



MONROE COUNTY
BOARD OF COMMISSIONERS

BY-LAWS & RULES OF PROCEDURE

AMENDED AND REVISED
APRIL 2005

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MISSION STATEMENT

The Mission Of The Monroe County Board Of Commissioners Is To Perform Their Legally Constituted Responsibilities Which Are To Protect The Health, Safety And Welfare Of The Residents Of Our Community And Our Employees.

Article I

BOARD ORGANIZATION

1.1 Board Membership:

The Board of Commissioners shall consist of nine (9) members elected from single districts apportioned on the basis of population as provided by law.

1.2 Term Of Commissioners:

The term of each Commissioner shall be for two (2) years and shall be concurrent with that of State Representatives.

1.3 Vacancies In Office:

When a vacancy occurs in the Office of Commissioner, either by death, resignation or removal from the district or removal from Office, the vacancy shall be filled by appointment within thirty (30) days by the County Board of Commissioners of a resident and registered voter of that district. A person who has been convicted of a violation of MCL 38.412(a) shall not be eligible for appointment to the Office of County Commissioner for a period of twenty (20) years after conviction. The person appointed to fill a vacancy which occurred in an odd numbered year, shall serve until the vacancy is filled in a special election. That special election shall be called by the County Board of Commissioners. The person appointed to fill a vacancy which occurs in a year which is an election year for the office of county commis-

sioner shall serve for the remainder of the unexpired term. If the County Board of Commissioners does not fill the vacancy by appointment within thirty (30) days, that vacancy shall be filled by special election regardless of whether the year is an election year or an odd year. (See MCL 46.412).

1.4 Reapportionment:

The Board shall be reapportioned, in the manner provided by law, within sixty (60) days after the publication of the latest United States Official Census figures.

1.5 Compensation:

Compensation for the Board of Commissioners and nonjudicial elected officials shall be determined by the Monroe County Compensation Commission each even numbered year and shall make its determination within forty-five (45) calendar days after its first meeting of the year and shall become effective on January 1st of the odd numbered year following approval of the Monroe County Officers Compensation Commission (MCL 45.471).

Compensation of the Monroe County Road Commissioners shall be reviewed and established at such time as the Board of Commissioners determine appropriate.

1.6 Reimbursable Expenses:

Commissioners shall be reimbursed for all actual expenses including mileage, not otherwise reimbursed from other sources which are incurred for travel in conjunction with required meetings and conferences subject to appropriations in the annual budget.

1.7 Officers, Agents & Employees:

The Board shall elect at its first meeting of each year a Chairman and Vice-Chairman and may appoint at such other times such other representatives, agents and

employees.

1.8 Powers & Duties:

The Board shall have such powers and duties as shall from time to time be provided by law (See Appendix A).

1.9 Indemnification:

The County shall indemnify and save harmless all Board Members against expenses actually and necessarily incurred by them in connection with the defense of any action, suit or proceeding in which they are made parties by reason of being or having been a Board member, except in relation to matters as to which any such member shall be adjudged in such action, suit or proceeding to be liable for negligence or misconduct in the performance of duty and to such matters as shall be settled by agreement predicted on the existence of such liability. The foregoing right to indemnification shall not be exclusive of other rights to which a member may be entitled.

Article II
OFFICERS & EMPLOYEES

2.1 Chairman:

The Chairman shall be elected in accordance with PA 392 of 2000 by and from the membership of the Board. (See Appendix B). The duties and powers shall include the following:

1. Shall prepare the Agenda in accordance with County Policy #201 as adopted by the Board of Commissioners on March 23, 1999. (See Appendix C) and shall preside at all meetings of the Board.
2. Shall appoint, with the confirmation of the Board, the members of all standing and spe-

cial committees of the Board and appoint the Chairman of each Committee.

3. May refer any communication to a standing committee.
4. Shall appoint, with the confirmation of the Board, representatives for attendance at state and district conferences or service on state or district committees.
5. Shall serve as an ex-officio member of all committees and subcommittees of the Board.
6. Shall affix the signature to all contracts, bonds and other documents requiring the signature of the Chairman.
7. Shall be the ceremonial representative of the County and shall perform such other duties as specified by law, the Board, or by custom. In the event the Chairman is unavailable to represent the County at any ceremonial function, the Chairman shall designate the Commissioner of the particular district in which the ceremonial function is scheduled to appear and act for and on behalf of the County. In the event that particular Commissioner is unavailable, then the Chairman may appoint another Commissioner.

2.2 Vice-Chairman:

The Vice-Chairman shall be elected in accordance with PA 392 of 2000 by and from the members of the Board. (See Appendix B). The duties and powers shall include the following:

1. Shall prepare the Agenda in accordance with County Policy #201 as adopted by the Board

of Commissioners on March 23, 1999. (See Appendix C) in conjunction with or in the absence of the Chairman.

2. Shall preside in the absence of the Chairman.
3. Shall affix the signature to contracts, bonds or other documents requiring the signature of the Chairman when the Chairman is unable to do so because of illness or any other emergency which, in the opinion of the Board, prevents the Chairman from performing such functions of that office.
4. Shall perform such other duties as may be from time to time assigned by the Chairman or by the Board.
5. Shall be Chairman of the Finance Committee.

2.3 Clerk:

The County Clerk, or in the absence of the County Clerk, the Chief Deputy, shall be the Clerk of the Board and shall perform such duties as required by law or as from time to time assigned by the Board. The Clerk may also appoint, with the consent of the Board, a Deputy Clerk to perform those duties as required by law or assigned by the Board. This Deputy Clerk shall also serve, with the consent of the Board as the Administrative Assistant for the Board. This Deputy Clerk/Administrative Assistant shall be responsible for the following duties and shall serve under the direction of the Board of Commissioners and the County Clerk:

1. The performance of secretarial services for the Chairman and Board Members.
2. The recording of the minutes of the Board and Committee Meetings.

3. The filing and preservation of the records of the Board and its Committees.
4. The performance of such other duties as may be from time to time assigned by the Chairman or by the Board.
5. Serve as Administrative Assistant to the Administrator/CFO and Recording Secretary to various Boards and Commissions.
6. Shall be the designated person to provide notice of Public Meetings in compliance with the Open Meetings Act.

2.4 Administrator/Chief Financial Officer: Under Administrative Form of Government) See Appendix D

The County of Monroe, through its Board of Commissioners, perceives and believes management of the County can become more efficient through a more centralized administration established under MCL 46.11 and MCL 46.13 (a) described above.

