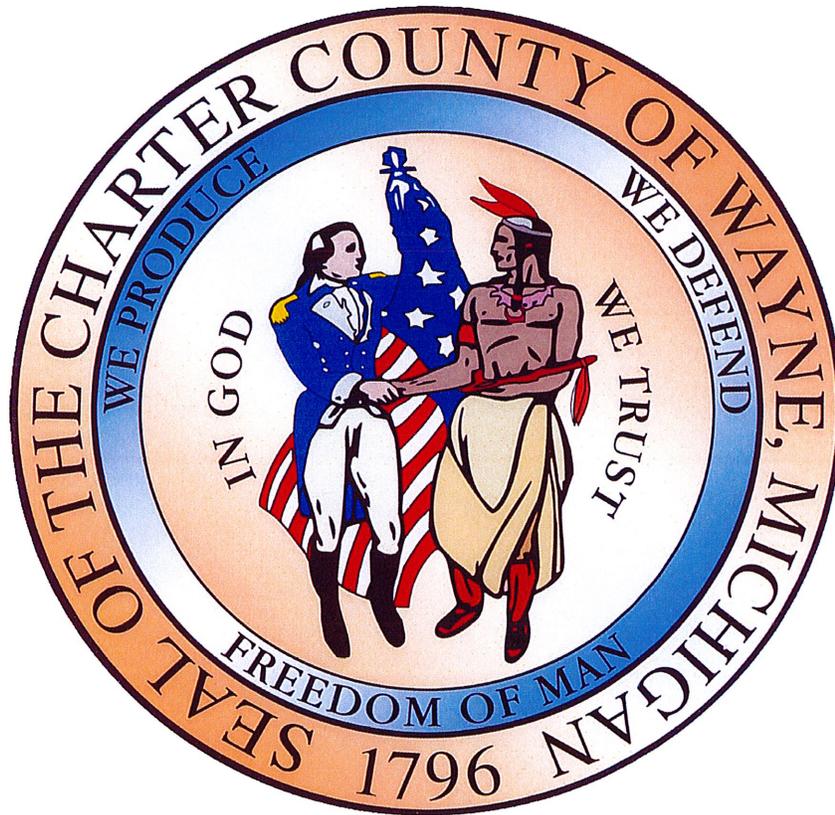


Wayne County Commission Rules of Procedures

2015 – 2016



Charter County of Wayne

Michigan

Adopted March 5, 2015

WAYNE COUNTY COMMISSION
RULES OF PROCEDURES

INDEX
Page 1 of 3

1			
2			
3			
4			
5			
6			
7		GENERAL PROVISIONS	Page
8	Rule 1.	Officers & Quorum	1
9	Rule 2.	Wayne County Commission Meetings	1
10	Rule 3.	Open Meetings of the Wayne County Commission	3
11			
12		TRANSACTION OF BUSINESS	
13	Rule 4.	Order of Business	6
14	Rule 5.	Admission to Commission Floor	7
15	Rule 6.	Attendance	7
16			
17		CHAIRPERSON OF THE COMMISSION/DUTIES & POWERS	
18	Rule 7.	Definitions of Chairperson of the Commission	9
19	Rule 8.	Duties of Chairperson	9
20	Rule 9.	Signing Documents and Referrals	9
21	Rule 10.	Exigent Approvals	10
22	Rule 11.	Duties of Chairperson as the Administrator	10
23			
24		APPOINTMENT OF EMPLOYEES	
25	Rule 12.	Appointment of Employees	15
26			
27		VICE-CHAIRPERSON AND VICE-CHAIRPERSON PRO TEM	
28	Rule 13.	Powers and Duties	16
29			
30		CLERK OF THE COMMISSION	
31	Rule 14.	Records.....	17
32	Rule 15.	Commission Agenda	17
33	Rule 16.	Publication and Correction of the Journal	19
34	Rule 17.	Duties of the Deputy Clerk	20
35	Rule 18.	Reserved.....	21
36	Rule 19.	Notices of Special or Emergency Sessions	21
37			
38		PARLIAMENTARIAN	
39	Rule 20.	Parliamentarian	22
40			
41		MEMBERS OF THE COMMISSION	
42	Rule 21.	Excused Absences.....	23
43	Rule 22.	Conduct in Debate	23
44	Rule 23.	Members Called to Order	24
45			

1			
2			
3			
4		VOTING	
5	Rule 24.	Recording of Vote/Voting by the Electronic Board	25
6	Rule 25.	Vote Explanation	27
7	Rule 26.	Reserved.....	27
8			
9		COMMITTEES/BOARDS	
10	Rule 27.	Names of Standing Committees	28
11	Rule 28.	Uniform Committee Rules	33
12	Rule 29.	Subpoena Power.....	36
13	Rule 30.	Reserved.....	37
14	Rule 31.	Discharge of Committees	37
15	Rule 32.	Public Hearings	37
16	Rule 33.	The Office of Auditor General.....	38
17	Rule 34.	The Office of Fiscal Agency	38
18	Rule 35.	Sergeant At Arms.....	39
19	Rule 36.	Appointments to and Removals from County Offices	40
20	Rule 37.	Extraordinary Vote Requirements	42
21			
22		MOTIONS AND RESOLUTIONS IN GENERAL	
23	Rule 38.	Stating Motions	43
24	Rule 39.	Reduced to Writing.....	43
25	Rule 40.	When in Possession; Withdraw	43
26	Rule 41.	Precedence of Motions.....	43
27	Rule 42.	Always in Order; Not Debatable	45
28	Rule 43.	Order of Putting Questions	46
29	Rule 44.	Amendments to be Germane	46
30	Rule 45.	Co-Sponsorships	47
31			
32		MOTIONS FOR THE PREVIOUS QUESTION	
33	Rule 46.	Method of Ordering	48
34			
35		MOTIONS TO RECONSIDER	
36	Rule 47.	Motions for Reconsideration.....	49
37			
38		APPEALS	
39	Rule 48.	Form of Question	50
40	Rule 49.	Debate	50
41	Rule 50.	Amendment or Suspension of Rules	50
42	Rule 51.	Other Rules and Advice	51
43			

INDEX
Page 3 of 3

1			
2			
3			
4		ORDINANCES AND RESOLUTIONS PROCEDURE	
5	Rule 52.	Budget and Appropriations Ordinance Procedure	52
6	Rule 53.	Ordinance Procedure	54
7	Rule 54.	Resolutions	56
8	Rule 55.	Emergency Ordinance.....	56
9	Rule 56.	Ordinances and Resolutions After Adoption	57
10	Rule 57.	Veto	57
11			
12		POLICY RESEARCH & ANALYSIS	
13	Rule 58.	Reports Required by County Ordinances	59
14			
15		POLICIES	
16		Reorganization Plan.....	60
17		Official Mail	61
18		Travel Policy by Resolution No. 2000-707.....	62
19			
20			

1 **GENERAL PROVISIONS**

2
3 **Rule 1. OFFICERS & QUORUM**

4 In the event of incapacity or absence of the Chairperson, the
5 following persons shall Chair the Commission, in order of priority – Vice-
6 Chairperson, Vice-Chair Pro Tempore, Chairperson of Ways and Means
7 Committee and Chairperson of the Audit Committee. A majority of the
8 Members elected and serving shall constitute a quorum to do business.

9
10 **Rule 2. WAYNE COUNTY COMMISSION MEETINGS**

11 **1. First Organizational Meeting.** The Chair of the Commission shall
12 set the first organizational meeting by December 15th. The
13 Commission shall proceed with its organization. The Wayne County
14 Clerk or designee shall preside over the election for the Chairperson,
15 Vice-Chairperson, and Vice-Chairperson Pro Tempore of the
16 commission for the new term. The Chairperson, Vice-Chairperson,
17 and Vice-Chairperson Pro Tempore will immediately be sworn in, and
18 the Chairperson shall take possession as the Chairperson of the
19 Commission. The Commission shall also adopt Temporary Rules of
20 Procedure. The Commission shall also refer items reported as
21 unfinished from the prior session to the Standing Committees for
22 consideration.

23 **2. Regular Meetings.** The Commission shall hold at least 2 regular
24 meetings per month and will meet on such additional days as may be
25 necessary and called by the Chair.

- 1 **3. Equalization Meeting.** The Equalization Meeting of the Commission
2 shall be held on Tuesday, following the second Monday of April of
3 each year pursuant to MCLA Section 209.5 and MCLA Section
4 211.341.
- 5 **4. Apportionment Meeting.** The session on the Third Thursday in
6 October shall be the Apportionment Meeting of the Commission at
7 which time the Commission shall, inter alia, ascertain and determine
8 the amount of money to be raised by tax for County purposes and
9 shall apportion such amount in accordance with MCLA Section
10 211.37.
- 11 **5. Annual Meeting.** The Commission shall designate one of the regular
12 Commission sessions held each year after September 14 and before
13 October 16 as the “Annual Meeting” pursuant to MCLA 46.1. The
14 Annual Meeting shall be held at the regular meeting place of the
15 Commission.
- 16 **6. Community Meetings.** The Commission may provide for additional
17 meetings. At least 8 full board and/or committee meetings shall be
18 held in communities of the County pursuant to Charter Section 3.114
19 (b). Four of the meetings shall be in the County Seat and four shall
20 be outside the County Seat. Community meetings shall have the
21 same order of business; with the exception that record roll call will be
22 done manually, not electronically.
- 23 **7. Special Meetings.** A Special Meeting of the Commission shall be
24 called by the Chairperson if petitioned for in writing specifying the
25 time and date no earlier than six days by at least three of the
26 members serving. Notice of Special Meeting shall be given in writing
27 to each member at least 5 days before the meeting date. If the
28 Chairperson fails to call a Special Meeting for a time within three days
29 of the requested time, the Vice-Chair shall call such a meeting. The

1 Agenda of a Special Meeting shall be strictly limited to the subject
2 matter set forth in the notice of the meeting.

3
4 **Rule 3. OPEN MEETINGS OF THE WAYNE COUNTY COMMISSION**

5 1. All regular and special meetings of the Commission, and all
6 committee and subcommittee meetings, all task forces and public hearings
7 shall be held in compliance with the Open Meetings Act, being Act No. 267
8 of the Public Acts of 1976, as amended, and the Americans with Disabilities
9 Act of 1990.

