

**STANDING RULES**  
**OF THE**  
**BOARD OF COMMISSIONERS**



Adopted April 27, 2017  
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## **Rule I – General**

### **Section 1.0 Adoption of Standing Rules**

The Board will adopt Standing Rules to govern all proceedings. The Board must adopt the Standing Rules no later than the second meeting in April in each odd-numbered year. The then-existing Standing Rules will control until that time.

### **Section 1.1 Open Meeting Act**

The business of the Board, Standing Committees, Subcommittees, Special or Advisory Committees, and Task Forces must be conducted at a public meeting held in full compliance with the requirements of the Open Meetings Act, MCL 15.261 et seq. Public notice of the time, date, and place of these meetings must be given in the manner required by MCL 15.264-266. Closed sessions may only be held as authorized by MCL 15.267-268.

### **Section 1.2 Agendas and Minutes**

#### **A. Agendas**

1. For Board meetings the Clerk will prepare the agenda subject to approval by the Chair. Meeting agendas must be distributed prior to the Call to Order. In the Clerk's absence, the County Administrator/Controller will prepare and distribute the agenda, subject to the approval of the Chair.
2. For Standing Committee meetings the County Administrator/Controller will prepare the agenda subject to approval of the Standing Committee Chair. Meeting agendas must be distributed prior to the Call to Order.
3. Any member of the Board may request to have an item placed on a Board or Standing Committee agenda. Requests must be made in writing. Requests to add items to the Board agenda should be directed to the Chair of the Board. Requests to add items to a Standing Committee agenda should be directed to the Chair of the Standing Committee.
4. Absent a motion to amend the agenda made pursuant to the following subsection, the agenda as prepared and distributed under Standing Rule 1.2 will be deemed to be the adopted agenda of the Board without further action.
5. Immediately prior to the discussion of motions and resolutions, the agenda for a meeting of the Board may be amended by addition or deletion, unless the addition of an item would violate any notice provisions of state law. A motion to amend the agenda may be made by any member of the Board.

## B. Minutes

Written minutes must be kept for all meetings of the Board, Standing Committees, Subcommittees, Special or Advisory Committees. Minutes of the Board or Standing Committee must be furnished to each member of the Board prior to the next meeting of the Board or Standing Committee. Minutes must be available for public inspection, must comply with MCL §15.269, and are required to contain:

1. a statement of the time, date, and place of the meeting;
2. the members present as well as absent;
3. a record of any decisions made at the meeting and a record of all roll call votes; and
4. an explanation for the purpose(s) if the meeting is a closed session.

### Section 1.3 Chair of the Board of Commissioners

It is the duty of the Chair to:

- A. preside at all meetings of the Board;
- B. preserve order and decide all questions of order;
- C. establish the time that the meetings of the Board will begin;
- D. serve as the Chair of joint Standing Committee meetings;
- E. appoint the Chairs and Vice-Chairs of each Standing Committee, subject to the approval of the Board;
- F. redesignate the Chair or Vice-Chair of Standing Committees, or appoint members to fill vacancies on Standing Committees, subject to approval of the Board;
- G. upon recommendation from the Board, appoint members to the Officer's Compensation Commission. The appointments are subject to confirmation by the majority of the members elected to and serving on the Board. Appointments must comply with MCL 45.41(1);
- H. Make Commissioner appointments, in consultation with the Vice-Chairs and Standing Committee Chairs, to various boards, commissions, and committees as required by enabling legislation or Board-approved bylaws;
- I. serve as an ex officio member of all Standing Committees. The Chair may hold no position, except ex officio, on any Board, Committee, or other authority of the County except as provided by law or by a resolution or agreement approved by the Board;
- J. apportion work and duties between and among committees of the Board if there is any overlapping authority or jurisdiction between or among committees of the Board;
- K. arrange appropriate invocations to open the sessions of the Board; and

- L. acting in his or her legitimate leadership role, interpret the goals and policies of the Board for the public, County administration and departments, the Judiciary, and elected officials, to the best of his or her understanding. The Chair may have the same right to speak on any motion or issue before the Board as any other member of the Board.

The Chair has the authority to sign proclamations, correspondence, agreements, and associated documents approved by the Board unless that authority is otherwise specified or delegated by statute, these Rules, or by resolution of the Board.

#### Section 1.4 Vice-Chair of the Board of Commissioners

The Vice-Chair has the same rights and responsibilities as any other member of the Board. The Vice-Chair will perform the duties of the Chair when the Chair is unable to do so.

#### Section 1.5 Minority Vice-Chair of the Board of Commissioners

The Minority Vice-Chair must be elected from a different political party of the Chair and have the same rights and responsibilities as any other member of the Board. The Minority Vice-Chair will perform the duties of the Chair when both the Chair and the Vice-Chair are unable to do so.

#### Section 1.6 Clerk of the Board

The County Clerk will serve as Clerk of the Board and will perform the duties pertaining to such office.

#### Section 1.7 Vacancies on the Board

When a vacancy occurs on the Board by death, resignation, removal from the district, or removal from office, the vacancy must be filled within 30 days by the Board by appointment of a resident and registered voter of that district following a public solicitation and application process. The Executive Committee will review applications, interview applicants, and make a recommendation to the Board. The person appointed to fill a vacancy will serve for the remainder of the unexpired term.

When a vacancy occurs in a Board Officer position, the Board will, at its next meeting elect a new officer to fill the vacancy for the remainder of the unexpired term.

#### Section 1.8 Compensation for Non-judicial Elected County Officers

By resolution and pursuant to State Statute, the Board has created an Officers Compensation Commission to establish the salaries of the County-wide elected officers (County Clerk/Register of

Deeds, Drain Commissioner, Prosecuting Attorney, Sheriff, Treasurer, and members of the Board). The Officers Compensation Commission will meet and function according to the provisions of MCL 45.471 et seq. Changes in compensation become effective only when members of the Board commence their terms of office after a general election.

#### Section 1.9 Conflict of Interest

A member of the Board may not have a direct or indirect financial interest in any contract or other business transaction with the County, or a board, office or commission thereof, during the time for which he or she is elected or appointed, nor for one year thereafter unless the contract or transaction has been approved by three quarters (3/4) of the members of the Board and so shown on the minutes of the Board together with a showing that the Board is cognizant of the member's interest. MCL 46.60 and MCL 15.321 et seq. Conflicts of interest will be further regulated by the County's Conflict of Interest Policy.

### **Rule II – Meetings of the Board**

#### Section 2.0 Annual and Other Meetings

The annual meeting of the Board must be held on the second Thursday in October. The Board will meet regularly on the second and fourth Thursday of each month unless a meeting is not included in the annual notice of regular meeting dates required by the Open Meeting Act or is changed or cancelled by the Chair.

#### Section 2.1 Adjourned and Special Sessions

The Board may adjourn any meeting subject to the call of the Chair. In addition to meetings held at the call of the Chair, the Board may also hold adjourned and special meetings as the business of the County may demand, may recess any regular or special meeting of the Board to a specific date, or may hold special meetings of the Board to be called by the County Clerk upon petition in writing signed by not less than one-third (1/3) of the Commissioners elect. The petition must be addressed to the County Clerk and must specify the time, date, place, and purpose of the meeting. At any special meeting of the Board, the business of the Board will be limited to the subject matter described in the call of the Chair or the petition of the Commissioners.

Special meetings may be convened for the purpose of gathering and reviewing information, generating discussion among Commissioners and their advisors, and eliciting public comment and

input on various issues or any other appropriate purpose. The Chair may designate a portion of the meeting for open dialogue among Commissioners, their advisors, and the public.

#### Section 2.2 Consent Agenda

A consent agenda allows the Board or Standing Committees to group the routine, procedural, or informational items typically found in an agenda. A consent agenda allows the Board or Standing Committee to approve all these items together without discussion or individual motions.

A consent agenda may be presented by the Chair at the beginning of a meeting. Items may be removed from the consent agenda on the request of any member of the Board or Standing Committee. Items not removed may be adopted by general consent without debate. Removed items may be taken up either immediately after the consent agenda or placed on the agenda at the discretion of the Chair.