2.5 Legal Advisor:

The Board of Commissioners shall at its Organizational Meeting of newly elected Commissioners appoint a Legal Advisor to serve at the pleasure of the Board. The Legal Advisor shall serve until a replacement is appointed.

2.6 Appointments To Boards & Commissions:

1. At least sixty (60) days prior to the expiration of any member's term on any Board, Commission or Agency, a list shall be furnished by the Administrative Assistant/Deputy Clerk of the Board to the members

of the Board of Commissioners setting forth the names of persons whose terms are expiring and the date of expiration of such terms. Applications for appointments to Boards and Commissions shall be submitted to the Administrative Assistant/Deputy Clerk. Applications received after the date specified in the advertisement shall not be considered. All members shall continue to serve until reappointment or a successor is appointed.

2. The full Board shall make appointments to Boards and Commissions.
3. Appointments shall not be confined to incumbents only. The Administrative Assistant/Deputy Clerk shall notify all incumbents of their terms expiring by letter and inquiring if they wish to be reappointed and at the same time advertise for the vacancies. All applications are to be received by the Administrative Assistant/Deputy Clerk and time stamped on the date so received. The resumes of applicants for appointment shall be available in the Board of Commissioners Office prior to when the appointment is made. A majority vote of the members elected shall appoint unless otherwise provided by law.
5. A Commissioner who is appointed to any position by said Board of Commissioners shall hold such position only during the duration of his elected term. Any vacancy created by death, resignation or failure of reelection shall likewise terminate that person to the respective appointed position.

6. No Commissioner shall be eligible or considered for appointment to any board, commission or committee for a period on one (1) year from the date he or she leaves office.
7. No individual shall be appointed, except County Commissioners, to serve on more than one Board or Commission provided they submit a letter of resignation from the Board or Commission on which they are serving, subject to appointment to the new Board or Commission for which they seek appointment.
9. In the event there are an insufficient number of applicants for any Board or Commission subsequent to advertisement for the same, the Chairman may without further advertisement appoint individuals to those existing vacancies upon the approval of the full Board.

Article III MEETINGS

3.1 Regular Meetings:

Except otherwise required by law, the Regular Meetings of the Board shall be held as follows:

1. The Board shall meet regularly on the second and fourth Tuesday of each month at 7:00 p.m., and at the option and call of the Board Chairman, may meet on the first, third and/or fifth Tuesday of any particular month at 5:00 p.m., or later as may be designated by the Chairman.
2. All Regular Meetings of the Board shall be held in the Board of Commissioners Cham-

bers, 125 East Second Street, Monroe, Michigan unless otherwise notified per the requirements of the Open Meetings Act (See Appendix E).

3. All meetings of the Board of Commissioners shall be held in accordance with Public Act 267 of 1976 as amended (Open Meetings Act).

3.2 Committee Meetings:

All committees shall meet as a committee as provided in Article V (Committees Of The Board) as necessary, or at the call of the Chairman.

Committee recommendations shall be in accordance with Appendix F (Flow Chart).

3.3 Special Meetings:

Special Meetings of the Board shall be held only when:

1. Requested by at least one-third (1/3) of the members, which request shall be in writing, addressed to the County Clerk and specifying the time, place and purpose of such meeting. Upon receipt of this request, the Administrative Assistant/Deputy Clerk shall give notice to each of the Commissioners within 24 hours.
2. The Board Chairman may at any time, upon a finding and proclamation of a peacetime or civil disaster or an attack by a foreign enemy, call a special session of the Board of Commissioners to meet at such a time or place as may be deemed appropriate and give notice of such meeting to the members of the board by the best available means of communication. In the event of the incapacity or absence of Board Chairman or Vice-Chairman at the

time of such attack by foreign enemy, the Chairman of the Personnel Services/Human Resources Committee may act in their place.

3.4 Organizational Meeting:

The Board shall at its first Regular Meeting in each calendar year, or at such other time as may be required by law, convene for the purpose of electing officers and transacting any other business properly brought before the Board.

3.5 Order Of Business For Regular Meeting:

The order of business shall be as follows:

1. Call To Order
2. Roll Call
3. Pledge Of Allegiance
4. Opening Prayer
5. Approval Of Agenda
6. Approval Of Minutes
7. Citizens Time
8. Resolutions, Special Tributes & Presentations
9. Consent Agenda
10. Communications
11. Public Hearings
12. Old Business
13. New Business
14. Citizens Time
15. Announcements
16. Administrator's Report
17. Members Time
18. Adjournment

3.6 Quorum:

A majority of the members shall constitute a quorum for the transaction of the ordinary business of the County.

3.7 Public Meetings: (See Appendix D)

3.8 Publication Of Proceedings:

The Board shall cause to make a full report of the Board proceedings available, as soon as possible, after each session in the Office of the County Clerk for public inspection and copying, without charge, mail copies of the report without charge and advertise, in established newspapers, that such a report is available from the Office of the County Clerk.

3.9 Board Orders, Record:

Every order, resolution and determination of the Board shall be recorded in the records of the Board and signed by the Chairman and County Clerk.

Article IV RULES OF GENERAL CONDUCT & PROCEDURE

A. CONDUCT

4.1 General Conduct:

A member shall not use profane, intemperate or discourteous language or conduct. If a member arrives late at a meeting, the time of arrival shall be noted by the Clerk. If a member leaves a meeting before adjournment, his time of departure shall be noted by the Clerk.

4.2 Conflict Of Interest:

No member shall directly or indirectly be a party to any contract between himself and the County of Monroe or recommend or encourage any contract between the County of Monroe and a relative or the employment of a relative. The provision herein shall be in addition to any conflict of interest provision now or hereafter established by law.

4.3 False Statements:

No member shall make any false statements for the purpose of receiving compensation or reimbursement for expenditures.

4.4 Violation Of The Rules Of Conduct:

No penalty shall be assessed against any member for the violation of the rules of conduct except on the filing of written charges and a hearing before the entire Board. No member shall be found guilty except on a two-thirds (2/3) vote of the entire Board and the punishment may include censure or such other penalty as may be permitted by law.

B. GENERAL PROCEDURE

4.21 Agenda:

1. All Regular Board of Commissioners agendas shall be prepared in accordance with County Policy #201 dated March 23, 1999.
2. If an item has been submitted for review and recommendation by the appropriate committee or committees and no action has been taken by the committee on the item within forty-five (45) days after its submission, the Chairman shall be required to place the item on the Agenda for consideration.
3. There is hereby established a Consent Agenda,

whereby all committee reports are placed. Any member of the Board may request any consent agenda item to be removed for discussion and brought before the Board for separate action and vote. Otherwise, all consent agenda items after voted on by motion and roll call, shall be considered adopted as if read and acted upon individually.