10 a. All meetings or public hearings shall be open to the public and
11 accessible.

12 b. The right of any person to attend a meeting or public hearing
13 includes the right to tape-record, videotape, and/or broadcast
14 live on radio or television if done in a manner not to disrupt the
15 meeting or hearing.

16 c. As defined in rule (b), the right of any person to attend a
17 meeting or public hearing may not be conditioned by prior
18 approval of, notice to, or be limited by a requirement that
19 he/she register or otherwise provide his/her name or other
20 identifying information. A person may request to address the
21 body on any matter on the agenda. Such address shall not be
22 longer than three minutes or the time allotted by the
23 Chairperson. The body may waive limitation to such period of
24 time. A Commissioner may request as a matter of personal
25 privilege that a constituent be permitted to speak for an
26 additional time. Speakers shall be assured that the Commission
27 may opt to reconsider an action on which a vote has already
28 been recorded at an earlier point in the meeting when
29 presented with new and persuasive reasons to do so.

1 d. A person shall be required to identify himself/herself before
2 addressing the Committee.

3 e. A person shall not be excluded from a meeting or public
4 hearing except for a breach of the peace committed at the
5 meeting.

6 f. All meetings including a rescheduled or a special meeting shall
7 be posted and accessible at least 18 hours before the
8 scheduled meeting time on the notice board on the main floor of
9 the building and as otherwise provided by law.

10 g. All notices of the Wayne County Commission meetings and
11 Committee meetings shall include the following notations:

12 "This meeting is called and conducted in accordance with provisions of the 'Open
13 Meetings Act', Act No. 267, Public Acts of 1976."

14 "The County of Wayne will provide necessary reasonable auxiliary aids and
15 services, such as signers for the hearing impaired and audio tapes of printed materials
16 being considered at the meeting, to individuals with disabilities at the Commission
17 meeting upon five days notice to the Clerk of the Commission. Individuals with
18 disabilities requiring auxiliary aids or services should contact the Wayne County
19 Commission by writing or calling to the address and number listed below or TDD (1-
20 800-649-3777)." "[500 Griswold, 8th Floor, Detroit, Michigan 48226, Telephone: (313)
21 224-0903, Fax: (313) 224-7484]"
22

23 **2. CLOSED MEETINGS.**

24 The Commission may consider matters at an open meeting and then
25 convene into a closed meeting, or may schedule a separate closed
26 meeting. The Commission may convene a closed meeting upon a roll call
27 vote and only for the purposes set forth in Section 8 of 1976 PA 267, the
28 Open Meetings Act, being MCL 15.238, as amended.

1 The purpose for calling a closed meeting shall be stated in a motion
2 and entered into the minutes of the meeting. Closed meetings shall be
3 restricted to those purposes for which they are called.

4 A department may request a closed meeting. The request shall be
5 submitted to the Commission Clerk in writing and shall state the purpose
6 for closing the meeting.

7 Closed meetings are not open to the public. Action may not be taken
8 in a closed meeting. All decisions of the Commission must be made at an
9 open meeting.

10 During closed sessions, all electronic or recording devices shall be
11 disabled, except for devices used by the Office of Commission Clerk.
12 Notice of this requirement shall be set forth in any agenda with a closed
13 session.

14

TRANSACTION OF BUSINESS

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29

Rule 4. ORDER OF BUSINESS

The order of business of the Commission shall be as follows, unless otherwise ordered by the Commission:

- a. Roll Call.
- b. Pledge of Allegiance to the Flag of the United States of America.
- c. Invocation.
- d. Reading, correcting and approval of the Journal.
- e. Report from the Chairperson of the Commission.
- f. Unfinished Business.
- g. Offering of all petitions, ordinances, resolutions, and presentations.
- h. Referral of communications from governmental officials and agencies.
- i. Referral of communications from sources other than governmental officials and agencies.
- j. Reports from Committees.
- k. Upcoming Committee and Task Force Meetings.
- l. Public Comments (Public comments shall be limited to three minutes per person, or the time allotted by the Chairperson.)
- m. New Business including Memorial Resolutions, Testimonial Resolutions, Certificates of Appreciation, Proclamations and items not reported from Committee.
- n. Reconsiderations.
- o. Remarks by Members (Not pertinent to current Agenda items. Members shall be limited to three minutes. Members shall

1 request, prior to the adjournment of the meeting, to have
2 remarks recorded in Journal. There shall be no personal
3 attacks.)

4 p. Adjournment.
5

6 **Rule 5. ADMISSION TO COMMISSION FLOOR**

7 The Commission floor is any point beyond the center podium. No
8 person shall be admitted on the floor of the Commission for a period of 15
9 minutes immediately preceding the time set for any call to order, during any
10 session (Full Board) of the Commission, and through, and for 15 minutes
11 after, adjournment, except as follows:

12 Commissioners, Legislative Aides, Auditor General or his/her
13 designee, Commission staff, and those invited to do so by the
14 Chairperson.

15 During Committee and Task Force meetings, a person other than a
16 Commissioner or assigned staff, including photographers and members of
17 the news media, shall not enter the conference table area in front of the
18 audience seating area unless invited to do so by the meeting chairperson
19 or signaled to do so by an individual Commissioner. The Clerk of the
20 Committee shall post appropriate signs and shall act as a Sergeant of Arms
21 to effectuate this rule.
22

23 **Rule 6. ATTENDANCE**

24 Any Commissioner, having answered attendance roll call at the
25 opening of any meeting, shall be deemed to be present. Any
26 Commissioner having entered the room in which the meeting is held after
27 the meeting has been called to order, shall be deemed present and
28 recorded as "entered during session" with the time recorded. If a
29 Commissioner does not attend a meeting he/she shall be recorded as

1 “absent”, unless the Commissioner has been granted an excuse then
2 he/she shall be recorded as “excused”. The Clerk of the Commission shall
3 enter in the journal whether a Commissioner is present at the time of roll
4 call, absent, excused, or entered during session.

5

1 **CHAIRPERSON OF THE COMMISSION/DUTIES AND POWERS**

2

3 **Rule 7. DEFINITIONS OF CHAIRPERSON OF THE**
4 **COMMISSION**

5 The Chairperson of the Commission is administrator, personnel
6 director and spokesperson of the Commission. The Chairperson is a full
7 voting member of the Commission.

8

9 **Rule 8. DUTIES OF CHAIRPERSON**

10 The Chairperson of the Wayne County Commission shall preside
11 over each meeting of the Commission. The Chairperson shall call the
12 meeting to order, and when the Clerk of the Commission establishes the
13 presence of a quorum, the Chairperson shall proceed to the business in the
14 manner prescribed by these rules.

15 The Chairperson shall preserve order and decorum, may speak to
16 points of order, and shall decide questions of order, subject to an appeal to
17 the Commission.

18 When the order of business on an Agenda has been completed,
19 unless there is an objection, the Chairperson may declare the meeting
20 adjourned without taking a vote.

21

22 **Rule 9. SIGNING DOCUMENTS AND REFERRALS**

23 The Chairperson of the Commission shall be the signatory to all
24 contracts, bonds and other documents, which require the signature of the
25 Commission.

26 (1) All resolutions pertaining to public policy and all ordinances shall be
27 filed with and referred by the Commission Chairperson. In addition,
28 all other matters requiring consideration by the Commission, except
29 matters originating from standing committees, shall be filed with the

1 office of the Commission Chairperson. Each matter shall be referred
2 by the Chairperson of the Commission to the appropriate committee
3 or, when immediate consideration is required, to the Full Board for
4 action within ten working days of receipt, unless referred or returned
5 pursuant to Sections 2 or 3 below.

6
7 (2) The Chairperson of the Commission may refer for research and
8 analysis on pending items for no longer than fourteen days
9 collectively from the date of receipt to the Director of Administration,
10 Commission Counsel, Auditor General, Fiscal Agency and/or Clerk of
11 the Commission, and Office of Policy Research & Analysis. The
12 Chairperson of the relevant Committee(s) shall be notified of such
13 referrals and of the actions taken.

14
15 (3) The Chairperson of the Commission may return an item to the
16 sender, with a memorandum, which explains the reason of the return.

17
18 **Rule 10. EXIGENT APPROVALS**

19 The Commission duly authorizes the Chairperson of the Commission
20 to authorize exigent approval of contracts that are timely in nature and in
21 keeping with the County Ordinances. The Chairperson, when practical,
22 shall inform the appropriate Committee Chairperson that exigent approval
23 has been requested.

24
25 **Rule 11. DUTIES OF CHAIRPERSON AS THE ADMINISTRATOR**

26 (1) The Chairperson of the Commission shall appoint all standing
27 committees in accordance with the provisions of Rule 27 within 31
28 days of his/her appointment as Chairperson. He/she shall also
29 appoint, upon his/her own initiative or as directed by the Commission,

1 all special committees and task forces. The Chairperson of the
2 Commission shall name the Chairperson and Vice Chairperson of
3 each committee or task force.
4

5 (2) By no later than the first Full Board meeting in October of each year,
6 the Chairperson of the Commission shall establish and report to the
7 Commission the funding allocation to which each Commissioner is
8 entitled; to provide for the necessary expenses of carrying out duties
9 of his/her office. This base amount shall be equal for each
10 Commissioner and expenditures from each office allotment shall
11 include all travel and parking expenses. In an even year, if a
12 Commissioner has not been elected for an additional term, this sum
13 shall be limited to one-fourth of the annual amount.
14

15 (3) By no later than the first Full Board meeting in October of each year,
16 the Chairperson of the Commission shall establish and report to the
17 Commission the allocation of resources available to the Chairperson
18 of each Committee. This allocation shall be equal for the
19 Chairpersons of the Committee on Ways and Means and the
20 Committee on Audit. The Chairpersons of the remaining standing
21 committees shall receive an equal allocation. Allocations for
22 Chairpersons of special committees will also be set by the
23 Chairperson of the Commission and reported to the Commission.
24

25 (4) The Chairperson of the Commission shall monitor expenditures by
26 each Commissioner and may order cessation of spending by a
27 Commissioner who expends in excess of the rate of his/her budgeted
28 allocation. If a shortfall is projected, the Chairperson of the
29 Commission shall meet with the Commissioner, if necessary, and

1 devise a plan for bringing expenditures back into balance before the
2 end of the fiscal year. The Chairperson of the Commission may re-
3 evaluate and re-allot allocations for Commissioners at the beginning
4 of each session.