#### Section 2.3 Public Hearings

From time to time, the Board or Standing Committee may desire or be required by state or federal law, rule or regulation, or by County policy, to conduct a public hearing. The Board or Standing Committee will establish the date of the public hearing during a regular meeting, and will hold the public hearing at a subsequent meeting after public notice is given in accordance with applicable law. The Board or Standing Committee will vote to open and close the public hearing. Public comment will be governed by the Board's existing protocol.

#### Section 2.4 Special Orders of Business

The Special Orders of Business portion of the agenda provides a method for organizations to bring forth messages which are relevant to the work of the Board. For example, the presenting organization may have a County contract, receive funding from Kent County, or have information to share that is deemed to be of general interest to the County as determined by the Board Chair. Requests for Special Orders of Business should be forwarded to the Board Chair, the Administrator's Office, or the Executive Assistant to the Board. All Special Orders of Business will be scheduled for a brief presentation at the discretion of the Board Chair, and if possible, there should be no more than two Special Orders of Business per meeting.

Each Special Order of Business presentation will be encouraged to adhere to a fifteen (15) minute time limit, including questions. Additional time for questions from Commissioners is subject



to the discretion of the Chair. If materials are to be distributed, 25 copies should be provided to the Executive Assistant to the Board at least 24 hours in advance of the meeting.

Special Orders of Business are intended to be a presentation to the Board only and are not a request for action by the Board.

#### Section 2.5 Invocation

The Executive Assistant to the Board shall arrange for Commissioners to have an opportunity to offer an invocation of their choosing, which shall be directed to the Board of Commissioners and not the public and should not exceed two minutes in length. The purpose of the invocation is to lend gravity to the public proceedings by opening the meeting with a respectful solemnizing act which may include a sectarian or non-sectarian prayer, moment of silence, reading, or homily. Commissioners may invite guests to provide the invocation but are not required to have a guest or to participate in giving an invocation themselves. In the absence of an oral invocation, the Board will observe a moment of silence.

### **Rule III – Rules of Procedure of the Board**

#### Section 3.0 Quorum

A majority of the Commissioners elect will constitute a quorum for the transaction of business. Quorum is not required to adjourn a meeting.

#### Section 3.1 Order of Business

The Order of Business for all meetings of the Board, other than the first meeting of the year, will be:

1. Call to Order
2. Roll Call
3. Invocation
4. Pledge of Allegiance to the Flag
5. Special Orders of Business
6. Public Comment
7. Consent Agenda
  - a. Approval of the Minutes of Previous Meeting
  - b. Approval of the Minutes of the Finance and Physical Resources Committee
  - c. Resolutions

8. Motions and Resolutions
9. Public Comment
10. Reports
11. Miscellaneous
12. Adjournment

### Section 3.2 Order of Business at First Meeting of Each Year

At the first meeting of the year, the County Clerk will preside at the meeting for business items 1-5, after which the newly elected Chair will preside. The Order of Business will be:

1. Call to Order
2. Roll Call
3. Invocation
4. Pledge of Allegiance to the Flag
5. Election of Chair
6. Election of Vice-Chair
7. Election of Minority Vice-Chair
8. Special Orders of Business
9. Public Comment
10. Consent Agenda
  - a. Approval of the Minutes of Previous Meeting
  - b. Approval of the Minutes of the Finance and Physical Resources Committee
  - c. Resolutions
11. Motions and Resolutions
12. Public Comment
13. Reports
14. Miscellaneous
15. Adjournment

### Section 3.3 Rights and Duties of Members

- A. When a member wishes to speak, the member will address the Chair.
- B. No member may speak more than twice on the same question, nor more than five minutes on each occasion, without permission of the Chair.

- C. When two or more members address the Chair at the same time, the Chair will designate who is to speak first.
- D. When a member is speaking on any question before the Board, the member may not be interrupted except to be called to order.
- E. When a member is called to order, the member must immediately cease speaking. The Board, if appealed to, will decide the matter. If there is no appeal, the ruling of the Chair will be final.
- F. When a member is commenting on a question before the Board, the member cannot conclude his or her comments by moving the previous question.
- G. A member has a duty to vote on all questions unless he or she has a conflict of interest as defined under Standing Rule 1.9 or the County's Conflict of Interest Policy. Members with such conflicts must not participate in the discussion of the item other than to disclose the conflict of interest and the fact that the member will abstain from voting.
- H. The Chair will vote on all questions except on an appeal from his or her own decision

#### Section 3.4 Public Comment

Any person must be permitted to address a meeting of the Board open to the public pursuant to the Open Meetings Act. Public comment will be governed by the following procedures:

- A. A person wishing to address the Board must state his or her name and address.
- B. A person may address the Board on matters or issues which are relevant to County government. The Chair may disallow public comment that is unduly repetitious, not relevant to County government or matters not under consideration by the Board. The Chair may limit the time each person is allowed to speak during public comment. However, the time for public comment may not be limited to less than three minutes.
- C. Ordinarily, an individual has one, five-minute opportunity to speak during each public comment on the agenda, unless otherwise limited by the Chair
- D. When a group wishes to address the Board, the Chair may offer that the group designate a spokesperson. The Chair will control the amount of time the spokesperson will be allowed to speak which will not exceed fifteen-minutes.

#### Section 3.5 Method of Voting

- A. Election of the Chair of the Board may be by ballot. MCL 46.3a
- B. The following measures must be voted upon by roll call:

1. Motion to submit a proposition to the vote of the people except as otherwise provided by statute.
  2. Resolutions that provide for the expenditure of \$100,000 or more.
  3. Adoption of the annual budget.
  4. Approve receipt and concurrence with Finance and Physical Resources Committee minutes.
  5. Resolutions concerning activities of the Department of Public Works.
  6. Resolutions concerning activities of the Kent County Drain Commission.
  7. Motion to go into/come out of closed session.
  8. The adoption of all ordinances or amendments thereto.
  9. Any other measure when a roll call is required by statute or is called for by a member of the Board.
  10. Authorize the levy of Winter or Summer Property Taxes
- C. All other measures will be voted by voice vote. If a Commissioner present does not respond to the call for the voice vote, his or her vote will be deemed an affirmative vote, unless good cause is shown for abstaining.
- D. All roll call votes will be conducted in accordance with the following procedures:
1. Prior to the first meeting of the Board in each odd numbered year, the Clerk will prepare four lists of the members of the Board in the following sequences with the name of the Chair appearing as the final name on each list:
    - a) alphabetical order,
    - b) reverse alphabetical order,
    - c) by district number, and
    - d) by reverse district number.
  2. At each meeting of the Board, the Clerk will randomly select one list and call the roll in the order which the members appear on that list for all roll calls at that meeting.

Section 3.6 Measures Requiring 2/3 Vote of Commissioners Elect

The following actions of the Board require a two-thirds (2/3) vote of the members elect:

- A. Motion to suspend, alter, or amend the Standing Rules of the Board.
- B. Motion for prior consideration of a measure or resolution placed on special order for a certain time.
- C. Motion for reconsideration of any question.

