

**DICKINSON COUNTY BOARD OF COMMISSIONERS
RULES OF ORDER**

ARTICLE I Name and Authority

Section 1. Name. Dickinson County Board of Commissioners

Section 2. Authority. These Rules of Order shall govern the Board of Commissioners of the County of Dickinson (hereinafter, Board) in accordance with MCL 46.1- 46.32.

ARTICLE II Purpose. To provide guidance for the governance of the people of Dickinson County.

ARTICLE III Board Membership and Responsibilities

Section 1. Membership

The Board shall consist of five (5) persons who have been elected by the qualified electors of the five (5) commissioner districts of Dickinson County or those persons who shall have been appointed to fill Board vacancies in accordance with the applicable laws established by the State of Michigan (MCL 46.412- 46.413). Commissioners elected in November 2024 et seq. will serve four-year terms.

Section 2. Responsibilities

Section 2.a. Voting. All members who are present shall vote whenever the Chair puts the question.

Section 2.a.1. Board members shall discuss, analyze and authorize by voice or roll call vote, decisions relevant to the operation of Dickinson County.

Section 2.a.2. Board members shall review and vote on written letters of interest and make appointments as required, to insure the functionality of boards, commissions and committees.

Section 2.a.3. No member may abstain from voting "yes or "no" if no conflict of interest exists.

Section 2.b. Abstention. If there is a concern that a conflict of interest exists, the Commissioner shall so state before the vote is taken. The commissioner who states a conflict shall abstain from the vote.

Section 2.c. Interest in transactions; exceptions. (MCL 46.30) (Conflict of Interest) A member of the County Board of Commissioners shall not have an interest, directly or indirectly in any contract or other business transaction with the County, or a Board, Office, or Commission thereof, during the time for which they are elected or appointed, unless the contract or transaction has been approved by three-fourths (3/4) of the members of the County Board of Commissioners and so shown on the minutes of the Board, along with a statement that the Board is cognizant of the member's interest. This prohibition is not intended to apply to appointments or employment by the County or its Officers, Boards, Committees, or other authority; appointments and employment shall be governed by the provisions of MCL 46.30.

Section 2.d. Ethical Behavior. Board members shall at all times represent Dickinson County to the public and to other entities in an ethical and professional manner. The Dickinson County Board Code of Ethics shall be appended to these Rules of Order.

DICKINSON COUNTY BOARD OF COMMISSIONERS RULES OF ORDER

Section 3. Compensation

- Section 3. a** Compensation for the Chair and each other Board member shall be paid in the same manner as salaried employees of the County.
- Section 3.b** Board members shall be compensated for all meetings identified as Dickinson County Regular, Special, Emergency, Standing, subcommittees and Liaison Appointments, (hereinafter, "Committee") to which they are assigned. If a meeting lasts more than two (2) hours, is held out of the County, or more than one meeting is held in the same day, a Board member shall be compensated for each as established.
- Section 3.c** For compensated attendance of any other meeting or event other than those to which the Commissioner is assigned on behalf of the Board, prior approval of the Chairperson shall be required.
- Section 3. d** Board members shall be reimbursed for reasonable and necessary expenses actually incurred in the performance of official duties and for mileage driven in the discharge of their duties or for other authorized travel.

ARTICLE IV: Officers; Powers and Duties

Section 1. The Officers of this Board shall be a Chairperson and Vice-Chairperson

Section 2. Term of Office shall be one (1) year. Individuals may succeed themselves.

Section 3. Nominations for Candidates for these offices shall be made from the floor. It shall require a simple majority vote of the Board to elect. Voting for Chairperson and Vice-Chair shall be by random roll call vote.

Section 4. Election of the Chair and Vice-Chair shall be at the first meeting of the year, known as the Organizational Meeting of the Board, which shall be held on the first workday after January 1st, or as soon as practical thereafter within the first week of the new year.

