

KALAMAZOO COUNTY GOVERNMENT BOARD OF COMMISSIONERS

BYLAWS AND RULES OF PROCEDURE



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TABLE OF CONTENTS
for
BYLAWS AND RULES OF PROCEDURE

<u>ARTICLE I: MEMBERS</u>		<u>Page</u>
1.1	Members.....	6
1.2	Reapportionment.....	6
1.3	Qualifications of Commissioners.....	6
1.4	Term of Commissioners.....	6
1.5	Vacancies in Office	6
1.6	Compensation.....	6-7
1.7	Commissioner Ineligibility for Other Offices.....	7
1.8	Powers and Duties	7
1.9	Indemnification	7
 <u>ARTICLE II: OFFICERS</u>		
2.1	Chairperson, Vice-Chairperson, Vice-Chairperson Pro-Tem	8
2.2	Officer Terms of Office: Chairperson, Vice-Chairperson, Vice-Chairperson Pro-Tem	8
2.3	Duties of the Chairperson	8-9
2.4	Duties of the Vice-Chairperson	9
2.5	Duties of the Vice-Chairperson Pro-Tem	9-10
2.6	Election of Officers.....	10-11
2.7	County Clerk.....	11
 <u>ARTICLE III: REPRESENTATIVES, AGENTS, EMPLOYEES</u>		
3.1	Appointment of Representatives, Agents, and Employees	11
3.2	Corporation Counsel	11
3.3	Opinion of Corporation Counsel.....	11
3.4	Counsel for Elected Officials	1
3.5	Labor Counsel.....	11
3.6	Appointment and Removal of County Controller	12
3.7	Compensation of County Controller	12
3.8	Duties of County Controller.....	12-13
3.9	Authority to Contract with Administrator/Controller	13
 <u>ARTICLE IV: MEETINGS</u>		
4.1	Organizational Meeting.....	13
4.2	Order of Business	13-14
4.3	Regular Meetings.....	14-15
4.4	Order of Business for Regular Meetings.....	15
4.5	Special and Emergency Meetings.....	15
4.6	Public Meetings.....	16
4.7	Closed Session	16-17

Bylaws and Rules of Procedure

ARTICLE V: COMMITTEES

5.1	Appointment Committee.....	18
5.2	Committee of the Whole.....	18
5.3	Time and Place of Regular Committee of the Whole Meetings.....	18
5.4	Committee of the Whole Rules.....	19
5.5	Committee of the Whole Agenda.....	19
5.6	Role of the Committee of the Whole to Interview Certain Applicants.....	19-20
5.7	Appointment by Chairperson of Representatives	20
5.8	Appointment of Commissioners or County Employees	20
5.9	Special (Ad Hoc) Committees	20
5.10	Board Liaison.....	20
5.11	Body Defined.....	20

ARTICLE VI: CODE OF ETHICS AND RULES OF PROCEDURE

Code of Ethics

6.1	Code of Ethics	20
6.2	Professional Conduct.....	21
6.3	Prohibited Conduct.....	21-22
6.4	Conduct Not Prohibited	22
6.5	Decisions Involving the Award of a Contract	22-23
6.6	Conflict of Interest	23
6.7	False Statements.....	23
6.8	Gifts, Entertainment, and Favors	23

Rules of Procedure

6.9	Rules of Order.....	23
6.10	Quorum	23
6.11	Suspension of the Rules of Procedure.....	23
6.12	Attendance.....	24
6.13	Regular Meeting Agenda	24
6.14	Means by Which Business is Brought Before the Board	24
6.15	Form of Address	24
6.16	Making of a Main Motion	25
6.17	Consideration of a Main Motion	25
6.18	Board Actions	25
6.19	Voting.....	25
6.20	Consent Agenda	26
6.21	Public Participation	26
6.22	General Conduct	26
6.23	Minutes and Official Records.....	26-27
6.24	Board Orders.....	27
6.25	Codification.....	27

ARTICLE VII: AMENDMENT

7.1	Review of Bylaws	27
7.1	Procedure to Modify Bylaws.....	27

KALAMAZOO COUNTY BOARD OF COMMISSIONERS

BYLAWS AND RULES OF PROCEDURE

ARTICLE I - MEMBERS

1.1. Board Membership. The County Board of Commissioners shall be chosen by the voters of the State of Michigan, in partisan elections, every two years from single-member districts apportioned on the basis of population, as provided by law. (MCL § 46.404; MCL § 46.409).

1.2. Reapportionment. The County Board of Commissioners shall be reapportioned, in the manner provided by law, within sixty (60) days after the publication of the latest United States official decennial census figures. (MCL § 46.401).

1.3. Qualifications of Commissioners. A candidate for the office of county commissioner must be a resident and registered voter of the district they seek to represent and must remain a resident and registered voter to hold their office, if elected. An individual who has been convicted of a violation of section 12a (1) of 1941 PA 370, MCL § 38.412a, is not eligible to be a county commissioner for 20 years after the conviction. (MCL § 46.411; amended by PA 158, 2003).

1.4. Term of Commissioners. The term of each commissioner shall be for two (2) years and shall be concurrent with that of state representatives as specified in section 3 of article IV of the state constitution of 1963. The term of office of each commissioner elected at or after the 2024 general November election is four (4) years, beginning January 1 following the election and continuing until a successor is elected and qualified. (MCL § 46.410).

1.5. Vacancies in Office. If a vacancy occurs in the office of commissioner by death, resignation, removal from the district, or removal from office, the vacancy must be filled by appointment within 30 days by the County Board of Commissioners with a resident and registered voter of that district. The person appointed to fill a vacancy shall serve for the remainder of the unexpired term, unless the vacancy occurs more than 7 days before the nominating petition deadline as provided in MCL § 46.411 for the general November election that is not the general November election at which a successor in office would be elected if there were no vacancy, in which case MCL § 46.412(2) controls. (MCL § 46.412).

A. Failure to Fill a Vacancy. If the County Board of Commissioners does not fill the vacancy by appointment as provided in MCL § 46.412 within thirty (30) days, that vacancy shall be filled by a special election called by the County Board of Commissioners. A person elected at the special election to fill the vacancy on the County Board of Commissioners shall serve for the remainder of the unexpired term. (MCL § 46.413).

1.6. Compensation. Commissioners shall receive the compensation and mileage reimbursement fixed by resolution of the County Board of Commissioners. Changes in

Bylaws and Rules of Procedure

compensation shall become effective only at the time a commissioner commences their term of office after a general election, provided that any such change to compensation is voted upon before the commencement of the new terms of office. The per mile mileage reimbursement fixed by the County Board of Commissioners shall not exceed the mileage reimbursement set for state officers as determined by the state officers compensation commission. As used in this section, "compensation" shall not include mileage reimbursement. (MCL § 46.415).

