Ottawa County
Board of Commissioners

John Teeples
Chairperson

Josh Brugger
Vice-Chairperson

To All Ottawa County Commissioners:

The Ottawa County Board of Commissioners will meet on **Tuesday, January 14, at 8:00 AM** *for a special meeting of the Board at the Ottawa County Fillmore Street Complex in West Olive, Michigan and via Zoom and YouTube.*

The Agenda is as follows:

1. *Call to Order by the Chairperson*

2. *Prayer and Pledge of Allegiance*

3. *Roll Call*

4. *Correspondence*

5. *Public Comment*

6. *Approval of Agenda*

7. *Consent Resolutions: None*

8. *Agenda and Action Requests:*

   A. *Board Rules*
   Suggested Motion:
   To approve and adopt the Rules of the Ottawa County Board of Commissioners as discussed and amended at the meeting of January 7, 2025.

9. *Committee Reports: None*

10. *Public Comment*

11. *Commissioner Comments*

12. *Adjournment at Call of the Chairperson*

Jim Barry | Jordan Jorritsma | Douglas Zylstra | Jacob Bonnema | Kendra Wenzel
Joe Moss | Phil Kuyers | Sylvia Rhodea | Allison Miedema

RULES OF THE OTTAWA

COUNTY

BOARD OF COMMISSIONERS

ESTABLISHED JANUARY __, 2025

I. TABLE OF CONTENTS

FOREWARD – OPENING STATEMENT

ARTICLE I – AUTHORITY & ORDER OF PRECEDENCE ARTICLE

ARTICLE II – ORGANIZATION OF THE BOARD

- RULE 2.1 MEMBERSHIP OF THE BOARD
- RULE 2.2 TERM OF OFFICE
- RULE 2.3 CHAIRPERSON OF THE BOARD
- RULE 2.4 VICE-CHAIRPERSON OF THE BOARD
- RULE 2.5 CLERK OF THE BOARD
- RULE 2.6 VACANCIES ON THE BOARD
- RULE 2.7 CONFLICT OF INTEREST

ARTICLE III – POWERS AND DUTIES OF THE BOARD

- RULE 3.1 POWERS AND DUTIES OF THE BOARD
- RULE 3.2 INDEMNIFICATION OF BOARD MEMBERS
- RULE 3.3 DUTIES

ARTICLE IV – MEETINGS OF THE BOARD

- RULE 4.1 OPEN MEETINGS ACT
- RULE 4.2 ORGANIZATIONAL MEETINGS
- RULE 4.3 REGULAR MEETINGS
- RULE 4.4 SPECIAL MEETINGS
- RULE 4.5 AGENDAS AND MINUTES
- RULE 4.6 TELECONFERENCING
- RULE 4.7 INVOCATION

ARTICLE V – COMMITTEES OF THE BOARD

- RULE 5.1 STANDING COMMITTEES
- RULE 5.2 SPECIAL COMMITTEES
- RULE 5.3 WORK SESSIONS

ARTICLE VI – RULES OF PROCEDURE OF THE BOARD

- RULE 6.1 GENERAL MEETING CONDUCT
- RULE 6.2 QUORUM
- RULE 6.3 ORDER OF BUSINESS
- RULE 6.4 METHOD OF VOTING
- RULE 6.5 MOTIONS, RESOLUTIONS, ORDINANCES AND REPORTS
- RULE 6.6 TYPES OF MOTIONS AND MOTION PROCEDURES
- RULE 6.7 PUBLIC COMMENT, RIGHTS OF THE PUBLIC
- RULE 6.8 ANNUAL REPORTS FROM DEPARTMENTS OF COUNTY GOVERNMENT

A. FOREWARD – OPENING STATEMENT

The rules of the Ottawa County Board of Commissioners serve to ensure accountability, transparency, and representation for all people in Ottawa County.

B. ARTICLE I – AUTHORITY & ORDER OF PRECEDENCE

These RULES OF THE OTTAWA COUNTY BOARD OF COMMISSIONERS (hereinafter these "Rules") are adopted by the Board of Commissioners of Ottawa County (hereinafter the "Board") pursuant to the Compiled Laws of the State of Michigan, as amended. (MCL 46.11)

In the event any term, clause or provision of any Resolution adopted or enacted by the Board or any measure adopted or enacted by the Board pursuant to a motion conflicts with any term, clause or provision of these Rules, these Rules shall prevail. In the event any term, clause or provision of any Agreement entered into by the Board conflicts with any term, clause or provision of these Rules, these Rules shall prevail.