5
6 (5) The Chairperson of the Commission shall be the personnel director of
7 the Commission, shall establish in writing the general working hours
8 and supervisory conditions relating to the management of the
9 Commission, and shall establish the compensation of all Commission
10 personnel.

11
12 (6) The Chairperson of the Commission or his/her designee shall
13 conduct an evaluation of all department and division heads, and
14 deputies in each even numbered year from October 1st of the even
15 numbered year and be completed by November 30th. The
16 Chairperson may also require an annual report from each department
17 and division head of the accomplishments of that department and
18 division. Such reports shall be provided to all Commissioners by
19 January 31 of each year.

20
21 (7) Each department head shall conduct annual evaluations of each
22 staff member assigned to that department by a method approved by
23 the Chairperson of the Commission and in accordance with existing
24 labor contracts and Wayne County Personnel/Human Resources
25 Department Rules and Procedures.

26
27 (8) Each Commissioner may be the signatory on a contract to retain
28 staff to assist him/her with the duties of his/her office, and shall
29 maintain a current time record on each of their contractual

1 employees, which is sufficient to document their eligibility or non-
2 eligibility for benefits under the Workers Compensation, Social
3 Security, and Unemployment Benefit laws and Fair Labor
4 Standards Act, in accordance with the Commission's policies and
5 procedures. The Director of Administration or designee shall not
6 process a payroll voucher for a contractual employee until a fully
7 completed certificate, signed by the Commissioner, that the time
8 has been worked, has first been received.

9
10 (9) The Chairperson of the Commission on his/her own initiative or after
11 recommendation by a Committee Chairperson, within Commission
12 Appropriations, may contract for professional services.

13
14 (10) The Chairperson of the Commission shall coordinate with the
15 Legislative Auditor General to budget for and to facilitate an audit of
16 the operations of the County Commission as required each odd fiscal
17 year by Section 65-8 of the Wayne County Code of Ordinances.

18
19 (11) The total legislative annual budget shall be reported to each
20 Commissioner in October of each year. Any revision of the budget,
21 over 10% of a line item, must be reported to the Commissioners
22 within 10 days.

23
24 (12) When exercising his/her powers and duties as the Personnel Officer
25 of the Commission, the Chairperson (and the Director of
26 Administration) shall confer regularly and confidentially with a
27 Personnel Review Panel with regard to all significant decisions which
28 have been made or which are proposed to be made. The review
29 panel shall consist of five members who are selected by a blind draw

1 at the second regular meeting of each new two-year session. The
2 determination of what is a “significant decision” shall be made by a
3 majority of the members of the review panel. The Chairperson and
4 the Director of Administration shall meet with and answer truthfully,
5 fully, and candidly to all questions posed by a member of the review
6 panel. They shall also provide the review panel with access to any
7 documents or written reports requested by any member of the panel,
8 subject to the law. The review panel shall have no power to overrule
9 an action or decision of the Personnel Officer, but any member may
10 recommend to the Full Commission that it overrule or modify such
11 actions.

12

APPOINTMENT OF EMPLOYEES

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23

Rule 12. APPOINTMENT OF EMPLOYEES

(1) Except as otherwise provided in these rules or the Charter, the Chairperson of the Commission shall appoint all employees of the Commission. All Commission employees may be terminated with or without cause at any time, except the Auditor General.

(2) Any central staff employee may be transferred to a different position, demoted, suspended or terminated by the Chairperson of the Commission.

(3) The Commission Counsel and the Clerk of the Commission are appointed by a majority of the Commissioners serving, and may be terminated with or without cause at any time by a majority of the Commissioners serving.

(4) The Auditor General is appointed by a majority of the Commissioners serving, and may be terminated for cause by 2/3 vote of Commissioners serving.

1 **VICE-CHAIRPERSON AND VICE-CHAIR PRO TEMPORE**

2

3 **Rule 13. POWERS AND DUTIES**

4 In the absence of the Chairperson, the Vice-Chairperson shall
5 exercise the powers and duties of the Chairperson.

6

7 In the absence of the Chairperson and the Vice-Chairperson, the
8 Vice-Chair Pro Tempore shall exercise the powers and duties of the
9 Chairperson.

10

1 **CLERK OF THE COMMISSION**

2
3 **Rule 14. RECORDS**

4 The Clerk shall be responsible for maintaining official records of the
5 Commission and such other records as the Commission may direct.
6 [Charter Section 3.115 (10).]
7

8 **Rule 15. COMMISSION AGENDA**

9 The Clerk of the Commission at the direction of the Chairperson of
10 the Commission shall prepare an agenda for each meeting and deliver or
11 distribute to each Commissioner such agenda in a timely manner,
12 calculated to arrive not less than two days prior to such meeting.
13

14 The agenda, to the maximum extent feasible, shall be accompanied
15 by such resolutions, communications and reports as are to be acted upon
16 at that meeting and need not include official communications which have
17 been received and which are to be referred to committees.
18

19 At each regular session of the Commission, the Clerk of the
20 Commission shall read and display publicly on the electronic board, in
21 appropriate order, all matters requiring consideration by the Commission
22 which matters have been presented to or filed in the office of the Clerk in
23 accordance with these Rules of Procedure.
24

25 Any new business, other than a testimonial or memorial resolution
26 and certificates of appreciation, not appearing on the Agenda that is
27 brought to the attention of the Commission upon being properly moved and
28 seconded, shall be considered at such meeting, only by a 2/3 vote of the
29 Commissioners elected and serving. In order to expedite matters upon

1 which little or no objection is likely, the Chairperson of the Commission
2 within his/her discretion may place the matter on the agenda without a vote
3 of the Commission. Otherwise, such new business shall be referred to the
4 appropriate committee in the same manner as other communications are
5 referred.

6
7 Except for testimonial and memorial resolutions, and certificates of
8 appreciation, a proposed resolution and the appropriate backup materials
9 shall be filed with the Chair's office at least 48 hours prior to a Commission
10 meeting to be placed on the agenda. A proposed resolution filed with the
11 Chair's office less than 48 hours before a meeting shall not appear on the
12 agenda, but shall be referred to the appropriate committee in the same
13 manner as other communications are referred unless the Chairperson
14 places the matter on the agenda. Proposed resolutions shall not be
15 distributed on the floor prior to being placed on the agenda.

16
17 Testimonial resolutions and certificates of appreciation shall be
18 submitted by a Commissioner or his/her designee on the "request for seals
19 form" to the Clerk's Office. Resolutions and certificates submitted at least
20 48 hours prior to a County Commission full board meeting shall
21 immediately be placed on the full board agenda, all other resolutions and
22 certificates shall be placed on the next full board agenda. Any
23 Commissioner requesting more than 10 names to be placed on the agenda
24 shall submit the names in an electronic format that may be manipulated by
25 the Clerk of the Commission.

26
27 Resolutions in memoriam shall be submitted by a Commissioner or
28 his/her designee on the "request for seals form" to the Clerk's Office at
29 least 48 hours prior to a County Commission full board meeting be placed

1 on the full board agenda. Without objection, additional resolutions in
2 memoriam may be added at the Commission meeting and shall be
3 submitted to the Clerk of the Commission at the meeting on the “request for
4 additions to resolutions in memorial form” which shall be available at the
5 Commission meeting.

6
7 Testimonial and memorial resolutions and certificates of appreciation
8 shall be drafted to accurately state that the resolution or certificate shall be
9 maintained in the permanent records of the County Commission.

10
11 Upon the passing of anyone who served as a member of the Wayne
12 County Board of Commissioners after 1970, the Commission shall have a
13 resolution written and read aloud at a full board meeting. Members in favor
14 of the resolution will be asked to so signify by rising from their seats at the
15 conclusion of the reading of the resolution, at the direction of the Chair. The
16 resolution shall be recorded in the Journal of the Commission.

17
18 The County Seal shall be allowed on all official tributes, testimonial
19 resolutions and certificates, and resolutions in memorial approved by the
20 Commission.

21
22 **Rule 16. PUBLICATION AND CORRECTION OF THE JOURNAL**

23 The Clerk of the Commission, or in the Clerk’s absence the Deputy
24 Commission Clerk, shall attend all meetings of the Commission, and shall
25 keep an accurate Journal (minutes) of all proceedings of the Commission.
26 The Clerk or Deputy Clerk shall maintain the journal in accordance with the
27 Open Meetings Act. The Journal must include the date, time, place of the
28 meeting; members present; members absent; any decisions made at the
29 meeting; all roll call votes taken at the meeting; and the purpose(s) for

1 which a closed meeting is held. The Journal shall be the only official record
2 of the proceedings of the commission.

3 The Clerk or Deputy Clerk shall prepare a proposed Journal within 8
4 business days after a meeting and shall provide a copy to all
5 Commissioners prior to the next meeting. A proposed Journal shall be
6 made available for public inspection within 5 business days after the
7 meeting at which a Journal is approved. The Clerk or Deputy Clerk shall
8 prepare and make available for public inspection an approved Journal. The
9 Clerk or Deputy Clerk shall transmit to other governmental agencies
10 certified copies of Commission actions, as required.