1.7. Commissioner Ineligibility for Other Offices. No commissioner, while a member of the County Board of Commissioners, shall be eligible for election to any other county office or position, the election of which is within the jurisdiction of the County Board of Commissioners. (MCL § 46.3(6)). Commissioners are also not eligible to receive an appointment from, or be employed by an officer, board, committee, or other authority of the County, except as otherwise provided by law. (MCL § 46.30a).

A. Certain Offices or Appointments Not Prohibited. A member of the County Board of Commissioners is not limited or prohibited pursuant to Section 1.7, Commissioner Ineligibility for Other Offices, from the following:

1. From becoming a candidate for an elective office at a general or special election, or from accepting from the County Board of Commissioners an office or appointment for which a salary is not paid for the services. (MCL § 46.30a(5)).
2. From acting on a board of determination or as a special commissioner in connection with all drainage matters calling for a board of determination. (MCL § 46.30a(5)).
3. From accepting compensation as an administrator of the federal emergency employment program, 29 U.S.C. 841 to 851, for the County. (MCL § 46.30a(6)).

B. Liability and Penalties. Any member of the County Board of Commissioners and the person making the appointment or employment in violation of MCL § 46.30a shall be liable for moneys improperly paid to the person as salary, wages, or compensation in connection with the appointment or employment and both may also be subject to an action for recovery of compensation and penalties established in MCL § 46.30a. (MCL § 46.30a).

1.8. Powers and Duties. The County Board of Commissioners shall have such powers and duties as shall from time to time be provided by law. See, Attachment A – Statutory Powers and Duties of the County Board of Commissioners.

1.9. Indemnification. The County shall indemnify and save harmless all commissioners against expenses actually and necessarily incurred by them in connection with the defense of any action, lawsuit, or proceeding in which they are made parties by reason of being or having been a commissioner, except in relation to matters as to which any such member shall be adjudged in such action, lawsuit or proceeding to be liable for negligence or misconduct in the performance of duty and to such matters as shall be settled by agreement predicated

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

2.1. Chairperson, Vice-Chairperson, Vice-Chairperson Pro-Tem. The County Board of Commissioners shall elect one (1) member as Chairperson, one (1) member as Vice-Chairperson, and one (1) member as Vice-Chairperson Pro-Tem as the officers of the County Board of Commissioners. (MCL § 46.3(4)).

2.2. Officer Terms of Office: Chairperson, Vice-Chairperson, Vice-Chairperson Pro-Tem. The Chairperson shall serve a 2-year term, except as provided in Subitem A. Board Resolution for One-Year Term of Chairperson below. (MCL § 46.3(4).) The Vice-Chairperson and Vice-Chairperson Pro-Tem shall both serve a 1-year term. The term of a Chairperson, Vice-Chairperson, and Vice-Chairperson Pro-Tem shall begin upon their election. (MCL § 46.3(4)).

A. Board Resolution for One-Year Term of Chairperson. The County Board of Commissioners may provide by resolution to elect the Chairperson annually for a 1-year term. A resolution providing for a 1-year term for the Chairperson does not shorten the term of office of a sitting Chairperson elected for a 2-year term. (MCL § 46.3(4)).

2.3. Duties of the Chairperson. The Chairperson shall be elected by and from the membership of the County Board of Commissioners pursuant to ARTICLE IV – MEETINGS, Section 4.3, Election of Officers. The Chairperson's duties and powers are to:

- A. Prepare and set the agenda for regular and Committee of the Whole meetings of the County Board of Commissioners in consultation with the Administrator/Controller, the Vice-Chairperson, and the Vice-Chairperson Pro-Tem.
- B. Preside at all meetings of the County Board of Commissioners, including calling the members to order, announcing the business before the Board in the order in which it is to be acted upon, recognizing members entitled to the floor, stating and putting to vote all questions which are regularly moved, or that necessarily arise in the course of the proceedings, and announcing the result of the vote, and other duties as required to ensure efficient and effective meetings. (MCL § 46.3(5)); *See also*, Robert's Rules of Order, Newly Revised).
- C. Administer oaths to persons concerning matters submitted to the County Board of Commissioners, or as otherwise permitted by law. (MCL § 46.3(5)).
- D. Issue subpoenas for witnesses or compel the attendance of a witness in connection with the discharge of Board duties in the same manner as a court of law. (MCL § 46.3(5)).

Bylaws and Rules of Procedure

- E. Affix their signature to contracts, bonds, and other documents requiring the signature of the Chairperson. (MCL § 46.3(5)).
- F. Serve as the ceremonial representative of the County and perform such other duties as specified by law, by the County Board of Commissioners, or by custom.
- G. Serve as ex-officio member of all bodies and sub-bodies of the County Board of Commissioners. The Chairperson shall not have the right to vote on any committee or subcommittee when serving as an ex-officio member.
- H. Appoint and remove members of bodies of the County Board of Commissioners, and other bodies that require appointment pursuant to the requirements and authority established in the bodies' bylaws, statutes, or other applicable requirements, with confirmation by a majority of the members of the Board.
- I. Arbitrate all jurisdictional disputes between bodies of the County Board of Commissioners, subject to these Bylaws and Rules of Procedure, and the right to appeal to the Board.

2.4. Duties of the Vice-Chairperson. The Vice-Chairperson shall be elected by and from the membership of the County Board of Commissioners, pursuant to ARTICLE IV- MEETINGS, Section 4.3, Election of Officers. The Vice-Chairperson's duties and powers are to:

- A. Prepare the agenda for regular and Committee of the Whole meetings of the County Board of Commissioners in consultation with the Administrator/Controller, Chairperson, and Vice-Chairperson Pro-Tem.
- B. Preside at all meetings of the County Board of Commissioners in the absence of the Chairperson, including calling the members to order, announcing the business before the Board in the order in which it is to be acted upon, recognizing members entitled to the floor, stating and putting to vote all questions which are regularly moved, or that necessarily arise in the course of the proceedings, and announcing the result of the vote. (MCL § 46.3(5); *See also*, Robert's Rules of Order, Newly Revised).
- C. Affix their signature to contracts, bonds, and other documents requiring the signature of the Chairperson, if designated by the County Board of Commissioners, if the Chairperson is unable to do so because of illness or other exigency, which, in the opinion of the Board, prevents the Chairperson from performing the functions of the office. (MCL § 46.3(5)).
- D. Serve as ex-officio member of all bodies and sub-bodies of the County Board of Commissioners.
- E. Perform such other duties as may be from time to time assigned by the Chairperson or by the County Board of Commissioners.