"Robert's Rules of Order", 12th Edition, shall govern all questions of procedure not otherwise provided by these Rules or by state or federal law.

In the event that any portion of these Rules conflict with the State of Michigan statutes, the statutes prevail.

The titles and subtitles of these Rules are for convenience only and shall not be considered as part of these Rules. These Rules shall be governed by and construed in accordance with the laws of the State of Michigan. The terms of these Rules shall be severable so that if any term, clause, or provision herein shall be deemed invalid or unenforceable for any reason by a court of competent jurisdiction, such invalidity or unenforceability shall not affect the remaining terms, clauses and provisions herein, the Board intending that if any such term, clause or provision were held to be invalid prior to the adoption hereof, they would have adopted rules containing the remaining terms, clauses and provisions of these Rules. These Rules may be amended, suspended, or rescinded only by the Board by majority vote of the Members elected and serving (defined below). These Rules shall remain in effect until rescinded, amended, or suspended.

C. ARTICLE II – ORGANIZATION OF THE BOARD

RULE 2.1 MEMBERSHIP OF THE BOARD.

The Board consists of eleven (11) members (hereinafter, individually a "**Commissioner**", collectively the "**Commissioners**") elected from single member districts, apportioned on the basis of population as provided by law. (MCL 46.401, et seq.).

RULE 2.2 TERM OF OFFICE.

The term of each Commissioner shall be four (4) years for those Commissioners elected after the 2024 general November election. (MCL 46.410).

RULE 2.3 CHAIRPERSON OF THE BOARD.

At the first meeting in January, the Board shall elect from its own membership a Chairperson. This election may be by secret ballot if the majority of the Commissioners vote to have the election in this manner. A concurrence of the majority of the Commissioners shall be necessary for the election.

MCL46.3 states: "The chairperson shall be elected each odd numbered year for a 2-year term, unless the county board of commissioners provides by resolution that the chairperson shall be elected annually for a 1-year term." Thus, the Board establishes that the Chairperson may serve no more than two, 1-year terms during their current 4-year term or until a successor is duly elected and qualified as provided in these rules.

It shall be the duty of the Chairperson to preside at all meetings of the Board, to preserve order, to decide all questions of order, subject to the Board.

For all active commissioner assignments on non-standing Board Committees, county and community-based commissions, authorities, boards (such as CMH and Parks and Recreation), the Chairperson shall make all assignments for seats that are dedicated to the Board, subject to bylaws, ordinances and state statute.

RULE 2.4 VICE-CHAIRPERSON OF THE BOARD.

At the first meeting in January, the Board shall elect from its own membership a Vice-Chairperson. This election may be by secret ballot if the majority of the Commissioners vote to have the election in this manner. A concurrence of the majority of the Commissioners shall be necessary for the election.

The Vice-Chairperson shall hold office for a term of one (1) year, or until a successor is duly elected and qualified as provided in these Rules or until the end of the Term, whichever is later. A Vice-Chairperson may serve a total of two (2) terms during their current elected four-year term.

It shall be the duty of the Vice-Chairperson to assume all duties of the Chairperson if he/she is not available or is unable to assume his/her duties.

RULE 2.5 CLERK OF THE BOARD.

The duly elected Clerk of Ottawa County shall be ex-officio Clerk of the Board. In the absence of the County Clerk, a Deputy Clerk may serve as Clerk of the Board. In the absence of the County Clerk and Deputy Clerk, a Member of the Board designated by the Chairperson may serve as Clerk of the Board.
The County Clerk shall be responsible for performing all posting functions as required by the OMA (defined below), for full Board meetings. He/she shall perform the duties ordinarily pertaining to such office.

RULE 2.6 VACANCIES ON THE BOARD.

Vacancies caused by death, resignation, removal from the district or removal from office shall be filled by appointment within thirty (30) days by the Board and shall be an eligible resident and registered voter of that district. The appointee shall serve, either, the remainder of the unexpired term, or until the election and qualification of a successor as specified in the statutes of the State of Michigan. If the Board fails to fill the vacancy as provided above, then the vacancy will be filled by a special election called by the Board. The individual elected in the special election shall serve for the remainder of the unexpired term. (MCL 46.412 & MCL 46.413).