- D. Motion to dissolve the Gerald R. Ford International Airport Authority in accordance with Article V of its Articles of Incorporation.
- E. All matters as required by law including but not limited to the following:
  - 1. Removal of the County Administrator/Controller or board of auditors. MCL 46.13b
  - 2. Purchase or condemnation of real estate for a public park, zoo, or airport. MCL 123.61
  - 3. Pledge of the full faith and credit of the County for payment of principal and interest on bonds or other evidence of indebtedness on intracounty drains. MCL 280.474
  - 4. Assumption of additional cost of a drain. MCL 280.468
  - 5. Movement of established County Seat and designation of new County seat. Art. 7, §10, MI Const., MCL 6.17
  - 6. Removal of County officer who neglects or refuses to make report or give a bond. MCL 46.11(k)
  - 7. Rejecting determination of the Officer Compensation Commission. MCL 45.473

Section 3.7 Measures Requiring 2/3 Vote of Commissioners Present

The following actions of the Board require a two-thirds (2/3) vote of the members present:

- A. Pledge and full faith credit of the County for payment of a drainage district note. MCL 280.434(3)
- B. Acquisition of interests in land for flood control, drainage or beach erosion. MCL 324.33701
- C. Pledge and full faith and credit of the County for payment of interest on bonds issued by an irrigation district. MCL 324.34135

Section 3.8 Measures Requiring a Majority Vote of Commissioners Elect

- A. A final passage or adoption of any measure or resolution.
- B. Passage of ordinances relating to County affairs and do not contravene the general laws of this state or interfere with local affairs of a township, city or village within the limits of the County. MCL 46.11(j)
- C. Allowance of any claim against the County.
- D. Adoption of annual budget.
- E. Adoption of the Standing Rules of the Board.
- F. Appointment of Road Commissioners. MCL 224.6(4)
- G. Appointment of Corporate Counsel. MCL 49.71
- H. Appointment of County Administrator/Controller. MCL 46.13b

- I. Purchase of a reversionary interest in real estate under \$5,000. MCL 46.91
- J. Pledge and full faith and credit of the County for payment of principal and interest on solid waste bonds. MCL 45.588
- K. Authorization to submit County roads bond issue to voters. MCL 224.22
- L. Amend Articles of Incorporation of the Gerald R. Ford International Airport Authority in accordance with Article XVIII of its Articles of Incorporation.

Section 3.9 Measures Requiring a Majority Vote of Commissioners Present

Except as previously stated, all questions which arise at meetings of the Board may be determined by the votes of a majority of Commissioners present.

Section 3.10 Motions, Resolutions and Ordinances

- A. A motion is the formal means by which a member of the Board submits a proposed measure or resolution for the consideration and action of the Board. No motion will be put or debated unless seconded, and must be stated by the Chair before debate. A motion must be put in writing at the request of any member. A motion may, with the permission of the maker and the second, be withdrawn at any time before the same has been adopted. All motions and amendments or substitutes thereto must be entered in the minutes of the Board unless withdrawn.
- B. All resolutions and ordinances must be presented in writing and must be seconded before debate. A resolution is a formal expression of the opinion or will of the Board, whose adoption is subject to vote of the Board in a formal (regular or special) meeting. An ordinance is a law enacted by the Board in accordance with state statute. A resolution or ordinance may, with the permission of the maker and the second, be withdrawn at any time before the same has been adopted. All resolutions, ordinances, and amendments or substitutes thereto must be entered in the minutes of the Board unless withdrawn.

Section 3.11 Privilege Motions, Order of Precedence

When a question is under debate, no motion may be received except the following: to adjourn; for the previous question; to lay on the table; to postpone indefinitely; to postpone to a certain day; to refer; to amend. These motions take precedence in the order listed.

### Section 3.12 Motion to Adjourn

A motion to adjourn will always be in order, except when a vote is being taken on any question before the Board or when a member has the floor, provided that there must be some intervening business proposed and determined between two motions to adjourn.

### Section 3.13 Motion to Reconsider

A motion to reconsider may only be made in accordance with the following procedures:

- A. It may be made on the same day on which the decision proposed to be reconsidered was made:
  - 1. if a member who was on the side which prevailed moves to reconsider, and
  - 2. if there are at least as many members present as when the original vote was taken.
- B. It may be made at the regular meeting of the Board next succeeding that meeting on which the decision proposed to be reconsidered was made:
  - 1. if a member who was on the side which prevailed moves to reconsider, and
  - 2. if there are at least as many members present as when the original vote was taken.
- C. Special meetings of the Board convened for a limited purpose at the call of the Chair or by petition of Board members will not be deemed to be a regular meeting for the purpose of this rule.
- D. An affirmative vote of a majority of the members present will be required to approve the motion.

Unless this procedure is followed, a Motion to Reconsider is out of order.

### Section 3.14 Question of Appeal

When an appeal is taken from a decision of the Chair, the member taking the appeal must be allowed to state his or her reason for so doing. The question will then be immediately put in the following form: "Will the ruling of the Chair be sustained?" The question will be determined by a majority vote of the members present except that the Chair will not vote. In case of a tie vote, the Chair will be sustained.

### Section 3.15 Division of Question

If a pending motion or resolution (or an amendment to either) contains two or more parts capable of standing as separate questions, upon the motion of any member, the Board must vote on each part separately.

### Section 3.16 Reports

- A. Reports by Commissioners of activity of Boards and Committees on which they are a member, may be shared here.
- B. Appointments by the Chair will also be reported under this section of the agenda, as well as the announcement of the creation of a Subcommittee, special or advisory committee, or task force.
- C. Upon confirmation by the Chair of the Board or the Chair of the Standing Committee that established the committee or task force, the receipt of a final report from a committee or task force will be placed on the agenda of the next Board meeting under Reports. The report will, without motion, be recorded as received.

### Section 3.17 Miscellaneous Matters

Miscellaneous matters are intended to be limited to notices and commentary of general interest to the Board. Solicitation of donations for any cause is not permitted. Commissioners may make reference to a donation/cause for purposes of providing information only.

Example: "I would like to draw special attention to the upcoming County Employee Picnic on August 2. There will be a collection for two charities at the picnic. Details regarding the charities and suggested items to donate are outlined in the latest County Communicator issue."

Example: "There is a blood drive scheduled for June 30 in the County Administration Building. There are further details in your mailbox or just see me following the meeting."

### Section 3.18 Questions of Procedure Not Covered by Standing Rules

The latest edition of Robert's Rules of Order will govern in all questions of procedure that are not provided for by statute or these Rules. Corporate Counsel's Legal Handbook is a reference tool and will be provided to each Commissioner.

## **Rule IV – Standing Committees**

### Section 4.0 Standing Committees

There will be the following Standing Committees:

- A. Finance and Physical Resources Committee, consisting of nine Board members;
- B. Legislative and Human Resources Committee, consisting of nine Board members; and
- C. Executive Committee, consisting of the:
  - 1. Chair of the Board,



2. Vice-Chair of the Board,
3. Minority Vice-Chair of the Board,
4. Chair of the Finance and Physical Resources Committee,
5. Chair of the Legislative and Human Resources Committee,
6. Vice-Chair of the Finance and Physical Resources Committee, and
7. Vice-Chair of the Legislative and Human Resources Committee.

A majority of the Board appointed to a Standing Committee will constitute quorum for the transaction of business.

#### Section 4.1 Meeting Dates

The Standing Committees will meet on the following days unless a meeting is changed or cancelled by the Chair of the Committee or otherwise provided in the annual notice of regular meetings required by the Open Meetings Act:

- A. Finance and Physical Resources Committee: first and third Tuesday of each month.
- B. Legislative and Human Resources Committee: second and fourth Tuesday of each month.
- C. Executive Committee: third Thursday of each month.

No Standing Committee or Subcommittee of a Standing Committee may meet until the Chair of the Board has been elected and the Standing Committees or Subcommittees have been appointed.

#### Section 4.2 Appointments

The Chair must appoint all Standing Committee Chairs and Vice-Chairs no later than the second regular meeting in January. Changes to Standing Committee appointments, including the removal of the Chair and Vice-Chair, may be made by the Chair of the Board as the result of vacancy or at the discretion of the Chair. All appointments to Standing Committees are subject to the approval of the Board.

#### Section 4.3 Action Requests

An action request is a summary of the proposed action that a Standing Committee is asked to consider. The Standing Committee will review the action request and determine if it should be approved. Approval of an action request by a Standing Committee will not be deemed approval of a Board resolution. Preparation of action requests are assigned by the Administrator's Office.

