

GENESEE COUNTY BOARD OF COUNTY COMMISSIONERS RULES AND PROCEDURES

GENESEE COUNTY POLICY

Adopted: RES-xxxx-xxxx

Supersedes: 2023-6

RULE 1: GENERAL

1.1 Rules

The rules contained in the most current edition of Robert's Rules of Order Newly Revised shall govern the Genesee County Board of County Commissioners (the "Board") in all cases to which they are applicable except when they are inconsistent with these Rules and Regulations. In that case, this document shall take precedence.

1.2 Public Notice

Public Notice of all meetings, to the extent required by law, shall be prepared at the direction of the Board Chairperson by the Genesee County Commissioners' Director of Administration. In the absence or incapacity of the Director of Administration, any such notice shall be given by the Genesee County Clerk ("County Clerk"). (MCL 15.264, MCL 15.265)

1.3 Public Attendance

All meetings of the Board shall be open to the public and held in a place available to the general public. All persons are permitted to attend any meeting, with minor exceptions. (MCL 15.263)

Members of the general public may address the Board at the time and in the order dictated on the Meeting Agenda. Members of the general public shall address the Board by first stating their full name and city of residence. Only then will they be recognized for a two-minute maximum speaking period, which may be extended at the discretion of the Chairperson of the meeting.

RULE 2: MEETINGS

2.1 Regular Board Meetings

The Board will adopt a calendar of regular meetings of the Board for the upcoming year at their annual organizational meeting. Regular meetings of the Board will be held at the Willard P. Harris Auditorium or at such other time and location that the Board may deem necessary. Special meetings may be called at the request of 1/3 of Commissioners.

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2.2 Call To Order

The Chairperson of the Board shall take the Chair at the start of each meeting, call the Meeting to order, and direct a roll call for attendance.

2.3 Order Of Business

The Order of Business for each Board Meeting Agenda shall be established as follows:

- I. Call Meeting to Order
- II. Roll Call
- III. Invocation
- IV. Pledge of Allegiance
- V. Approval of Meeting Minutes
- VI. Public Address
- VII. Communications
- VIII. Appointments
- IX. **Consent Agenda**
- X. Unfinished Business
- XI. New and Miscellaneous Business
- XII. Adjournment

Board agendas with supporting material shall be prepared at the direction of the Board Chairperson. Committee agendas with supporting material shall be prepared at the direction of the Committee Chairperson.

Board and Committee agendas should be available to the Commissioners by 3:00 p.m. of the Thursday prior to the meeting, and to the public by 12:00 p.m. of the Monday prior to the meeting.

A synopsis of each proposed Resolution shall appear on the agenda for the Board meeting.

2.4 Consent Agenda

Action Items, defined as items appearing on an agenda for approval or discussion, shall be considered in the order in which they appear on the agenda. A Commissioner may choose to move all Action Items on a particular agenda section at once, by consent of the other Commissioner ("member") of the Board or Committee. Should any member choose to separately discuss any Action Item(s), at the time when consent to move is requested, that member will indicate which Action Item(s) they would like removed and discussed separately. The Chairperson shall grant that request and discuss the separate Action Item(s) as the next item of business.

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2.5 Organizational Meeting

On the first Wednesday, of each January (unless the first Wednesday is a holiday, then the following day) there shall be an Organizational meeting. Election of the Chairperson of the board shall be the first order of business following Roll Call. The County Clerk, as the secretary of the Board of Commissioners, should preside until a Chairperson is elected. In the case that the Genesee County Clerk is unavailable, the Chief Judge of the 7th Circuit Court may preside, in their absence, the duty falls to the Chief Judge of the Probate Court.

Voting shall begin with the 1st District and proceed, in order, until all Commissioners have voted. At the end of the first round the County Clerk will announce the results. Should no Commissioner receive a majority of the votes of the elected and serving Commissioners, then the next round of voting begins with the 2nd District Commissioner and so on in succession until a Commissioner receives a majority of the votes.

Upon the election of the Chairperson, the elected Commissioner shall immediately take the Chairperson's seat. The next order of business shall be the election of a Vice-Chairperson. The election of the Vice-Chairperson shall be conducted in the same manner as the vote for Chairperson.

As soon as practical thereafter, the Chairperson shall appoint the Chairperson and the Vice-Chairperson for each Standing Committees.