RULE 2.7 CONFLICT OF INTEREST.

A Commissioner of the Board shall not be interested directly or indirectly in any contract or other business transaction with Ottawa County, or a board, office, or commission thereof, during the time of which he/she is elected or appointed, nor for one (1) year thereafter unless the interest in the contract or transaction has been fully disclosed to the Board by the Commissioners as soon as it is known, the Commissioner recuses themselves and the contract or transaction is subsequently approved by a majority of the elected Commissioners. This prohibition is not intended to apply to appointments by the Board for the County. (MCL 46.30).

ARTICLE III – POWERS AND DUTIES OF THE BOARD

RULE 3.1 POWERS AND DUTIES OF THE BOARD.

The Board shall have such powers and duties as are provided by law. The authority of the Board is a collective one, and according to state law, no individual Commissioner can represent that they are taking any action or making any decision on behalf of the Board or in lieu of Board action. (MCL 46.11).

Pursuant to the Board's statutory duties, the Board shall have the power to appoint, by majority vote of the Commissioners elected and serving, a county administrator to serve Ottawa County in accordance with governing law, provided that such administrator must serve at the will of a majority vote of the Commissioners elected and serving, and further provided that the administrator shall be a professional officer appointed and serving based on qualifications and experience and not on political affiliation. (MCL 46.11). The administrator shall be an employee or consultant/contractor of Ottawa County and the chief administrative officer of the County and shall report directly to the entire Board. Likewise, the Board shall have the power to appoint, by majority vote of the Commissioners elected and serving, a county corporation counsel who, generally should be an employee(s) or consultant of the County and shall be available to Commissioners for counsel pertaining to their duties as commissioners, and shall report to the administrator and further provided that such corporation counsel shall serve at the will of a majority vote of the Commissioners elected and serving, and shall be a professional officer appointed and serving based on qualifications and experience, and not on political affiliation. (MCL 46.71)(MRPC 1.16 Discharge) The Board reserves the right to also hire litigation counsel and any other legal counsel at its discretion.(MCL 49.71)

RULE 3.2 INDEMNIFICATION OF BOARD MEMBERS.

To the maximum extent permitted by law, the County shall defend and indemnify and hold harmless all Board Members against expenses incurred by and liabilities claimed against them by third parties as well as any judgment rendered against them in connection with the defense of any action, suit or proceeding in which they are made parties by reason of being or having been a Board Member, except if the Member is adjudged liable for actions taken outside the scope of his/her authority and to such matters as shall be settled by agreement predicated on the good faith existence of such liability. The foregoing right to indemnification shall be exclusive of other rights to which a Member may be entitled. (MCL 691.1408).

RULE 3.3 **MEMBER DUTIES.**

All Commissioners' highest duty is to uphold the United States Constitution, the Michigan Constitution, and the laws of the State of Michigan. All Commissioners shall faithfully serve the people of Ottawa County collectively, not just those who voted for them and not just for electors in their individual districts. All Commissioners recognize and pledge to uphold their fiduciary duties to Ottawa County.

ARTICLE IV – MEETINGS OF THE BOARD

RULE 4.1 **OPEN MEETINGS ACT.**

All meetings will be in conformance with the Michigan Open Meetings Act, MCL 15.261 et seq., as amended (hereinafter the "OMA"). Meetings of the Board of Commissioners are open to the public, except as otherwise provided by law.

RULE 4.2 **ORGANIZATIONAL MEETINGS.**

The Board shall convene for its first meeting on the first business day after January 1 of each year. This meeting shall be known as the Organizational Meeting and the Board shall transact such business at said meeting, or at the adjournment date of such meeting, as shall be provided by these Rules or by law, including but not limited to the election of a Chairperson and a Vice-Chairperson. The Clerk of the Board shall preside over the Organizational Meeting until a Chairperson of the Board has been duly elected by a majority vote of the Commissioners.