4.22 Voting:

The voting procedure shall be as follows:

1. No votes shall be taken by secret ballot.
2. Except otherwise provided by statute or rule, all questions shall be determined by the vote of the majority of the members present, except upon final passage or adoption of any measure or resolution, or the allowance of any claim against the County, in which case the majority of all members elected and serving shall be necessary.
3. A two-thirds (2/3) vote of all elected members of the Board shall be required for the exercise of the powers mentioned in the third, fifth, sixth, eleventh, twelfth, fifteenth and sixteenth subdivision of Section II of Act No. 156 of the Public Acts of 1851 to wit: MCL 46.11, as amended. A motion for a reconsideration vote requires passage by a simple majority plus one.
4. A two-thirds (2/3) vote of the members elected and serving shall be required:
 - a. To suspend the rules of order of business at any meeting.

- b. To approve any main substantive motion which has not been distributed in writing to each Board member at least one (1) hour prior to the meeting.
 - c. To limit debate, provided, however, that each member who has not spoken to the question at the time of the adoption of such motion shall be permitted to speak on the main question for a period not to exceed three (3) minutes.
5. A roll call vote shall be taken on the adoption of any ordinance, the adoption or amendment of the budget or the appropriation or disbursement of funds in excess of one-thousand dollars (\$1,000), or at the request of any member. The call of the roll shall not be interrupted. A member at the completion of the call may give a brief statement for the record without argument or repetition, of reasons for voting “Aye”, “Nay” or for “Abstaining”. Any member may request, through the Chairman, that the member attempting to abstain state a reason/explanation for the abstention.

4.23 Citizen Participation:

At the direction of the Chairman or at the invitation of a Commissioner, a citizen may speak on any Agenda item prior to taking a vote thereon.

4.24 General Conduct:

No member or other person shall speak until duly recognized by the Chairman and shall immediately cease speaking if ruled out of order.

4.25 Codification:

All approved official actions, regulations, policies and ordinances shall be codified by the County Clerk in such forms as may be required for their proper use.

4.26 Rules Of Order:

Robert’s Rules of Order, Latest Edition of the Scott, Foresman and Company shall govern the Board and its Committees on all of their deliberations except as modified by statute or rule.

Article V

COMMITTEES OF THE BOARD

A. ORGANIZATION

5.1 Purpose & Functions:

It is the purpose of each Committee to develop for the entire Board information, alternatives and recommendations as well as to carry on a continuing evaluation of the performance of activities within the Committee’s area of responsibility.

5.2 Standing Committees:

- 1. Finance Committee:

Membership:

The entire Board of Commissioners shall serve on the Finance Committee.

Areas Of Responsibility:

The Finance Committee’s responsibilities shall include, but not be limited to the following:

- a. Preparation of the annual budget for approval of the Board.
- b. Recommendations to the Board for the expenditure of all County funds.
- c. Recommendations to the Board in areas of apportionment, equalization and appropriations not previously approved by the annual budget.
- d. Providing policy recommendations to the Board to expend county funds and overseeing County revenues and investments which includes developing funding alternatives.
- e. Recommendations to the Board of the sufficiency of cash reserves to contingency account contemplated by non-budgetary appropriations.
- f. Finance Policies.
- g. Finance Department.
- h. Budgeting Policies and Development.
- i. Internal and External Auditing.
- j. Equalization and Apportionment.
- k. Delinquent Tax Borrowing.
- l. Economic Development.

m. Claims Against the County.

Review budgets of committee functions for recommendations to the full Board.

No final decision shall be made by this Committee except as approved by the Board of Commissioners.

2. Personnel Services/Human Resources Committee:

Membership:

The Personnel Services/Human Resources Committee, consisting of four (4) members appointed by the Chairman of the Board following the Organizational Session of the Board.

Areas Of Responsibility:

The Personnel Services/Human Resources Committee's responsibilities shall include, but not be limited to the following:

- a. Human Resources - Position upgrades, new position requests and job study evaluations.
- b. Health Department.
- c. Medical Examiner.
- d. Mental Health Authority.
- e. Fairview.
- f. Commission On Aging.
- g. Housing Commission.

- h. Veterans Services.
- i. Cooperative Extension.
- j. Family Independence Agency.
- k. Southeast Michigan Substance Abuse Services.
- l. Michigan Works and Job Training.

Review budgets of committee functions for recommendations to the Finance Committee and full Board.

No final decision shall be made by this Committee except as approved by the Board of Commissioners.

3. Physical Resources Committee:

Membership:

The Physical Resources Committee, consisting of four (4) members appointed by the Chairman of the Board following the Organizational Session of the Board.

Areas Of Responsibility:

The Physical Resources Committee's responsibilities shall include, but not be limited to the following:

- a. Procurement.
- b. Facility Management.
- c. Clerk/Register Of Deeds.
- d. County Agency.

- e. Road Commission.
- f. Drain Commission.
- g. Self-Help Improvement Program.
- h. Soil Erosion Program.
- i. Parks & Recreation.
- j. Solid Waste Management Plan (PA 641).
- k. House Numbering.
- l. Planning Department.
- m. Central Dispatch/9-1-1
- n. Remonumentation Program.
- o. Information Systems.
- p. Historical Commission.

Review budgets of committee functions for recommendations to the Finance Committee and full Board.

No final decision shall be made by this Committee except as approved by the Board of Commissioners.

4. Judiciary, Law Enforcement And Public Safety:

Membership:

The Judiciary, Law Enforcement and Public Safety

Committee, consisting of four (4) members appointed by the Chairman of the Board following the Organizational Session of the Board.

Areas Of Responsibility:

The Judiciary, Law Enforcement and Public Safety Committee's responsibilities shall include, but not be limited to the following:

- a. Circuit Court.
- b. Family Court.
- c. District Court.
- d. Probate Court.
- e. Friend of the Court.
- f. Sheriff/Jail/Animal Control.
- g. Community Corrections/PA511
- h. Emergency Medical Services.
- i. Youth Center.
- j. Emergency Management.
- k. Friend of the Court Citizens Advisory Board.
- l. Prosecuting Attorney.

Review budgets of committee functions for recommendation to the Finance Committee and full Board.

No final decision shall be made by this Committee except as approved by the Board of Commission-

ers.

B. COMMITTEE PROCEDURE

5.21 Minutes:

Minutes shall be prepared for all meetings and shall be filed in a minute book maintained for each Committee.