11 Any correction to the Journal shall be made at the next meeting and
12 must be approved by the Commission to be included in the Journal. An
13 amended Journal shall show both the original entry and the correction.
14 During the consideration and passage of appropriations, the Clerk is
15 authorized to correct totals that may have been affected by amendments
16 made to items, and such corrections to be made to the Journal of the
17 Commission.

18 After a meeting of the Commission, the Clerk may make corrections
19 in the “whereas” background and explanatory facts which are recited in a
20 resolution, but may not make corrections in the text of the “resolved”
21 portion of a resolution without further action of the Commission, except the
22 Clerk, with consent of the Chairperson of the Commission, may correct
23 clerical errors that do not change the purpose and effect of a resolution.
24

25 **Rule 17. DUTIES OF THE DEPUTY CLERK**

26 If the Clerk of the Commission is not able or does not perform his or
27 her duties or if the Office of Clerk is vacant, then the Deputy Clerk shall
28 perform all the duties of the Clerk. In case of vacancies in the Offices of
29 Clerk and the Deputy Clerk, then the Director of the Office of Policy,

1 Research & Analysis shall assume and perform the duties of Clerk until the
2 position of Clerk or Deputy Clerk is filled.

3

4 **Rule 18.** Reserved.

5

6 **Rule 19. NOTICES OF SPECIAL OR EMERGENCY SESSIONS**

7 Whenever the Commission shall be called to meet in Special or
8 Emergency Sessions, the Clerk of the Commission shall notify
9 Commissioners and staff of the date and time of convening and shall
10 arrange for appropriate staff and support to facilitate the meeting.

11

12

PARLIAMENTARIAN

1
2
3
4
5
6

Rule 20. PARLIAMENTARIAN

The Commission Counsel shall serve as parliamentarian of the Commission.

1 **MEMBERS OF THE COMMISSION**

2
3 **Rule 21. EXCUSED ABSENCES**

4 A Commissioner should provide written notification to the
5 Chairperson and Clerk's office prior to a scheduled meeting to request an
6 excused absence. The Clerk shall notify the Chairperson of the request at
7 quorum roll call.
8

9 **Rule 22. CONDUCT IN DEBATE**

10 When a Commissioner is about to speak he/she shall respectfully
11 address the Chairperson. When two or more Commissioners seek
12 recognition at the same time, the Chairperson shall name the
13 Commissioner who is first to speak. The Commissioner recognized by the
14 Chairperson shall confine himself/herself to the question under debate and
15 shall avoid personalities. Every Commissioner shall have the right to
16 address the Commission at least once on the subject matter under debate,
17 unless a Motion for Previous Question is ordered pursuant to Rule 46. The
18 Chairperson may speak to a question without yielding the chair. No
19 Commissioner shall be recognized to speak more than once on any
20 question until every Commissioner of the Commission, who so desires, has
21 had an opportunity to speak at least once on the subject matter under
22 debate; in order to promote coherent debate, the Chairperson may,
23 however, permit the maker of a motion to make a limited response with
24 regard to specific points raised by a previous speaker. No Commissioner
25 shall speak for more than five minutes at any one time without leave from
26 the Commission by a majority vote of the Commissioners present.
27
28
29

1 **Rule 23. MEMBERS CALLED TO ORDER**

2 If any Commissioner, in speaking or otherwise, transgresses the
3 Rules of the Commission, the Chairperson shall, or any Commissioner may
4 through the Chairperson, call him or her to order. The question of order
5 shall be decided by the Chairperson, without debate, subject to an appeal.
6 If necessary to restore order, the Chairperson may declare a recess of no
7 longer than 20 minutes. At the end of the recess, the members shall return
8 to the regular order of business.

9

1 VOTING

2

3 **Rule 24. RECORDING OF VOTE/VOTING BY THE ELECTRONIC**

4 **BOARD**

5 The electronic board shall be used for roll call votes in the
6 Commission Chambers. In other locations, or in the event of the
7 malfunction of the electronic board, the Clerk shall call the roll in
8 alphabetical order, except that the Vice-Chairperson Pro Tempore, Vice-
9 Chairperson and Chairperson shall be the last three names called at the
10 opening of each meeting of the Commission and announce whether a
11 quorum is present.

12 The term “roll call” as used in these rules shall mean a record roll call.

13 (a) Putting the Question. If a meeting is held in another room or location,
14 the Chairperson shall distinctly put all questions essentially in this form:
15 “All in favor (as the question may be), say “aye” and after the affirmative
16 vote is expressed, “All opposed say “nay”, and are there any abstentions?”

17 (b) Recognition During Roll Call. After the question has been stated by
18 the Chairperson, and the calling of the roll has been started by the Clerk,
19 the Chairperson shall not recognize a Commissioner for any purpose, until
20 after the announcement of the vote by the Clerk except:

- 21 (1) Upon points of Order;
- 22 (2) To preserve the right to explain his or her “no” vote;
- 23 (3) To request an excuse for another Commissioner;
- 24 (4) To request that the Board be cleared;

25 The Chairperson must preserve order at all times during a vote.

1 (c) Recording the vote. The Commission Clerk shall enter upon the
2 Journal the names of those voting "aye" and names of those voting "nay"
3 and the names of those abstaining and not-voting. Any Commissioner
4 physically present and not voting shall be recorded by the Clerk of the
5 Commission as "not voting" unless the Commissioner expressly asks to be
6 recorded as "abstaining". If a Commissioner is present for the meeting, but
7 is temporarily out of the room, he/she shall be recorded as "not voting".
8 He/she may, however, submit a letter for the record to indicate how he/she
9 would have voted.

10 (d) Proxy voting shall not be allowed at Commission or Committee
11 meetings. A Commissioner must be present to cast a vote.

12 (e) The Voting System. The Wayne County Commission when utilizing
13 the Electronic Voting System Display Board shall use the following
14 procedures:

15 (1) The Chairperson or Clerk of the Commission shall announce the item
16 to be considered from the Agenda; the operator will display the information
17 related to this item on the workstation monitor and on the Electronic Display
18 Board.

19 (2) The Chairperson will indicate when the body is prepared to take a
20 recorded vote on the item.

21 (3) The operator will press the <open vote> and each Commissioner may
22 vote by pressing the <yes>, <no>, or <abstain> switch at his/her desk.

23 (4) The Commissioner's vote will be indicated on the workstation,
24 Electronic Display Board and Commissioner's desk as follows: green light
25 for <yes>, a red light for <no> or amber light for <abstain>.

26 (5) The Chairperson will indicate when to record the vote.

27 (6) The operator will press the <close vote> which displays the final vote
28 on the Electronic Display Board.

1 (7) The Clerk of the Commission will announce the vote and print a copy
2 for use in the official records of the Commission. The Clerk of the
3 Commission shall announce the Commissioners who abstained during the
4 vote.

5 (8) The operator then presses the <reset vote> and then advances to the
6 next item on the Agenda.

7

8 **Rule 25. VOTE EXPLANATION**

9 (A) Any Commissioner shall be privileged to reserve the right to explain
10 his/her vote on a record roll call vote, but the Commissioner shall reserve
11 the right at the time of voting and not otherwise. To be printed in the
12 Commission Journal, the vote explanation shall be submitted in writing to
13 the Office of the Clerk of the Commission within 24 hours of the time after
14 the adjournment of that meeting, and shall not be greater than 500 words.

15 (B) If a Member desires to abstain from voting because of a potential
16 conflict of interest, the Commissioner may announce his/her intent and may
17 reserve the right to explain in writing, as in paragraph (A).

18 (C) Vote explanations or explanations of abstention from voting shall not
19 be edited by the Clerk before publication in the Journal.

20

21 **Rule 26. Reserved**

22

23

24

25

26

27

28

29

1 **COMMITTEES/BOARDS**

2

3 **Rule 27. NAMES OF STANDING COMMITTEES**

4 Membership on all standing committees shall be appointed by the
5 Chairperson of the Commission. The standing committees of the
6 Commission shall have an odd number of Commissioners serving. The
7 Committees shall serve as an oversight of County Departments, as well as
8 deliberate on matters referred by the Chairperson of the Commission or
9 his/her designee.

10

11 The Standing Committees of the Commission shall be as follows:

- 12 (1) Audit
- 13 (2) Economic Development
- 14 (3) Government Operations
- 15 (4) Health and Human Services
- 16 (5) Public Safety, Judiciary and Homeland Security
- 17 (6) Public Services
- 18 (7) Ways and Means (Appropriation)
- 19 (8) Youth Services

20

21 Other Committees and Subcommittees, Boards:

- 22 • Committee of the Whole
- 23 • Committee on Rules
- 24

25 Membership on all Special Committees and Task Forces shall be
26 appointed by the Chairperson of the Commission. Membership on all
27 Subcommittees may be appointed by the Chairperson of the Commission
28 or the Chairperson of the Committee to which it will be responsible for a
29 report and shall meet at the call of the appointed Chairperson. Except for

1 the Committee of the Whole, membership on a Standing Committee,
2 Special Committee, Subcommittee, or Task Force shall not exceed 7
3 Commissioners. Standing Committees shall schedule semi-monthly
4 meetings. Any Commissioner may attend any Committee meeting. A
5 Commissioners' attendance may be recorded, but if he/she is not a
6 member of the Committee, then his/her presence shall not count in
7 determining the presence of a quorum nor may he/she vote on any matter
8 before the Committee. A visiting Commissioner may be given the
9 opportunity to speak to any issue at the discretion of the Chairperson. The
10 Committee responsibilities are as follows:

11

12 COMMITTEE ON WAYS AND MEANS

13 The appropriations ordinance and budget shall be referred to this
14 committee for review and recommendation to the Commission for formal
15 action. The Committee on Ways and Means is the finance committee of
16 the Commission. All monetary matters which require new funding,
17 additional funding, or transfers of funding between accounts shall be
18 referred to this committee by the Commission Chairperson or other
19 Standing Committees before any action is taken by the Commission. This
20 committee shall report directly to the Committee of the Whole or the County
21 Commission.

22 The Committee on Ways and Means shall be assisted in the
23 performance of its Charter-established duties by an Office of Fiscal
24 Agency.