RULE 4.3 **REGULAR MEETINGS.**

The Board shall meet in regular session on scheduled days and times as determined in January of each year, as amended, except when otherwise set by adjournment or by law. (MCL 46.1)

RULE 4.4 **SPECIAL MEETINGS.**

Special meetings of the Board shall be set by the Clerk of the Board upon receipt of a written request signed by at least one-third (1/3) of the Board Members. The request for a special meeting must specify the time, date, place, and purpose of the meeting. Upon receipt of said request, the Clerk of the Board shall give notice to each of the Board members at least 18 hours before the scheduled meeting time.

All special meetings will meet 18-hour posting requirements per the OMA unless called as an emergency meeting where the 18-hour posting requirement of the OMA cannot reasonably be complied with. (MCL 46.10 & MCL 15.265).

RULE 4.5 AGENDAS AND MINUTES.

Commissioners are encouraged to offer agenda subjects to the Chair. The Administrator, Board Chairperson and Board Committees may place items on the Agenda. Where reasonably possible, supporting materials for approved agenda items shall be provided to the Administrator's Office for reproduction at least five business days preceding a Board Meeting.

Items on the agenda will be considered by the Board in the order listed. Items may be considered out of order on the agenda providing a majority of the Commissioners present approve. If the Board determines by a majority vote of the total Commissioners elected and serving to add and address an agenda item not previously included on the agenda, such action will be in order.

The Clerk of the Board shall be responsible for maintaining the official record and minutes of each meeting of the Board. Minutes for each meeting shall be furnished to each Commissioner prior to the next meeting of the Board.

The Clerk of the Board shall maintain in the office of the County Clerk copies of each resolution and ordinance, or other matter acted upon by the Board. The official minutes, however, may refer to those matters by an identifying number and the descriptive title of the ordinance, resolution, or other matter.

Except for minutes taken during a Closed Session, all minutes are considered public records, open for public inspection, and must be available for review as well as copying at the Office of the Ottawa County Clerk. The Clerk of the Board shall make available to members of the public the records and minutes of Board meetings in accordance with the Freedom of Information Act. Board minutes, prepared but not approved by the Board, shall be available for public inspection not more than eight (8) business days following the meeting. Minutes approved by the Board shall be available within five (5) business days after the date of the meeting in which the minutes were approved. The Clerk of the Board shall promptly provide copies of the minutes to persons who have subscribed and paid the fee as determined by the Board.

Minutes must be kept for all meetings of the Board in compliance with the requirements of the Open Meetings Act, MCL 15.269, and are required to contain:

1. A statement of the date, scheduled time and place of the meeting and its actual starting time and ending time;
2. The members present as well as absent;

3. An explanation of why the meeting is held remotely if a meeting is held remotely;
4. If any member is participating remotely, and in such case, identification of the member's location;
5. A record of any decisions made at the meeting and a record of all roll-call votes; and
6. An explanation of the purpose(s) if the meeting is a Closed Session.

RULE4.6 REMOTE PARTICIPATION BY COMMISSIONERS.

If approved by the Chairperson of the Board pursuant to MCL 15.263 and if a Commissioner is absent due to military duty or a medical condition, or if there is a state of emergency declared in the state or county under state law or local ordinance, Commissioners may participate and vote in a regular or special meeting under the following rules:

1. The meeting must be noticed for a particular physical location under the Open Meetings Act and staff must be present to facilitate public participation at that physical location, including ensuring that the public can gain entry to the facility for purposes of attending the meeting.
2. Any Commissioner wishing to attend physically shall be permitted to participate physically.
3. A Commissioner wishing to participate remotely must call into the county administration with significant time in advance of the meeting to participate in a joint telephonic or videoconferencing hookup into the meeting room.
4. The joint telephonic or videoconferencing hookup must include two-way communications so that all Commissioners, members of the public and the County Clerk can hear and record the discussion.
5. A public announcement at the onset of the meeting must be made that a Commissioner is attending remotely.
6. Each Commissioner must identify for the record his or her location unless the Commissioner is participating remotely due to military service.
7. The chairperson of the meeting and the county clerk or deputy county clerk recording the minutes, if possible, should be located in the physical location, although if no Commissioner who is physically present is appointed Chair *pro tem* of the meeting by the Board, the Chairperson or Vice-Chairperson, respectively, shall chair the meeting.
8. All votes will be by roll call vote.
9. All other Board rules will apply.