5.22 Time, Place & Attendance Of Meetings:

Each Committee shall:

1. All Committees will meet at the discretion of the Chairman of those Committees. Meetings may also be scheduled on other than Tuesday, subject to proper notice being given by the Administrative Assistant/Deputy Clerk.
2. The Chairman of any Committee may appoint any Commissioner, including the Board Chairman, as a temporary member of the Committee to fill any vacancy or to obtain a quorum.
3. All Committee chairmen shall furnish the Administrative Assistant/Deputy Clerk an agenda of the meeting prior to holding the meeting.
4. All Committee's shall meet in the Board Chambers unless it is not available or unless a special purpose of the meeting requires it to be held elsewhere.
5. Each Committee chairman shall schedule all meetings, special and regular, through the Administrative Assistant/Deputy Clerk, who shall post the schedule of such meetings for the benefit of the Board and public.

6. Any Board member may attend any Committee meeting, but shall not vote nor unreasonably interfere with the conduct of the Committee business.
7. The Administrative Assistant/Deputy Clerk shall keep a record of members in attendance at all assigned regular Committee meetings.

5.23 Committee Reports:

Each Committee shall report its recommendation as an item under the Regular Board Meeting Consent Agenda.

5.24 Sub-Committees:

The Board Chairman may authorize from time to time the establishment Sub-Committees. At least one (1) Commissioner shall be a member of the Subcommittee. The purpose, compensation, if any, to be paid to non-board members shall be determined by the Board at the time the subcommittee is established.

Article VI

AMENDMENT

By-Laws and Rules may be amended or repealed by the affirmative vote of two-thirds (2/3) of the members of the entire Board, provided notice of at least 30 days of the proposed amendment or repeal has been provided to the entire Board. The By-Laws and Rules cannot be waived or suspended.

Appendix A
RESPONSIBILITIES AND DUTIES OF
MEMBERS OF THE
MONROE COUNTY BOARD OF COM-
MISSIONERS

The Monroe County Board of Commissioners consists of nine members with statutorily defined terms of office. The responsibilities and duties are collective and not individual in nature; therefore, the members only have authority to act collectively although the Board may delegate, on a temporary basis, some of its authority to a member.

The principal duty of the Board of Commissioners is to establish policies that govern the activities of the county government and the procedures of its employees. The Board establishes its policies by majority actions of the members in properly called meetings.

A major responsibility of the Board of Commissioners is to assess and evaluate proposals made by the County Administrator, to examine records and to consider communications from state and local officials, as well as from citizens and organizations in the county.

The Board of Commissioners is responsible for the maintenance of the fiscal integrity of Monroe County. It exercises this responsibility by establishing policies and prescribing procedures relating to budgeting, accounting, purchasing, employment and compensation. The Board evaluates compliance with its policies and adopted procedures through such instruments as annual audits, periodic budget reports and reports by the County Administrator.

The Board of Commissioners appoints the County Administrator to be the Chief Operating Officer of the county and holds that appointee accountable for administrative compliance with the board's policies, state laws and the fiscal integrity of the county. To hold the County Administrator accountable for administrative performance and compliance, members of the board access the county's department heads and employees only through the county administrator. The line of authority and accountability extends from the Board through the Chairman to the Administrator and thence to department heads and to individual employees. Individual board members may contact department heads on a casual basis to discuss various issues.

1. The members will avoid making individual commitments on behalf of the county without the concurrence of the Board.
2. The Board of Commissioners and individual members advance the public standing of county government by demanding that the chairman and the county administrator hold all employees accountable for complying with all of the Board's policies and by holding themselves, collectively and individually to that same standard.

Appendix B

PA 392

An ACT to amend 1851 PA 156, entitled “An act to define the powers and duties of the county board of commissioners of the several counties and to confer upon them certain local, administrative and legislative powers and to prescribe penalties for the violation of the provisions of this act, “by amending section 3 (MCL 46.3), as amended by 1998 PA 97.

The People of the State of Michigan enact:

Section 3:

1. A majority of the members of the county board of commissioners of a county constitutes a quorum for the transaction of the ordinary business of the county.

2. The county board of commissioners shall act by the votes of a majority of the members present. However, final passage or adoption of a measure or resolution or the allowance of a claim against the county shall be determined by a majority of the members elected and serving. The county board of commissioners may require in its by-laws that the votes of 2/3 of the members present or a majority of the members elected and serving, whichever is greater, are required on final passage or adoption of a non-agenda item. The voting requirements of this subsection do not apply if section 11 or any other provision of law imposes a higher voting requirement.

3. To take the yeas and nays on a question to be voted upon by the county board of com-

missioners of a county, an electrical roll call system may be used.

4. The county board of commissioners of a county shall elect one member as a chairman and one member as vice-chairman. The chairman shall be elected annually for a one year term. The election of a chairman or vice-chairman shall begin upon his or her election. A resolution providing for a one year term of office of a sitting chairman elected for a two year term.
5. The chairman shall preside at a meeting of the board, but if the chairman is absent from a meeting, the vice-chairman shall preside. A chairman may administer an oath to a person concerning a matter submitted to the county board of commissioners or connected with the discharge of its duties, may issue subpoenas for witnesses and may compel the attendance of a witness in the same manner as a court of law. The county board of commissioners may designate one member to affix his or her signature to contracts, bonds and other documents requiring the signature of the chairman if the chairman is unable to do so because of illness or other exigency which, in the opinion of the board prevents the chairman from performing the functions of the office.
6. A member of the county board of commissioners of a county, while a member of the board, is not eligible for election to any other county office or position, the election of which is within the jurisdiction of the county board of commissioners.

Appendix C

Preparation Of Regular Board Meeting Agendas

1. Purpose: The purpose of this policy is to provide for the preparation of regular board agendas and committee agendas.

2. Statement Of Policy:
 - 2.1 All regular Board of Commissioners meeting agendas will be prepared no later than the Thursday preceding the regular Board meeting. Any items being considered must be presented by noon on Thursday preceding the meeting to prepare the agenda. The Chairman of the Board of Commissioners shall determine the time meeting agendas will be prepared. Appropriate time shall be provided in order to permit the Board's Administrative Assistant/Deputy Clerk to prepare and distribute the agendas no later than the Friday prior to the regular board meeting.

 - 2.2 All regular Board of Commissioners meeting agendas will be prepared by the Chairman of the Board of Commissioners, the Vice-Chairman of the Board of Commissioners and the County Administrator/Chief Financial Officer. The Legal Advisor and the Administrative Assistant/Deputy Clerk of the Board of Commissioners, other members of the Board of Commissioners and Administrative Staff, including elected

officials may participate and provide input into the meeting agendas.

