

**COUNTY OF ALLEGAN**  
State of Michigan

Rules of Organization and Procedure

Of The

Allegan County Board of Commissioners (BOC)

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1. **AUTHORITY:** These rules are adopted by the BOC of Allegan County pursuant to Section 46.11 of the Compiled Laws of Michigan, as amended.
2. **APPLICATION, SUSPENSION, AND AMENDMENT OF BOARD RULES**
  - a. These Rules shall guide and direct the Allegan County BOC's operations.
  - b. Any situation, which may arise and is not covered by these rules, shall be determined on the basis of Robert's Rules of Order. When the rules contained herein conflict with State of Michigan statutes, the statutes shall prevail.
  - c. No rule of the BOC shall be suspended or amended without concurrence of a majority of all BOC members elect.
  - d. Except during the organizational meeting, any proposed amendment(s) to the BOC rules shall be first referred to a BOC meeting for discussion only, with subsequent consideration given for action no later than one month thereafter.
3. **BOARD AND ADMINISTRATIVE OFFICERS**
  - a. CHAIRPERSON
    - i. **Statutory Powers and Duties [MSA 5.323]**
      - (1) Presides at all BOC meetings.
      - (2) Administers oaths and issues subpoenas. [MSA 5.323]
      - (3) Signs contracts [MSA 5.323] and Board-approved minutes [MSA 5.352] and certifies the equalized tax rolls. [MSA 7.52]
      - (4) With the advice and consent of the BOC, appoints Directors of an Economic Development Corporation [MSA 5.352 (4)].
      - (5) Upon the disqualification of the County Drain Commissioner (Chapter 16, Sec. 280.381 of the Michigan Drain Code, PA 40 of 1956) appoints Boards of Determination pursuant to Sec.'s 280.72 and 280.441 of that Code.
      - (6) Serves on Intra-county Drainage Boards (Chapter 20, Sec. 280.464) and Augmented **Inter**-county Drainage Boards (Chapter 21, Sec.280.515) and appoints additional member(s) to either when circumstances so warrant, as defined in the MI Drain Code, PA 40 of 1956.
      - (7) Reviews, with other officials, the Sheriff's determination of jail overcrowding. [MSA 28.1748-2]
      - (8) Carries out Emergency Management and Preparedness responsibilities in accordance with Public Act 390 and appoints BOC members to act in place of the Chairperson in his/her absence.
    - ii. **Other Duties**
      - (1) Serves ex-officio on all committees.
      - (2) Appoints BOC committee members subject to BOC approval.
      - (3) Makes other county appointments subject to BOC approval.
      - (4) Preserves order and decides questions of order subject to approval of the BOC.
      - (5) Votes on all questions taken by roll call vote, except on Commissioners' appeals regarding a decision of the chair.
      - (6) Serves as spokesperson for BOC action or designates a spokesperson in writing.
      - (7) Attends regular meetings with the County Administrator for the purpose of providing assistance and planning in BOC related matters.
      - (8) Duties of the BOC Chairperson may be expanded by the BOC for purposes and durations deemed appropriate and necessary.
  - b. VICE CHAIRPERSON
    - i. With the exception of instances when the Chair has initiated specific alternatives, in the absence of the Chair, the Vice-Chair assumes all authorities and performs such duties as enumerated in Section 3.a above.

- c. CLERK-OF-THE-BOARD
  - i. Shall be the County Clerk or, in the Clerk's absence, a Deputy County Clerk.
  - ii. Duties shall be as specified by law, MSA 5.324, MSA 5.330, MSA 5.325, MSA 5.352.
- d. COUNTY ADMINISTRATOR (CAO): The BOC employs a County Administrator who is recognized as the Chief Administrative Officer of the County. The authorities and duties of the CAO are listed in Attachment "A".
- e. FREEDOM OF INFORMATION ACT (FOIA) COORDINATOR: The Chairperson shall designate the CAO (or his/her designee) as the FOIA Coordinator for the County of Allegan [MSA4.18016].