If the conditions set forth in MCL 15.263 (2) are not met, if approved by the Chairperson of the Board, a Commissioner may attend a regular or special meeting remotely, but may not vote in the meeting. All provisions set forth in paragraphs 3, 4, 5 and 8 above apply to the Commissioner(s) attending the meeting remotely.

RULE 4.7 INVOCATION

The Board believes in the importance of starting its proceedings with reflection and an invocation. The privilege of providing such an invocation shall be rotated among Commissioners who wish to give the invocation as being representative of the community at large assuming the following rules are followed:

1.The invocation shall not exceed three (3) minutes;
2.The invocation may refer to God, Jesus or an almighty spirit but may not proselytize or be designed to advance any particular creed;
3, The invocation shall strive to be unifying, welcoming and non-divisive;

No member or employee of the Board or any other person in attendance at the meeting shall be required to participate in any prayer that is offered, and such decision shall have no impact on the ability of the person to actively and fully participate in the business of the Board.

This rule is not intended and shall not be implemented or construed in any way, to affiliate the Board with, nor express the Board's preference for, any faith or religious denomination. Rather, this rule is intended to acknowledge and express the Board's respect for all people of Ottawa County, those that follow recognized religions and faiths, and those that do not.

D. ARTICLE V – COMMITTEES OF THE BOARD

RULE 5.1 **STANDING COMMITTEES.**

The Board shall have two (2) Standing Committees, with an advisory role over matters of county business as follows:

1. **Finance and Administration Committee**, whose purview is:

a. Purchasing
b. Financial Control
c. Insurance
d. Audit of Claims
e. Auditing
f. Expense and Mileage
g. Equalization and Apportionment
h. Bonding
i. Law Enforcement
j. Courts
k. Community Corrections Department
l. Contract Review
m. County Directory
n. Policy Matters

2. **Planning and Policy Committee,** whose purview is:

a. Buildings and Maintenance
b. County Strategic Planning
c. Public Works - Water, Sanitation
d. Land Use and Infrastructure Needs
e. Planning
f. Agriculture and Conservation
g. Drains
h. Parks
i. Legal Review - Litigation and Resolutions
j. Rules and Regulations
k. Public Relations
l. Policy Matters
m. Transportation and Planning
n. Roads and Bridges
o. Legislature
p. Health and Human Services

q. Public Health and Mental Health
r. Senior Citizens
s. Department of Human Services
t. Substance Abuse
u. Veterans
v. Community Action Agency and Department of Employment and Training
w. Materials Management
x. Policy Matters

The Chairperson of the Board shall select the Chair each Standing Committee and shall appoint Commissioners from the Board to serve on each Standing Committee. The Board Chairperson is an ex officio member of each standing committee.

RULE 5.2 SPECIAL COMMITTEES.

The Board may establish a Special Committee (such as "Recruitment" as an example)outlining the purpose, advisory jurisdiction, and composition (number and type) of members of the Special Committee. The Board Chairperson shall appoint a Chair of the Special Committee.

The Chairperson shall nominate members of the Special Committee. The Board may change the composition of members of a Special Committee at any time by majority vote of those elected and serving. County employees shall not act in a gatekeeper role on applications to serve on a Special Committee and shall share all applicants with the Board.

A Special Committee established by the Board may be dissolved or reorganized by the Board at any time by majority vote of those elected and serving. A Term of Service of any Special Committee shall expire when the Board determines its task is completed or December 31 of each year, whichever occurs first. A Special Committee may include members who are not members of the Board. Special Committee agendas shall be prepared by the Chair of the Special Committee.

RULE 5.3 WORK SESSIONS.

The Board may meet in a Work Session on any designated day, as determined by the Chairperson, for the purpose of coordinating the activities of the Standing and/or Special Committees, informing the Board on the progress of Committee work, and for the purpose of promoting a better understanding of County business, thereby expediting the regular meetings of the Board.

ARTICLE VI – RULES OF PROCEDURE OF THE BOARD

GENERAL MEETING CONDUCT.

RULE 6.1

When a Commissioner wishes to speak, he or she shall be recognized and address themselves to the Chairperson. When two (2) or more Commissioners wish to speak at the same time, the Chairperson shall decide who is to speak first. When a Commissioner is speaking on any question before the Board, he or she shall not be interrupted except to be called to order. When a Commissioner is called to order, he or she shall immediately come to order. The Board, if appealed to, shall decide the case. If there is no appeal, the ruling of the Chairperson shall be final.