## **Rule V – Standing Committee Responsibilities**

### Section 5.0 Finance and Physical Resources Committee

The Finance and Physical Resources Committee will:

#### A. Finance

1. Have all the powers and duties prescribed in Act 301 of the Public Acts of 1923 (MCL 46.61 et seq.), but will not be a statutory Finance and Physical Resources Committee created under said Act, it being the express intent of the Board that all members of the Finance and Physical Resources Committee members of the Board;
2. Have all the powers and duties of an audit committee;
3. Recommend to the Board an annual budget for the ensuing year, on or before the first meeting of the Board in December;
4. Review and recommend to the Board all amendments to the current annual budget;
5. Review, recommend, and apportion proposed millage changes, forward proposed ballot language to the Legislative and Human Resources Committee to review and recommend;
6. Review and recommend budget requests based on the Legislative and Human Resources Committee's recommendations for changes in personnel needs;
7. Review and recommend budget requests based on the Legislative and Human Resources Committee's recommendations following review of performance measurements, if necessary; and
8. Cause to be prepared in a form set forth by the County Administrator/Controller, an annual financial statement, in reasonable detail, which will show by funds the following: (1) balance beginning of the year, (2) credit transfers, (3) receipts, (4) debit transfers, (5) disbursements, and (6) balance as of the end of the year. This financial report must be printed and furnished to each member of the Board;
9. Review and approve the purchasing recommendations of the County Administrator/Controller or his or her designee
10. Determine the general policy of and administer the Kent County Comprehensive Liability and Property Loss Fund in accordance with resolutions and policies as may be adopted from time to time by the Board;
11. Determine whether the assessment rolls are valued at the State Equalized Value (50%). If there are errors, the Committee will make corrections by adding to or subtracting therefrom. After corrections are made, the Committee will equalize the valuations as

shown by the respective rolls in accordance with MCL 211.34, and report findings and recommendations to the Board;

12. Review and apportion all tax levies and report findings to the Board for approval;
13. Report for correction and re-spreading upon the rolls an itemized list of all taxes levied within the County which for any reason have been rejected by the Auditor General of the State of Michigan;
14. Examine the tax certificate for each taxing jurisdiction in the County and recommend how the taxes are to be spread on the tax rolls of each jurisdiction, prior to the first Monday in November; and
15. Review all matters relating to the finances of the County.

B. Physical Resources

1. Have supervision over the maintenance and operation of, and allocation of space in, all buildings (or portions thereof) belonging to or leased by the County, except as provided by statute;
2. Be responsible to the Board in all matters pertaining to the erection, construction, alteration, and repair of space in the buildings belonging to, or leased by, the County, except as provided by statute. Normal maintenance and repair costs which are included in the annual budget do not require review by the Committee;
3. Recommend to the Board the purchase or sale of buildings and property for the County;
4. Recommend to the Board the rental of County-owned real property and the County's rental of real property owned by others;
5. Act as liaison among architects, contractors, and the Board, and approve change orders within the construction budget during any construction period. Construction plans must be submitted to the Board for final approval prior to bidding. If the construction project is assigned to the Kent County Building Authority, the above will not apply;
6. Review and report to the Board upon all matters referred to it relative to County drains, and perform related duties required by law;
7. Review all matters which are referred to it by the Board or by the Kent County Road Commission relative to the roads and bridges of the County, and report to the Board its recommendations and findings;
8. Make recommendations to the Board concerning the establishment, operation, and maintenance of a system of County parks;

9. Make recommendations to the Board concerning capital improvements to the John Ball Zoological Garden; and
  10. Review all matters relating to the physical resources of the County.
- C. Other
1. Establish the hours of operation for the County offices, subject to the approval of the Board; and
  2. Approve non-governmental uses of the County Service Mark/Logo by third parties.

#### Section 5.1 Legislative and Human Resources Committee

The Legislative and Human Resources Committee will:

- A. Legislative
1. Plan a formal legislative program including:
    - a) Development of written legislative priorities.
    - b) Review of proposed legislation materially affecting the County.
    - c) Review of proposed legislation with County departments.
    - d) Coordination of the County legislative agenda with other governmental entities.
    - e) Presentation to the Board and appropriate legislators of legislative positions determined to be in the best interests of the County.
  2. Meet periodically with local legislators, as necessary.
  3. Recommend proposed County ordinances to the Board as the Committee deems appropriate.
  4. Direct the efforts of the County lobbyist.
  5. Review and recommend ballot language for proposed changes, additions, or deletions to County millages if recommended by the Finance and Physical Resources Committee.
  6. Serve as a resource to all County departments, boards and agencies seeking input on state or federal policy issues.
- B. Human Resources
1. Review and recommend to the Board changes in policy issues relating to the County's human resources functions including: (1) recruiting, hiring, training, employment, and termination of employees; (2) compliance with employment laws, rules and regulations; (3) employee health and safety; (4) wages and benefits; and (5) workplace culture.
  2. Advise the Board on human resources policy issues as appropriate.

3. Assist the Board of Public Works with recruiting, hiring, training, evaluation, and termination of department directors, as the Committee deems necessary and appropriate;
4. Review proposed employment classifications, salary rate ranges, and salary reallocations of existing classifications, and make recommendations to the Board;
5. Review and recommend to the Board proposed changes in County personnel needs, and refer proposed changes to the Finance and Physical Resources Committee to assess budget considerations;
6. Determine the compensation and benefits of non-represented County employees whose salaries are not fixed by law, following review of the County Administrator/Controller's recommendations. Present a report on compensation and benefits to the Finance and Physical Resources Committee, annually or as needed;
7. Review the County's policies and procedures for collective bargaining.

C. Other

1. Annually review the performance measures of each department, including the department's mission statement, goals, programs, program objectives, performance indicators, and outcome measures.
2. Serve as a nominating committee for board and committee appointments where necessary, and solicit, evaluate, interview and recommend candidates for appointment. The Committee may, at its discretion, request periodic activity reports from boards and committees to monitor their effectiveness. If the Committee deems necessary, it may, in accordance with applicable statutes and these rules, recommend removal of appointees at any time.
3. Act as liaison between the Board and the boards and committees to which it appoints members, except as relates to the finances and physical resources of the County.
4. Study and make recommendations to the Board on all petitions and communications required to be filed with the Board relating to annexation, consolidation, or incorporation.
5. Arrange for appropriate recognition of persons who have served the County with distinction.
6. Recommend revisions of, or amendments to, these Rules.
7. Study and prepare reports to the Board, as the Committee or the Board deems appropriate, regarding other issues that the Committee considers significant to the

citizens and government of the County but for which the Board does not have direct responsibility.

8. Review and recommend policies pertaining to the management of County records, including but not limited to establishment of periods of retention, methods of destruction, and delegation of authority for supervision of such processes.

#### Section 5.2 Executive Committee

The Executive Committee will:

- A. Advise the Board Chair regarding policy matters, processes, Chair appointments, and strategic direction;
- B. Provide input to the Administrator/Controller regarding various procedures and processes;
- C. Serve as the Bargaining and Benefits Subcommittee and review and recommend to the Legislative and Human Resources Committee the County's policies and procedures for collective bargaining; and
- D. Review applications, interview candidates, and make recommendations to the Board to fill Commissioner vacancies.

### **Rule VI – Subcommittees, Special or Advisory Committees, and Task Forces**

#### Section 6.0 Subcommittees of Board or Standing Committees

- A. A Subcommittee of the Board may be appointed by the Chair of the Board to consider specific issues as deemed appropriate by the Chair, and make recommendations to the Board. The Chair will state in writing the specific purpose of the Subcommittee, including the deadline for completion. Any Subcommittee so appointed will provide periodic reports to the Board. Subcommittees will consist only of persons who are members of the Board.
- B. A Subcommittee of a Standing Committee may be appointed by either: (1) the Chair of the Board or (2) the Chair of the respective Standing Committee. The Chair must state in writing the specific purpose of the Subcommittee, including the deadline for completion. Any Subcommittee so appointed will provide periodic reports to the Standing Committee. Subcommittees of Standing Committees will consist only of persons who are members of the Standing Committee from which the Subcommittee is appointed.
- C. Subcommittees will expire on December 31 in the year of appointment.