RULE 3: SUMMARY and DUTIES

3.1 Summary

The Board of Commissioners meets to give final approval of items approved at Committee. The Board acts through resolutions. The County Clerk is the statutory record keeper for the Board. Resolution numbers are required by the Purchasing Department when ordering an item that has been approved by the Board. Certified copies of resolutions are available through the County Clerk's Office. Items shall be referred to the Board agenda by way of referral from the appropriate Parent Committee.

Examples of items Requiring Board Approval include but are not limited to: contracts and agreements, grant applications and awards, any items requiring an appropriation, all purchases approved or made in accordance with the Purchasing Regulations, all personnel items approved and referred by the appropriate Parent Committee, all overtime and travel appropriations, Appointments, and Ordinances.

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3.2 Board Chair Duties

The Chairperson shall preserve order and decide all questions of order subject to an appeal to the Board.

The Chairperson shall be an ex-officio member of all Special Committees. The Chairperson shall have the right, but not the duty, to participate in the work of the committees. The Chairperson shall have all the privileges of committee membership including the right to make motions and to vote and shall be counted in determining whether a quorum is present at a meeting of any such committee or committees which are attended.

The Vice-Chairperson shall, when notified of an impending absence by the Chairperson, or incapacity, as deemed by the Board, of the Chairperson, be vested with all the powers of the Chairperson except the right to appoint or remove Chairpersons and Vice-Chairpersons of committees of the Board, standing or special. The Vice-Chairperson shall also be an ex-officio member of all Special Committees in absence of the Chairperson.

RULE 4: CONDUCT

4.1 Speech

Members, defined as Commissioners who sit on the particular Board or Committee gathered to act, shall only speak when recognized by the Chairperson. When recognized, every member desiring to speak shall address the Chairperson directly. Subject to the discretion of the Chairperson, no member shall speak more than twice on any one subject in one meeting. The maximum time for each member to speak at one time shall be five minutes.

Non- members shall only speak when recognized by the Chairperson for the time and subject matter allowed by the Chairperson.

4.2 Voting

Resolutions and motions shall be decided by ayes, nays, and abstentions via voice vote. Roll call votes shall be ordered when required by law or when requested by any Commissioner in a committee or in a Board Meeting provided said member shall demand so before the vote is announced. Every roll call vote shall be rotated at each meeting.

Committees of the Board shall act by the votes of a majority of the members present for all Committee meetings provided there is a quorum as defined in

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Rule 4.6.

The Board, at its regular meeting, shall act by a vote of the majority of Commissioners elected and serving.

4.3 Action

The names and votes of the individual members of the Board shall be recorded on an action taken by the Board or by a Committee of the Board if the action is on an ordinance, the making of appointment or the election of any officer, or any other matter required by law to be so voted upon.

Other than a motion to approve minutes, make an appointment, elect an officer, accept a report or adopt a laudatory resolution, generally, in order to ensure that items receive proper consideration, original main motions or resolutions, shall not be considered or voted upon, even though such motion has been seconded, unless one of the following conditions also has been satisfied:

- i. The principal substance of the motion or resolution has been referred to the Board of Commissioners by a Committee of the Board;
- ii. The motion or resolution has been moved by the Chairperson of a Board Standing Committee normally and principally assigned to consideration of matters including the substance of the motion or resolution, or, in the absence of the Committee Chairperson, such motion or resolution has been moved by the Vice-Chairperson of that Committee, and, prior to voting upon the motion or resolution, the Board has been advised, by notation with emphasis in the Agenda or otherwise at the meeting, that the matter has not been referred to the Board by such a Committee but rather with the consent of the Chairperson; or
- iii. Consideration of the motion or resolution receives the approving vote of at least six members of the Board.

4.4 Removal of An Item From The Agenda

An item on the distributed agenda of a Board meeting may be removed from the agenda, in advance of the commencement of the Board meeting, with the consent of the Chairperson of the Committee which referred the item to the Board, or with the consent of the Chairperson of the Board if the item has not been referred to the Board by a Committee.

Prior to commencement of the Board meeting, notice shall be provided to each member, listing all items which have been removed from the distributed agenda. An item not so noticed may be removed from the

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distributed agenda only by a vote of the Board.

4.5 Reconsideration

When a question has been decided by roll call vote, any member voting in the majority may move for a reconsideration thereof. On all viva-voce votes, any member may move a reconsideration. But no motion for reconsideration shall be in order unless made at the same meeting where first decided or the next meeting of the Board.

