

COURTLAND TOWNSHIP BOARD RULES

ADOPTED July 1, 2015

1. **AUTHORITY.** These rules are adopted by the Board pursuant to the provisions of Section 42.7 (f) of the Compiled Laws of Michigan.

2. MEETINGS.

2.1. **Regular Schedule.** The Township Board shall meet on the first Wednesday of each month in regular session.

2.2. **Special Meetings.** The Township Board shall meet in special session at the call of the Township Supervisor or a majority of the Board members. Notice of special meetings shall be given to each Township Board member at least 18 hours in advance of the special meeting. The notice shall contain the time, place, and purpose of the meeting.

2.3. **Place of Meetings.** Regularly scheduled meetings shall be held at the Township Hall. Whenever the regular meeting place of the Township Board shall appear to be inadequate for members of the public to attend, the Supervisor and Clerk may change the meeting to a larger public facility, if available, located in the Township. A notice of such change shall be prominently posted on the door of the regular meeting place. The Clerk shall also give notice of such change in the place of meeting, in a newspaper, if time permits, and on the web site.

2.4. **Time of Meetings.** Regularly scheduled meetings shall begin at 7 o'clock in the evening unless the Board shall by majority vote in session set a different starting time.

2.5. **Change in Schedule.** Changes in the regular schedule shall not be made except upon the approval of a majority of the Board members in session. In the event the Board shall meet and a quorum is not present, the Board, upon the action of a majority of those present, may adjourn the meeting to another day provided that proper notice to members and public is given.

3. PUBLIC NOTICE OF MEETINGS.

3.1 The Township Clerk shall be responsible for providing the proper notice for all meetings of the Township Board. Such notice shall be placed at the Township Hall where visible 24 hours a day. Such notification shall include, but not necessarily be limited to, the following:

3.2 **Regular Meetings.** The Clerk shall post a notice within 10 days after the first meeting of the Township Board in each fiscal year, indicating the dates, times and places of the Board's regularly scheduled meetings.

3.3 **Schedule Changes.** Whenever the Board shall change its regular schedule of meetings, the Clerk shall post a notice of the change within 3 days following the meeting in which the change was made.

3.4 **Emergency Meetings.** If the Board shall re-schedule a meeting under the provision of Rule 2.5 or call a special meeting under Rule 2.2, the Clerk shall post a notice of such change promptly, and no meeting except emergency meetings shall be held until the notice shall have been posted at least 18 hours in a prominent and conspicuous place at both the Township Hall and on the website.

3.5 **Notification to Media and Others.** The Clerk shall notify, without charge, any newspaper, or radio or television station of such meeting schedule, schedule changes or special meetings, whenever such newspaper, radio or television station shall have filed a written request for such notice with the Clerk. The Clerk shall also notify other individuals or organizations of regular meeting schedules, schedule changes or special meetings, upon their

written request and agreement to pay the Township for printing and postage expenses. The Clerk shall mail all such notices pursuant to this rule by first-class mail, email, or post them on the web site, whichever method is requested. There is no charge for email.

4. QUORUM, ATTENDANCE AT MEETINGS.

- 4.1 Quorum.** Four members shall constitute a quorum for the transaction of business at all meetings of the Township Board.
- 4.2 Attendance.** Any member of the Township Board who will be absent from a meeting shall notify the Township Clerk or Supervisor unless an emergency prevents such notification.