## Section 6.1 Special or Advisory Committees and Task Forces of the Board

Special or Advisory Committees and Task Forces of the Board may be appointed by the Chair upon approval of the Board. Special or Advisory Committees and Task Forces will report to the Board upon request. Special or Advisory Committees and Task Forces automatically expire on December 31 in the year of appointment unless the term is otherwise specified. In any event, the terms of all individual members of the Special or Advisory Committee or Task Force automatically expire on December 31 in the year of appointment. Special or Advisory Committees and Task Forces may consist, in part or in whole, of persons who are not County Commissioners. Non-Commissioner members of such Special or Advisory Committees and Task Forces may be paid a per diem of .0025 (on-quarter of one percent) of the annual salary of a member of the Board per meeting but will not be paid for more than two meetings the same day; back-to-back meetings will be treated as one meeting. Non-Commissioner members may also be reimbursed for mileage to and from any meeting in accordance with the County Employee Business Expense Policy. Non-Commissioner members will not be paid for more than 12 meetings in a calendar year. Any County employee, elected officer, or appointed officer who serves on a Special or Advisory Committee or Task Force and receives compensation by virtue of his or her position as employee or elected or appointed officer, will not be paid for attending meetings, but may be reimbursed for mileage in accordance with the County Employee Business Expense Policy.

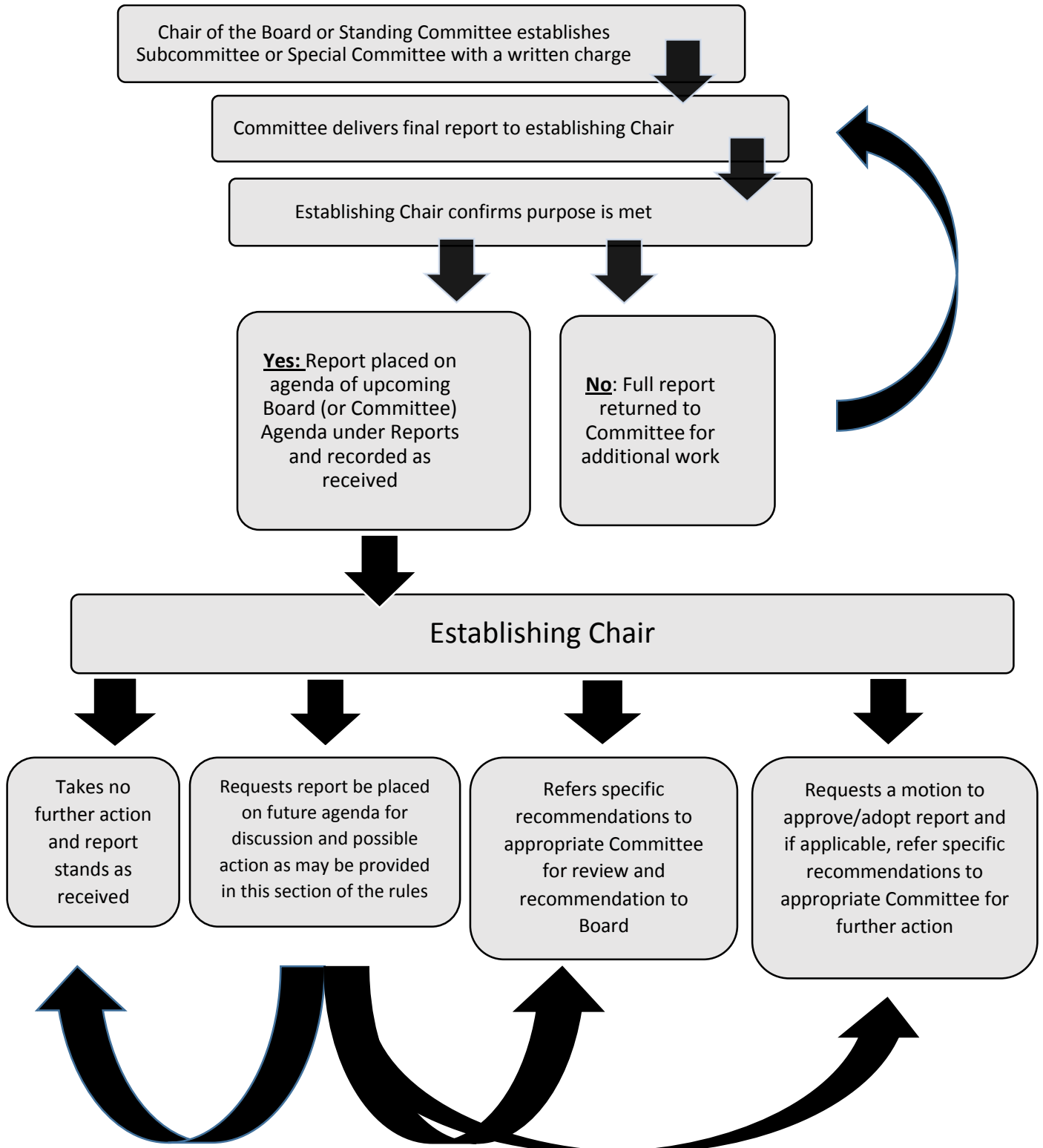
## Section 6.2 Final Reports

All final reports of committees and task forces established under standing rule 6.0 and 6.1 will be prepared and delivered in accordance with the written stated purpose and instructions given by the Chair of the Board or Standing Committee Chair when said committee or task force was established. Each final report will contain specific recommendations for action. The final report will be submitted in writing to the Chair, and upon the Chair's confirmation the stated purpose has been met, the final report will be placed on an upcoming Board agenda as an item under Reports, and will, without motion, be recorded as received. The action of receiving a report does not give substantive effect as to the findings and conclusions of the report. The final report may, at the discretion of the Chair, be presented orally during a scheduled and noticed public meeting.

On or after receipt, the Chair of the Board or Standing Committee that received the final written report may 1) take no further action; 2) place the report on a future agenda for additional discussion and possible action as may be provided in this section of the rules; 3) refer specific recommendations to the appropriate Standing Committee for review and recommendation to the

Board; or 4) request a motion to adopt the report and, if applicable, refer specific recommendations to the appropriate Standing Committee for further action.

## Subcommittee, Special / Advisory, or Task Force Reports





## **Rule VII – Boards and Commissions**

### **Section 7.0 Nominations**

All nominations, including Commissioners, for Board appointment to boards or commissions, as described in the Appendix to these Rules, must file with the Legislative and Human Resources Committee a brief personal resume signed and dated, on forms provided by the Executive Assistant to the Board. Appointments to all other boards or commissions will be made by the Chair of the Board.

For citizen boards, commissions, and committee appointments that are made by the full Board, the Board of Commissioners' Office will publicly post all position vacancies and the filing deadlines on the County's website. Citizen board openings should also be posted in community centers, private and non-profit agencies, libraries, universities, chambers of commerce, and print or electric media. Every County Commissioner is encouraged to nominate or seek candidates to apply for openings.

In making recommendations for appointment, the Legislative and Human Resources Committee or a Subcommittee thereof, may review candidates for reappointment as well as consider new applicants. Criteria considered in evaluating a nominee for reappointment may include, but is not limited to, number of terms served, contributions made during their term, and attendance.

The Legislative and Human Resources Committee, or a Subcommittee thereof, may recommend reappointment and/or conduct an open recruitment process to fill vacancies which may include a request that any nominee appear for an interview prior to the time the nomination is submitted to the Board.

Nominations can be made from the floor, but the person making such nomination must provide a resume of the person nominated. Each nominee must annually declare any conflict of interest arising out of the appointment, in accordance with MCL 15.321 et seq.

### **Section 7.1 Elections and Appointments**

All appointments to boards or commissions will be made at the January session of each year and be effective immediately, except that appointments to the Department of Health and Human Services Board and Board of County Canvassers will be made in October of each year to take effect on November 1 of that year, and appointments to the Community Mental Health Advisory Board (network180) take effect on April 1 of that year. The Executive Assistant to the Board will annually inform all boards and commissions that they should adopt rules to conduct their business and elect officers after the new members have taken office. Appointments to fill vacancies may occur from time to time throughout the year.

## Section 7.2 Board Membership on Other Commissions

A member of the Board appointed to any other board or commission serves as a liaison between the Board and the other board or commission, and will ensure the flow of information between the two bodies. A Commissioner ceases to be a member of a board or commission at any time he or she ceases to be a member of the Board, except that such former Commissioner may continue to serve until a successor is appointed.