#### 4. BOARD COMMITTEES

- a. COMMITTEE OF THE WHOLE: The BOC shall generally operate as a Committee-of-the-Whole, perform as the County Board of Public Health when necessary, and establish other committees as it deems appropriate.
- b. BOARD OF PUBLIC HEALTH: The BOC shall perform as Local Governing Entity (LGE) of the Local Health Department (LHD) as enunciated in the Michigan Public Health Code. (Code). At least quarterly, the BOC shall schedule a dedicated agenda item during a planning session or regular meeting of the BOC (or schedule a special meeting if necessary) for the Health Officer (and other members of the LHD) to report on the activities of the LHD during the most recently concluded quarter, provide a forecast of activities for the quarter ahead, and any anticipated public health situations in the year ahead. These sessions shall be added to the annual schedule of information sessions. Topics for these sessions may also include items, derived from the Code such as:
  - i. Concurrence or disapproval authorizing LHD to adopt regulations (e.g. water regulations),
  - ii. Receiving the annual report, approval of the Plan of Organization
  - iii. Providing or demonstrating the provision of each required service which the LHD is designated to provide, and
  - iv. Fixing and requiring payment of fees for services authorized to be performed by the LHD.
- c. ESTABLISHMENT OF COMMITTEES
  - i. The BOC may establish committees which shall perform specific functions including but not limited to research, analysis, oversight or forming a recommendation regarding a project, policy, issue, ordinance or plan that authorized by resolution of the BOC.
  - ii. Each committee shall have a Chairperson and Vice-Chairperson elected by its members.
  - iii. Each committee Chairperson shall be responsible for keeping a written record of committee proceedings.
  - iv. The number of BOC members on any committee shall not exceed one (1) less than a majority number of those elected and serving on the full BOC although the committee may contain other members.
- d. PROCEDURES FOR USE OF COMMITTEES
  - i. Committees shall address items only referred by the BOC.
  - ii. Items which have been referred to a committee by the BOC shall be addressed in accordance with these rules.
  - iii. If a committee determines that additional county resources to address its responsibilities or if procedural clarifications are necessary to perform its duties, the committee shall ask for assistance from the CAO.

- iv. When the committee has completed its charge, its written findings shall be forwarded to the BOC via the CAO, and placed on the BOC's next regular business meeting for review and determination subsequent to Section 7.b herein.
- v. The BOC shall, subsequent to receiving a finding/recommendation from a committee and lending review, give consideration through one of the following:
  - (1) Vote on the finding/recommendation.
  - (2) Table the finding/recommendation.
  - (3) Return the finding/recommendation for further consideration with direction(s) or forward it to another committee with direction(s).

**5. OTHER BOARDS, COMMISSIONS, and COMMITTEES:** Due to statutory requirements, by invitation, or through the exercise of its discretion, the BOC appoints or elects BOC members, member-alternates, and other persons to boards, commissions, and committees which exist internally and externally to the Allegan County government organization.

- a. Any BOC member so appointed or elected shall make available the minutes or other informations of record of those same boards, commissions or committees to the BOC upon its request in times sufficient to the BOC's considerations and by a manner herein directed.
  - i. **ELECTION/APPOINTMENTS:** All elections and/or appointments shall be conducted in accordance with all applicable state statute and/or by-laws specific to each board, commission, and committee.
    - (1) When an appointment is in order, the BOC Chairperson shall make the appointment subject to BOC confirmation.
    - (2) The BOC shall not elect or appoint individuals to any board, commission, or committee upon receiving first notice of a vacancy.
    - (3) **ANNUAL NOTICE:**
      - (a) The BOC shall publish two notices annually (March & October) in a local newspaper and the County website seeking potential candidates for future elections/appointments as a result of a term expiring or vacancy during an existing term.
      - (b) The CAO shall be responsible for placing on the agenda a month in advance the offices that will be voted upon at a subsequent meeting.