2.5. Duties of the Vice-Chairperson Pro-Tem. The Vice-Chairperson Pro-Tem shall be elected by and from the membership of the County Board of Commissioners, pursuant to

ARTICLE IV – MEETINGS, Section 4.3, Election of Officers. The Vice-Chairperson Pro-Tem's duties and powers are to:

- A. Prepare the agenda for regular and Committee of the Whole meetings of the County Board of Commissioners in consultation with the Administrator/Controller, Chairperson, and Vice-Chairperson.
- B. Preside at all meetings of the County Board of Commissioners in the absence of the Chairperson and Vice-Chairperson, including calling the members to order, announcing the business before the Board in the order in which it is to be acted upon, recognizing members entitled to the floor, stating and putting to vote all questions which are regularly moved, or that necessarily arise in the course of the proceedings, and announcing the result of the vote. (MCL § 46.3(5); *See also*, Robert's Rules of Order, Newly Revised).
- C. Assume the duties of the Vice-Chairperson when the Vice-Chairperson is serving as Chairperson.
- D. Perform such other duties as may be from time to time assigned by the Chairperson or the County Board of Commissioners.

2.6. Election of Officers. The election of the Chairperson, Vice-Chairperson, and Vice-Chairperson Pro-Tem, shall take place at the organizational meeting in a year in which a Chairperson or a Vice-Chairperson, respectively, is to be elected. The Chairperson shall be elected each odd numbered year, unless the Chairperson's term is a 1-year term pursuant to ARTICLE II – OFFICERS, Section 2.2., Officer Terms of Office: Chairperson, Vice-Chairperson, Vice-Chairperson Pro-Tem, Subitem A, Resolution for One-Year Term of Chairperson. (MCLA 46.3(4)). The county clerk shall conduct the election of the Chairperson. The Chairperson shall assume the chair once properly elected and proceed with the elections of Vice-Chairperson and Vice-Chairperson Pro-Tem.

- A. Nominations from the Floor. The acting Chairperson shall call for nominations from the floor, at which time, any member of the County Board of Commissioners may call out their nomination without first standing or being recognized by the acting Chairperson. The acting Chairperson shall restate the nomination as no second is required. Prior to declaring the nominations closed, the acting Chairperson shall seek any further nominations. If no additional nominations are made, the acting Chairperson shall declare the nominations closed. No motion to close nominations is required. (*See*, RONR (12th ed) 46:6-8, 46:18-21). Write-in votes may be cast for any eligible member even if they have not been nominated.
- B. Method of Voting. The county clerk shall order the roll of Commissioners to be called and the names and votes of the members shall be recorded on the action taken by the County Board of Commissioners to elect a Board officer, except that upon adoption of a motion to conduct the election of the Chairperson by secret ballot, the votes of the members of the County Board of Commissioners on a motion to elect the Chairperson may be by secret ballot. (MCL § 46.3a).

- C. Majority Vote. A majority vote of the members of the County Board of Commissioners, elected and serving (MCL § 46.3(2)) is required to adopt a motion to elect a Board officer. If no candidate receives a majority, voting continues, retaining all candidates who do not wish to voluntarily withdraw. An election is final when the acting Chairperson announces the results if the candidate is present and does not decline or is absent but has previously consented to serve. If a candidate elected declines to serve, voting continues until someone willing to accept receives a majority vote of the members present.

2.7. County Clerk. The county clerk or, in their absence, the deputy county clerk shall be the clerk of the County Board of Commissioners and shall perform such duties as required by law or as from time to time assigned by the Board. The county clerk shall perform all posting functions required by the Open Meetings Act, 1976 PA 267.

ARTICLE III – REPRESENTATIVES, AGENTS, EMPLOYEES

3.1. Appointment of Representatives, Agents, and Employees. The County Board of Commissioners may appoint such other representatives, agents, and employees as may be deemed necessary by it to carry out any of its powers. (MCL § 46.3, 46.13a).

3.2. Corporation Counsel. The County Board of Commissioners may employ an attorney to represent the County in civil matters, whenever the Board determines that the prosecuting attorney is unable to properly represent the County. The attorney compensation shall be determined by the County Board of Commissioners. (MCL § 49.71). If the County Board of Commissioners employs an attorney pursuant to MCL § 49.71 to represent the County in civil matters, the County Prosecuting Attorney shall not act with respect to such matters, unless requested to do so by the County Board of Commissioners. (MCL § 49.72).

3.3. Opinions of Corporation Counsel. Corporation Counsel, when employed by the County in lieu of the County Prosecuting Attorney to represent the County in civil matters, shall give opinions, in cases where this state, a county, or a county officer may be a party or interested, when required by a civil officer in the discharge of the officer's respective official duties relating to the interest of the state or county. (MCL § 49.155).

3.4. Counsel for Elected Officials. The County Board of Commissioners shall employ an attorney to represent elected county officers, including the County Sheriff, Prosecuting Attorney, Clerk, Treasurer, Surveyor, Executive, Register of Deeds, Drain Commissioner, Mine Inspector, Public Works Commissioner, and Judges of the county district, probate, and circuit courts in civil matters, as a defendant, when neither the prosecuting attorney or county corporation counsel is able to represent the particular officer. Legal advice, counsel, or court action shall be required only in a case which involves an official act or duty of the office of the county officer. The attorney shall receive reasonable compensation as shall be determined by the County Board of Commissioners. (MCL § 49.73; MCL § 691.1408).

3.5. Labor Counsel. The Chairperson may appoint Labor Counsel to represent the County Board of Commissioners and the County, with confirmation by a majority vote of the members of the County Board of Commissioners elected and serving. Labor Counsel may be removed by the Chairperson in the same manner as appointment.

3.6. Appointment and Removal of County Controller. The County Board of Commissioners may, by a majority vote of its members elected and serving, appoint a county controller. The county controller serves at the pleasure of the County Board of Commissioners and may be removed in the manner provided by law for removal of county officers, or by a 2/3 vote of all commissioners elected to office. (MCL § 46.13b).

3.7. Compensation of the County Controller. The County Board of Commissioners shall fix the salary of the county controller, to be paid in a like manner as the salaries of other county officers. The county controller serves at the pleasure of the County Board of Commissioners and may be removed in the manner provided by law for removal of county officers, or by a 2/3 vote of all commissioners elected to office. (MCL § 46.13b).