- 2.3 The Chairman of the various standing committees of the Board of Commissioners shall be responsible for scheduling the standing committee meetings and for advising the Administrative Assistant/Deputy Clerk of the items to be placed on the standing committee agendas.

Appendix D

WHEREAS, in 1992, Monroe County established the office of County Administrator/Auditor pursuant to the MCL 46.11 and MCL 46.13 (a); and

WHEREAS, the County had functioned under the Administrator/Auditor form of Government until April 1996, when, through action of the Board of Commissioners, the position of Administrator was abolished and in August 1996, the electorate of Monroe County voted to eliminate the Board of Auditors; and

NOW, THEREFORE, IT IS HEREBY RESOLVED, that the following terms as used herein shall have the following definitions:

- A. “County” refers to Monroe County.
- B. “Board” refers to the Monroe County Board of Commissioners.
- C. “Administrator” means the Monroe County Administrator/Chief Financial Officer appointed pursuant to MCL 46.11 and MCL 46.123 (a).
- D. “County Services” shall include the functions and programs and every office, department, agency or operation financed, in whole or in part, by the County including County courts, as well as every employee, agent and officer working therein.
- E. “Budget” shall include the County’s general appropriations act, including all funds, activities and accounts therein.

BE IT FURTHER RESOLVED, that the position of County Administrator/Chief Financial Officer as authorized and implaced pursuant to MCL 46.11 and MCL 46.13 (a) shall hereafter be known as Administrator pursuant to the power vested in the Board of Commissioners as derived from Michigan Constitution 1963 Article 7, Section 1 and laws promulgated, including but not limited to Chapter 46 of the Michigan Compiled Laws, more specifically MCL 46.11 (p) (q) and (s) and MCL 46.13 (a) and that the following duties and responsibilities are assigned to the office of said Administrator:

- A. Provide administrative and management leadership and direction in governing the County and its several departments and agencies to the extent permitted by law and the policies of the Board.
- B. Establish goals and objectives of all departments which shall be under the administrative and management leadership and direction of the Administrator. These goals and objectives shall be established with the cooperation of said departments.
- C. While under the general direction of and reporting directly to the Board, the Administrator shall have charge of and be responsible for, in accordance with law and the policies of the Board, management responsibility for the County.
 - 1. Financial management services, including the following:
 - a. Define and establish a budget development and review process, prepare budget recommendation

for consideration by the Board; administer and oversee the execution of the budget; report regularly to the Board the status of actual revenues and expenditures compared to those projected in the budget; inform the Board promptly concerning any fiscal deficit or anticipated deficit from the budget and anticipated deficit.

- b. Operate as Chief Financial Officer of the County and supervise the accounting operations for all County services; install and assure that a system of accounting is properly kept for each County service; keep a general ledger of control accounts in which are recorded the assets and liabilities of the County.
- c. Examine regularly the accounts for all County services and report the findings to the Board at least quarterly.
- d. Oversee the preparation of payroll and related reports, withholdings and filings for all County services; review and recommend approval of all orders for disbursing County funds.

- e. Assist County elected and appointed officers, employees and agents in providing to the Administrator such information and records regarding County matters in their charge as Board policies, state law and County Administrator may require regarding financial matters of the County.
 - f. Analyze, investigate and recommend to the Board such fiscal plans and programs that will serve the financial programs and interests of the County.
2. Personnel Management services including the following:
- a. Recommend to the Board policies that will improve the performance of its employees, officers and agents in the delivery to the public of required or discretionary services.
 - b. Administer County policies regarding examining and testing candidates for County employment, classification and reclassification of positions in County government, employee compensation and staff

benefit plans, employee development, training, transfer and promotion and other Board policies.

- c. Conduct on behalf of the County the collective bargaining processes in which the County may be involved, recommend to the Board such contractual agreements that are in the best interest of the County and administer all labor contracts that have been approved by the Board.

3. Procure supplies, including the following:

- a. Recommend policies governing the acquisition and use of all materials, supplies, services, equipment and improvements that are required or desired for County services and to administer such policies upon approval by the Board.
- b. Assist the Board in entering into contracts for the purchase of goods and services, ensuring compliance with said contracts and arranging appropriate payment therefore.

4. Building and Facilities Operation and Management Services, including the following:
 - a. Recommend policies regarding the use, assignment, operation and maintenance of all County buildings and facilities including, but not limited to, repairs to the County Jail and to administer such policies.
 - b. Take such actions, consistent with state law and Board policy, to care for and preserve such buildings and facilities in good condition and in a manner that supports the safe and efficient operation of County programs and report, periodically, to the Board regarding the condition of County property, buildings and facilities and the need to repair, replace or dispose of such property, buildings and facilities, or to construct new facilities.
5. Internal Information Services, including the following:
 - a. Recommend policies regarding plans for acquisition, deployment, installation and use of electronic

data and data processing and communications equipment and systems.

- b. Assist County departments, agencies and employees in effectively using such systems as described above and assist County departments, agencies and employees in planning and defining said systems by providing training programs for individuals using said systems.

- 6. Planning Management services, including conducting studies and developing plans on matters and issues of interest to the County and its agencies and make recommendations to the Board for its consideration and action. Studies and plans described above shall include, but not be limited to, the areas of Solid Waste, Comprehensive Planning Recreation and health.

- 7. Policy Coordination Services including the following:

- a. Assist the Board and County agencies in developing County policies that are comprehensive, coherent, internally consistent and organized to be readily accessible to the officers, employees, clients and

residents of the County.

- b. Prepare, submit and file as necessary all reports and financial applications required by state law or County policies.
- c. Assist in providing information to the members of the Board, County officers and employees about changing requirements in state law brought about by actions of the state legislature and courts; advise the Board and County officers regarding proposed litigation or pending litigation that may have fiscal or programmatic impacts on the County.
- d. Direct and oversee the administration of such other departments, activities or individuals as the Board may assign to the charge of the Administrator. The Administrator shall have the authority to hire, reassign or dismiss employees in a manner consistent with the County policy, state law or court decisions.
- e. Assist the departments and units and agencies of the County in carrying out

their respective responsibilities and serving the residents of the County in an effective and efficient manner. Assist interdepartmental and/or intercounty agencies in coordinating similar programs and recommend to the Board such changes in said agencies as will promote greater efficiency and cost effectiveness in the delivery of County services.

- f. Attend all regularly scheduled Board meetings and Special meetings, unless previously excused.
- g. Assist the Board in such other manner as the Board may direct or require

BE IT FURTHER RESOLVED, that the provisions of this Resolution are severable. If any paragraph, section subdivision, sentence, clause or phrase of this Resolution is determined to be invalid for any reason, said determination shall not affect the remaining portions of this Resolution.