**6. MEETINGS:** All meetings of the BOC shall be noticed and conducted in accordance with the Michigan Open Meetings Act.

- a. **ORGANIZATIONAL MEETING:** The first meeting in each calendar year shall be the organizational meeting. At each such meeting the county clerk shall initially preside.
  - i. **OATH OF OFFICE:** The county clerk shall administer the oath of office to the BOC members-elect, if the oath had not previously been administered.
  - ii. **ELECTION OF CHAIRPERSON AND VICE-CHAIRPERSON**
    - (1) The Clerk shall call for nominations for the office of temporary chairperson.
    - (2) When nominations are closed by majority vote or no other nominations are forthcoming the clerk shall order the roll to be called
    - (3) When one nominee receives a majority of the votes of the BOC members elected and serving, the nominee shall be declared the temporary chairperson and the County Clerk shall retire to his/her position as Clerk-of-the-Board.
    - (4) The temporary chairperson shall seek the BOC's determination of the Chairperson's term of office, one year or two years.
    - (5) Upon determination of the Chair's term of office, the temporary chairperson shall call for nominations for the office of Chairperson.
    - (6) The temporary chairperson shall seek the BOC's determination of the use of secret balloting for the Chairperson.
    - (7) When nominations are closed by majority vote or no other nominations are forthcoming the temporary Chairperson shall order the roll to be called or the secret balloting

- completed.
- (8) When one nominee receives a majority of the votes of the BOC members elected and serving, the nominee shall be declared the chairperson.
- iii. SCHEDULE OF REGULAR MEETINGS: The BOC shall establish a schedule of regular meeting if it has not previously been adopted.
- b. ANNUAL MEETING: Shall be held in the evening between September 14 and October 16; per Act 156 of 1851, 46.1; Sec. 1.1.
- c. REGULAR MEETINGS: The regular meetings of the BOC shall be scheduled in accordance with its annually approved schedule and shall be held at 1:00PM on the second and fourth Thursdays of each month unless otherwise posted (see Agenda Format A).
- i. CHANGES/CANCELLATION: The schedule of regular meetings shall not be changed except under the following conditions:
- (1) Upon the majority decision of the BOC during any noticed meeting.
  - (2) Upon the determination of the Chairperson due to circumstances of imminent danger to the health, safety, and welfare of the public and/or others that may be in attendance.
  - (3) When the Clerk-of-the-Board, upon receipt of written communications from a majority of BOC members, has determined a quorum will not be present. Upon said determination, the Clerk-of-the-Board shall immediately give notice to each BOC members at least 24 hours before scheduled meeting time and upon giving public notice in accordance with the Open Meetings Act.
- d. PLANNING SESSIONS: The BOC tentatively schedules these sessions to conduct planning (strategic or project related), policy review, and other matters it may deem necessary (See Agenda Format B) at 9:00AM, unless otherwise posted, on the morning of the same day as regular scheduled BOC meetings.
- i. CANCELLATION: The Chairperson in conjunction with the CAO may cancel these sessions by the end of business on Friday prior to the meeting for reason of lack of business to be considered by the Board.
- e. SPECIAL MEETINGS: Special meetings may be set by one of the following methods:
- i. By a majority of the BOC members during any noticed meeting.
  - ii. At the "Call of the Chairperson".
  - iii. By the Clerk-of-the-Board upon receipt of a written request signed by one-third (1/3) of the BOC members. Upon receipt of said request, the Clerk-of-the-Board shall immediately give notice to each of the BOC members at least 24 hours before the scheduled meeting time and upon giving public notice in accordance with the Open Meetings Act.
- f. PLACE OF MEETINGS: Unless otherwise noticed, meetings of the BOC shall take place in the County Services Building – Board Room, 3283 122<sup>nd</sup> Avenue, Allegan, MI 49010.
- g. START OF MEETING: The Chairperson shall take the chair at the time specified in the meeting notice; the BOC shall then be called to order and the roll of BOC members called.
- h. QUORUM: A majority of the BOC members elected and serving shall constitute a quorum for the transaction of the ordinary business of the county. [MSA 5.323] Excluding procedural votes, the final passage or adoption of any measure or resolution or the allowance of any claim against the county shall be determined by a majority of all BOC members elected and serving [MSA 5.323].
- i. BOC MEMBER ATTENDANCE: Any BOC member who shall be late to a session shall upon his/her arrival report his presence to the Clerk-of-the-Board. Furthermore, a BOC member that will knowingly be late/absent from an official proceeding of the BOC shall notify the Chairperson or the Administrative Office as soon as possible prior to said meeting.
- i. REMOTE ATTENDANCE: BOC members may be connected to a meeting remotely under the following conditions:

- (1) The request has been submitted to the CAO at least 24 hours in advance of the meeting.
  - (2) The remote connectivity is sufficient and will not interfere with the progress of the meeting.
  - (3) The BOC member's participation shall not be considered attendance for the purpose of establishing a quorum, unless otherwise permitted by the Open Meetings Act.
- j. PUBLIC PARTICIPATION: The right of public address is granted by the Michigan Open Meetings Act under rules established by the BOC [MSA 4.1800 (13) & (5)]. The public shall be allowed to address the BOC within the following parameters:
- i. Public comment shall be permitted during the public participation portion(s) of the agenda subsequent to the SPEAKER'S declaration of
    - (1) Name and address, and
    - (2) The topic which they wish to address
    - (3) In general, a maximum of five (5) minutes shall be granted to each person desiring to make a public comment; however, that time may be modified at the discretion of the Chair.
  - ii. Public comment is permitted during discussion items on an approved agenda, providing a related motion is not in the BOC's possession (a motion having been made, seconded and recognized by the Chair)
  - iii. Public comment shall not be permitted during action items on an approved agenda.
  - iv. Any exception to the rules of public participation shall be at the discretion of the Chairperson
- k. DISTRIBUTION OF AGENDAS/MINUTES: A copy of a completed agenda and approved minutes of previous, monthly proceedings shall be available online as soon as possible by the Clerk-of-the-Board. A printed copy of the minutes of the monthly BOC proceedings shall be available at the County Clerk's office.

## 7. AGENDA(S)

- a. DEVELOPMENT: BOC agendas shall be managed by the CAO in conjunction with the BOC Chairperson and Clerk-of-the-Board (as needed).
- b. AGENDA ITEM(S) FOR CONSIDERATION: With the exception of BOC members (see Section 7.b.i) agenda items must be submitted to County Administration not less than ten (10) **business** days prior to the next scheduled Regular Meeting for placement on the agenda. The submission shall include all necessary supporting documentation/information requisite to the BOC's full consideration.
  - i. A BOC member's intent to add an item or amend/rescind a previous item shall be introduced to the BOC during the "future agenda items" portion of a preceding meeting. The BOC shall not add items to an agenda if said item has been previously acted upon by the BOC unless approved in advance by the BOC and/or the provisions of Section 9.c. have been met. See attached Flow Chart, Attachment "B".
  - ii. All agenda items for consideration shall be submitted with complete documentation (see "Attachment C" Request for Action [RFA] Form) through the County work order system. The work order system will automatically assign a work order number which is transmitted to the requestor so that they may refer to it when communicating with the CAO. The CAO shall review the request and take one of the following actions:
    - (1) Request additional information as needed before making recommendation or taking action.
    - (2) Approve or deny items under the authority of the CAO. Items denied may be appealed in writing to the Chairperson of the BOC detailing specific reasons why an item should be considered. Requests for consideration/appeal must be received within 10 business days from the receipt of the denial.
    - (3) Report items requiring action to the BOC with recommendation/resolution on disposition of action.

c. AGENDA FORMAT FOR REGULAR MEETINGS (Format A):