25

26 COMMITTEE ON AUDIT

27 The Committee on Audit shall review the reports of the independent
28 auditor and the Auditor General, and shall monitor compliance with audit
29 findings of the independent auditor and the Auditor General, and shall

1 schedule and supervise program review. This committee shall report
2 directly to the Committee of the Whole or the County Commission.

3 The Audit Committee shall, if appropriate, refer the Auditor General
4 reports to the Committee of the Whole for consideration. After reviewing
5 the report, the Committee of the Whole should report its response to the
6 Auditor General's report to the Audit Committee. All audit reports shall be
7 delivered to each Commissioner's office, and shall be reported to the Full
8 Board.

9
10 COMMITTEE ON PUBLIC SAFETY, JUDICIARY, AND HOMELAND
11 SECURITY

12 This committee considers, unless the Chairperson of the Commission
13 directs otherwise, matters regarding the Department of Sheriff, Prosecuting
14 Attorney, and County Clerk (matters regarding the Courts), the Department
15 of Children and Family Services Adult Services Division and the
16 Department's Supportive Services Division in connection with adult
17 services, Department of Homeland Security / Emergency Management,
18 and the various county courts.

19
20 COMMITTEE ON PUBLIC SERVICES

21 This committee considers, unless the Chairperson of the
22 Commission directs otherwise, all matters relating to parks and
23 recreation, roads and bridges, all environmental and drain issues
24 concerning railroads and rapid transport, all building needs, space
25 requirements, capital improvements of County departments, and all
26 matters from the Department of Public Services.

27
28
29

1 COMMITTEE ON HEALTH AND HUMAN SERVICES

2 This committee considers, unless the Chairperson of the Commission
3 directs otherwise, matters from and maintain liaison with the Cooperative
4 Extension Service, the Wayne County Library Board, the Detroit-Wayne
5 County Community Mental Health Services Board, Medical Examiner, the
6 Department of Health and Human Services excluding Headstart, the
7 Division of Senior Citizens and Veterans Affairs, and Detroit-Wayne County
8 Health Authority.

9

10 COMMITTEE ON GOVERNMENT OPERATIONS

11 This committee considers, unless the Chairperson of the Commission
12 directs otherwise, matters from and maintain liaison with the County Clerk
13 (matters regarding County recordkeeping, elections, notaries, assumed
14 names and related general services), Treasurer, Register of Deeds,
15 Department of Personnel/Human Resources (including labor affairs),
16 Department of Management and Budget (except for budgetary matters
17 which are handled by the Ways and Means Committee), the Retirement
18 System, the Human Relations Division, Executive Division of the
19 Department of Corporation Counsel, and the Department of Technology.

20 This committee shall also monitor and make recommendations
21 relative to any litigation, which may be referred by the Chairperson of the
22 Commission to this committee including settlement authority and legal
23 services contracts submitted by the Corporation Counsel and County
24 Executive.

25 This committee may consider such other items as the Chairperson of
26 the Commission may direct, in the event said item is not within the
27 jurisdiction of another committee, such as, certain purchasing and
28 contracting procedures, or some proposed charter amendments. This

1 committee shall make appropriate recommendations relative to changes
2 and updates to the County Code of Ordinances.

3 The committee shall coordinate the emerging discussions and policy
4 options associated with new technological advancements within the
5 County. It shall provide oversight to insure the equal and necessary
6 deployment of resources. The committee will work to provide reasonable
7 and cost sensitive public access and coordination of these new
8 technologies. The committee shall evaluate and monitor effectiveness of
9 new technologies and monitor e-business and e-government efforts.

10

11 COMMITTEE ON ECONOMIC DEVELOPMENT

12 The Committee on Economic Development considers, unless the
13 Chairperson of the Commission directs otherwise, matters from and
14 maintain liaison with the Department of Economic Development and the
15 Greater Wayne County Economic Development Corporation and
16 particularly the Divisions of Job Training, Planning and Research, Business
17 Development, and Community Development, the Southeast Government
18 Alliance (SEGA), the Workforce Development Board, the Southeast
19 Michigan Alliance, the Economic Development Corporation of Wayne
20 County, the Brownfield Corporation of Wayne County, the Detroit/Wayne
21 County Port Authority, Wayne County Land Bank, Aerotropolis
22 Development Corporation and disposal of surplus county-owned property.
23 The committee shall consider matters regarding Brownfield development,
24 renaissance zones, DDA'S, TIFA'S AND LDFA'S and other tax abatement
25 matters.

26

27 COMMITTEE ON YOUTH SERVICES

28 The committee on youth Services considers, unless the
29 Chairperson of the Commission directs otherwise, issues dealing with

1 the county's youth including the Wayne County Headstart Program,
2 juvenile services provided by the Department of Children and Family
3 Services and the juvenile detention facilities.

4

5 COMMITTEE OF THE WHOLE

6 The Committee of the Whole, which is not a standing committee,
7 shall consider matters referred by the Commission Chairperson for review
8 and recommendation. The committee may also review and make
9 recommendations on items referred from committees.

10 The Committee of the Whole shall function in compliance with "Open
11 Meetings Act" including approval of minutes of each meeting.

12

13 COMMITTEE ON RULES

14 The Committee on Rules, which is not a standing committee,
15 shall consider matters regarding the Commission's Rules of
16 Procedure.

17

18 **Rule 28. UNIFORM COMMITTEE RULES**

19 All Committees shall operate under the uniform committee rules,
20 which shall be submitted to each committee and will be published in the
21 Committee Minutes. Duties of the research assistant assigned to a
22 Committee shall be prescribed by the Director of the Office of Policy
23 Research and Analysis.

24 The research assistant shall keep records of attendance and inform
25 the Chairperson of the Committee and the Chairperson of the Commission
26 when a Commissioner has three consecutive un-excused absences. The
27 Commissioner shall be automatically removed and the Chairperson of the
28 Commission shall fill the vacancy. The minutes shall report the roll call on
29 all motions.

1 The Committee Chairperson shall establish a meeting schedule at the
2 commencement of each year in writing to the Director of the Office of Policy
3 Research and Analysis. Additional meetings may be called by the Chair or
4 by majority of the Commissioners in writing to the Director of the Office of
5 Policy Research and Analysis. The Chair may cancel any scheduled
6 meeting, except one called by a majority of the Members, by notice to the
7 members.

8 All committees will operate under the following rules and other
9 uniform committee rules as determined and adopted by the Commission:

10 (1) A quorum of a committee shall consist of a majority of the
11 Commissioners appointed to and serving on the committee.

12 (2) It shall require an affirmative vote of a majority of the Members
13 present in order to:

- 14 a. Report an item out of committee.
- 15 b. Amend or substitute an item.
- 16 c. Reconsider a vote to report an item from committee.
- 17 d. Pass for the day or pass for a day certain.
- 18 e. Table an item or remove from the table.
- 19 f. Reconsider a vote other than (2)c.
- 20 g. Receive and file items.
- 21 h. Adjourn a meeting.

22 (3) If a committee is unable to achieve a quorum and there are items on
23 the Agenda which merit a prompt decision from the Commission, the
24 Chairperson of the Committee may report these items forward, with or
25 without recommendation, for consideration by the Full Board.

26 (4) A committee that does not have a quorum may by an affirmative vote
27 of a majority of the Members present:

- 28 a. Postpone action on an item.
- 29 b. Adjourn a meeting.

- 1 (5) A committee may recommend an amendment or a substitute, and
2 may recommend or make an appropriate referral to another committee,
3 with or without recommendation for passage.
- 4 (6) A committee may report items from committee to be placed on the
5 commission agenda with or without recommendation for passage.
- 6 (7) A motion may not be made to report multiple items without
7 consideration of each individual item.
- 8 (8) Each Chair of a committee shall determine the agenda for his/her
9 committee meeting which shall be consistent with these Rules.
- 10 (9) The Chair of a Standing Committee may create subcommittees and
11 shall be authorized to appoint from the members of his or her standing
12 committee any number of temporary subcommittees to research, analyze,
13 and make recommendations on specific matters before or within the
14 jurisdiction of his or her standing committee. The chairs of two or more
15 standing committees may create joint subcommittees and shall designate
16 the topic(s) within their jurisdiction to be considered. The Chair of the
17 standing committee shall designate the chair of the subcommittee. A
18 subcommittee shall report to the Committee(s) from which it was created.
19 Special committees and taskforces shall report as designated by the
20 Chairperson of the Commission.
- 21 (10) Each Committee shall have written minutes taken of each meeting.
22 The minutes shall include the date, time, place, any decisions made,
23 purpose(s) of any closed meetings, and Commissioners present, absent
24 and excused. The minutes shall also include all votes taken at the meeting
25 and the time(s) at which a committee member entered a session after roll
26 call. The Committee shall approve the proposed minutes of a meeting at
27 the meeting immediately following the meeting to which the proposed
28 minutes refer. Proposed minutes shall be available for public inspection no
29 later than eight business days after the meeting, and shall be available in

1 final form five business days after Commission approval (Open Meeting Act
2 requirement).

3 (11) A member shall be excused from attending a committee meeting for
4 all appropriate reasons, as determined by the committee chair, and shall
5 give advance written notice of their absence when practical.

6 (12) Meetings or public hearings of committees may be scheduled outside
7 the usual meeting room.

8 (13) In the absence of the chairperson, the vice-chairperson shall assume
9 the chair. In the absence of the chairperson and the vice-chairperson, the
10 member who has with the most seniority on the Commission shall assume
11 the chair.

12

13 **Rule 29. SUBPOENA POWER**

14 The Chairperson shall have power to administer an oath to any
15 person concerning any matter submitted to the Commission, or connected
16 with the discharge of its duties, to issue subpoenas for witnesses and to
17 compel their attendance as provided by law.