BE IT FURTHER RESOLVED, that the County of Monroe reserves the right to modify the terms of this Resolution as provided by law at any time.

Appendix E

Open Meetings Act

Act 267, 1976, p. 1004;
Effective January 1, 1977

AN ACT to require certain meetings of certain public bodies to be open to the public; to require notice and the keeping of minutes of meetings; to provide for enforcement; to provide for invalidation of governmental decisions under certain circumstances; to provide penalties; and to repeal certain acts and parts of acts.

The People Of The State Of Michigan Enact:

§ 4.1800 (11) **Short Title.** Sec. 1 (1) This act shall be known and may be cited as the “Open Meetings Act.”

Supersession Of Local Regulations. (2) This act shall supercede all local charter provisions, ordinances or resolutions which relate to requirements for meetings of local public bodies to be open to the public.

Requirement Of Greater Degree Of Openness. (3) After the effective date of this date, nothing in this act shall prohibit a public body from adopting an ordinance, resolution, rule or charter provision which would require a greater degree of openness relative to meetings of public bodies than the standards provided for in this act. (MCL 15.261)

§ 4.1800 (12) **Definitions.** Sec. 2. As used in this act:

- a. “Public Body” means any state or

local legislative or governing body, including a board, commission, committee, subcommittee, authority or council, which is empowered by state constitution, statute, charter, ordinance, resolution, or rule to exercise governmental or proprietary authority or perform a governmental or proprietary function or a lessee thereof performing an essential public purpose and function pursuant to the lease agreement.

- b. “Meeting” means the convening of a public body at which a quorum is present for the purpose of deliberating toward or rendering a decision on a public policy.
- c. “Closed Session” means a meeting or part of a meeting of a public body which is closed to the public.
- d. “Decision” means a determination, action, vote or disposition upon a motion, proposal, recommendation, resolution, order, ordinance, bill or measure on which a vote by members of a public body is required and by which a public body effectuates or formulates public policy (MCL § 15.262).

§ 4.1800 (13) Meetings Open To Public; Place Of Holding; Persons Permitted To Attend. Sec.

3. (1) All meetings of a public body shall be open to the public and shall be held in a place available to the general public. All persons shall be permitted to attend any meeting except otherwise provided in this

act. The right of a person to attend a meeting of a public body includes the right to tape-record, to videotape, to broadcast live on radio and to telecast live on television the proceedings of a public body. However, a public may establish reasonable rules and regulations in order to minimize the possibility of disrupting the meeting.

Decisions Of Public Bodies. (2) All decisions of a public body shall be made at a meeting open to the public.

Deliberations Of Public Bodies. (3) All deliberations of a public body constituting a quorum of its members shall take place at a meeting open to the public except as provided in this section and sections 7 and 8.

Addressing Of Meetings: Addresses To Legislature. (5) A person shall be permitted to address a meeting of a public body under rules established and recorded by the public body. The legislature or a house of the legislature may provide by rule that the right to address may be limited to prescribed times at hearings and committee meetings only.

Exclusions; Limitations. (6) A person shall not be excluded from a meeting otherwise open to the public except for a breach of the peace actually committed at the meeting.

Boards, Commissions And Panels; Inapplicability. (7) This act does not apply to the following public bodies only when deliberating the merits of a case:

- a. The worker's compensation appeal board created under the worker's disability compensation act of 1969, Act No. 317 of the Public

Acts of the Extra Session of 1936, as amended, being sections 418.101 to 418.941 of the Michigan Compiled Laws.

- b. The Employment Security Board of review created under the Michigan Employment Security Act, Act No. 1 of the Public Acts of the Extra Session of 1936, as amended, being sections 421.1 to 421.73 of the Michigan Compiled Laws.
- c. The State Tenure Commission created under Act No. 4 of the Public Acts of the Extra Session of 1937, as amended, being sections 38.71 to 38.191 of the Michigan Compiled Laws, when acting as a Board of Review from the decision of a controlling board.
- d. An arbitrator or arbitration panel appointed by the Employment Relations Commission under the authority given the commission by Act No. 176 of the Public Acts of 1939, as amended, being sections 423.1 to 423.30 of the Michigan Compiled Laws.
- e. An arbitration panel selected under Chapter 50A of the revised Judicature Act of 1961, Act No. 3 of the Public Acts of 1961, being sections 600.5040 to 600.5065 of the Michigan Compiled Laws.
- f. The Michigan Public Service Com-

mission created under Act No. 3 of the Public Acts of 1939, being sections 460.1 to 460.8 of the Michigan Compiled Laws.

Insurer Associations; Inapplicability. (8) This act does not apply to an association of insurers created under the insurance code of 1956, Act No. 218 of the Public Acts of 1956, being sections 500.100 to 500.8302 of the Michigan Compiled Laws, or other association or facility formed under Act No. 218 of the Public Acts of 1956 as a nonprofit organization of insurer members.

Committee Actions: Inapplicability. (9) This act does not apply to a committee of a public body which adopts a non-policymaking resolution of tribute or memorial which resolution is not adopted at a meeting.

Social Or Chance Gatherings; Conferences. (10) This act does not apply to a meeting which is a social or chance gathering or conference not designed to avoid this act.

Veteran's Trust Fund Board Of Trustees; Inapplicability When Emergency Need Considered. (11) This act shall not apply to the Michigan Veteran's Trust Fund Board Of Trustees of a county or district committee created under Act No. 9 of the Public Acts of the First Extra Session of 1946, being sections 35.601 to 35.610 of the Michigan Compiled Laws, when the board of trustees or county or district committee is deliberating the merits of an emergent need. A decision of the board of trustees or county or district committee made under this subsection shall be reconsidered by the board or committee at its next regular or special meeting consistent with the requirements of this act. "Emergent Need" means a situation which the board of trustees,

by rules promulgated under the administrative procedures act of 1969, Act No. 306 of the Public Acts of 1969, as amended, being sections 24.201 to 24.328 of the Michigan Compiled Laws, determines required immediate action (MCL § 15.263).

§ 4.1800 (14) **Public Notice; Contents: Posting.**
Sec. 4 The following provisions shall apply with respect to public notice meetings:

- a. A public notice shall always contain the name of the public body to which the notice applies, its telephone number if one exists and its address.
- b. A public notice for a public body shall always be posted at its principal office and any other locations considered appropriate by the public body. Cable television may also be utilized for purposes of posting public notices.
- c. If a public body is a part of a state department, part of the legislative or judicial branch of state government, part of an institution of higher education, or part of a political subdivision or school district, a public notice shall also be posted in the respective principal office of the state department, the institution of higher education, clerk of the house of representatives, secretary of the state senate, clerk of the supreme court or political subdivision or school district.