- (1) Call to order
- (2) Roll call, Determination of Quorum
- (3) Opening Prayer
- (4) Pledge of Allegiance
- (5) Public/Budget Hearing and related communications (As needed)
- (6) (Other) Communications
- (7) Approval of minutes
- (8) Public participation
- (9) Additional agenda items
- (10) Approval of the agenda
- (11) Presentations
- (12) Proclamations
- (13) Informational Sessions
- (14) Administrative Reports
- (15) Consent Items
- (16) Action Items
- (17) Discussion Items
- (18) Appointments
- (19) Elections
- (20) Public participation
- (21) Future Agenda Items
- (22) Requests for Per Diem/Mileage
- (23) Boards and Commissions Reports
- (24) Round table
- (25) Closed Session
- (26) Adjournment

d. AGENDA FORMAT FOR PLANNING SESSIONS (Format B):

- (1) Call to Order
- (2) Roll Call, Determination of Quorum
- (3) Opening Prayer
- (4) Pledge of Allegiance
- (5) Public Participation
- (6) Additional Agenda Items
- (7) Approval of Agenda
- (8) Discussion Items
- (9) Other Items
- (10) Public Participation
- (11) Closed Session
- (12) Adjournment

e. INFORMATION FLOW TO THE BOC MEMBERS

- i. INFORMATIONAL SESSIONS: Departmental Information Sessions or presentations from public or other agencies shall be given a specific time and duration. All presenters shall be limited to a twenty (20) minute maximum, including a question/answer period. Departments will be asked to supply their presentation to the BOC prior to their scheduled date to allow the BOC's review and an opportunity to supply questions to departments in advance of their presentation.
- ii. REGULAR MEETING PACKETS: In general, on the Friday before each BOC meeting, County Administration shall provide the BOC with a written recommendation and relative background information within the meeting packet for each item to be addressed by the BOC. Any questions or additional information needed by BOC members should be directed to County Administration by the Tuesday prior to the meeting, and that information shall be

- provided back to all BOC members before the meeting.
- iii. **PLANNING SESSION PACKETS:** Materials will be provided as they become available. However, the intent of the Planning Session is for discussion, feedback, updates, etc., therefore, it should be expected materials may be provided up to the time of the meeting.
- iv. **CHANGES TO THE PUBLISHED AGENDA:** At the discretion of the CAO and/or BOC Chairperson, agenda items (except those added under 7.b.i) may be changed (including but not limited to additions, deletions, and order) prior to the close-of-business on the Tuesday prior to the scheduled BOC meeting. Changes shall be for substantial reasons i.e. urgency, lack of supporting materials, availability of presenter. The BOC shall receive a revised final agenda at the close of business that same day, reflecting any changes to the agenda with appropriate revision number noted. If no changes have been made, the meeting packet previously sent shall be considered the final agenda unless changed by the BOC during the meeting.
  - (1) Any changes to the final agenda by the BOC after noon on Tuesday must be accomplished at the beginning of the meeting by a two-thirds (2/3) majority vote of those elected and serving.
- v. **AGENDA ITEMS:** Commissioners may add agenda items for discussion only to any regularly scheduled meetings of the Board by contacting the Chair or, in the absence of the Chair, the vice chair, up to noon on the Tuesday preceding the scheduled meeting.
- vi. **DISCUSSION ITEMS:** Items may be of a specific nature on which action will be required at a future meeting and/or of a broader nature requiring discussion on subsequent agendas. Following discussion of each item, the BOC Chairperson should clarify the intent of further action or discussion needed. Generally, items requiring BOC action shall start as discussion items and be moved to a future agenda for action. However, routine and time-sensitive items may be moved for immediate action.