## Section 7.3 Compensation for Non-Commissioner Members of Boards and Commissions

Where compensation for members of boards and commissions established under state or federal law or by other government or public agencies is to be determined by the Board, the following will apply:

- A. Non-Commissioner members of all such boards and commissions, and their committees or subcommittees if composed wholly of members of the board or commission, may be paid a per diem of .0025 (on-quarter of one percent) of the annual salary of a member of the Board per meeting, but will not be paid for more than two meetings the same day; back-to-back meetings will be treated as one meeting. Conference/seminar attendance by a Non-Commissioner member will constitute “two meetings the same day.”
- B. Non-Commissioner members may also be reimbursed for mileage to and from any meeting in accordance with the County Employee Business Expense Policy. Members of the Community Mental Health Authority Board will not receive more than one meeting payment per day, regardless of the number of meetings scheduled by the board for that day.
- C. Non-Commissioner members will not be paid for more than 40 meetings in a calendar year. For purposes of this Section, “meeting” is limited to any meeting of a board or commission, or any meeting of a committee or subcommittee of a board or commission.
- D. This rule will not apply to the Department of Health and Human Services Board or the Board of County Road Commissioners, the members of which are paid an annual salary as set by the Board.
- E. Any County employee, elected officer or appointed officer who serves on a board or commission and receives compensation by virtue of his or her position as employee or elected or appointed officer will not be paid for attending meetings, but may be reimbursed for mileage in accordance with the County Employee Business Expense Policy.

**APPENDIX  
TO STANDING RULES  
OF THE KENT COUNTY  
BOARD OF COMMISSIONERS**

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## **Administrator/Controller**

The Board, by a majority vote of its members-elect, appoints a County Administrator/Controller and sets his or her salary. After appointment, the Administrator/Controller holds his or her office at the pleasure of the Board and may be removed in the manner provided by law for the removal of County officers, or by a two-thirds vote of the Commissioners elected to office. All requests by Commissioners for information or action will be directed to the Administrator/Controller's office. The Administrator/Controller is the chief administrative and financial officer of the County. The functions and duties of the Administrator/Controller are specified in Act 257 of the Public Act of 1927 (MCL 46.13b), as added to Act 156 of the Public Acts of 1851, and will include, but not be limited to, the following:

- A. The Administrator/Controller is the chief accounting officer of the County and has charge and supervision of the accounts and accounting of every office, officer and department of the County.
- B. The Administrator/Controller will ensure that a system of accounting is installed and properly kept by every office, officer and department of the County as (s)he may prescribe and direct and in accordance with law.
- C. The Administrator/Controller may request at any time that County officers or employees furnish information respecting any or all County matters in their charge.
- D. The Administrator/Controller will keep in his or her office a general ledger controlling all accounts and each and every fund.
- E. The Administrator/Controller will make all purchases of books, stationery, materials and supplies which may be required by the County or its officers and agents, except where the Board directly enters into a contract of purchase and provides for payment in a resolution authorizing such contract of purchase.
- F. The Administrator/Controller is the custodian of and has charge of the operation, maintenance and repairs of the County courthouse and grounds, and, in like manner, the repair of the County Correctional Facility.
- G. By the directives of the Board and in accordance with the statutory provision that the "County Administrator will perform such other duties as the Board of Commissioners may impose," he or she will perform the following additional duties:
  - 1. By means of internal control and/or internal auditing, the Administrator/Controller will initiate every effort to determine that the activity of each County officer or

employee is being maintained in accordance with the provisions of the law and the directives of the Board.

2. The Administrator/Controller will supervise the purchase, use and replacement of all County fleets of automobiles and assign and reassign automotive units between departments and individuals to obtain the maximum usage of each unit.
3. The Administrator/Controller will operate a centralized Purchasing Division for the County that serves all departments and functions of the County.
4. The Administrator/Controller will maintain an encumbrance system from the point of purchase order so there is a complete budgetary control system.
5. The Administrator/Controller will supervise and receive reports from the Human Resources Director, and ensure that the personnel policies and employee-contracts approved by the Board are carried out.
6. After receiving reports from and holding conferences with the various departments of the County, the Administrator/Controller will prepare a proposed budget for the consideration of the Finance and Physical Resources Committee, and recommend to said Committee the estimated gross needs and gross revenues to assist the Committee in formulating the tax needs of the County for allocation purposes.
7. The Administrator/Controller will supervise and receive reports from the Administrative Health Officer, Corporate Counsel, Equalization Director, Fiscal Services Director, Information Technology Director, Director of Facilities Management, Director of Parks, Community Development Director, and the Veterans Services Office.
8. The Administrator/Controller will supervise and receive reports from the Executive Assistant to the Board. The Executive Assistant to the Board provides staff assistance to the Board on matters that are related to the work of the Board and that are not politically or personally oriented. Commissioners are responsible for their own communications to, or on behalf of, individuals or constituents.
9. The Administrator/Controller will prepare a presentation for a public hearing on the final budget in accordance with Act 43 of the Public Acts of 1963 (Second Extra Sessions) MCL 141.411 et seq.

10. By means of auditing or the requirement of reports, the Administrator/Controller will make such investigations and hold such conferences with department heads as are necessary to carry out any policies established by the Board.
11. The Administrator/Controller will require all County officers or employees to furnish information respecting all County matters in their charge as may be required to carry out the policies of the Board.
12. The Administrator/Controller or his or her designee will attend Standing Committee meetings and where necessary, take minutes of the pertinent facts required for proper recording. A complete set of minutes of all Committees will be maintained in the Executive Assistant to the Board's office for reference.
13. The Administrator/Controller will, at his or her sole discretion, have authority and be responsible for hiring, disciplining and dismissing employees in positions which are designated to report directly to the Administrator/Controller, provided that the Administrator/Controller will not have the authority to hire for any positions unless the position has been approved and budgeted by the Board.

*Source: MCL 46.13b, 141.411 et seq., various resolutions.*

### **Agricultural Preservation Board**

The Agricultural Preservation Board consists of seven members appointed by the Board including: (1) one Commissioner; (2) three individuals with agricultural interests; (3) one representative from township government; (4) one individual with real estate or development interests; and (5) one individual representing local conservation interests. The Agricultural Preservation Board oversees the County's farmland preservation program, as outlined in state statute and county ordinance.

*Source: MCL 324.36101 – 324.36207; County Ordinance.*

### **Board of Public Works**

The Board of Public Works exercises all the powers, duties and authority as provided to it by Act 185 of the Public Acts of 1957, MCL 123.731 et seq. The board consists of seven members, one of whom serves by virtue of office (the Drain Commissioner), and six of whom are appointed by a majority of the members elect of the Board of Commissioners.

Appointments to fill expired terms or vacancies for the six board-appointed members will be made according to the following procedures: (1) five of the six will be County Commissioners; (2) two will represent a portion of the City of Grand Rapids (with consideration given to nominations which may be submitted to the Grand Rapids Mayor and City Commission); (3) one will represent Kent County townships (with consideration given to nominations which may be submitted to the Kent County Chapter of the Michigan Township Association); (4) one will represent the cities of Walker, Kentwood, East Grand Rapids, Wyoming, Grandville, Cedar Springs, Lowell, and Rockford (with consideration given to nominations which may be submitted by those cities); (5) one will be appointed for at-large representation; and (6) one member may be a Kent County Road Commissioner, a resident of Kent County representing the business community or a Kent County Commissioner. A business community representative will not be appointed to the board if a conflict of interest exists between the individual's primary business and the work of the Board of Public Works.

All nominations will be furnished to the Board of Commissioners within 30 days after the date of the Board's written notice requesting such nominations. The Board will give due consideration to such nominations but will not be bound by the nominations. The term of office on the board will automatically terminate whenever a Commissioner member is no longer a member of the Board of Commissioners and a successor has been appointed. Members serve for a term of three years, and receive such compensation for their services as is determined by the Board of Commissioners.

*Source: MCL 123.731 et seq.; various County Resolutions.*

### **Building Authority**

The Kent County Building Authority was incorporated by resolution of the Board on March 1, 1989. The purpose of the Authority is to acquire, furnish, equip, own, improve, enlarge, operate and maintain buildings, automobile parking lots or structures, recreational facilities, stadiums, and the necessary site or sites for the property, together with appurtenant properties and facilities necessary or convenient for the effective use of the property, for any legitimate public purpose of the County.