3.8. Duties of the County Controller. The duties of the County Controller are to:

- A. Serve as the chief accounting officer of the county with charge and supervision of the accounts and accounting of every office, officer, and department of the county and the whole or any part of an expense borne by the county.
- B. Ensure a system of accounting is installed and properly kept by every office, officer, and department of the county in strict accord with the provisions of law and in addition to which the county controller may prescribe.
- C. Direct the keeping of such other accounts and records and the making of such reports as in the judgment of the county controller are necessary to properly record and report the financial transactions of the county.
- D. Direct and receive information from all county officers or employees who shall furnish such information respecting all county matters in their charge as the county controller shall require.
- E. Keep in the office of the county controller a general ledger in which shall be set up controlling accounts which shall show at all times the assets and liabilities of the county, and of each and every fund.
- F. Examine regularly the books and accounts of the several officers, agents, and departments of the county and report the findings to the County Board of Commissioners at such times as they shall prescribe.
- G. Make all purchases of books, stationary, materials and supplies which may be required by the county or its officers and agents, the purchase of which is not otherwise provided by law, and no contract or order for the purchase of any such materials or supplies shall be valid or binding upon the county, nor shall the county be liable for the purchase price thereof, except upon the written order of the county controller. The prohibition shall not apply to any contract or purchase which may be ordered by the County Board of Commissioners at any regular, adjourned or special meeting, wherein payment is provided by a resolution authorizing such contract or purchase.

Bylaws and Rules of Procedure

H. Serve as the custodian of and have charge of the operation, maintenance and repairs of the county courthouse and grounds and the county jail, including any power, heating, or lighting plan in connection therewith.

I. Perform such other duties as the County Board of Commissioners shall prescribe.

(MCL § 46.13b).

3.9. Authority to Contract with Administrator/Controller. The County Board of Commissioners is authorized by statute to appoint and enter into a written employment contract with a county manager, chief administrative officer and/or a county controller. The County Board of Commissioners has appointed a combined position identified as "Administrator/Controller." The term of the employment contract for the Administrator/Controller shall be three (3) years or less, unless the employment contract is entered into on or after August 1 of an even-numbered year, in which case the term of the employment contract must be one (1) year or less. The employment contract must specify the compensation to be paid to the Administrator/Controller, any procedure for changing the compensation, any fringe benefits, and any other conditions of employment, including whether the Administrator/Controller serves at the pleasure of the County Board of Commissioners. The County Board of Commissioners may provide for severance pay or other benefits in the event the employment of the Administrator/Controller is terminated. (MCL § 46.11(o)).

ARTICLE IV – MEETINGS

4.1. Organizational Meeting. The first meeting in each calendar year shall be the organizational meeting of the County Board of Commissioners at which the county clerk shall preside.

4.2. Order of Business. The order of business of the organizational meeting is as follows:

- A. Term of Office: Chairperson. The first item of business of the organizational meeting shall be the determination by the County Board of Commissioners as to the term of office for the Chairperson, as applicable. A Chairperson's term of office is a 2-year term unless the County Board of Commissioners acts by resolution to establish a 1-year term of office for the Chairperson.
- B. Review of Board Bylaws as to Organizational Structure. The third item of business of the organizational meeting shall be the review of Board Bylaws as to organizational structure pursuant to ARTICLE VII – AMENDMENT, Section 7.1, Review of Bylaws.
- C. Election of Chairperson, Vice-Chairperson, and Vice-Chairperson Pro-Tem. The second item of business of the organizational meeting shall be the election of the Board Chairperson, Vice-Chairperson, and Vice-Chairperson Pro-Tem.

Bylaws and Rules of Procedure

Adoption of the Schedule of Regular Meetings. The fourth item of business of the organizational meeting shall be the adoption of the schedule of the Board's regular meetings to facilitate the posting, within ten (10) days after the organizational meeting in each calendar year, a public notice stating the dates, times, and places of the Board's regular meetings. (MCL § 15.265(2)).

4.3. Regular Meetings. Except as otherwise required by law, regular meetings of the County Board of Commissioners ("Board") shall be held as follows:

- A. Meeting Dates. Unless the Board shall otherwise specify, the Board shall meet on the first and third Tuesdays of each month at such time that the Board shall determine. If a regular meeting date shall be a national holiday, the meeting shall be held on the next day.
 - i. Equalization of Assessment Rolls. At a regular meeting of the County Board of Commissioners held on the Tuesday following the second Monday in April each year, the Board shall equalize the assessment rolls in the manner provided by law. The equalization must be completed before the first Monday in May, unless such deadline is subject to the 1-time extensions provided for in section 33a(1)(b) of the general property tax act, 1893 PA 206, MCL § 211.33a. (MCL § 209.5).
- B. Meeting Location. All regular meetings of the Board shall be held in the Board Chambers unless the Board shall otherwise specify. Whenever the regular meeting place shall appear inadequate for members of the public to attend, the Chairperson may change the meeting location to a larger facility in the County. A notice of such change shall be prominently posted on the door of the regular meeting place. The county clerk shall also give notice of the change in the meeting place if time permits.
- C. Notice to Commissioners of Reconvened Meeting. Unless the motion of adjournment shall otherwise direct, any regular meeting of the Board may be reconvened by the Chairperson by serving the other commissioners a written notice of the time and purpose of any such reconvened meeting; provided, however, service may be waived in writing by a commissioner, and said waiver shall become a part of the permanent record. Service of such notice may be made by delivering the notice to a commissioner personally or by leaving the same at each Commissioner's residence with some person of the household at least twenty-four (24) hours before such meeting is to take place or by depositing the same enclosed in a sealed envelope plainly addressed to such commissioner at their last-known residence address in a government mail receptacle at least seventy-two (72) hours before such meeting is to take place. Such service may be made by a commissioner or by an employee or agent of the Board. (MCL § 46.1).
- D. Public Notice of Rescheduled Regular or Special Meeting. A public notice stating the date, time, and place of a rescheduled regular or special meeting

Bylaws and Rules of Procedure

shall be posted at least (18) hours before the meeting in a prominent and conspicuous place at both the Administration Building and on the County's website that is fully accessible to the public. (MCL § 15.265(4)). Any adjournment necessitated because of a lack of a quorum shall be sine die (adjourned for an indefinite period), subject to being reconvened by the Chairperson of the Board as provided in this subsection.