## **8. RULES OF FORM**

- a. **SPEAKING TO A QUESTION:** Every BOC member, previous to speaking upon a question shall address the chair. When two or more BOC members speak at once, the chair shall designate the BOC member who shall be first to speak.
- b. **CALL TO ORDER:** When a BOC member is speaking on any question before the BOC, the member shall not be interrupted except to be called to order. A member called to order shall immediately be silent unless permitted to explain, and the BOC, if appealed to, shall decide the case. If there is no appeal, the decision of the BOC Chair shall stand.
- c. **SUBMISSION OF MOTION:** No motion shall be debated or put in the minutes unless the same is seconded. It shall be stated by the Chairperson before debate, and any such motion shall be reduced to writing if any members desire it, or at the request of the Chairperson or Clerk-of-the-Board.
- d. **WITHDRAWAL OF MOTION:** After a motion is stated by the Chairperson, it shall be deemed to be in possession of the BOC, but may be withdrawn by the member who made the motion, with the concurrence of the member seconding the motion, if there is no objection by any other member of the BOC. All BOC decisions shall be entered in the record of BOC proceedings.
- e. **MOTIONS DURING DEBATE:** When a question is under debate, no motions shall be received but to adjourn, to call the previous question, to table, to postpone indefinitely, to postpone to a day certain, to refer, and/or to amend...
- f. **MOTION TO ADJOURN:** The motion to adjourn shall always be in order, and the motion to table shall be decided without debate. A motion simply to adjourn shall be understood to mean for the day only.
- g. **PREVIOUS QUESTION:** When moved, and seconded, a 2/3rds affirmative vote ends all



discussion/debate and the BOC shall proceed immediately to any related amendments and then the main motion (as amended).

- h. DIVISION OF QUESTION: If the question being discussed contains two or more points, any BOC member may request to have it divided for separate considerations.
- i. PETITIONS/MEMORIALS: Shall be addressed to the BOC, in writing, and presented to the Chairperson for appropriate action.
- j. RECORDING: In all cases, every written report, resolution, or motion shall bear the name of the originating committee (if applicable), and the names of the BOC member moving and the BOC member seconding shall be entered into the record of the BOC's proceedings.
- k. COMMENTS ENTERED INTO THE RECORD: A BOC member, wishing to have his/her comment(s) entered into the record of the BOC's proceedings, shall submit the comment(s) in writing to the Clerk-of-the-Board.
- l. SPECIAL ORDERS: Any measure or motion having been placed on special orders for some future time shall not be taken up prior to that time except by unanimous consent of the BOC members present.

## 9. VOTING

- a. ROLL CALL:
  - i. The names and votes of BOC members shall be recorded on board actions to adopt final measures as ordinances and the appointment or election of officers, etc [MCLA 46.3a].
  - ii. Conflicts of Interest: BOC members "shall not be interested directly or indirectly in any contract or other business transaction with the county (or other county agency) during the time for which they are elected or appointed nor for one year thereafter unless the contract or transaction has been approved by three fourths of the members of the (BOC) and so shown in the minutes of the board together with a showing that the board is cognizant of the (former) member's interest [MCLA 46.30]" and shall make such declarations of real or perceived conflict of interest at the time appropriately prior to any final, related action by the BOC.
  - iii. A roll call vote will be taken when requested by any BOC member.
  - iv. When a roll call vote is taken, no member present shall abstain from voting "yes" or "no".
  - v. For the voting of the BOC at each session, the Clerk-of-the-Board shall vary the order of calling the roll.
  - vi. During a roll call vote, members of the BOC shall be given one opportunity to vote. Each BOC member's vote shall be presented as follows and so recorded by the Clerk-of-the-Board:
    - (1) "Yes" – representing any response in the affirmative
    - (2) "No" – representing any response in the negative
    - (3) "Abstaining" – only in the instance of a conflict of interest as defined in 9.a.ii above, and
    - (4) "Absent" – BOC member was not present at the time of the vote.
- b. TIE VOTES: In the event of a tie vote of the BOC upon any matter presented to them for consideration, the motion or proposal does not pass for lack of a majority approval; the matter, however, may be proposed to the BOC for reconsideration in the identical, similar or revised form at any time, to be voted on by the same number of BOC members, or more, present at the time of the tie vote.
- c. RESCIND/AMEND: A motion to rescind or amend any question previously acted upon may be made on any day of any session under the following conditions:
  - i. The action caused by the original question has not already been carried out to a point that cannot be undone.