- d. If a public body does not have a principal office, the required public notice for a local public body shall be posted in the office of the county clerk in which the public body serves and the required public notice for a state public body shall be posted in the office of the Secretary of State (MCL § 15.264).

§ 4.1800 (15) **Necessity For Notice.** Sec. 5 (1) A meeting of a public body shall not be held unless public notice is given as provided in this section by a person designated by the public body.

Regular Meetings; Posting, Contents. (2) For regular meetings of a public body, there shall be posted within 10 days after the first meeting of the public notice stating the dates, times and places of its regular meetings.

Same; Change In Schedule. (3) If there is a change in the schedule of regular meetings of a public body, they shall be posted within 3 days after the meeting at which the change is made, a public notice stating the new dates, times and places of its regular meetings.

Rescheduled Regular Or Special Meeting; Subcommittees Of Public Bodies; Conference Committees Of Legislature; Inapplicability Of Subsection. (4) Except as provided in this subsection or in subsection (6), for a rescheduled regular or a special meeting of a public body, a public notice stating the date, time and place of the meeting shall be posted at least 18 hours before the meeting. The requirement of 18 hour notice shall not apply to special meetings of subcommittees of a public body or conference committees of the state legislature. A conference committee shall give a 6 hour notice. A

second conference committee shall give a 1 hour notice. Notice of a conference committee shall include written notice to each member of the conference committee and the majority and minority leader of each house indicating time and place of the meeting. This subsection does not apply to a public meeting held pursuant to section 4 (2) to (5) of Act No. 239 of the Public Acts of 1955, as amended, being section 200.304 of the Michigan Compiled Laws.

Reconvening Of Recessed Meeting; Legislature, Inapplicability Of 18 Hour Requirement: Emergency Sessions. (5) A meeting of a public body which is recessed for more than 36 hours shall be reconvened only after public notice, which is equivalent to that required under subsection (4), has been posted. If either house of the state legislature is adjourned or recessed for less than 18 hours, the notice provisions of subsection (4) are not applicable. Nothing in this section shall bar a public body from meeting in emergency session in the event of a severe and imminent threat to the health, safety, or welfare of the public when 2/3 of the members serving on the body decide that delay would be detrimental to efforts to lessen or respond to the threat.

Meeting; Notice; Publication: Open Meetings Act, Compliance. (6) A meeting of a public body may only take place in a residential dwelling if a nonresidential building within the boundary of the local governmental unit or school system is not available without cost to the public body. For a meeting of a public body which is held in a residential dwelling, notice of the meeting shall be published as a display advertisement in a newspaper of general circulation in the city or township in which the meeting is to be held. The notice shall be published not less than 2 days before the day on which the meeting is to be held and shall state the date, time and place of the

meeting. The notice, which shall be at the bottom of the display advertisement and which shall be set off in a conspicuous manner, shall include the following language: “This meeting is open to all members of the public under Michigan’s Open Meetings Act” (MCL § 15.265).

§ 4.1800 (6) Mailing Of Notices; Procedure; Payment Of Fee. Sec. 6. (1) Upon the written request of an individual, organization, firm, or corporation and upon the requesting party’s payment of a yearly fee of not more than the reasonable estimated cost for printing and postage of such notices, a public body shall send to the requesting party by first class mail a copy of any notice required to be posted pursuant to section 5 (2) to (5).

News Media, Provision Of Copy Of Notice Without Charge. (2) Upon written request, a public body, at the same time a public notice of a meeting is posted pursuant to section 5, shall provide a copy of the public notice of this meeting to any newspaper published in the state and to any radio and television station located in the state, free of charge (MCL § 15.266).

§ 4.1800 (17) Closed Session; Vote Requirements; Entry In Minutes. Sec. 7. (1) A 2/3 roll call vote of members elected or appointed and serving shall be required to call a closed session, except for the closed sessions permitted under section 8(a), (b), (c) and (g). The roll call vote and the purpose or purposes for calling the closed session shall be entered into the minutes of the meeting at which the vote is taken.

Minutes Of Closed Session; Taking; Retention; Restriction On Disclosure, Destruction. (2) A separate set of minutes shall be taken by the clerk or

the designated secretary of the public body at the closed session. These minutes shall be retained by the clerk of the public body, shall not be available to the public and shall only be disclosed if required by civil action filed under section 10, 11 or 13. These minutes may be destroyed 1 year and 1 day after approval of minutes of the regular meeting at which the closed session was approved (MCL § 15.267).

§ 4.1800 (8) Closed Session; Purposes For Which Permitted. Sec. 8. A public body may meet in a closed session only for the following purposes:

- a. 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. A person requesting a closed hearing may rescind the request at any time, in which case the matter at issue shall be considered thereafter only in open sessions.
- b. To consider the dismissal, suspension, or disciplining of a student if the public body is part of the school district, intermediate school district or institution of higher education which the student is attending and if the student or the student's parent or guardian requests a closed hearing.
- c. For strategy and negotiation sessions connected with the negotiation of a

collective bargaining agreement if either negotiating party requests a closed hearing.

- d. To consider the purchase or lease of real property up to the time an option to purchase or lease that real property is obtained.
- e. To consult with its attorney regarding trial or settlement strategy in connection with specific pending litigation, but only if an open meeting would have a detrimental financial effect on the litigating or settlement position of the public body.
- f. To review the specific contents of an application for employment or appointment to a public office if the candidate requests that the application remain confidential. However, all interviews by a public body for employment or appointment to a public office shall be held in an opening meeting pursuant to this act.
- g. Partisan caucuses of members of the state legislature.
- h. To consider material exempt from discussion or disclosure by state or federal statute (MCL §15.268).

§ 14.1800 (19) Minutes; Keeping, Contents; Corrections, Procedure. Sec. 9 (1) Each public body shall keep minutes of each meeting showing the date, time, place, members present, members absent, any decisions made at a meeting open to the public and

the purpose or purposes for which a closed session is held. The minutes shall include all roll call votes taken at the meeting. Corrections in the minutes shall be made no later than the next meeting after the meeting to which the minutes refer. Corrected minutes shall be available no later than the next subsequent meeting after correction. The corrected minutes shall show both the original entry and the correction.

Public Records, Availability, Copies. (2) Minutes shall be public records open to public inspection and shall be available to the public at the reasonable estimated cost for printing and copying.