Section 5. Powers and Duties

- Section 5.a.** Except for those powers and duties prescribed to the Chair by the State of Michigan, the Chair has no power to act on behalf of the Board unless the Board specifically grants that power.
- Section 5.b. Duties of Chairperson:** The Chairperson shall lead the Board of Commissioners of Dickinson County. The Chair's duties shall include, but are not limited to: work in concert and in close communication with the County Administrator and other staff to insure efficient County operations; conduct meetings, preserve order, and enforce the rules and regulations of the Board; appoint Commissioners to standing committees with the concurrence of the Board; appoint all ad hoc and special committees of the Board and name the Chair unless committee rules specify the Commissioner's role and its chair; nominate members to external boards, commissions, committees etc., which function as a part of County government with the concurrence of the Board and in accordance with State statutes and rules when applicable; authorize compensation of the Board; declare a state of Emergency within the County in accordance with PA 390 of 1976 and the Dickinson County Emergency Action Guide (EAG).

DICKINSON COUNTY BOARD OF COMMISSIONERS RULES OF ORDER

The Chair shall vote on all matters including an appeal from the decision of the Chair unless previously declared conflict of interest is evident. Upon written request from any Board member, the Chair shall call for a vote of the Board at a Regular meeting to remove any appointee of or by the Board who has three (3) consecutive unexcused absences from scheduled meetings, or otherwise proven to have violated the Bylaws of the committee, commission or board to which they were appointed. The appointee who is subject to removal shall be granted a hearing with the full County Board prior to the roll call vote for removal.

Section 5.c. Duties of Vice-Chair. The Vice Chair shall perform duties as assigned by the Chair. If the Chair is absent from a meeting, the Vice-Chair shall preside over that meeting. If the Chair unable to perform the duties of the Chair due to incapacitation, resigns from the Board, or demises, the Vice-Chairperson shall immediately assume the duties and obligations of the Chairperson (refer to Article IV, Section 5b).

Section 5. c.1. Vice-Chair Vacancy. A new vice chair shall be elected at the next monthly regular or special meeting held for that purpose, when a vacancy occurs due to the assignment of the Vice-Chair into the role of Chairperson.

Section 5.d. Duties of Finance Chair. The Finance Committee Chair's duties shall include, but are not limited to: insure that the annual County budget is being adhered to by the County Administrator; provide periodic reports to the Board on the current status of County funds; review the accounts of each department; recommend to the Board to approve the accounts payable at each regular meeting of the Board; perform other duties as assigned by the Chairperson or the County Administrator. Payment of invoices prior to their presentation to the Board in order to avoid finance or late charges and to pay appropriated amounts and payroll (including related payroll taxes and withholdings) can be made pursuant to the authority of the County Administrator or County Clerk in a manner consistent with the County's Standard Operating Procedures for Accounts Payable.

Section 5.e. Duties of Committee Chairs. The duties of Board members who serve as Chairperson of Standing Committees include, but are not limited to: conduct the meeting; communicate effectively with the leadership of the organization, if applicable; represent the County and County interests while serving; thoroughly investigate any matter referred to them by a member of the Board, Board chair or member of the public and report the findings to the Board without delay; insure that the County Board is kept apprised of activities and issues and the minutes of those boards, commissions or committee meetings are included in Board packets.

Section 5.f. Duties of Committee Members. The duties of Board members who are appointed or volunteer to serve on Standing Committees or external boards, commissions or committees include, but are not limited to: represent the County and County interests while serving; serve as chair or other officer, liaison, or member-at-large as permitted by the

DICKINSON COUNTY BOARD OF COMMISSIONERS RULES OF ORDER

Bylaws of that committee, board or commission; thoroughly investigate any matter referred to them by a member of the Board, Board chair or member of the public and report the findings to the Board without delay; insure that the County Board is kept apprised of activities and issues and the minutes of those boards, commissions or committee meetings are included in Board packets.

ARTICLE V: Meeting Protocols

Section 1. All meetings of any Board / Committee shall be held in compliance with the Open Meetings Act, 1976 PA 267, MCL 15.261 et seq.

Section 2. Meeting Schedule. A schedule containing the dates, time and place of regular monthly meetings of the Board shall be established at the Organizational meeting.