RULE 6.2 **QUORUM.**

The presence of a majority of the Commissioners elected and serving shall constitute a quorum of the Board. No business shall be considered without the presence of a quorum, except to adjourn or recess. Commissioners may participate in meetings of the Board in person or remotely pursuant to the OMA. To the extent authorized by the OMA, any Commissioner appearing remotely as permitted by the provisions of the OMA is considered present for all purposes, including the purpose of determining whether a quorum is present. (MCL 46.3, MCL 15.263 & MCL 15.263a)

RULE 6.3 ORDER OF BUSINESS.

The business of all regular meetings of the Board shall be considered and transacted in the following order unless exceptions are made by a majority vote of the Commissioners.

1. Call to Order by Chairperson
2. Prayer and Pledge of Allegiance
3. Roll Call
4. Correspondence
5. Public Comment
6. Approval of Agenda
7. Consent Resolutions
8. Agenda and Action Requests
9. Committee Reports
10. Public Comment
11. Additional Business
    a. Report of the County Administrator
    b. Commissioner Comments
12. Adjournment at Call of the Chairperson

At the Chairperson's discretion items may be added to the Order of Business.

CONSENT RESOLUTION. The purpose of the Consent Resolution is to expedite business by grouping non-controversial items together to be dealt with by one Commission motion. Any member of the Commission may ask that any item on the Consent Resolution be removed there from and placed elsewhere on the agenda for full discussion. Such requests will be automatically respected. If any item is not removed from the Consent Resolution, the action noted on the agenda is approved by a single Commission action adopting the Consent Resolution. For contracts that are being ratified by this process, the Board must approve a Commissioner's request to remove a contract off the consent resolution for ratification.

RULE 6.4 METHOD OF VOTING.

Election of the Chairperson of the Board may be by anonymous ballot. (MCL 46.3a)

The following measures must be voted upon by roll call: motion to submit a proposition to the vote of the people except as otherwise provided by statute; resolutions that provide for the expenditure of $100,000 or more; adoption of the annual budget; approve receipt and concurrence with Finance and Administration Committee minutes; resolutions concerning activities of the Department of Public Works; resolutions concerning activities of the Ottawa County Drain Commission; motion to go into/come out of closed session; the adoption of all ordinances or amendments thereto; any other measure when a roll call is required by statute or is called for by a Commissioner; authorize the levy of Winter or Summer Property Taxes; all measures if the meeting is held remotely or a Commissioner is participating remotely.

All other measures will be voted by voice vote unless requested by 1/5 of the Commissioners present. 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. No proxy voting is allowed under OMA.

The Chairperson shall vote on all questions decided by yea and nay, except on an appeal from his or her own decision. When a vote is taken, every Commissioner present shall vote except in matters in which the Commissioner has a conflict of interest, in which case the Commissioner shall identify the conflict and abstain from voting.

RULE 6.5 MOTIONS, RESOLUTIONS, ORDINANCES AND REPORTS.

A motion is the formal means by which a Commissioner submits a proposed measure or resolution for the consideration and action of the Board. No motion will be considered or debated unless seconded, and must be stated by the Chairperson before debate. A motion must be put in writing at the request of any Commissioner. 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.

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.

Reports include activity by Members of Committees, appointments by the Chairperson, creation of any additional Committee, subcommittee, board or task

force. Upon confirmation by the Chairperson, 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.

RULE 6.6 TYPES OF MOTIONS AND MOTION PROCEDURES.

Order of Precedence. When a question is under debate, no motion shall 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 shall have precedence in order as above named.

Motion to Adjourn. A motion to adjourn shall 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 shall be some intervening business proposed and determined between two (2) motions to adjourn.

Motion to Reconsider. A motion for reconsideration shall be in order on the same day, or at the succeeding action meeting day following that on which the decision proposed to be reconsidered took place. Only a member of the side which prevailed may move such reconsideration and such motion shall take precedence over all other questions, except a motion to adjourn. A motion for reconsideration shall be decided by majority vote of those members elected and serving.

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

Division of Question. Upon the request of any member, a division of any question shall be made when the question will admit of a division so distinct that one part being taken away, the other will remain as an entire question for decision.

