the Executive Committee, the minority party shall recommend one of their members to serve on the Committee to the Chairman of the Board, who shall have the authority to make the final appointment.
- 2) In the event a minority party member is a Standing Service Committee Chair, and thereby a member of the Committee, the Chair shall appoint another member to the Committee at the Chair's sole discretion.
- 3) The Executive Committee shall serve as an Advisory Committee to the Chair of the Board. Recommendations from said Committee should first be placed before the appropriate Standing Service Committee. The Executive Committee shall retain the option to refer matters directly to the Board.

Section 9.7 Additional committees may be constituted for special activities beyond the scope of the Standing Service Committees upon motion of any member of the Board or the Chair of the Board.

Section 9.8 The Chair of the Board shall appoint, in January, members to all committees and subcommittees in this section, except as otherwise noted.

Section 9.9 The first named member of each committee shall act as chair of that committee and the second named member shall act as vice chair of that committee.

Section 9.10 All committee recommendations to the Board **Chair** shall be reduced to writing.

Section 9.11 All committees shall be subject to the call of the Chair of the Board or the Committee Chair, at a time convenient for all members of the committee except in emergency situations.

Section 9.12 Committee members shall be entitled to per diem for committee assignments during the recess of the Board when said work has been previously ordered by the Board Chair or its Committee Chair.

Section 9.13 Conduct of committees shall be subject to State Statutes and Rules of the Board of Commissioners, wherever applicable.

Section 9.14 All requests for legal opinions by commissioners are to be directed to the Chair for referral to County Legal Counsel unless approved by the Board at a regular session.

---Matthews moved, seconded by Webster to approve amendments to Article IX. Motion carried.