Section 3. Agenda. The County Administrator or Administrative Staff of the Board shall prepare an agenda and provide the proper notice for all meetings of the Board. Such notice shall include, but not necessarily be limited to a posted notice in the lobby of the courthouse and an announcement on the County website. The County Administrator or Administrative Staff shall notify, without charge, any newspaper or radio or television station generally operating within Dickinson County, MI of the Board's meeting schedule, schedule changes, or Special or Emergency meetings of the Board. The County Administrator or Administrative Staff of the Board shall also notify other individuals or organizations of regular monthly meetings, changes in the schedule, or Special and Emergency meetings, but only upon their written request. Copies of the agenda shall be made available to the public at each meeting.

Section 4. Meeting Schedule Changes

Section 4.a. The County Administrator or Administrative Staff of the Board shall post any changes to the Regular meeting schedule within three days following the meeting in which the change was made.

Section 4.b. The County Administrator or Administrative Staff shall immediately post a Special or Emergency meeting and assure the notification of such meeting to the Board. No meeting, except an Emergency meeting, shall be held until the notice shall have been posted at least 18 hours. The notice of a Special meeting or Emergency meeting shall state that public comment is limited to agenda items only.

Section 5. Recording. With the exception of the Closed Session, meetings shall be recorded by the County Clerk or by a Deputy appointed by the County Clerk. Once approved by the Board, minutes of the meeting shall be made available to the public within eight business days of the meeting at which they were approved. Recordings and text of all approved Board meeting minutes shall be posted on the County website for a period of two (2) years.

Section 6. Quorum and Majority: (MCL 46.3). A majority of the members of the County Board of Commissioners shall constitute a quorum for the transaction of the ordinary business of the County. Questions which arise at its meetings shall be determined by the votes of a majority of the members present, except upon the final passage or adoption of an ordinance, or the allowance of a claim against the County, in which case a four-fifths (4/5) majority of the members elected and serving shall be required.

**Section 6.a. Recording names and votes on certain actions (roll call);
Chair's ballot; request for recording; inspection of record. (MCL 46.3a)**

DICKINSON COUNTY BOARD OF COMMISSIONERS RULES OF ORDER

The Chair shall request a roll call vote and the names and votes of members shall be recorded on an action that is taken by the Board of County Commissioners or by a committee of the Board of County Commissioners if the action is on an ordinance, expenditure, resolution, or appointment or election of an Officer. A roll call vote on other questions or motions shall be taken at the request of one-fifth (1/5) of the members present if the question or motion is before the Board, or one-third (1/3) of the members present if the question or motion is before a Committee of the Board. The record which is made pursuant to this section and approved by the Board shall be available for public inspection.

ARTICLE VI. Meetings

Section 1. Organizational Meeting. This meeting shall be called by the County Clerk. The meeting shall be held in the courthouse or other appropriate public place on the first business day of the New Year. The Clerk shall prepare and distribute with the call for the meeting an agenda which shall include all items of business which are pertinent to the reorganization of the Board and functioning of County government. The Clerk shall record the minutes of the Organizational meeting. The Clerk shall also chair this meeting until the Board elects its Chairperson. In the event the Clerk is unable to attend, the Clerk shall designate a Deputy to preside over the meeting.

Section 2. Regular Meeting. The regular meeting schedule is established during the Organization meeting. Regular meetings shall occur on the second and fourth Mondays of the month unless that date is a declared Holiday. Any changes to the regular meeting schedule shall be voted upon at a regular meeting preceding the required change. The meeting shall be recorded.

Section 3. Special Meeting. Special meetings of the full Board of Commissioners shall be held when requested by at least 2 members of the County Board of Commissioners or the County Administrator. The notice shall be posted at least eighteen (18) hours before the commencement of the meeting. Agenda items may be voted on by the Board of Commissioners. Public comment shall be restricted to agenda items only. The meeting shall be recorded.

Section 4. Committee of the Whole. The Board may meet as a Committee of the Whole in which agenda items are discussed, but no vote shall be taken. The item(s) in question shall be referred to be placed on the next regular meeting agenda. The meeting notice shall be posted at least eighteen (18) hours before the start of the meeting. Participants shall be permitted to address the public body during public comment period. The meeting shall be recorded.