Resolutions and Ordinances. Resolutions and Ordinances shall be taken up in the order in which they are presented unless otherwise ordered by the Board. All proposed Resolutions and Ordinances shall be presented to the Board in writing and shall be acted upon by the Board.

Privilege Motions. When a question of privilege is under debate, no motion shall be in order, except the following which shall have precedence in the order named:

1. To fix a time to adjourn;
2. To adjourn;
3. To recess;

4. To raise question of privilege;
5. To call for the Orders of the Day.

Subsidiary Motions. When a question is under debate, no subsidiary motion shall be in order except the following which shall have precedence in the order named:

1. To lay on the table;
2. To call the previous question;
3. To limit or extend debate;
4. To postpone to a certain time;
5. To comment or refer;
6. To amend;
7. To postpone indefinitely.

Parliamentary Rulings of the Chair. The Chair shall make all parliamentary decisions, but may refer the questions of Order to Corporation Counsel or in his or her absence, the County Administrator.

RULE 6.7 PUBLIC COMMENT, RIGHTS OF THE PUBLIC.

Members of the public shall be encouraged to attend all open meetings and address the Board, Standing Committee, or Special Committee at the meetings. To protect the rights of all people attending such meetings and to maintain reasonable order, the following rules are established, in accordance with OMA:

All public meetings of the Board and committees shall be posted in the County Courthouse, on an announcement board designated for this purpose and on the County Web Site in accordance with the OMA. (MCL 15.264 & MCL 15.265)

No person shall be excluded from a public meeting except for a breach of peace committed at that meeting. However, members of the public who intend to attend an open meeting in groups of twenty (20) persons or more are asked to notify the County Clerk of their intention to attend as a group in advance of the meeting in order that the Board may make all efforts to secure adequate accommodations.

The chairperson of the Board or Committee shall have the right to immediately declare a recess of the meeting for such time as may be, in the chairperson's discretion, necessary to deal with disruptive or disorderly behavior, or conduct that breaches the peace.

There shall be two opportunities for Public Comment during meetings. Public comment is defined as an oral statement made, or written statement submitted in person to the Board or Committee, at a Board or Committee meeting during a

public comment session. Individuals may give Public Comment one (1) time per public comment session on the Agenda.

A member of the public may address the Board or Committee only after receiving recognition from the Chairperson and giving his or her name and residence (i.e. township, city, village). Public comment shall be limited to a period set aside at each meeting for such purpose and each speaker shall have the floor for no longer than three (3) minutes, unless the Board grants an extension to an individual, or at the beginning of a meeting the Chairperson increases the allowed time greater than three (3) minutes uniformly for all public comments provided during the meeting.

Speakers shall address all comments to the chairperson of the Board or Committee and not to individual Board or Committee members, County employees or administrators or the audience. Generally, requests for information shall not be answered by the Chairperson during the meeting so that the Board is not derailed from its meeting agenda.

No speaker may "assign" his or her time to another person.

No person shall obstruct the vision of the Board or Committee or prevent the Board or Committee from observing the public.

RULE 6.8 ANNUAL REPORTS FROM DEPARTMENTS OF COUNTY GOVERNMENT.

It is the policy of the Board to receive Annual written and oral Reports at least once per year from all Departments of County government. Written reports shall be in a form approved by the County Administrator and shall, in the ordinary course, be submitted directly to the Board through the County Administrator's Office. Sufficient copies of the written reports shall be submitted to the County Administrator's Office on Monday the week prior to the Board's meeting or at least eight (8) days in advance of the meeting at which the oral report is to be given so that the matter can be placed on the Agenda and the written report distributed with the Agenda to the Commissioners.

I hereby acknowledge that I have read and understood the Rules of the Ottawa County Board of Commissioners.

James Barry
District 1 Commissioner

Jordan Jorritsma
District 2 Commissioner

Doug Zylstra
District 3 Commissioner

Jacob Bonnema
District 4 Commissioner

Joe Moss
District 5 Commissioner

Kendra Wenzel
District 6 Commissioner

John Teeples
District 7 Commissioner

Sylvia Rhodea
District 8 Commissioner

Phil Kuyers
District 9 Commissioner

Josh Brugger
District 10 Commissioner

Allison Miedema
District 11 Commissioner