The powers of the Authority are exercised by its governing body known as the Commission. The Commission consists of five members appointed by the Board for three-year terms commencing on January 1. In the event of a vacancy, the Board appoints a member to fill the vacancy and the member so appointed holds office for the remainder of the unexpired term to which he or she was appointed. The members of the Commission serve without compensation, but the Commission may



authorize the payment of actual expenses of any member incurred in connection with the business of the Authority as may be authorized by the Act and approved by the Board.

The Authority is a body corporate and exercises all the powers provided by Act 31 of the Public Acts of 1948 (First Extra Session) (MCL 123.951 et seq.), and any other applicable law, and in its Articles of Incorporation.

*Source: MCL 123.951 et seq.; Articles of Incorporation approved by Board Resolution, adopted March 1, 1989.*

### **Canvassers Board**

The Board of County Canvassers consists of four members, who must be qualified electors of the County. No person holding an elective office is eligible for membership. Selection of members is made from each of the two political parties casting the greatest number of votes for Secretary of State at the Preceding November general election in the County. No political party will be represented by more than two members of the board at any one time. The County Committee of political party in every odd-numbered year submits to the County Clerk by September 1 of that year the names of three persons for each position to which the party is entitled. The Board of Commissioners, within 10 days after convening its annual meeting, elects by ballot to each position one of the three persons nominated for the position for a four-year term, beginning November 1 following appointment. If the Board fails to hold such an election within 10 days after convening its annual meeting, or if for any reason a vacancy occurs on the board, the County Clerk makes an appointment from the list of three names submitted by the County Committee of the political party entitled to fill the vacancy. The County Clerk is the Clerk of the Board of County Canvassers. Expenses necessary for the performance of the duties of the board are made from an appropriation made by the Board of Commissioners. Members of the Board of County Canvassers receive actual and necessary expenses incurred in the performance of their official duties and in addition, receive such compensation for their services as is determined by the Board of Commissioners. Three members constitute a quorum, but no action will become effective unless one member from each political party represented concurs therein.

*Source: MCL 768.24a et seq.*

### **Community Corrections Advisory Board**

The Board of Commissioners in March 1989 established a Community Corrections Advisory Board pursuant to Public Act 511 of 1988, MCL 791.401 et seq. The Chair of the Board of Commissioners

appoints members pursuant to MCL 791.407. The term will be four years. Members will serve without compensation. The Chair of the Board of Commissioners will annually appoint a Chair for the board.

*Source: MCL 791.401 et seq.*

### **Community Mental Health Authority Board**

Pursuant to the Mental Health Code, Act 238 of the Public Acts of 1974, and as amended by Act 290 of the Public Acts of 1995, MCL 330.1001 et seq., and Resolution 9-26-02-139 of the Board of Commissioners adopted September 26, 2002, effective April 1, 2003, there is a Kent County Community Mental Health Authority Board of 12 members, of which at least one and no more than four of whom may be County Commissioners, and no more than six of whom may be state, county, or local public officials. Members of the board are appointed by a majority vote of the Board of Commissioners to serve three-year terms commencing April 1 of the year appointed.

The composition of the board will be representative of providers of mental health services, recipients and consumers of mental health services, agencies and occupations having a working involvement with mental health services, and the general public. At least one-third (1/3) of the membership will be primary consumers or family members, and of that one-third (1/3) at least two members will be primary consumers. All members will be 18 years of age or older.

The board carries out statutory responsibilities and must comply with all applicable procedures and regulations adopted by the Board of Commissioners.

The members of the board receive such compensation for their services as will be determined by the Board of Commissioners and are reimbursed necessary travel expenses.

*Source: MCL 330.1212-1228.*

### **County Corporate Counsel**

The Board by a majority vote of the members elect may employ an attorney to represent the County in civil matters, whenever the Board determines the prosecuting attorney is unable to properly represent the County. County Corporate Counsel will be appointed for an indefinite term with compensation determined by the Board and may be removed at any time at the pleasure of the Board, with or without cause, by a majority vote of the members elect.

*Source: MCL 49.71 et seq., various resolutions.*

## **Department of Health and Human Services Board**

The Kent County Department of Health and Human Services Board consists of three members appointed for three-year terms from persons residing within the County and holding no elective office. Two members are appointed by the Board of Commissioners and one member by the Director of the State Department of Health and Human Services. The members appointed by the Board of Commissioners are appointed at the annual October session. They take office effective November 1 and qualify by taking and filing the oath of office with the County Clerk. They are reimbursed for necessary travel and other expenses and receive such compensation as may be fixed by the Board of Commissioners prior to their appointment. The Department of Health and Human Services Board performs all the duties and has the power and authority provided under MCL 400.45 et seq., and such other public acts vesting any duties, powers or authority in it.

*Source: MCL 400.45, 400.46.*

## **Election Commission**

The Judge of Probate or the presiding or senior Judge of Probate, the County Clerk, and the County Treasurer constitute a Board of County Election Commissioners, two of whom will be a quorum for the transaction of business. The Judge of Probate or the presiding or senior Judge of Probate and the County Clerk act respectively as Chair and Secretary of the board. In the absence of the County Clerk from any meeting, the board may select one of his or her deputies in his or her stead; in the absence of any other member of the board, the members of the board who are present appoint some other County officer in his or her place and that County officer on being notified must attend without delay and act as a member of the board.

The members of the board place on file at the office of the County Clerk, at least 15 days prior to any election, a proof copy of the official ballot containing the names of candidates for public office to be voted for at any election. The members receive such compensation for their services as determined by the Board of Commissioners.

*Source: MCL 168.23.*

## **Fire Commission**

The Kent County Fire Commission consists of seven members; one member will be a representative of the Kent County Road Commission, four members will be elected office holders of those units of government which have agreed with each other and the County to provide firefighting

services through the Fire Commission, and two members will be members of the Board. All of the appointments will be made at the meeting of the Board of Commissioners in January. Terms will be two years provided, however, that if an elected official of a local unit of government, a County Commissioner, or a member of the Road Commission ceases to be either an elected official of a local unit of government, a County Commissioner, or a member of the Road Commission, that office will be deemed vacant. Members of the Fire Commission will receive such compensation for their services determined by the Board.

The Fire Commission will be responsible for administering the provisions of Act 15 of the Public Acts of 1942 (Second Extra Sessions), MCL 46.301 et seq., and will be responsible for administering the affairs of the Kent County Volunteer Fire Department according to an agreement between the Board and the participating units of government pursuant to MCL 45.3 and MCL 124.1 et seq.

*Source: MCL 46.301, 45.3, 124.1; Board Resolutions adopted 10/78 and 11/79.*

### **Gerald R. Ford International Airport Authority Board**

The Gerald R. Ford International Airport Authority Board consists of seven members appointed by the Board of Commissioners. No more than three members may be elected officials. Three members are citizen representatives residing within Kent County, and one member is an individual living outside of Kent County but within the Combined Statistical Area that includes the Airport (Currently Allegan, Barry, Ionia, Mecosta, Montcalm, Muskegon, and Ottawa counties.) and shall represent private sector businesses.

Members are appointed for a term of three years, with terms to commence on January 1. If a vacancy occurs, the Board of Commissioners appoints a member to fill the vacancy and the member so appointed holds office for the remainder of the unexpired term to which (s)he was appointed.

The Authority is a public body corporate vested with all the powers granted to Regional Airport Authorities under Act 95 of the Public Acts of 2015 as amended, (the Act) except as limited by its Articles of Incorporation. The purpose of the Authority is to plan, promote, extend, maintain, acquire, purchase, construct, improve, repair, enlarge, and operate all airports and airport facilities under the operational jurisdiction or owned by the Authority in accordance with the authorization contained in the Act.

*Source: MCL 259.137 et seq. and various County Resolutions.*

## **Jury Commission**

The Jury Commission consists of three qualified electors of the County appointed by the Board of Commissioners on a recommendation of the circuit judges of the judicial circuit in which the County is situated, not more than two of whom will be members of the same political party. Commission members serve six-year terms.