4.6 Quorum

A majority of Commissioners elected and serving shall constitute a quorum for the transaction of business for all regular meetings of the Board of County Commissioners.

4.7 Commissioner Attendance and Absence

A Commissioner who fails to attend scheduled meetings without first notifying the Chairperson or Board staff, will be considered absent without excuse.

Any member wishing to leave the Board meeting before adjournment shall first advise the Chairperson in order to maintain a quorum.

The County Clerk or designee shall maintain a log of the arrivals and departures of each member at all meetings, including the times of such arrivals or departures. This log shall be included in the minutes of each meeting. (MCL 15.269)

Commissioners should use remote and virtual attendance options only to the extent and manner allowed by statute. (MCL 15.263a)

4.8 Adjournment

A motion to adjourn shall be entertained by the Chairperson to the date specified in the schedule adopted at the beginning of the year, or to a date certain set at the meeting.

RULE 5: COMMITTEES

5.1 General

It is the purpose of each Committee to receive information and to develop and make recommendations to the entire Board. Each Committee shall carry on a continuing evaluation of the performance of activities within the Committee's area of responsibility and, at the discretion of the Committee

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Chairperson, receive periodic reports from the Departments within the Committee's area of responsibility.

All items that require Board approval, must first be considered by one of the Board's Standing Committees and then referred to the Board, unless waived through committee under rule 6.4. Approval of minutes, election of officers, acceptance of reports, appointments, and adoption of laudatory resolutions are not required to be considered by a Standing Committee before adoption by the Board.

5.2 Standing Committees

The following five Standing Committees shall be seated with at least a quorum of Board members as defined in Rule 4.6 with total number of members determined by the Chairperson and shall have responsibility as detailed herein. Each Standing Committee shall serve as a Parent Committee to several County Departments and areas of responsibility. A Parent Committee is the Standing Committee to which matters regarding that Department are to be submitted if, under these Procedures, that matter does not fall within the responsibilities of any other Standing Committee. Meeting schedules will be determined by the committee chairperson no later than January 31st of each year.

i.COMMUNITY AND ECONOMIC DEVELOPMENT (C&ED)

The Community & Economic Development Committee processes Community Development program items, status reports, or other items submitted by the Genesee County Metropolitan Planning Commission.

C&ED serves as the Parent Committee for Departments, Agencies, and areas of responsibility including:

***Arts & Culture Millage
Bishop Airport Authority
Economic Development Corporation
Flint & Genesee Group
Genesee County Land Bank
Genesee County Metropolitan Planning Commission
Mass Transit Authority***

To the extent not covered in the responsibilities for one of the other Standing Committees, the Community & Economic Development Committee will be responsible for recommendations regarding:

-Items submitted by the Planning Department.

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-Communications from the U.S. Department of Housing & Urban Development.

-Miscellaneous activities relating to assigned Departments.

ii. FINANCE (FIN)

The Finance Committee focuses on large dollar activities that directly impact the current County Budget, as well as to plan for future budgets. The Finance Committee processes modifications in current year budget line items in excess of \$10,000 and personnel activities when they affect the budget.

FIN serves as the Parent Committee for Departments, Agencies, and areas of responsibility including:

Equalization
Fiscal Services Office
Retirement Commission
Treasurer
VEBA
GCERS

The Finance Committee will be responsible for recommendations regarding:

-Annual Budget process.

-Formation of new departments.

-Adjustment in compensation.

-The creation of new positions.

-Reclassification of existing budgeted positions

-Department line item transfers greater than \$10,000.

-Grants requiring matches.

-Capital equipment procurement over \$10,000 where a General Fund appropriation is required.

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- Payment of bills (including travel claims).
- The County being the primary debtor on a borrowing.
- Bonds issued by the County.
- Miscellaneous activities relating to the Fiscal Services Office.

iii. GOVERNMENTAL OPERATIONS (Gov Ops)

The Governmental Operations Committee processes contracts for assigned departments, grant applications and acceptances for assigned departments that do not require a match, and other general operations of the County.