5. REGULAR MEETING AGENDA.

- 5.1** The Township Clerk shall prepare the agenda of business for all regularly scheduled Township Board meetings. Any other Board member or representative of Township committees, boards or commissions desiring to place a matter on the agenda shall submit to the Clerk such item by 4 o'clock on the Wednesday preceding the next regular meeting. Such items should include appropriate documentation including a contact person. Any additional items can be brought to the Board meeting and approved by the Supervisor to be added to the agenda.
- 5.2 Special Meeting Agenda.** Whenever the Board shall be called into a special meeting, the matters to be considered shall be stated in the notice of the meeting.
- 5.3 Distribution of Agenda and Material.** No later than the Thursday preceding the next regular meeting, the Clerk shall distribute copies of the agenda together with copies of reports, explanations, etc., that relate to the business matters coming to the Board. These "packets" will be placed in the trays of the Board members located in the Clerk's office or sent by email, whichever the member chooses.
- 5.4 Order of Business.** The agenda shall be arranged in the following order of business:
1. Call to order, Pledge of Allegiance, Invocation
 2. Public Comment
 3. Approval of Agenda
 4. Approval of Consent Agenda
 - a. Approval of Minutes
 - b. Approval of Bills
 5. Supervisor's Report/Building Permits/Board Member Reports
 6. Fire Board Report
 7. Zoning Board of Appeals Report
 8. Planning Commission Report
 9. New Business
 10. Board Member Comments
 11. Adjournment

6. CONDUCT OF MEETINGS

- 6.1 Chairperson/The Board Moderator.** The Chair shall be the Township Supervisor. In the absence of the Supervisor, the Clerk shall open the meeting, and the members present shall select a chairperson from among the Board members.
- 6.2 Addressing the Chair.** Board members wishing to speak shall first obtain the approval of the Chair. Other persons at the meeting shall not speak unless recognized by the Chair. They shall address the Chair.

6.3 Disorderly Conduct at Meeting. The Chair may call to order any person who is being disorderly by speaking or otherwise disrupting the proceedings, by failing to be germane, by speaking longer than the allotted time or by speaking vulgarities. The Chair may order any person who is being disruptive to leave the meeting.

7. RECORD OF MEETINGS

7.1. Clerk Responsibilities. The Township Clerk shall be responsible for maintaining the official record and minutes of each meeting of the Board. The minutes shall include all the motions, resolutions and actions taken by the Board at the meeting. The record shall include the names of the members who move and second the motions, and the vote of the Board. The record shall also state whether the vote was by voice vote or by roll call. The record shall show the yes, no or abstention for each member.

7.2. Record of Discussion. The Clerk shall be responsible for maintaining a fair summary of the discussion or comments of the Board members and of comments by members of the public.

7.3. Request for Remarks to be Included. Any member of the Board may request to have his or her comments printed as part of the record. Such comments to be included as part of the official record shall be provided in writing by the member. This request shall be made at the meeting where the comments were stated, and the written comments must be submitted electronically to the Clerk before 4 PM on the following day. Inclusion of any comments, whether requested or not, is at the Clerk's discretion. If a member's request is not honored, then when the minutes are approved at the next meeting, that member can ask, by motion, to have the minutes corrected, which will be voted upon by the entire Board.

7.4 Public Access to Meeting Records. The Clerk shall make available to members of the public the minutes of Board meetings in accordance with the Freedom of Information Act. Minutes prepared by the Clerk, but not approved by the Board, shall be available for public inspection not more than 8 business days following the meeting. Approved minutes shall be available for public inspection not later than 5 business days after the meeting at which they are approved. The Clerk shall promptly send copies of minutes to persons who have subscribed and paid the fee there for as determined by the Township Board.

7.5. Publication of Minutes. Within 21 business days after a meeting of the Board, the Clerk shall be responsible for publication of a synopsis of the proceedings in a newspaper selected by the Board. The Supervisor shall approve the summary prior to publication.

8. COMMITTEES

8.1. Appointment. Standing committees or special committees may be created by the Board from time to time.

8.2. Committee Chair. Chairperson, Vice Chairperson and Secretary of each committee may be selected by the committee members.

8.3. Committee Duties and Responsibilities. Each committee shall thoroughly investigate the objective of the motion referred to it by the Board, and shall report its findings to the Board. Upon the motion of any Board member, and approval of a majority of the Board, the Board may discharge a committee from further consideration of any matter.

8.4. Committee Meetings. A majority of the members shall constitute a quorum. Any committee consisting of a majority of the Township Board shall comply with the requirements of the Open Meetings Act.