4.4. Order of Business for Regular Meetings. The order of business for regular meetings of the County Board of Commissioners shall be as follows:

- A. Invocation / Reflection
- B. Pledge of Allegiance
- C. Roll Call
- D. Proclamations
- E. Communications
- F. Approval of Minutes
- G. Approval of the Agenda
- H. Public Comment
- I. Consent Agenda
 - i. Recommendation for Approval of Transfers and Disbursements
 - ii. Consent Agenda Items
- J. Unfinished Business and General Orders
- K. New Business (Non-Consent)
- L. Public Comment
- M. Reports of Officers, Bodies, and Administrator/Controller
- N. Members' Time (non-Board officers) - for items not on the agenda
- O. Adjournment

4.5. Special and Emergency Meetings. A special meeting of the County Board of Commissioners shall be held only when:

Bylaws and Rules of Procedure

- A. Special Meetings. Requested by at least one-third (1/3) of the Commissioners, which request shall be in writing, addressed to the county clerk/register and specifying the time, date, place, and purpose of such meeting. Upon receipt of such request, the Clerk shall notify each Commissioner of such meeting at least 24 hours before the holding thereof. Such notice may be given by telephone to a number indicated by each Commissioner as the one to be used for such purposes, or by any other means of communication. The Clerk shall keep a written record of the method of notification for each Commissioner. (MCL § 46.10).
 - i. Special Meetings at the Call of the Chairperson. As an alternate means of calling a special meeting, the Chairperson may convene a meeting of the County Board of Commissioners at their discretion with notice as required under the Open Meetings Act and Section 4.6. Special and Emergency Meetings, Subitem A. Special Meeting above. (MCL § 15.265).
- B. Emergency Meetings. The County Board of Commissioners in compliance with the Open Meetings Act, may meet 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 elected and serving on the Board decide that delay would be detrimental to efforts to lessen or respond to the threat. If the County Board of Commissioners holds such an emergency meeting, it shall comply with all notice requirements of the Open Meeting Act. (MCL 15.265(4)).

4.6. Public Meetings. Every meeting of the County Board of Commissioners shall be open to the public and shall be held in a place available to the public. The following terms shall have the following meanings when used in connection with public meetings of the County Board of Commissioners:

- A. "Meeting" shall mean the convening of a quorum of the County Board of Commissioners for the purpose of deliberating toward or rendering a decision on a public policy. (MCL § 15.262(2)(b)).
- B. "Decision" shall mean a determination, action, vote, or disposition upon a motion, proposal, recommendation, resolution, order, ordinance, bill, or measure on which a vote by the commissioners is required to effectuate or formulate public policy. (MCL § 15.262(2)(d)).
- C. "Closed Session," shall mean a meeting or party of a meeting of the County Board of Commissioners which is closed to the public. (MCL § 15.262(2)(c)).

4.7. Closed Session. The County Board of Commissioners may call a Closed Session only pursuant to a roll call vote of the members of the County Board of Commissioners elected and serving, unless otherwise permitted by law. The county clerk shall enter the roll call vote and the purpose or purposes for calling the Closed Session into the minutes of the meeting at which the vote is taken. (MCL § 15.267(7)(1)).

Bylaws and Rules of Procedure

- A. Vote Required. The vote required to call a Closed Session varies depending on the purpose of the Closed Session and shall be as follows:
- i. Simple Majority Vote. Closed Session held for the following purposes may be approved on a roll-call vote approved by a simple majority of the members of the County Board of Commissioners elected and serving:
 - (1) 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 individual requests a closed hearing. An individual requesting a closed hearing may rescind the request at any time, in which case the matter at issue must be considered after the rescission only in Open Session. (MCL 15.268(8)(1)(a)).
 - (2) For strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement if negotiating party requests a Closed Session. (MCL 15.268(8)(1)(c)).
 - ii. Two-Thirds Majority Vote. Closed Session held for the following purposes must be approved on a roll-call vote by a two-thirds majority of the members of the County Board of Commissioners elected and serving:
 - (1) To consider the purchase or lease of real property up to the time an option to purchase or lease that real property is obtained. (MCL § 15.268(8)(1)(d)).
 - (2) 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 County Board of Commissioners. (MCL § 15.268(8)(1)(e)).
 - (3) To meet with an attorney to consider its written legal opinion. (MCL § 15.268(8)(1)(h)).
 - (4) To review and consider the contents of an application for employment or appointment to public office if the candidate requests that the application remain confidential. However, except as otherwise provided in the Open Meetings Act, all interviews by the County Board of Commissioners for employment or appointment to a public office must be held in an Open Meeting pursuant to the Open Meetings Act, unless exempt therein. (MCL § 15.268(8)(1)(f)).
- B. Closed Session Minutes. The county clerk, or the designee of the County Board of Commissioners shall take a separate set of minutes at any Closed Session, which shall be retained by the county clerk, not available to the public, and

shall only be disclosed if required by a civil action filed under Sections 10, 11, or 13 of the Open Meetings Act. (MCL § 15.267(2)).

ARTICLE V - BODIES

5.1. Appointment Committee. The County Board of Commissioners shall use in part, an Appointment Committee as stated below:

- A. Creation of Appointment Committee. The Chairperson shall appoint, at a regular meeting, by confirmation of a majority vote of the commissioners present, a sufficient number of commissioners to serve as an Appointment Committee.
- B. Role of the Appointment Committee. The Appointment Committee, except as provided in Section 5.6, Role of the Committee of the Whole to Interview Certain Applicants of these Bylaws, shall have the following duties with respect to bodies identified by the Chairperson, in consultation with the Administrator/Controller, Vice-Chairperson, and Vice-Chairperson Pro-Tem and as stated in Attachment B – Schedule of Bodies:
 - i. Review applications for appointment and reappointment;
 - ii. Interview the applicants for appointment and reappointment; and
 - iii. Submit recommendations to the Chairperson for the appointment of applicants.

Commissioners not serving on the Appointment Committee may attend all meetings of the Appointment Committee and may observe all interviews of applicants conducted.

5.2. Committee of the Whole. The County Board of Commissioners may resolve itself into a “Committee of the Whole” at a regular or special meeting of the County Board of Commissioners, or at the call of the Chairperson.

5.3. Time and Place of Regular Committee of the Whole Meetings.

- A. Meeting Dates. Unless the County Board of Commissioners or the Committee of the Whole shall otherwise specify, the Board shall meet as a Committee of the Whole on the first and third Tuesdays of each month, prior to the regular Board meetings on said dates, at such time that the Board or the Committee of the Whole shall determine. If a regular Board meeting date shall be a national holiday, the meeting shall be held on the next day.
- B. Meeting Location. All regular meetings of the Committee of the Whole shall be held in the County Administration Building unless the County Board of Commissioners or the Committee of the Whole shall otherwise specify.

Bylaws and Rules of Procedure

- C. Meeting Minutes. The county clerk, or in their absence, the deputy county clerk shall prepare minutes for all meetings of the Committee of the Whole pursuant to MCL § 15.269, which shall be a public record.

5.4. Committee of the Whole Rules. A majority of the members of the County Board of Commissioners present shall constitute a quorum, and a majority vote of the commissioners present shall be necessary to approve any motion at a Committee of the Whole.