18 Pursuant to the Subpoena Powers Ordinance, No. 86-24 (Chapter 61
19 of the Wayne County Code of Ordinances), if a special or standing
20 committee has cause to believe that a legislative inquiry may be facilitated
21 by use of compulsory process to secure the attendance of a witness, or the
22 production of a document which is reasonably related to that inquiry,
23 the Committee Chairperson or a fact finder appointed by the Commission
24 may request orally or in writing that the Chairperson of the County
25 Commission authorize a subpoena for that purpose. Testimony taken
26 under a subpoena shall be recorded under sworn oath, and the witness
27 shall be properly advised in advance of testimony, and on the record, that a
28 knowingly false statement may be prosecuted under ordinance as a
29 misdemeanor, with a penalty of imprisonment up to 90 days, or a fine of up

1 to \$500, or both. The Chairperson of the Committee, which is conducting
2 the inquiry, shall administer the oath.

3

4 **Rule 30. RESERVED**

5

6 **Rule 31. DISCHARGE OF COMMITTEES**

7 If it shall appear that a committee is unreasonably delaying
8 consideration and report upon an item referred to it, that item may be
9 discharged from the committee by a majority vote of the Commissioners
10 serving. However, the motion to discharge and a vote on the motion shall
11 not be taken until the next Commission meeting after that at which notice of
12 intent to make the motion is provided. If discharged, the item will be
13 immediately before the Commission.

14 By two-thirds vote of the Commissioners serving, an item may be
15 immediately discharged from committee and then may be immediately
16 considered by the Commission.

17

18 **Rule 32. PUBLIC HEARINGS**

19 The Commission may convene public hearings. A Committee may
20 convene a hearing on any item referred to that committee. The subject
21 matter, date, time and place of a public hearing shall be provided in writing,
22 to the Clerk of the Commission who shall publish and post notice of the
23 hearing, as required by law. Notice may be posted in the lobby of the
24 county building, on the county's website, and/or in other areas designated
25 by the Clerk.

26 The Commissioner presiding over a public hearing shall announce
27 the rules that will govern the hearing. The rules shall be designed to grant a
28 fair opportunity to individuals present who wish to be heard, considering the
29 time available to conduct the hearing.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29

Rule 33. THE OFFICE OF AUDITOR GENERAL

The Auditor General shall have those powers and shall perform those duties as set forth in Sections 65-8 through Section 65-12 of the Wayne County Code of Ordinances and Section 3.119 of the Charter.

The Auditor General shall service requests for information in the following order of priority:

- Chairperson of the Commission
- Chairperson of the Audit Committee
- Other Commissioners

The Auditor General shall provide the Office of Fiscal Agency with any and all information requested provided it does not breach the independency and confidentiality of the Auditor General.

Rule 34. THE OFFICE OF FISCAL AGENCY

The Office of Fiscal Agency shall review, monitor and research all issues regarding the County Budget from the perspective of providing appropriate legislative oversight. The Office of Fiscal Agency shall provide both the Committee on Ways and Means and the Chairperson of the Commission with accurate independent information and assessments regarding the economy of the nation, State, and County, with particular emphasis upon County revenues and expenses. The Office of Fiscal Agency shall also prepare an annual report on the budget.

The Office of Fiscal Agency shall service requests for information in the following order of priority:

- Chairperson of the Commission
- Chairperson of the Ways and Means Committee
- Other Commissioners

1 **Rule 35. SERGEANT AT ARMS**

2 A uniformed law officer may be in attendance as Sergeant at Arms at
3 all meetings of the Commission. The Sergeant at Arms under the direction
4 of the Presiding Officer of the Commission, shall assist in keeping order
5 and maintaining decorum within the meeting room and immediate areas.
6 The Sergeant at Arms shall assure that persons with electronic devices are
7 requested to place them on silent or to turn them off, and that persons be
8 directed to exit the room to use or answer a cell phone.

9
10
11

1 **Rule 36. APPOINTMENTS TO AND REMOVALS FROM COUNTY**
2 **OFFICES**

3 **Appointments of the County Executive.** The Commission shall receive
4 the names of the persons appointed by the County Executive and respond
5 in accordance with Sections 3.115(4), 4.385, and 7.115 of the Charter:

6 1. The County Executive shall place on file with the Commission the
7 following information:

8 (a) The appointees full name, date of birth, current address,
9 resume' of the appointee's employment and educational
10 background, and other information relative to the
11 qualifications of the appointee to the specific needs of the
12 office.

13 (b) A current description that fully and clearly details the duties
14 and responsibilities of, and qualifications and restrictions for
15 the public office.

16 2. The Chairperson of the Commission shall refer the appointments with
17 notice of the expiration date for Commission action (30 days from
18 date of receipt). [Charter Section 4.385(2).]

19 3. The Commission Chairperson shall review the resume' and the
20 requirements, restrictions, powers and duties of the office and
21 determine whether an interview is necessary or desirable. The
22 Commission Clerk shall alert Commissioners of the date of the
23 interview or consideration of the appointment and shall invite
24 attendance and written comment.

25 4. After the interview and/or consideration of the appointment, and
26 receipt of any other information requested from the Chief Executive
27 Officer, the Commission shall approve or reject of the appointment.

1 **Appointments by the Commission.** The Commission, by a vote of a
2 majority of Commissioners serving, may appoint and remove members of
3 the following Boards: [Charter Section 3.115(9).]

- 4 A. Full-term members to the Board of County Canvassers
- 5 B. Metropolitan Airport Zoning Board of Appeals
- 6 C. Wayne County Planning and Development Commission
- 7 D. County members on the Port Authority shall be nominated by
8 Commissioners who reside outside the City of Detroit.
- 9 E. Other offices as provided by law, charter, ordinance, resolution,
10 articles of incorporation, or written agreement.

- 11 1. The Commission Chairperson shall:
 - 12 a. Identify expiring appointments or vacancies in offices appointed
13 by the Commission;
 - 14 b. Assemble a full and clear description of the duties,
15 responsibilities, time demands, and compensation, if any, and
16 of the required and desirable qualifications for the public office;
17 and
 - 18 c. Circulate the description and solicit nominations for the office
19 from all Commissioners who are eligible to make nominations.
- 20 2. Unless otherwise restricted by law, any Commissioner may nominate
21 a person and shall provide the appointees full name, date of birth,
22 current address, resume of the appointee's employment and
23 educational background, and other information relevant to the
24 requirements of and qualifications for the office. Nominations shall be
25 submitted to the Commission Chairperson.
- 26 3. Nominations shall be referred by the Chairperson. The Commission
27 shall proceed in a manner similar to the response indicated for
28 appointments from the County Executive.

1 Information regarding all persons nominated shall be provided in the
2 agenda package to the Commission.

3 4. A majority vote of Commissioners serving shall be required to make
4 an appointment.

5

6 **Rule 37. EXTRAORDINARY VOTE REQUIREMENTS**

7

8 Action by the Commission on any of the following extraordinary
9 matters shall require the vote of two-thirds of the Commissioners elected
10 and serving:

11 (1) Rejection of Recommendation of State Officers Compensation
12 Commission.

13 (2) Immediate Effect of an ordinance other than the Appropriations
14 Ordinance.

15 (3) Ballot proposal for a property tax increase [Charter Section
16 3.115(13).]

17 (4) Adoption of an emergency ordinance (Rule 55).

18

1 **MOTIONS AND RESOLUTIONS IN GENERAL**

2
3 **Rule 38. STATING MOTIONS**

4 If a motion is not set forth in the printed meeting agenda, after the
5 motion is made, and if necessary, seconded, it shall be restated by the
6 Presiding Officer; or, if in writing, it shall be read by the Clerk before being
7 debated.

8
9 **Rule 39. REDUCED TO WRITING**

10 A motion shall be reduced to writing if the Presiding Officer or any
11 Commissioner shall request it.

12
13 **Rule 40. WHEN IN POSSESSION; WITHDRAW**

14 After a motion has been made and restated by the Presiding Officer,
15 or read by the Clerk, it may be withdrawn by the Commissioner who made
16 it, with the consent of the Commissioner who seconded it, during debate,
17 but only before an amendment is offered and seconded, or a procedural
18 decision is made. After an amendment or procedural decision, a motion
19 shall be deemed to be in the possession of the Commission and may not
20 be withdrawn except by a majority vote of those present and voting.

21
22 **Rule 41. PRECEDENCE OF MOTIONS**

23 When a question is under debate, no motion shall be received except
24 a motion:

- 25 (1) To adjourn.
26 (2) To recess.
27 (3) To reconsider.
28 (4) Point of order.
29 (4) To lay on the table.

- 1 (5) For the previous question (end debate).
- 2 (6) To postpone to a day certain, or pass for the day.
- 3 (7) To refer to Committee.
- 4 (8) To amend.
- 5 (9) To postpone indefinitely.

6
7 These motions shall take precedence in order in which they stand
8 arranged, and shall be decided by a majority vote of those Commissioners
9 serving, unless provided otherwise in these rules.

10 A motion to adjourn is always in order, except when a Commissioner
11 has the floor, or a vote is being taken. If a vote to adjourn is lost, there
12 must be some intervening business before another motion to adjourn can
13 be put.

14 If a recess is taken during the pendency of any question, the
15 consideration of such question shall be resumed upon reassembling unless
16 otherwise determined.

17 A motion to adjourn may be ordered by the Chairperson without a
18 vote unless a Commissioner objects. A motion to recess may be ordered
19 by the Chairperson without a vote.

20 A point of order does not require a second and no vote shall be
21 taken.

22 A motion lay on the table temporarily suspends consideration of an
23 item. Consideration of an item that is tabled may only be resumed by a
24 motion to remove from the table. In committee, an item that has not been
25 removed from the table will automatically appear on the last agenda of the
26 session.

27 A motion to postpone to a day certain delays consideration of the
28 item until the day specified in the motion. A motion to postpone to a day
29 certain may be reconsidered.

1 A motion to refer to committee may be reconsidered only if the
2 Committee has not started considering the matter.

3 A motion to amend that is accepted, without objection, by the
4 Commissioner who is the primary sponsor of the item of business does not
5 require a vote and the item shall be automatically amended.