Section 5. Emergency Meeting. An Emergency Meeting shall be called by the Chair in consultation with the County Administrator and other involved County departments. No public notice shall be required. An emergency is defined as a situation involving injury to person(s) or injury and damage to public or personal property or immediate financial loss when the time requirement for public notice of a special meeting would make such procedure impractical and increase the likelihood of injury or damage or immediate financial loss. The meeting shall be recorded.

Section 6. Executive Session/Closed Session. The Board may meet in Executive Session, closed to the public, upon the motion of any Board member and roll call approval by two-thirds (2/3) of the Board / Committee members for the following purposes, as

DICKINSON COUNTY BOARD OF COMMISSIONERS RULES OF ORDER

specified in **1976 PA 267, MCL 15.268:**

- 1. To consider the purchase or lease of real property, until an option to purchase or lease that property is obtained.*
- 2. To consult with its attorney regarding trial or settlement strategy in connection with specific pending litigation, but only when an open meeting would have a detrimental financial effect on the litigation or settlement position of the Board / Committee.*
- 3. To meet with an attorney to consider the attorney's written opinion.*
- 4. To review the specific content of an application for employment to a County position and the applicant requests that the application remain confidential. In all other cases, the Board/Committee meets to interview an applicant, it shall be in open session.*
- 5. 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 person requests a closed hearing. If the person rescinds their request for a closed hearing the matter at issue shall thereafter be considered only in open public meeting.*
- 6. To consider strategy connected with the negotiation of a collective bargaining agreement.*
- 7. Such other purpose as permitted by law.*

Section 6.a. For each Executive Session meeting, the County Clerk / Register of Deeds shall make a separate record of the topic(s) discussed. This record shall not be disclosed to the public except upon the order of a court of competent jurisdiction. The County Clerk / Register of Deeds may destroy the minutes after one year and one day have passed after the meeting at which the Board / Committee approved the minutes of the meeting at which the Board / Committee voted to hold the executive session.

Section 6.b. All activities that occur in an Executive Session shall not be disclosed by any participant to any nonparticipant except when expressly required by law to do so.

ARTICLE VII. Committees

Section 1. Standing Committee is a permanent committee that carries forward from administration to administration. Standing committees may be chaired by Commissioners or a member of the public, who review policies, provide updates and recommend actions. The Chair shall appoint members of the Board of Commissioners to serve on Standing Committees.

The Standing Committees of this Board are as follows:

Finance Committee; A-95 Review; Six County Employment Alliance; Planning and Zoning Commission; Department of Health and Human Services; Dickinson- Iron Community Services Agency (DICSA); Dickinson-Iron Health Department; Northpointe Behavioral Healthcare System; Pinecrest Medical Care Facility; Equalization Committee; Building and Supply/Real Estate-Remodeling; Public Safety and Judiciary; Parks Committee; Airport Committee; Fair Board; Library Board; Employee Relations; Dickinson County Road Commission; Construction Code Commission; Bay College Advisory Committee;

DICKINSON COUNTY BOARD OF COMMISSIONERS RULES OF ORDER

and Veterans' Services Committee.

Section 2. Other Committees. Other standing, ad hoc, or special committees may be authorized by the Board as deemed necessary to carry on its work.

Section 3. Appointments. See Article IV Sec. 5b.

Section 4. Committee Authority. Committee Bylaws defining the duties and responsibilities of the Standing Committees shall be appended to these Rules of Order. A list of all County Committees along with the Commissioners assigned to them shall be appended to these Rules of Order. The appendices shall be updated annually following the Organizational meeting.

Section 5. Public Appointments to External Boards and Commissions. Pursuant to Appointment Policy, the Board shall advertise from time to time as necessary the impending vacancies on the external boards and commissions. Respondents to these advertisements or other persons may be nominated during a Regular meeting by the Chair or by any commissioner. It shall be the policy of the Board to solicit from the public and from various boards, committees and commissions to which it makes appointments, the names of qualified individuals who might be interested in serving on specific boards, committees and commissions. An "application for appointment" must be completed and submitted timely to the County Administrator or County Clerk. to be considered for a board or committee appointment.