5.5. Committee of the Whole Agenda. The Chairperson, in consultation with the Administrator/Controller, Vice-Chairperson, and Vice-Chairperson Pro-Tem shall determine when items shall be placed on the agenda of Committee of the Whole meeting, subject to the following:

- A. Initial Presentation to the Committee of the Whole. As a general practice, all items, except those which are solely ceremonial or ministerial in nature, shall first appear on an agenda of a Committee of the Whole for discussion and consideration.
- B. Motion for Action. Items considered at a Committee of the Whole shall be included on the agenda of the next regular meeting of the County Board of Commissioners, if so moved, seconded, and approved at a Committee of the Whole meeting by a majority vote of the commissioners present.
- C. Items Not Prohibited. The language of Subitems A. Initial Presentation to the Committee of the Whole and B. Motion for Action, shall not prohibit any item from coming before the County Board of Commissioners at a regular or special meeting as either a motion from the floor, properly moved and adopted by a majority of the members present, or as approved by the Chairperson in consultation with the Administrator/Controller for consideration at a regular or special meeting of the Board.
- D. Automatic Inclusion. The item "Recommendation for Approval of Transfers and Disbursements" shall automatically be placed on each agenda of the Committee of the Whole.
- E. Inclusion by Motion. Any commissioner may introduce a written motion at a Committee of the Whole to place an item on any future Committee of the Whole agenda, and such item shall be included with a majority vote of the members present.
- F. Distribution of the Agenda. The agenda of the Committee of the Whole shall be distributed to the commissioners at least one (1) business day prior to a Committee of the Whole meeting.

5.6. Role of the Committee of the Whole to Interview Certain Applicants. The Board of Commissioners shall, as a Committee of the Whole, interview applicants for positions on the following bodies:

Bylaws and Rules of Procedure

- A. Initial appointments, to positions(s) on the Road Commission of Kalamazoo; the Kalamazoo County Transportation Authority; Integrated Services of Kalamazoo (ISK); the Kalamazoo County Aeronautics Board of Trustees; the Kalamazoo County Land Bank Authority; the Kalamazoo County Public Housing Authority, and their successor agencies. Provided that an individual applying to serve on Integrated Services of Kalamazoo (ISK), as a representative of the Consumer Sector, may elect to be interviewed for appointment or reappointment by the Appointment Committee; and
- B. Initial appointments to positions(s) upon bodies created after May 1, 2006.
- C. Reappointments and replacement appointments to positions identified in Subitems A. and B. above, do not require a full interview with the County Board of Commissioners unless the Board, by a majority vote of the commissioners present, decides to interview an individual as a Committee of the Whole.

5.7. Appointment by Chairperson of Representatives. At the next regular meeting of the County Board of Commissioners, the Chairperson, with confirmation of a majority vote of the members elected and serving, may appoint all individuals to the applicable bodies based upon the recommendations submitted by the Appointment Committee and/or the Board, acting as a Committee of the Whole, pursuant to Section 5.6, Role of the Committee of the Whole to Interview Certain Applicants.

5.8. Appointment of Commissioners or County Employees. Whenever a commissioner or County employee is appointed to a body their appointment shall be contingent upon such individual remaining a commissioner or County employee, as the case may be.

5.9. Special (Ad Hoc) Committees. The County Board of Commissioners may establish from time to time such special (ad hoc) committees as are necessary which shall only be advisory in nature. The purpose of each special (ad hoc) committee shall be determined at the time the special (ad hoc) committee is established. At least two (2) commissioners shall be a member of all special (ad hoc) committees. A special (ad hoc) committee may report recommendations to the County Board of Commissioners for appropriate action and shall be automatically dissolved when its specific task is completed.

5.10. Board Liaison. A commissioner appointed by the County Board of Commissioners as liaison to a body should attend the meetings of the body and shall act as a conduit of information to the County Board of Commissioners.

5.11. Body Defined. As used throughout these Bylaws the terms "body" and "bodies," mean all committee, councils, boards, advisory boards, authorities, corporations, and commissions as identified in Attachment B – Schedule of Bodies.

ARTICLE VI – CODE OF ETHICS AND RULES OF PROCEDURE

Code of Ethics

6.1. Code of Ethics. The County Board of Commissioners places great emphasis and importance upon the proper discharge of their duties and responsibilities. To encourage

Bylaws and Rules of Procedure

collegiality and respect between commissioners and to earn the respect of the residents of Kalamazoo County, the County Board of Commissioners adopts the following Code of Ethics. This Code of Ethics is intended to serve as the minimum standards of conduct commissioners should follow in all of actions as elected officials.

6.2. Professional Conduct. A commissioner shall:

- A. Properly administer the affairs of the county.
- B. Promote decisions which only benefit the public interest.
- C. Actively promote public confidence in county government.
- D. Safeguard all county resources, property, and funds.
- E. Conduct the duties of the office of commissioner diligently to promptly dispose of the business of the county.
- F. Avoid the appearance of impropriety and maintain a public image sufficient to sustain public scrutiny.
- G. Evaluate all decisions to ensure the best service or product is obtained a minimal cost without sacrificing quality and fiscal responsibility.
- H. Preserve the prestige of the office of commissioners into everyday dealings with public employees.
- J. Maintain a respectful attitude toward employees, other public officials, fellow commissioners, and the public.
- M. Effectively and efficiently work with governmental agencies, political subdivisions and other organizations to further the interests of the county.
- N. Faithfully comply with all laws and regulations applicable to the county and impartially apply such laws and regulations to everyone.
- O. Respect the chain of command whenever possible, understanding the role of commissioner as a policy-making position as opposed to an administration's responsibility to oversee the day-to-day operations of the county.

6.3. Prohibited Conduct. A commissioner shall not:

- A. Divulge to an unauthorized person, confidential information acquired in the course of service in advance of the time prescribed for its authorized release to the public.
- B. Represent their own personal opinion as that of the County Board of Commissioners.

Bylaws and Rules of Procedure

- C. Use personnel resources, property and funds under their official care and control contrary the prescribed constitutional, statutory, and regulatory procedures, or for their own personal gain or benefit.
- D. Solicit or accept a gift or loan of money, goods, services, or other thing of value for the benefit of a person or organization, other than the County, which tends to influence their actions as a public official.
- E. Engage in a business transaction in which they may profit from their official position or authority or benefit financially from confidential information which they obtained or may obtain by reason of that position or authority.
- F. Except as excepted by statute or otherwise permitted, engage in or accept employment or render services for private or public interest when that employment or service is incompatible or in conflict with the discharge of their official duties or when that employment may tend to impair their independence of judgment or action in the performance of official duties.
- G. Improperly influence or attempt to influence other officials to act in their own benefit.
- H. Except as excepted by statute or otherwise permitted, participate in the negotiation or execution of contract, making of loans, granting of subsidies, fixing of rates, issuance of permits or certificates, or other regulation or supervision relating to a business entity in which the commissioner has a financial or personal interest.