6 A motion to postpone indefinitely after having been decided shall not
7 be subject to reconsideration. When an ordinance or resolution is up for
8 consideration at any stage of procedure, and the motion is made to
9 postpone indefinitely, or to strike out all after the opening or whereas
10 clause, amendments shall be in order before taking a vote on any such
11 motion.

12 A motion to discuss opens the floor to debate on the business placed
13 before the body by the Chairperson or Clerk. The motion may be called by
14 the Chairperson or any Commissioner, upon recognition by the
15 Chairperson. A motion to discuss does not require a second or a vote.

16 Motions for the previous question, to postpone indefinitely, appeal,
17 discharge a committee, and to suspend the rules are motions reserved for
18 Commission meetings and not committee meetings.

19

20 **Rule 42. ALWAYS IN ORDER; NOT DEBATABLE**

21 The following motions are not debatable:

22 (1) To Adjourn.

23 (2) To Recess.

24 (3) Previous Question.

25 (4) To Table or take from the table.

26 (5) The Decision of the Presiding Officer unless an appeal is taken
27 (by calling for a point of order).

28

1 The following motions are debatable but do not open the main question to
2 debate:

3 (1) To Refer to Committee.

4 (2) To Discharge a Committee.

5 (3) To postpone to a time certain or pass for the day.

6 (4) To Suspend the Rules.

7

8 **Rule 43. ORDER OF PUTTING QUESTIONS**

9 All main questions shall be put in the order they were moved, except
10 in the case of a privileged question, i.e., motions to adjourn or recess, or
11 calls for a question of privilege, or orders of the day.

12 If a main question is a matter requested of an executive department,
13 and a representative of that department is not immediately available to
14 provide explanations requested by a Commissioner during debate, the
15 Presiding Officer may defer the question to the end of the agenda and
16 direct that a representative be summoned to attend the meeting to explain
17 the item. If a representative has not appeared by the end of the agenda,
18 the matter shall be automatically passed for the day.

19 If a main question addresses multiple issues, a Commissioner may
20 call for a division of the question into two or more parts. If supported by a
21 majority of Commissioners present and voting, or accepted by the
22 Presiding Officer without objection, the question shall be divided.

23 In lieu of division, and if without objection from another
24 Commissioner, a Commissioner may request to be recorded as “aye” on
25 one or more parts of a question and as “nay” on one or more other parts.

26

27 **Rule 44. AMENDMENTS TO BE GERMANE**

28 An independent or new proposition or new question shall not be
29 introduced as an amendment. All amendments must be germane to the

1 main question. If an objection is raised that a proposed amendment is not
2 germane, the Presiding Officer shall rule on the issue.

3 An amendment may be amended. A secondary amendment must be
4 germane to the primary amendment. No more than two amendments to a
5 main question may be pending at any one time.

6

7 **Rule 45. CO-SPONSORSHIPS**

8 A Commissioner who is the primary sponsor of an ordinance or
9 resolution may request the Presiding Officer to open the floor for co-
10 sponsorships. The floor may only be opened for co-sponsorships
11 immediately following the adoption of the ordinance or resolution in
12 question.

13

14

1 **MOTIONS FOR THE PREVIOUS QUESTION**

2

3 **Rule 46. METHOD OF ORDERING**

4 Any Commissioner may move the question, upon being recognized
5 by the Presiding Officer. A motion to call the question is not debatable and
6 shall apply to the pending question only and shall immediately end debate.
7 The Presiding Officer shall put the question, "Shall the pending question
8 now be put?" This shall be ordered only by a 2/3rds majority vote of the
9 Commissioners elected and serving. Nothing shall be in order prior to the
10 decision of the pending question, except:

- 11 (1) Demand the ayes and nay, if the electronic board is not available;
- 12 (2) Points of Order;
- 13 (3) Appeals from the decision of the Presiding Officer;
- 14 (4) A motion to adjourn or to take a recess, which shall be decided
15 without debate.

16 If the motion fails, consideration of the subject shall be resumed as
17 though no motion for the question had been made. No protest may be
18 entered under a call for the question.

1 **MOTIONS TO RECONSIDER**

2

3 **Rule 47. MOTIONS FOR RECONSIDERATION**

4 It shall be in order for any Commissioner on the prevailing side on a
5 resolution not having the effect of law to file with the Clerk of the
6 Commission in writing a notice of intent to file a motion of reconsideration
7 of a vote on the question; provided, that such notice shall be filed with the
8 Clerk of the Commission within three regular working days next following
9 the day on which the vote was taken. Resolutions which do not have the
10 effect of law include those which express an opinion on pending legislation,
11 which merely urge or recommend but do not authorize that some action be
12 taken, or which condemn or applaud some person or action.

13 After such notice has been timely filed, a motion for reconsideration
14 of a vote may be made at the next regular or additional meeting of the
15 Commission.

16 A motion to reconsider may not be made by a Commissioner with
17 respect to any ordinance or resolution having the effect of law.

18 The same majority of votes shall be required to pass or adopt the
19 same, and said motion to reconsider may be debated if the original motion
20 was debatable provided, that in the absence of the Commissioner who filed
21 the notice any other Commissioner from the prevailing side can move for
22 reconsideration of the question.

23 Within a meeting, any action taken during that meeting may be
24 reconsidered prior to adjournment of the meeting.

25

APPEALS

Rule 48. FORM OF QUESTION

On all appeals from the decisions of the Presiding Officer, the question shall be "Shall the judgment of the Chair stand as judgment of the Commission?" which question shall be decided by a majority vote of those present and voting. A tie vote sustains the judgment of the Presiding Officer. The Presiding Officer shall yield the chair to the next available presiding officer, and shall state the reasons for the decision. The Commissioner appealing the decision shall then be given fair opportunity to state reasons for the appeal. No other Commissioner may speak. The acting presiding officer shall put the question and announce the result. The original presiding officer shall resume the chair.

Rule 49. DEBATE

A Commissioner shall not speak more than once on the question of an appeal without leave of the Commission by a majority vote of those Commissioners present and voting.

Rule 50. AMENDMENT OR SUSPENSION OF RULES

Any rule of the Commission, except a rule established by Charter, statute or as noted below, may be amended by a vote of two-thirds of the Commissioners serving, provided that notice in writing of the proposition to amend has been given at a meeting of the Commission immediately preceding the meeting at which the vote is taken, or provided that the proposition to amend has been referred to the Special Committee on Rules, which may report it with or without recommendation to the Commission.

1
2
3
4
5
6
7
8
9
10
11
12
13

Any rule may be suspended for a single meeting by a two-thirds vote of the Commissioners serving, except those provisions, which relate to the consideration of new business.

Rule 51. OTHER RULES AND ADVICE

In all cases not provided by the Constitution, Wayne County Charter, or the Commission Rules of Procedure the authority shall be Roberts Rules of Order Newly Revised. The Commission Counsel shall advise the Commission and individual commissioners on matters of law and procedure.

1 **ORDINANCES AND RESOLUTIONS PROCEDURE**

2

3 **Rule 52. BUDGET AND APPROPRIATIONS ORDINANCE**

4 **PROCEDURE**

5 The Commission shall receive from the County Executive the

6 comprehensive budget for the County's next fiscal year at least 120 days

7 before the beginning of each fiscal year. The Comprehensive budget shall

8 contain the budget message, the budget document, the proposed

9 appropriations ordinance and other information required by law. (Charter

10 Section 5.124)

11 The Commission may direct the County Executive to submit

12 additional information concerning the comprehensive budget. (Charter

13 Section 5.132)

14 The Commission shall introduce the proposed appropriations

15 ordinance within 15 days after the proposed appropriations ordinance is

16 submitted by the County Executive. (Charter Section 5.131)

17 The comprehensive budget, including the proposed appropriations

18 ordinance after introduction of such ordinance, shall be referred to the

19 Committee on Ways and Means. The Committee on Ways and Means shall

20 hold budget hearings. The proposed appropriations ordinance shall

21 contain the statements, detail and instructions, and transfers and

22 impoundment authority required by Charter or otherwise required by law.

23 (Charter Section 5.134)

24 The Commission shall hold hearings on the comprehensive budget in

25 the number, at the times and places as the Commission shall determine.

26 The Commission shall afford to persons authorized an opportunity at such

27 hearings to testify on the comprehensive budget. (Charter Section 5.132)

28 The Commission shall hold at least two public hearings on the

29 comprehensive budget, at the times and in the places as the Commission

1 shall determine for the purpose of receiving citizen testimony. (Charter
2 Section 5.133)

3 Notice of each hearing shall be published in a daily newspaper and
4 weekly community newspaper with a circulation of at least 50,000 at least
5 twice before such hearing, no more than 14 days and no less than 6 days
6 before such hearing. The Commission shall complete such public hearings
7 on the comprehensive budget within 45 days after the comprehensive
8 budget is submitted by the County Executive. (Charter Section 5.133)

9 The responsibility described in the above paragraphs may be
10 delegated by the Commission to the Ways and Means Committee.

11 The Committee on Ways and Means shall report its
12 recommendations on the proposed appropriations ordinance as introduced.
13 If a Truth in (Budgeting) Taxation hearing is required, this hearing shall be
14 advertised and scheduled by the Committee on Ways and Means at an
15 appropriate time as required by law.

16 The Commission shall adopt an Appropriations Ordinance within 75
17 days after the Appropriations Ordinance is introduced. (Charter Section
18 5.134)

19 At any time after the Appropriations Ordinance is adopted by the
20 Commission, the Commission may amend the Appropriations Ordinance in
21 the manner provided by Charter or the Appropriations Ordinance (including
22 transfers), or as otherwise provided by law. The Committee on Ways and
23 Means shall not be required, but is authorized, to hold hearings on a
24 proposed amendment to the Appropriations Ordinance at the times and in
25 the places as the Committee shall determine.