Gov Ops serves as the Parent Committee for Departments, Agencies, and areas of responsibility including:

Adult Probation
Animal Control
Board Office
County Clerk/ Register's Office
Circuit Court
Chief Public Defender
Community Corrections
District Court
Emergency Management
Friend of the Court
GVRC
Human Resources
Probate Court
Prosecutor's Office
Office of the Sheriff

To the extent not covered in Finance Committee responsibilities, Governmental Operations Committee will be responsible for recommendations regarding:

- Issues involving taxes other than the County tax rates.
- Grant applications and acceptances for assigned departments (not

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requiring a County match).

- Governance issues (i.e. Bylaws, procedures, policies, etc.)
- Miscellaneous activities relating to assigned Departments.

iv. HUMAN SERVICES (HSC)

The Human Services Committee processes items relating to Health, Human Services, and Emergency Medical Services.

HSC serves as the Parent Committee for Departments, Agencies, and areas of responsibility including:

***Genesee County Community Action Resource Department
Genesee Health System
Genesee Health Plan
Health Department
MSU Extension
Medical Control Authority
Medical Examiner
Senior Services
Veterans***

To the extent not covered in the responsibilities for one of the other Committees, the Human Services Committee will be responsible for recommendations regarding:

- Contracts and agreements for assigned Departments.
- Grant applications and acceptances for assigned departments (not requiring a County match).
- Miscellaneous activities relating to assigned Departments.

v. PUBLIC WORKS (PW)

The Public Works Committee processes all budgeted capital outlay over \$10,000.00, requiring a procurement contract for building and grounds

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activity, drain and sewer activities and County property issues.

PW serves as the Parent Committee for Departments, Agencies, and areas of responsibility including:

***Facilities &
Operations
Drain Commissioner
Genesee County Road Commission
Genesee County Water & Waste
Geographic information Systems
Information Technology
Motor Pool
Parks & Recreation
Surveyor***

To the extent not covered in the responsibilities for one of the other Committees, the Public Works Committee will be responsible for recommendations regarding:

- Acquisition or disposition of real property.
- Road Commission issues.
- Building safety issues.
- Miscellaneous activities relating to assigned Departments.

5.3 Special Committees

The Board of Commissioners may, by resolution, create Special Committees with a definite assignment and, when so created, such committees shall hold over until their assigned project is completed, unless sooner discharged by a majority vote of the Board of Commissioners.

The Chairperson shall have the power to appoint a Chairperson and members to a Special Committee.

Between meetings of the Board, such Special Committees above described, may be created and appointed by the Chairperson of the Board with the approval of the Chairperson of the Finance Committee and the Chairperson of the Governmental Operations Committee.

5.4 Subcommittees

The Chairperson of any Standing Committee may designate, a Subcommittee

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of one or more members of that Committee to carry out any assignments within the scope of the basic function of that Committee. The member or members of such Subcommittee shall report to the full Committee. Subcommittees shall act by a vote of a majority of the members appointed to the Subcommittee.

RULE 6: PROCEDURES

6.1 Submission

Action Items, seeking inclusion on the Board or Committee Agenda, should be submitted in a timely manner to ensure their approval in the workflow process in time for the desired committee meeting.

Each Department is responsible for verifying that their requested Action Item has received all approvals necessary to be included on the agenda.

Care should be taken in choosing the proper category for any Action Item. Category determines the workflow. If the wrong category is chosen, your request will be rejected.

i. DEADLINE

Deadline for submission of Action Items to the workflow is **12:00 p.m. Wednesday two weeks prior to the desired Committee meeting.**

ii. COVER MEMORANDA

Action Items must include a cover memorandum, addressed to the Chairperson of the Committee, stating what action is needed from the Committee or requested from the Board as well as copies of any documents for which approval is sought.

The cover memorandum must include the following information:

- A single requested action item per memorandum.
- A detailed description of the proposal.
- For travel requests: the purpose of the trip, the dates of the trip, the location of the trip, and the name of any class, seminar, or event that will be attended during the trip.
- The cost to the County.

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- The funding source, including fund numbers and names, for payment of any costs to the County.
- If employee related: a single request for each job classification requested (multiple requests for same classification may be on a single request). If there is a budget amendment needed to effectuate this change, a completed Budget Entry Form would also need to be included.
- Budget Entry Forms should be used in accepting grants and amending budgets (forms are available on the Fiscal Services and Board of Commissioner's websites).

iii. ELECTRONIC SUBMISSION

All Action Items submitted to the Board Office shall be submitted electronically via the approved software.