(See, MCL § 15.342).

6.4. Conduct Not Prohibited. A commissioner is permitted to vote on, make, or participate in making a decision if all of the following occur with respect to Section 6.3, Prohibited Conduct, Subitems F. and H. above if all of the following occur:

- A. The requisite quorum necessary for official action on the decision by the County Board of Commissioners to which the commissioner has been elected is not available because the participation of the commissioner in the official action would otherwise violate Section 6.3, Prohibited Conduct, Subitems F., or H.
- B. The commissioner is not paid for working more than 25 hours per week for the County, or a political subdivision of the County.
- C. The commissioner promptly discloses any personal, contractual, financial, business, or employment interest they may have in the decision and the disclosure is made part of the public record of the official action on the decision of the County Board of Commissioners.

(See, MCL § 15.342a).

Bylaws and Rules of Procedure

6.5. Decisions Involving the Award of a Contract. If the decision involves the awarding of a contract, Section 6.3 Prohibited Conduct, Subitems F., and H. shall not apply and a commissioner shall be permitted to vote on, make, or participate in making the decision if all of the following occur:

- A. All of the conditions of Section 6.4, Conduct Not Prohibited, Subitems A. – C. are fulfilled.
- B. The commissioner will directly benefit from the contract in an amount less than \$250.00 or less than five percent (5%) of the public cost of the contract, whichever is less.
- C. The commissioner files a sworn affidavit containing the information described in Subitem C. with the Chairperson of the County Board of Commissioners.
- D. The affidavit in Subitem C. is made part of the public record of the official action on the decision.

(See, MCL § 15.342a).

6.6. Conflict of Interest. A Commissioner shall not be interested directly or indirectly in any contract or other business transaction with the County unless he/she complies with the requirements of MCL § 15.321 et seq. and/or MCL § 46.30.

6.7. False Statements. No member shall make a false statement for the purpose of receiving compensation or reimbursement for expenditures.

6.8. Gift, Entertainment, and Favors. County commissioners shall not directly solicit nor accept any gift, whether in the form of money, services, loan, travel, entertainment, hospitality, promise, or any other form, under circumstances which could reasonably be inferred or expected, as determined by a majority vote of the commissioners present, that the gift was intended to influence the commissioner in the performance of their official duties.

Rules of Procedure

6.9. Rules of Order. *Robert's Rules of Order, Newly Revised*, in the most current edition, shall govern the County Board of Commissioners, its committees, and all bodies over which the County Board of Commissioners has oversight, on all deliberations, except as modified by statute or rule, or approved by the Board of Commissioners.

6.10. Quorum. A majority of the commissioners present shall constitute a quorum for the transaction of the ordinary business of the County Board of Commissioners. (MCL § 46.3).

6.11. Suspension of the Rules of Procedure. The Rules of Procedure, except as contained in statute or prohibited by the parliamentary authority adopted in Section 6.9, may be

Bylaws and Rules of Procedure

suspended by a Motion to Suspend the Rules approved by a 2/3 majority of the commissioners present, as evidenced by a roll call vote.

6.12. Attendance. By oath of office, commissioners are required to attend all meetings unless properly excused. The County Board of Commissioners may, by majority vote of the members present may order a call of the Board. Upon such vote, the County Board of Commissioners may empower a designee to act as sergeant-at-arms to be dispatched for the purpose of directing commissioners who are absent without leave to attend promptly. (MCL § 46.11).

6.13. Regular Meeting Agenda. The Chairperson, in consultation with the Administrator/Controller, Vice-Chairperson, and Vice-Chairperson Pro-Tem shall determine when items shall be placed on the regular meeting agenda of the County Board of Commissioners, subject to the following:

- A. Initial Presentation to the Committee of the Whole. As a general practice, all items except those which are solely ceremonial or ministerial in nature, shall first appear as required by Section 5.5, Committee of the Whole Agenda, Subitem A. Initial Presentation to the Committee of the Whole.
- B. Motion for Action. Items considered at a Committee of the Whole shall be included on the agenda of the next regular meeting of the County Board of Commissioners, in accordance with Section 5.5., Committee of the Whole Agenda, Subitem B. Motion for Action.
- C. Items Not Prohibited. The language of Section 5.5. Committee of the Whole Agenda, Subitems A. and B. shall not prohibit any item from coming before the County Board of Commissioners as stated in Section 5.5. Committee of the Whole Agenda, Subitem C. Items Not Prohibited.
- D. Automatic Inclusion. The item "Recommendation for Approval of Transfers and Disbursement" shall automatically be placed on each regular meeting agenda of the County Board of Commissioners.
- E. Inclusion by Motion. Any commissioner may introduce a written motion to place an item on any future regular meeting of the County Board of Commissioners, and such item shall be included on a future regular meeting agenda with a majority vote of the members present.
- F. Distribution of the Regular Meeting Agenda. The regular meeting agenda of the County Board of Commissioners shall be distributed to the commissioners at least one (1) business day prior to the regular meeting. The regular meeting agenda shall be arranged as described in Section 4.5, Order of Business for Regular Meetings in the Bylaws, and shall briefly describe all matters to be considered, including a copy of all individual resolutions to be acted upon at the regular meeting. No report other than reports on routine matters, shall ordinarily be considered unless a copy has been mailed or provided electronically to each commissioner with the regular meeting agenda or otherwise delivered to each

Bylaws and Rules of Procedure

commissioner not later than the fourth day prior to the regular meeting. Late items shall be distributed to all commissioners at the beginning of the regular meeting and shall be announced by title and added to the agenda. A five-minute recess may be granted at the request of any commissioner prior to the consideration of late items.

6.14. Means by Which Business is Brought Before the Board. Business is brought before the County Board of Commissioners by the motion of a commissioner, which is a formal proposal by a commissioner, that the Board take certain action. (See, RONR, (12th Ed.) 3:21 – 3:22).

6.15. Form of Address. The Chairperson is addressed as “Chair” and commissioners wishing to speak shall first obtain the approval of the Chairperson and shall address only the Chairperson or other members of the County Board of Commissioners through the Chairperson.

6.16. Making of a Main Motion. Motions are generally brought before the County Board of Commissioners in three steps: (1) a commissioner makes the motion; (2) a commissioner seconds the motion; and (3) the Chairperson restates the question on the motion [“It is moved and seconded that/or to ... [repeat the motion]”, which formally places the motion before the County Board of Commissioners. Motions moved, seconded, and restated by the Chairperson shall be considered to belong to the Board as motions “pending,” subject to debate. (See, RONR, (12th Ed.) 4:2 – 4:3; 4:19).