26 The Committee on Ways and Means shall recommend action on a
27 proposed amendment to the Appropriations Ordinance to the Commission.
28 A second reading shall not be required for a proposed amendment which
29 has been reviewed and recommended by the Committee on Ways and

1 Means. The Commission may adopt an amendment to the Appropriations
2 Ordinance (including transfers) in accordance with the Charter and other
3 law. The Commission may by amendment to the Appropriations Ordinance
4 increase appropriations only if sufficient unappropriated revenue is
5 available. (Charter Section 5.145)

6 A newspaper advertisement shall not be required for a public hearing
7 to adopt an amendment to the Appropriations Ordinance.

8 The Committee on Ways and Means may nevertheless direct that an
9 advertisement be placed, if in its judgment, the change in revenues or
10 expenditures is of a kind or involves issues with which some
11 Commissioners will warrant the expenditure of public funds for newspaper
12 advertising of a public notice.

13

14 **Rule 53. ORDINANCE PROCEDURE**

15 Every proposed ordinance shall be introduced in writing. An
16 ordinance shall not contain more than one subject, and the title of the
17 ordinance must clearly express this subject. The enacting clause shall be
18 “It is hereby ordained by the people of the Charter County of Wayne...”

19 Any ordinance which repeals or amends an existing part of the Code
20 of Wayne County Ordinances, shall set out in full the chapters, sections, or
21 subsections to be repealed or amended, and shall clearly indicate the
22 matter to be repealed or amended, and shall clearly indicate the matter to
23 be omitted and new matter to be added.

24 Upon introduction of any ordinance, the Clerk of the Commission
25 shall distribute a copy to each Commissioner and to the County Executive,
26 and shall file a reasonable number of copies in the office of the County
27 Clerk and such other public places as the Commission may designate, and
28 (with exception for the Appropriations Ordinance and any amendment
29 thereto) shall publish a summary of the proposed ordinance in a newspaper

1 of general circulation of at least 50,000 in the County together with a notice
2 setting out the time and place for a public hearing thereon and for its
3 consideration.

4 All ordinances (with exception for the appropriations ordinance and
5 any amendment thereto) shall be included on two separate agendas of the
6 full board with a notation clearly indicating first or second reading of the
7 ordinance prior to final adoption by the Commission.

8 All ordinances shall be referred to an appropriate committee
9 determined by the Chairperson.

10 The public hearing shall not be held sooner than 5 days after
11 publication of a summary of the proposed ordinance. The public hearing
12 may be held separately or during a regular, additional or special meeting of
13 the Commission and may be adjourned from time to time. If the ordinance
14 is referred by the Chairperson to an appropriate committee, the committee
15 may hold the public hearing, which hearing may be adjourned from time to
16 time. Interested persons shall have an opportunity to be heard. The
17 provisions of Rule 32 shall satisfy the public hearing requirements of this
18 Rule with respect to the appropriations ordinance and any amendment to
19 the appropriations ordinance.

20 Upon the passage of ordinances the question shall be "Shall this
21 ordinance now pass?" The "ayes" and "nays" shall be recorded by the
22 Clerk of the Commission. It shall be in order to amend a proposed
23 ordinance at any time before its final passage. All ordinances shall require
24 a majority vote of the Commissioners serving to pass.

25 As soon as practicable after the enactment of any ordinance, the
26 Clerk of the Commission shall have the notice of adoption of the ordinance
27 (with the exception for the Appropriations Ordinance, and any amendment
28 thereto) published in a newspaper of General Circulation of not less than
29 50,000 in the County.

1 Except as otherwise provided by Charter, every ordinance shall
2 become effective on the date specified therein. An approved ordinance
3 may be effective immediately upon at least a 2/3rds vote of Commissioners
4 serving.

5
6 **Rule 54. RESOLUTIONS**

7 Every proposed resolution shall be introduced in writing except
8 resolutions in memoriam and resolutions drafted by the Clerk of the
9 Commission. Any resolution, which repeals or amends an existing
10 resolution shall identify such resolution to be repealed or amended. A
11 resolution may be adopted by the Commission at the meeting at which
12 such resolution is introduced unless prohibited by law. All resolutions shall
13 require a majority vote of the Commissioners serving to pass.

14
15 **Rule 55. EMERGENCY ORDINANCE**

16 An emergency ordinance may be enacted by the Commission to
17 meet a public emergency affecting life, health, property or the public peace.
18 However, an emergency ordinance may not levy taxes; grant, renew or
19 extend a franchise; or regulate the rate charged by any public utility for its
20 service.

21 An emergency ordinance shall be introduced in the form and manner
22 required for ordinances generally, except that it shall contain, after the
23 enactment clause, a declaration stating that an emergency exists and
24 describing such emergency in clear and specific terms.

25 An emergency ordinance shall become immediately effective upon
26 adoption by a 2/3 majority of Commissioners serving and a filing with the
27 Clerk of the Commission of a written waiver by the County Executive of his
28 right of veto of such emergency ordinance.

1 An emergency ordinance shall be written to automatically repeal six
2 months after its enactment, unless re-enacted as an ordinance.

3
4 **Rule 56. ORDINANCES AND RESOLUTIONS AFTER ADOPTION**

5 The Clerk of the Commission shall authenticate by signature, and
6 record all ordinances and resolutions in a properly indexed book kept for
7 that purpose.

8 The Commission shall maintain a general codification of the Wayne
9 County Charter and all County ordinances and resolutions having the effect
10 of law. The general printed codification shall be updated at least twice
11 annually and shall be furnished to County officers, placed in libraries and
12 public offices for free public reference, made available for purchase by the
13 public at a reasonable price fixed by the Commission, and made available
14 on an internet website for public reference.

15 Each ordinance and resolution having the effect of law and each
16 amendment to the Charter shall be printed promptly after enactment, and
17 the printed ordinances, resolutions and charter amendments shall be
18 distributed or sold to the public at reasonable prices to be fixed by the
19 Commission.

20
21 **Rule 57. VETO**

22 Every ordinance or resolution having the effect of law and every
23 resolution approving a contract of the Commission, except quasi-judicial
24 acts of the Commission, appointments by the Commission or action taken
25 under the Charter or law not required to be presented, shall be presented
26 by the Clerk of the Commission to the County Executive within 2 business
27 days after adjournment of the meeting at which the ordinance or resolution
28 is adopted.

1 The County Executive, within 10 days of receipt of an ordinance or
2 resolution, may return it to the Commission with a written certification of the
3 veto and the reasons therefore.

4 An ordinance not returned to the Commission within 10 days of
5 receipt by the County Executive shall be deemed effective upon expiration
6 of the 10-day period, unless specified otherwise in the ordinance or
7 resolution.

8 An ordinance or resolution vetoed by the County Executive may be
9 reconsidered by the Commission within 45 days after receipt of the Veto.
10 A 2/3 majority of Commissioners serving may pass the ordinance or
11 resolution over the County Executive's veto, and such ordinance or
12 resolution shall be effective upon the Commission overriding the County
13 Executive's veto, unless specified otherwise in the ordinance or resolution.

14

1 **POLICY RESEARCH & ANALYSIS**

2

3 **Rule 58. REPORTS REQUIRED BY COUNTY ORDINANCES**

4 The Director of Policy Research & Analysis shall be responsible to
5 obtain copies of reports required by County Ordinances, resolutions or
6 budget instructions including but not limited to the following:

- 7 1. Monthly listings of items referred to the County Commission for
8 action from the Chief Executive Officer’s Document Approval
9 Process PC3 and DAF.
- 10 2. Quarterly Reports detailing those contracts approved and
11 executed by the Chief Executive Officer under delegated
12 authority which report should be included in Quarterly Budget
13 Reports.
- 14 3. Reports required from the Director of Purchasing and Human
15 Relations Division on Equal Opportunity activities and Small
16 and Minority Business contract activities required by the Equal
17 Contracting Opportunities Ordinance. Reports required by the
18 new Procurement Ordinance.
- 19 4. Reports required by the Vehicle Ordinance.
20

1 **REORGANIZATION PLAN POLICY**

2
3
4
5
6
7
8
9
10
11
12
13

In order to complete a thorough review of a proposed Reorganization Plan or amendment of an existing plan within the 90-day period allowed by Charter Section 4.113, the Commission Chairperson shall refer the plan or amendment to the appropriate committee(s) within fourteen days after receiving it from the Chief Executive Officer (CEO).

A committee may request the CEO to submit additional information and may require that specific County officers and employees appear to testify or produce documents and records. A committee may make recommendations to the Commission to approve or reject a plan or an amendment of a plan.

OFFICIAL MAIL POLICY

- 1
- 2
- 3 (1) A Commissioner shall not use county funds to design, print, mail, or
- 4 otherwise distribute any article or material for his/her self or for any
- 5 other candidate for public office, which is characterized by the
- 6 Campaign Finance Act as campaign material.
- 7 (2) Mailings shall be charged against the members account and shall be
- 8 limited to addresses which fall within mail carrier routes which lie
- 9 partly or completely within a Commissioner's own district.
- 10 (3) In a year in which districts are reapportioned, a Commissioner shall
- 11 not mail to addresses, which lie beyond those carrier routes, which
- 12 fall within the Commissioner's district, unless it is committee work
- 13 related.
- 14 (4) A Commissioner shall be limited to \$500.00 in county funds for
- 15 mailings made within the 30-day period prior to a primary or general
- 16 election in which he or she is a candidate; such materials may not
- 17 contain an image of the Commissioner unless he or she is depicted
- 18 alone. All Commissioner bulk mailings shall be processed in a
- 19 manner that allows delivery of the mailings to recipients at least 30
- 20 days prior to a primary or general election in which he/she is a
- 21 candidate. A bulk mailing is any mailing that includes three or more
- 22 of the same item.
- 23 (5) A Commissioner shall not use county-funded materials to endorse or
- 24 promote a personal or private profit-making business. A
- 25 Commissioner may however recognize, applaud and promote the
- 26 civic, social, and charitable efforts made by a business or
- 27 businessperson.
- 28
- 29

TRAVEL POLICY

1
2
3
4
5
6

The Commission Travel Policy (Resolution No. 2000-707) was adopted on November 16, 2000.