Each committee shall maintain a written record of its meetings and shall deliver such record to the Township Clerk. The Township Clerk shall maintain a separate file for each committee. This may be done electronically. The record of each committee shall include at least the following: the date and place of the meeting, members attending and any recommendations that the committee has approved. Such meeting records shall constitute a public record in the meaning of the Freedom of Information Act, and shall be made available to any persons as required by that act.

No committee shall sit during a session of the Township Board unless the Board grants it leave to do so.

9. EXECUTIVE SESSION. (Complies with Open Meetings Act)

9.1. Procedure. The Township Board may meet in executive session, closed to the public when permitted by law, upon the motion of any member and concurrence of 2/3 of the members present and voting. The roll call vote and the purpose for calling the closed session shall be recorded in the minutes of the meeting at which the vote is taken.

9.2. Purposes. The Township Board shall hold executive session only for the following purposes:

a. To consider the dismissal, suspension, disciplining or evaluation of a public officer, employee, staff member or individual; or to consider a periodic personnel evaluation; or to hear complaints or charges against such a person, but only when the subject of the proposed action, evaluation or charges requests the meeting to be closed.

b. To consider strategy connected with the negotiation of collective bargaining agreements if either party requests a closed meeting.

c. To consider the purchase or lease of real property prior to the time that an option to purchase or lease real property is secured.

d. To consult with the Township Attorney regarding trial or settlement strategy in connection with specific pending litigation, but only when an open meeting would have a detrimental effect on the Township's litigating or settlement position.

e. To review the specific contents of an application for employment to a Township office if the applicant requests that the application remain confidential. Whenever the Board shall meet to interview an applicant, it shall be in open session.

f. To consider material exempt from discussion or disclosure by State or Federal statute.

g. To consider such other matters as are permitted by law to be considered in closed session.

9.3 Minutes. At each executive session, the Clerk shall keep a separate record. This record of minutes shall not be disclosed to the public except upon court order. The Clerk may destroy said minutes after one year and one day have passed following the approval of the minutes of the meeting at which the Board approved the closed session.

10. MOTIONS AND RESOLUTIONS.

- 10.1 Statement by Chair; written motions and resolutions.** No motion or resolution shall be adopted until the motion or resolution is stated by the person chairing the meeting. All motions except procedural motions and resolutions may be required to be in writing upon the demand of any member. A request to recess for the purpose of writing out a motion or resolution shall be in order.

11. VOTING.

- 11.1** A member shall abstain by reason of a conflict of interest such as a financial interest in the matter under question and other conflicts as a matter of law.
- 11.2** Roll call vote shall be taken for adoption of ordinances and on matters involving expenditures of Township funds, except for items on the consent agenda. All other action may be by voice vote.
- 11.3** On demand by any Township Board member, the vote on any pending question shall be taken by a record roll call vote.

- 12. PARLIAMENTARY AUTHORITY.** Robert's Rules of Order, the current and subsequent editions, shall govern all questions of procedure that are not otherwise provided by these rules or by state law.

13. INTRODUCTION AND ADOPTION OF POLICIES

13.1 Definition. Any action regarding the operation or matters concerning the administration of Courtland Township government or containing statements of policy applicable to internal operations of the Township and which is not adopted as an ordinance shall be declared a policy.

13.2 Introduction. Any board member may introduce a policy at any regular or special meeting of the Township Board in the regular order of business.

13.3 Committee Review. When necessary the Township Supervisor shall refer proposed policies to an appropriate Board committee. The committee shall review the proposal and may invite the affected department(s) of the Township to comment and state any objections they may have. In the committee's written report to the Board shall be included a summary of objections made to the committee.

13.4 Board Consideration and Vote. The Township Board may consider the committee recommendation. The Board may then vote on final adoption. A motion to amend the policy shall be in order at any time prior to final adoption.

13.5 Notification and Effective Date. Upon the final adoption of a policy, the Township Clerk shall notify each Township Department head of the Board action. The Clerk shall have a copy of the full policy available.

13.6 Record of Policies. The Clerk shall keep a written record of each policy of the Board in a separate file or book. The record of each policy shall provide the date of adoption, and any amendments thereto adopted by the Board.