Proposed Minutes, Approved Minutes, Public Inspection, Time. (3) Proposed minutes shall be available for public inspection not more than 8 business days after the meeting to which the minutes refer. Approved minutes shall be available for public inspection no later than 5 business days after the meeting at which the minutes are approved by the public body (MCL § 15.269).

§ 4.1800 (20) **Decisions; Presumption As To Adoption; Action Challenging Validity Of Decision In Violation Of Statute; Commencement.** Sec. 10 (1) Decisions of a public body shall be presumed to have been adopted in compliance with the requirements of this act. The attorney general, the prosecuting attorney of the county in which the public body serves, or any person may commence a civil action in the circuit court to challenge in validity of a decision of a public body made in violation of this act.

Invalidation Of Decisions. (2) A decision made by a public body may be invalidated if the public body has not complied with the requirements of sec-

tion 3(1), (2) and (3) in making the decision or if failure to give notice in accordance with section 5 has interfered with substantial compliance with section 3(1), (2) and (3) and the court finds that the noncompliance or failure has impaired the rights of the public under this act.

Limitations Of Actions To Invalidate Decisions.

(3) the circuit court shall not have jurisdiction to invalidate a decision of a public body for a violation of this act unless an action is commenced pursuant to this section within the following specified periods of time:

- a. Within 60 days after the approved minutes are made available to the public by the public body except as otherwise provided in subsection (b).
- b. If the decision involves the approval of contracts, the receipt or acceptance of bids, the making of assessments, the procedures pertaining to the issuance of bonds or other evidences of indebtedness or the submission of a borrowing proposal to the electors within 30 days after the approved minutes are made available to the public pursuant to that decision.

Venue. (4) Venue for an action under this section shall be any county in which a local public body serves or if the decision of a state public body is at issue, in Ingham County.

Reenactment Of Disputed Decision In Conformity With Statute; Effect. (5) In any case where an action has been initiated to invalidate a decision

of a public body on the ground that it was not taken in conformity with the requirements of this act, the public body may, reenact the disputed decision in conformity with this act. A decision reenacted in this manner shall be effective from the date of reenactment and shall not be declared invalid by reason of a deficiency in the procedure used for its initial enactment (MCL § 15.270).

§ 4.1800 (21) Action To Compel Compliance Or Enjoin Non-Compliance. Sec. 11 (1) If a public body is not complying with this act, the attorney general, prosecuting attorney of the county in which the public body serves, or a person may commence a civil action to compel compliance or to enjoin further noncompliance with this act.

Jurisdiction And Venue. (2) An action for injunctive relief against a local public body shall be commenced in the circuit court and venue is proper in any county in which the public body serves. An action for an injunction against a state public body shall be commenced in the circuit court and venue is proper in any county in which the public body has its principal office or in Ingham County. If a person commences an action for injunctive relief, that person shall not be required to post security as a condition for obtaining a preliminary injunction or a temporary restraining order.

Mandamus In Court Of Appeals. (3) An action for mandamus against a public body under this act shall be commenced in the court of appeals.

Recovery Of Costs And Attorney Fees. (4) If a public body is not complying with this act and a person commences a civil action against the public body for injunctive relief in the action, the person shall recover court costs and actual attorney fees for

the action (MCL § 15.271).

§ 4.1800 (22) **Violation; Misdemeanor; Penalty.** Sec. 12 (1) A public official who intentionally violates this act is guilty of a misdemeanor punishable by a fine of not more than \$1,000.00

Section Violation. (2) A public official who is convicted of intentionally violating a provision of this act for a second time within the same term shall be guilty of a misdemeanor and shall be fined not more than \$2,000.00 or imprisoned for not more than 1 year, or both.

§ 4.1800 (23) **Civil Action Against Public Official; Damages; Costs And Attorney Fees.** Sec. 13 (1) A public official who intentionally violated this act shall be personally liable in a civil action for actual and exemplary damages of not more than \$500.00 total, plus court costs and actual attorney fees to a person or group of persons bringing the action.

Single Action Against Official For Single Meeting; Limitations. (2) Not more than 1 action under this section shall be brought against a public official for a single meeting. An action under this section shall be commenced within 180 days after the date of the violation which gives rise to the cause of action.

Joinder Of Action For Damages With Other Actions. (3) An action for damages under this section may be joined with an action for injunctive or exemplary relief under section 11 (MCL § 15.273).

§ 4.1800 (24) **Repeal.** Sec. 14. Act No. 261 of the Public Acts of 1968, being sections 15.251 to 15.253 of the Compiled Laws of 1970 is repealed (MCL § 15.274).

§ 4.1800 (25) **Effective Date.** Sec. 15 This act

shall take effect January 1, 1977 (MCL § 15.275).

Appendix F Flow Chart

Standing Committees:

- Finance Committee

Recommendations to Full Board

- Judiciary, Law Enforcement, Public Safety Committee

If Additional Staffing Is Needed - Recommendations To Personnel Services/Human Resources Committee; If Additional Appropriations Are Needed - Recommendations To Finance Committee; To Full Board For Final Approval

- Personnel Services/Human Resources Committee

If Additional Appropriations Are Needed - Recommendations To Finance Committee; To Full Board For Approval

- Physical Resources Committee

If Additional Staffing Is Needed - Recommendations To Personnel Services/Human Resources Committee; If Additional Appropriations Are Needed - Recommendations To Finance Committee; To Full Board For Final Approval.

No final decisions shall be made by Standing Committees except as approved by the Board of Commissioners.

MONROE COUNTY BOARD OF COMMISSIONERS

~~-CHAIRMAN-~~
JERRY A. OLEY
DISTRICT 6

~~-VICE-CHAIRMAN-~~
THOMAS L. MELL
DISTRICT 3

~~-MEMBERS-~~
J. HENRY LIEVENS
DISTRICT 1
DALE W. ZORN
DISTRICT 2
FLOREINE M. MENTEL
DISTRICT 4
WILLIAM D. SISK
DISTRICT 6
N. RANDY ANSEL
DISTRICT 7
JAMES W. GOEBEL
DISTRICT 8
DAVID R. SCOTT
DISTRICT 9

~~-SUPPORTSTAFF-~~
CHARLES A. LONDO
ADMINISTRATOR/CHIEF FINANCIAL OFFICER

GERI ALLEN
COUNTY CLERK/REGISTER OF DEEDS

LENNARD, GRAHAM & GOLDSMITH
LEGAL ADVISOR

VICKIE KOCZMAN
ADMINISTRATIVE ASSISTANT/DEPUTY CLERK