

**KALAMAZOO COUNTY APPORTIONMENT COMMISSION
RULES OF PROCEDURE**

SECTION 1 AUTHORITY AND PURPOSE

1.1 The Kalamazoo County Apportionment Commission (the "Commission") is vested with the authority granted under Act No 261 of Public Acts of 1966, as amended (MCLA 46.401 et seq.) and has as its purpose the apportionment of the County of Kalamazoo into not less than 5 nor more than 21 county commissioner districts in accordance with the standards set forth in MCL 46.404 and affirmed by Michigan Supreme Court.

SECTION 2 MEMBERSHIP

2.1 The Kalamazoo County Apportionment Commission shall consist of five (5) members:

1. Kalamazoo County Clerk/Register of Deeds
2. Kalamazoo County Prosecuting Attorney
3. Kalamazoo County Treasurer
4. Statutory Chairperson, Kalamazoo County Democratic Party
5. Statutory Chairperson, Kalamazoo County Republican Party

2.2 Individual members of the Commission shall be recognized at the first meeting of the Commission.

SECTION 3 QUORUM

3.1 A quorum for the transaction of business is three (3) members.

SECTION 4 ORGANIZATION AND OFFICERS

4.1 The Commission shall elect from among its members a chairperson, vice-chairperson and secretary.

4.2 The chairperson shall preside at all meetings of the Commission and shall direct its operations.

4.3 The vice-chairperson shall perform the duties of the chairperson in the absence of the chairperson.

4.4 The Secretary's designee shall make and keep written minutes of the Commission. The Secretary shall preside at meetings of the Commission in the absence of the Chairperson and Vice-Chairperson. Recordings of each meeting shall be taken and maintained until the written minutes have been adopted.

SECTION 5 MEETINGS

- 5.1 The Commission shall meet at such times and at such places as the Commission may decide.
- 5.2 Notice shall be provided to the Commission members at the email addresses provided to the Secretary's designees
- 5.3 All meetings of the Apportionment Commission shall be held in compliance with the Open Meetings Act, 1976 PA 267. Public notice of time, date, and place of meeting shall be given as required by such act. MCL 46.403(2)
- 5.4 The Commission will post meeting notices and meeting minutes on the Kalamazoo County's homepage and County Clerk's webpage, in accordance with the timeline set forth in the Open Meetings Act.
- 5.5 The Chairperson may call a special meeting of the Commission upon notice to the members and to the public, on forty-eight (48) hours' notice.
- 5.6 The Chairperson shall call a special meeting of the Commission upon the request of any four (4) members of the Commission with forty-eight (48) hours' notice to members and to the public.

SECTION 6 RECEIPT OF APPORTIONMENT PLANS

- 6.1 In apportioning of the county into commission districts, the Commission shall be governed by the guidelines of MCL 46.404 sec. 4 and any pertinent federal and state or court rulings.
- 6.2 Only members of the commission may submit for consideration plans except as otherwise provided by law. (MCL 46.407, sec. 7)
- 6.3 All proposals to the Commission for consideration shall meet the following criteria:
 - A. One (1) Kalamazoo County map clearly identifying each proposed commission district shall be made available in the Office of the County Clerk for inspection purposes.
 - B. The proposal must be legible.
 - C. Seven (7) copies of detailed census information clearly indicating the population figures in each proposed district and the population variation from the largest to the smallest district. One copy shall be used for verification purposes, one copy shall be made available for inspection in the office of the County Clerk and County Clerk shall have one copy delivered to each of the Commissioners for their consideration within 24 hours of receipt.
 - D. A word description of each district shall be made

- 6.4 The author of each plan may make amendments to his or her plan for the purpose of making adjustments to district lines and/or population figures. Amendments that basically represent a whole new plan shall not be permitted.
- 6.5 Errors found in the verification process of a plan shall be noted in writing. The Chairperson shall make six copies of the noted errors. One copy shall be made available in the Office of the County Clerk-Register. One copy shall be delivered or emailed, to each of the five commissioners within 24 hours. If a plan is verified as being correct, the Chairperson will notify each member in writing. The author shall make corrections to the plan in the form of an amendment.

SECTION 7 TIMETABLE

- 7.1 All census information sent by the State or the U.S. Census Bureau for the purpose of apportionment shall be kept in the office of the County Clerk and available to all members of the Commission and the public.
- 7.2 A final plan shall be verified and approved by the Apportionment Commission within 60 days after the publication of the 2020 United States official decennial census figures. MCL 46.401(1)
- 7.2 Within 7 days after adopting an apportionment plan, the Commission will provide to the public a statement explaining how the approved plan complies with the guidelines listed in MCL 46.404, including the provision stating that, "Districts shall not be drawn to effect partisan political advantage." The Commission will post this statement on the Kalamazoo County homepage and Kalamazoo County Clerk's webpage.

SECTION 8 CONDUCT OF MEETINGS

- 8.1 Robert's Rules of Order Latest Edition shall apply when these Rules of Procedure do not address an issue.
- 8.2 The chairperson shall prepare an agenda that includes a time at every meeting during which the public may address the Commission. Public comment shall be limited to three (3) minutes per person at the time designated in the Agenda. Any Commission member may, not less than 48 hours before any regularly scheduled meeting, submit an agenda item request to the chairperson in writing.
- 8.3 Any writing prepared, owned, used, in the possession of, or retained by the Commission in the performance of an official function shall be available to the

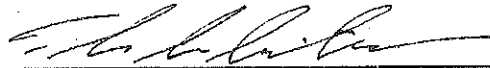
public in compliance with the Michigan Freedom of Information Act (Act No. 442 of public Acts of 1976). [MCL 46.403 sec. 3(2)]

SECTION 10 AMENDMENT OF RULES

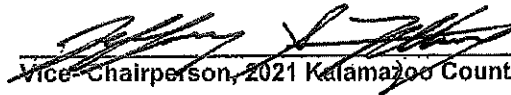
10.1 These Rules of Procedure may be amended at any regular meeting of the Kalamazoo County Apportionment Commission by a majority vote of the Board

The above Rules of Procedures were adopted by the 2021 Kalamazoo County Apportionment Commission on *(DATE)*.

KALAMAZOO COUNTY APPORTIONMENT COMMISSION



Chairperson, 2021 Kalamazoo County Apportionment Commission



Vice-Chairperson, 2021 Kalamazoo County Apportionment Commission