The Commission selects its own president and secretary annually. Members are paid an annual salary in an amount fixed by the Board, or in lieu thereof, are paid an amount fixed by the Board for each day of service. The Commission selects the names of prospective jurors from current driver licenses and state identification cards.

*Source: MCL 600.1301 et seq.*

## **Kent District Library Board**

For the purpose of administering the Kent District Library, there is a District Library Board consisting of eight members, to be appointed by the Board of Commissioners for terms of four years each, except that the first members are appointed for one, two, three and four years. Two members will be appointed according to geographic regions each year for a term to commence on January 1.

The Kent District Library was established on July 1, 1994, pursuant to the Kent District Library Agreement and Act No. 24 of the Public Acts of 1989, MCL 391.171 et seq. Kent County and the 26 local units of government are participating municipalities in the Kent District Library.

*Source: Board of Commissioner Resolutions 5-26-94-86; 6-69-94-92; and 7-28-94-109; MCL 397.171 et seq.*

## **Pension Board**

As provided in the Pension Trust Agreement, the Retirement Plan for County employees is administered by a Pension Board of seven representatives. Two citizens are appointed by the Board of Commissioners for a three-year period. All subsequent citizen appointments are made in the same manner used to fill an unexpired term. One representative will be a member of the Board of Commissioners appointed by the Board Chair to serve during his or her term of office. These appointments are made at the January meeting beginning the representative's new term of office. Another representative is elected by and from the Board of Commissioners and will be appointed to a three-year term. County employees elect three county representatives who are elected for three-year terms or to fill unexpired terms. Their term in office is from January 1 to December 31.

Pension Board members are reimbursed for their services at a per diem rate established by the Board of Commissioners; each member is reimbursed from the Income-Expenses Fund of the System upon approval of the board for any necessary expenses incurred by him or her in attending meetings of the board or in the performance of other duties authorized by the board.

The County Administrator/Controller or his or her designee will serve as the Secretary of the Kent County Pension System.

*Source: MCL 46.12a; Pension Plan.*

### **Plat Board**

The County Plat Board consists of the Chair of the Board of Commissioners, who acts as Chair of the Plat Board, the County Clerk, who acts as Secretary, and the County Treasurer. Plat Board members receive such compensation for their services as determined by the Board of Commissioners.

*Source: MCL 560.102 et seq.; 560.247.*

### **Road Commission**

The Board of County Road Commissioners consists of five members appointed by a majority of the members elect of the Board of Commissioners. No board member so appointed may be removed from office before the expiration of his or her term of office without being given written notice of the charges made against him or her and an opportunity to appear before the Board of Commissioners for a hearing on the charges. Each Road Commissioner is appointed to a six-year term to commence on January 1. No member of the Board of Commissioners is eligible for the office of Road Commissioner, and such offices will not be held by the same person at the same time.

If a vacancy occurs on the board, the Board of Commissioners may appoint a Road Commissioner to fill the vacancy, who holds office for the unexpired term. Each Road Commissioner holds office until his or her successor is appointed and qualified. The Board of Commissioners fixes the compensation of Road Commissioners.

The Board of County Road Commissioners is a body corporate and exercises all the duties, powers and authority given in Act 283 of the Public Acts of 1909, MCL 224.1 et seq., and any other applicable law.

## **Sinking Fund Board**

The County Treasurer, the Register of Deeds, the Chair of the Board of Commissioners, and the Chair of the Finance and Physical Resources Committee constitute a Board of County Sinking Fund Commissioners. This board has exclusive control of money in the Sinking Fund and will report to the Board of Commissioners at least annually as provided in Act 42 of the Public Acts of 1913, MCL 141.11 et seq.

The necessary expenses of the board are paid by the County. The Chairs of the Board of Commissioners and Finance and Physical Resources Committee are each entitled to receive as compensation the sum of \$3 for each day they attend any regular or special meeting, and for travel expenses at a rate as determined by the Elected Officers Compensation Commission.

*Source: MCL 1411 et seq.*

## **Tax Allocation Board**

The Tax Allocation Board is composed of the County Treasurer, the Chair of the County Finance and Physical Resources Committee, the Intermediate School District Superintendent or his/her representative, a resident of a municipality having a population of 10,000 or more within the County who will be selected by the Judges of Probate, a member not officially connected with or employed by any local or County unit who will be selected by the Board of County Commissioners, and a member who will be a township supervisor and who will be selected by a majority of the township supervisors in the County.

The powers and duties of the Tax Allocation Board are set forth in MCL 211.211. Generally, the board allocates the constitutional 15 mills to the various units of government and school districts in the County.

The Board of Commissioners establishes the amount to be paid members of the Tax Allocation Board in compensation and actual and necessary expenses. Compensation for board members and the Clerk is paid out of the County General Fund. No member of the board or the County Clerk when serving as clerk of the board may receive compensation for services for more than 20 days in any one year unless otherwise authorized by resolution of the Board of Commissioners.

In 1982, the residents of the County voted to freeze the millage rate; the Tax Allocation Board does not function as long as the millage rate remains frozen.

*Source: MCL 211.201 et seq.*

## **Veterans' Affairs Committee**

The Board of Commissioners, effective January 1, 2009, established a County Veterans' Affairs Department, pursuant to MCL 35.621, and renamed it the Veterans Services Department on February 26, 2015. The Board appoints a five member Veterans' Affairs Committee (VAC) to oversee the disbursement of County funds set aside for assistance to indigent veterans in Kent County. The VAC will consist of five members, one of which must be a member of the County Board of Commissioners, should be a Commissioner fit the criteria for membership (i.e. is a veteran who has served honorably on active duty in the United States armed forces, or who served actively in the United States armed forces in a war or received an armed forces campaign or service medal).

Members will be appointed by the Board of Commissioners for a term of four years. Members will be recruited by the Board of Commissioners through solicitation of recommendations from the posts of each chartered veterans' organization within the County. Should more than four recommendations be received, the Board of Commissioners will review the resumes of each veteran recommended to serve and choose the members in the same manner as the Board selects and appoints members to its various appointed boards, commissions, and committees. If fewer than four recommendations are received, the Board of Commissioners will solicit applications of veterans in the same manner as the Board solicits applications for all of its County boards, commissions, and committees; provided, however, that only veterans that meet the criteria for committee membership as required by law will be considered. Members serve without compensation.

All vacancies occurring for members with unexpired terms of service will be filled as required by law, which provides that the Board of Commissioners will provide notice of that opening to one or more newspapers within the County and to veteran service organizations within the County. The selection of members for vacancies with unexpired terms will then proceed in the same manner as the original appointment.

## **Zoo Advisory Board**

Paragraph 14 of the Agreement for the Purchase of City Property For Use As a County Zoological Garden dated June 3, 1987 between the City of Grand Rapids and Kent County, established a Zoo Advisory Board. In 2014, the City of Grand Rapids and Kent County approved an amendment to the 1987 Purchase Agreement, which dissolved the Zoo Advisory Board effective December 31, 2014.



## **INDEX TO STANDING RULES RELATING TO COMPENSATION OF BOARDS AND COMMISSIONS**

### **A. SECTION 6.1**

1. COMMUNITY CORRECTIONS ADVISORY BOARD

### **B. SECTION 7.3**

1. AGRICULTURAL PRESERVATION BOARD
2. AREA AGENCY ON AGING, REGION VIII – ADVISORY COUNCIL
3. AREA AGENCY ON AGING, REGION VIII – BOARD OF DIRECTORS
4. BOARD OF PUBLIC WORKS
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6. CITY-COUNTY BUILDING AUTHORITY
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8. CONCEALED WEAPONS LICENSING BOARD
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10. ELECTION COMMISSION
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17. PLAT BOARD
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20. TAX ALLOCATION BOARD
21. VETERANS' AFFAIRS COMMITTEE

### **C. NOT COVERED BY STANDING RULES**

1. CHAPTER 20 DRAIN BOARDS
2. SINKING FUND COMMISSION