Section 6. Length of Term. County Commissioners shall serve on County Standing Committees from Organizational meeting to Organizational meeting. They may succeed themselves. Commissioners, other Elected Officials or County employees appointed by the Board to various external boards, committees and commissions shall serve terms as specified in the external board's bylaws. If the bylaws so permit, they may succeed themselves. Any appointment is rescinded if the employee leaves County employment or if the Commissioners or other Elected Official no longer holds their elected post.

ARTICLE VIII. Resolutions, Ordinances and Policies of the Board.

Section 1. At a Regular meeting, the Board may vote to enact ordinances, policies or resolutions it feels necessary to allow for the orderly conduct of business of the County, its boards, commissions and committees, so long as they do not conflict with these Rules of Order.

Section 2. Policies and Ordinances of the Board may not be suspended. Policies and ordinances may be amended under the same rules governing the amending of the Rules of Order. See Article X.

ARTICLE IX. Parliamentary Authority

Roberts Rules of Order Newly Revised may serve as the Parliamentary Authority. The rules, with special attention to small boards, contained in the above-mentioned reference may govern the Board and its committees in cases to which they are applicable and in which they are consistent with the Rules of Order or any special rules or policies the Board may adopt. At the request of the Chair, civil counsel to the Board or the County Administrator may serve as parliamentarian.

ARTICLE X. Amendment of Rules of Order

Section 1. These Rules of Order may not be suspended.

Section 2. These Rules of Order may be amended at any regular meeting of the Board by

**DICKINSON COUNTY BOARD OF COMMISSIONERS
RULES OF ORDER**

four-fifths (4/5) majority of the Board, provided that the amendment is submitted in writing at the previous regular Board meeting.

Section 3. An amendment to the proposed Rules of Order amendment may be made during discussion at the meeting at which the amendment is taken up provided it does not limit the rights of the minority nor expand the rights of the majority. Amendments to the proposed amendment which do the immediately aforementioned limiting and expanding of rights may, if they were presented in writing, be considered as a new amendment at the next regular meeting of the Board.

Section 4. The Rules of Order, Ordinances, and Policies shall remain in effect until properly amended. Regulations and Resolutions shall remain in effect until suspended or amended, as appropriate.

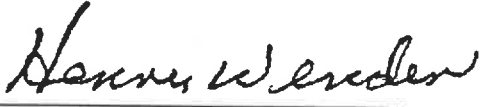
Section 3.a. Rules of Order, Ordinances and Policies may not be suspended; they shall be amended.

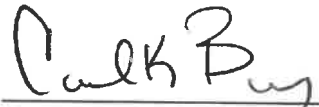
Section 3.b. Regulations and Resolutions may be suspended or amended.

Adopted this twenty-eighth (28th) day of May, 2024, by Roll call vote:

John Degenauer, Jr.	AYE	NAY
Barbara Kramer	AYE	NAY
Ann Martin	AYE	NAY
Joe Stevens	AYE	NAY
Henry Wender	AYE	NAY

Attested to:


Henry Wender, Chairman


Carol Bronzyk, County Clerk

**DICKINSON COUNTY BOARD OF COMMISSIONERS
RULES OF ORDER**

DICKINSON COUNTY BOARD CODE OF ETHICS

Board members shall maintain a professional level of courtesy, respect, and objectivity in all County Board activities.

Board members shall act with integrity and treat other Board members, County employees, consultants, advisors and the public with dignity and courtesy.

A Board member has the right to express personal opinions and when expressing such opinions in public, the member should clearly state the opinion as personal.

Board members shall be respectful of each other and shall not utilize board meetings to upstage or embarrass colleagues.

Board members shall recognize that decisions are made by a majority vote and shall respect the corporate judgment of the County Board in regard to its decisions.

Board members shall utilize social media web sites judiciously. Board members shall treat fellow Board members, County employees and the public with respect while posting and shall adhere to the Open Meetings Act, being MCL 15.261 et. seq. when communicating with other Board members via websites or other electronic means.

Board members shall maintain confidentiality about all matters that are considered in closed meetings and/or received in confidence.

**DICKINSON COUNTY BOARD OF COMMISSIONERS
RULES OF ORDER**

DICKINSON COUNTY ORGANIZATIONAL CHART