6.2 Board Approval Not Required

The following items do not require Board or Committee approval:

- Purchases for items that have an annual value under \$30,000.00 made in accordance with Sections 3-104 and 3-105 of the Genesee County Purchasing Regulations.
- Line-item transfers authorized by the County Chief Financial Officer, not involving payroll, fringe, travel workshop, or capital equipment and not exceeding \$10,000.
- Specific travel requests that conform to the County Travel Policy.

6.3 Signature Authority

Unless granted by Resolution or by law, no individual County employee has actual, implied, or apparent signature authority to bind Genesee County to any agreement, memorandum, or contract.

Upon Board approval, the requesting Department is responsible for the collection of necessary signatures.

6.4 Waiver through Committee and Add Ons

If an item is to go directly to the Board, or to a non-Parent Committee, thereby bypassing the Parent Committee, it should be provided to the Board's Director of Administration for inclusion on the appropriate Agenda as early as possible before the meeting after proper approval has been obtained.

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Unless added to the agenda pursuant to Rule 4.3(iii), if a waiver or add on is deemed necessary, the Department must:

- i. Obtain approval from the Chairperson of the Committee to be bypassed.
- ii. Obtain approval from the Chairperson of the Committee to which the item will be referred, or from the Board Chairperson if the item is to be presented directly to the full Board.
- iii. Notify the Board's Director of Administration that permission to waive/add-on has been granted by the relevant Chairperson(s).

RULE 7: BUDGET ADOPTION

7.1 Budget Goals

The Finance Committee shall, at the first Finance Committee meeting in March, review and update goals and priorities for the upcoming fiscal year budget. The updated goals and priorities will be utilized by the County Chief Financial Officer and individual Departments in developing the draft upcoming fiscal year budget.

7.2 Revenue Estimating Committee

The Finance Committee shall hold a special meeting at the first Finance Committee meeting in May for a special Revenue Estimating Committee meeting. At this meeting, the County Chief Financial Officer and the Equalization Director shall provide to the Finance Committee and the Finance Committee shall affirm, an estimated accounting of expected revenues for the upcoming fiscal year.

7.3 Draft Budget Presented

The County Chief Financial Officer shall present a draft fiscal year budget to the Finance Committee at the second Finance Committee meeting in June.

7.4 Public Hearing

The Board of County Commissioners shall publish and hold a public hearing on the proposed draft budget at their last regular meeting in July to collect public input regarding the proposed budget.

7.5 Departmental Hearings

Following acceptance of the proposed draft budget, the Finance Committee shall schedule departmental budget hearings as needed. Departments will be guided by the adopted goals and priorities of the Board.

7.6 Final Draft Budget

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The County Chief Financial Officer shall incorporate the recommended changes considered during the departmental budget hearings in developing a final budget to be presented to the Finance Committee at their second meeting in August.

7.7 Budget Adoption

The Board shall hold a public hearing on, and shall adopt, the proposed fiscal year budget no later than the second meeting of the Board in September.

RULE 8: APPOINTIVE PERSONNEL

8.1 Appointment

Whenever the laws of this State, by mandate or permission, direct or authorize the Board of Commissioners to appoint a person to perform a statutory duty where no term is prescribed for the appointment, such term shall be at the pleasure of the Board of Commissioners.

8.2 Past County Service

Unless a different vote is required by law, the Board shall not appoint anyone who previously, within the last 5 calendar years, worked for the Board of Commissioners or for the particular entity to which the appointment is contemplated, unless approved by a 2/3 vote of the Board.

8.3 Voting on Appointments

Unless a different vote is required by law, or these bylaws, officials in Board appointable positions may be appointed or their appointments terminated, by a majority vote of the members of the Board elected and serving.

RULE 9: AMENDMENT OR SUSPENSION

9.1 Amendment

These Rules and Procedures may be amended at any regular meeting of the Board, by a 2/3 vote of the members elected and serving on the Board, provided that either an oral notice has been given at a preceding meeting occurring within sixty (60) days, or a written notice has been forwarded to each member not less than five (5) days preceding the offer of the amendment. Annually, these rules may be reviewed as part of the Organizational Meeting and amended, at that meeting, as necessary.

9.2 Suspension

These Rules and Procedures may be temporarily suspended at any time by a 2/3 vote of the members elected and serving on the Board to facilitate the accomplishment of any legal objective of the Board.