6.17. Consideration of a Main Motion. Motions are generally considered by the County Board of Commissioners in three additional steps: (1) commissioners debate the motion; (2) the Chairperson puts the question (to a vote); and (3) the Chairperson announces the results of the vote. (See, RONR, (12th Ed.) 4:25).

6.18. Board Actions. All actions of the County Board of Commissioners shall be in writing.

6.19. Voting. The voting procedures shall be as follows:

- A. No votes shall be taken by secret ballot, except the vote for Chairperson may be by secret ballot provided a motion to elect the Chairperson by secret ballot is approved by the County Board of Commissioners pursuant to Section 4.3, Election of Officers, Subitem B. Method of Voting. (MCL § 46.3a).
- B. Except as otherwise provided by statute or rule, all questions shall be determined by the vote of the majority of the commissioners present, except upon the 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 the commissioners elected and serving shall be necessary. (MCL § 46.3).
- C. A roll call vote shall be taken on the adoption of an ordinance, or appointment or election of a Board officer; the adoption of the budget; the adoption of a Consent Agenda; or at the request of any commissioner. The call of the roll shall not be interrupted. A commissioner at the completion of the call may give a brief statement

Bylaws and Rules of Procedure

for the record, without argument or repetition, of his/her reasons for voting "aye," "nay," or for abstaining.

6.20. Consent Agenda. The County Board of Commissioners may use a Consent Agenda under the following conditions:

- A. The Chairperson, in consultation with the Administrator/Controller, Vice-Chairperson, and Vice-Chairperson Pro-Tem shall determine which items for a regular meeting agenda of the County Board of Commissioners shall be considered on the Consent Agenda.
- B. The Chairperson shall inquire as to whether any commissioner desires to remove an item from the Consent Agenda. Any Consent Agenda items that are requested to be removed shall be voted on separately.
- C. A commissioner shall announce the items on the Consent Agenda of the County Board of Commissioners to be considered on the Consent Agenda. Those items which are not announced by the commissioner shall be considered separately.
- D. There shall be no discussion of any item on the Consent Agenda. If a request for discussion or a question is raised concerning a Consent Agenda item before the vote, that item shall be removed from the Consent Agenda and voted on separately.
- E. A roll call vote shall be taken on the Consent Agenda motion.

6.21. Public Participation. Any member of the public may comment upon agenda items at the times designated as Public Comment on the regular meeting agenda of the County Board of Commissioners. Speakers other than commissioners, after being recognized, shall identify themselves by name and shall ordinarily limit their presentation to three (3) minutes, unless the time is otherwise extended by the Chairperson or by a majority vote of the County Board of Commissioners.

6.22. General Conduct

- A. No commissioner, nor other person, shall speak until duly recognized by the Chairperson; if a commissioner or other person speaks without being recognized by the Chairperson, they shall immediately cease speaking if ruled out of order. All comments made by commissioners or members of the public shall be directed to the Chairperson.
- B. Members of the public shall not make comments from the audience area. Audience members should refrain from applause or other audible noise at times not formally recognized as appropriate by the Chairperson.
- C. Signs, placards, and banners are permitted in Chambers during open meetings but only along the perimeter of the room (side and back walls) and only if they do not obstruct the vision of others.

Bylaws and Rules of Procedure

6.23. Minutes and Official Records. The county clerk shall be the clerk of the County Board of Commissioners and shall be responsible for maintaining the official record and minutes of each meeting of the Board. The minutes shall include the actions and decisions of the County Board of Commissioners with respect to substantive (nonprocedural) motions. The minutes shall include the names of the mover and seconder and the vote of the commissioners. The record shall also state whether the vote was by voice or by roll call and identify how each commissioner voted. (MCL § 46.4).

- A. Preparation of Minutes and Publication of Notice. Prepared minutes of each meeting of the County Board of Commissioners shall be available for public inspection not more than eight (8) business days after the meeting to which the minutes refer. Approved minutes shall be available in the County Clerk/Register's Office for public inspection and copying without charge not later than five (5) business days after the meeting at which the minutes are approved by the County Board of Commissioners. Corrections in the minutes shall be made not 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. Copies of the minutes shall be mailed to individuals upon request without charge and a notice that the minutes are available in the County Clerk/Register's Office shall be published in at least one (1) well-established newspaper in the County. (MCL § 15.269; MCL § 46.9).

6.24. Board Orders, Record. Every order, resolution, and determination of the County Board of Commissioners shall be recorded in the records of the County Board of Commissioners and signed by the Chairperson and county clerk/register of the Board. (MCL § 46.29).

6.25. Codification. All laws, regulations, policies, and ordinances shall be codified by the staff in such form as may be required for their proper use.

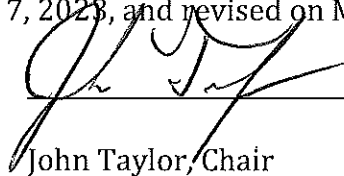
ARTICLE VII - AMENDMENT

7.1. Review of Bylaws. The County Board of Commissioners shall review their Bylaws at the organizational meeting of the County Board of Commissioners each year relative to their organizational structure only. The County Board of Commissioners may approve a motion recommending a change in the organizational structure of the County Board of Commissioners. This recommendation will go to the County Board of Commissioners at their second meeting in January of each year for action.

7.2. Procedure to Modify Bylaws. These Bylaws and Rules of Procedure may be amended, altered, changed, added to, or repealed by the affirmative vote of a majority of the members of the County Board of Commissioners, elected and serving at any regular or special meeting, provided notice of the intention to amend has been included in the call.

Bylaws and Rules of Procedure

The Bylaws and Rules of Procedure were adopted by the Kalamazoo County Board of Commissioners at a meeting called for the purpose of adopting such Bylaws and Rules held on February 1, 2005 and revised on April 18, 2006, and revised February 6, 2007 reaffirmed December 4, 2007, and revised on January 4, 2011, and revised on February 1, 2011, and revised on February 15, 2011, and revised on January 2, 2013, and revised on January 20, 2015, and revised on February 17, 2015, and revised on February 2, 2016 and revised February 7, 2017, and revised on September 18, 2018, and revised on February 5, 2019, reaffirmed January 7, 2020, revised August 5, 2020, reaffirmed January 4, 2022, and revised on January 3, 2023, revised on February 7, 2023, and revised on March 21, 2023.

A handwritten signature in dark ink, appearing to read "John Taylor", is written over a horizontal line.

John Taylor, Chair
Kalamazoo County Board of Commissioners