

**MINUTES OF THE
AD HOC COMMITTEE ON BOARD RULES**

WEDNESDAY, JANUARY 16, 2013

At a meeting of the **Ad Hoc Committee on Board Rules**, held Wednesday, January 16, 2013, in the Board Room, on the 9th Floor of the Administration Building, Mount Clemens, the following members were present:

Tocco-Chair, Brown-Vice-Chair, Boyle, Klinefelt, Vosburg and Flynn (ex-officio).

There being a quorum of the committee present, Chair Tocco called the meeting to order at 4:05 p.m.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

AGENDA

MOTION

A motion was made by Boyle, supported by Klinefelt, to adopt the agenda, as presented. **The Motion Carried.**

REVIEW OF BOARD RULES FOR 2013-14

Chair Tocco stated that committee was provided the previous Board Rules for 2009 and 2011.

George Brumbaugh and Jill Smith reviewed the Board Rules which were effective in 2011; the following suggestions and comments were made:

Page 1, Rule I, C, Election of Temporary Chairperson

Mr. Brumbaugh noted that the election of a temporary Chairperson can be eliminated.

Page 2, Rule II, 5, Terms of Office

Board Chair Flynn asked if the terms for the Vice-Chair and Sergeant-at-Arms can be changed to two years. Mr. Brumbaugh said he will review that.

Page 3, Rule II, 6, Removal of an Officer

Mr. Brumbaugh suggested including "elected and serving" and Ms. Smith suggested "notice in writing."

Page 3, Rule III, Duties of the Commissioners

Board Chair Flynn asked if there is latitude about excusable activities and Mr. Brumbaugh said that is addressed in the pay resolution for commissioners. He said he will review the resolution and determine if any of the language should be inserted into the rules.

Commissioner Klinefelt noted that the current wording in the minutes states “absent and excused” and she thought a rule should be included under attendance.

Chair Tocco recommended changing the title of Rule III to read “Duties of Commissioners While in Session”.

Page 4, Rule IV, Order of Business

Board Chair Flynn suggested moving (9) “Correspondence from Executive” to before (8) “Reports from Committees”.

He suggested including “committee meetings” because the rules only reflect Full Board meetings and the Board Chair. He also thought this section should include information on how resolutions/motions and amendments are offered.

Commissioner Brown referred to the handouts from MAC and SEMCOG which are relevant to the structure of other boards and commissions.

Ms. Smith recommended including a new section regarding motions.

Board Chair Flynn also thought a list of definitions should be included in the rules.

Page 6, Rule V, Change or Suspension of Rules

Board Chair Flynn suggested including “present”.

Commissioner Brown suggested including that commissioners need to be notified of any consideration of a rules change.

Page 7, Rule VI, Notice of Meetings

Commissioner Klinefelt suggested changing “at the first meeting” to “prior to the first meeting”.

Commissioner Brown suggested including a notation about the meeting notices being posted online.

Board Chair Flynn said “news media” should be clarified.

Commissioner Brown did not feel it necessary to indicate “mailed or delivered” in the rules and Mr. Brumbaugh agreed that “mailed or” can be removed.

Page 7, Rule VII, Minutes and Resolutions

Mr. Brumbaugh stated that the first paragraph (A) should be moved under the Motions Section.

Commissioner Vosburg suggested stating that the minutes are posted online. Mr. Brumbaugh suggested removing “binder or booklet” and including “should be posted online.”

Board Chair Flynn stated that ordinance, resolution, proclamation and tribute should be defined.

Page 8, Rule VIII, Powers and Duties of Task Forces

Board Chair Flynn thought that any task forces that are formed should be provided more latitude.

Commissioner Klinefelt noted that the word “report” was omitted from the 2009 Rules and it should be included in the current version.

Page 10, Rule XII, Roberts Rules of Order

Commissioner Vosburg suggested including the specific version of the Roberts Rules of Order. Mr. Brumbaugh said he will include the edition that should be followed.

Chair Tocco asked if any of the deletions from the 2009 Board Rules need to be considered and included.

Ms. Smith suggested adding, under Appointment to Committee, that the Board Chair assigns commissioners to committees.

Mr. Brumbaugh referred to Rule XIV, Rules of Committee and Subcommittee Procedure, and suggested stating that the rules also apply to committees and subcommittees.

Board Chair Flynn did not feel that the committees need to be listed in the rules, only how committees are established and who appoints them.

Chair Tocco stated that she will continue to work with Corporation Counsel on a revised draft of the rules for the next meeting.

ADJOURNMENT

MOTION

A motion was made by Brown, supported by Vosburg, to adjourn the meeting at 5:50 p.m. **The Motion Carried.**



Corinne Bedard
Committee Reporter