- ii. The motion to rescind or amend must be moved and seconded by the BOC members who voted with the majority, but there must be at least as many BOC members present as there was when the matter to be rescinded was first voted upon.

## 10. BOARD COMPENSATION

- a. SALARY and FRINGE BENEFITS: BOC members shall receive an annual compensation package that shall be established prior to each new term and shall be maintained consistent with applicable laws. See Attachment "D" for current compensation package.
- b. TRAVEL: BOC members shall receive travel and training reimbursement in accordance with County Employee Policy 511.
- c. BOC PER DIEM: Shall be paid to BOC members and to members of other bodies statutorily connected to the BOC per diem at the rate established through BOC resolution, as attached, and processed based on the following parameters:
  - i. The total meeting(s) time in one (1) day more than four (4) hours shall be considered one (1) full day. The total meeting(s) time in one (1) day of four (4) hours or less shall be considered one half (1/2) day. Travel time is included.
  - ii. All BOC member per diem shall be expensed from the BOC's budget financial activity.
  - iii. The following BOC related meetings shall be eligible for BOC per diem and mileage:
    - (1) Regular County BOC meetings,
    - (2) BOC Planning Sessions,
    - (3) Special BOC Meetings,
    - (4) Quarterly Interdepartmental Meetings normally held the last Wednesday of January, April, July, and October,
    - (5) Attendance (in-person or through remote connectivity if meeting is held out-of-County) in any meeting of a board, commission, or committee or official activity, i.e. training or conferences to which a BOC member has been appointed by the BOC or BOC Chairperson in writing. See Attachment "E" for identified boards, commissions and committees,
    - (6) Attendance (in-person or through remote connectivity) in Michigan Association of Counties (MAC) activities in which participation or appointment has been confirmed by the BOC,
  - iv. Attendance (in-person or through remote connectivity) by any elected Commissioner serving on the MAC Board of Directors and/or any other MAC Boards & Committees' activities, conferences and meetings related to their role that compensation is not provided for by the Association shall receive per diem & mileage.
- d. BOC CHAIRPERSON: The Chairperson (or his/her BOC member designee) is authorized to receive up to two (2) half day BOC per diems in a single month to attend additional meetings, events, etc. at the request of the CAO to best represent the interests of the County. Unless otherwise approved by the BOC, the Chairperson shall not receive BOC per diem for regular meetings with the CAO as listed under the duties of the Chairperson. A workgroup of the County Administrator, Chair and Vice-Chair is authorized to meet to review Board Meeting agendas to ensure compliance with Board rules, prepare procedurally for Board meetings including the review of progress on Board Projects established through its formal planning process. The Chair and Vice-Chair are both eligible to receive up to two half-day per diems (and mileage if necessary) per month for participation in said workgroup meetings.
- e. OTHER MEETINGS: All other meetings or events shall be subject to the BOC's approval to receive mileage and per diem including but not limited to the following:
  - i. Conference and/or related training,
  - ii. District specific or BOC member prerogative type meetings,
  - iii. Special Use Committees,
  - iv. Workgroups, taskforce, etc. established under an existing Board, Commission, or Committee.

- f. DOCUMENTATION: Each BOC member shall be responsible to submit the necessary attendance record (Attachment "F"), and audit his/her own monthly reports for compensation.

## 11. MISCELLANEOUS RULES

- a. CLAIMS: Each Wednesday, by 12:00PM (noon), the BOC shall receive/have available a compilation of the weekly claims for their review.
  - i. During weeks in which the BOC does not have a regularly scheduled meeting or during weeks in which that meeting is not held: BOC members shall, subsequent to their review of the weekly claims, submit any questions regarding a claim via email to the CAO, Executive Assistant, and Director of Finance by each Thursday 5PM. If the question(s) cannot be readily addressed, only those claim(s) in question shall be withheld from payment until the next scheduled BOC meeting for final action. If the County will be adversely affected i.e. shut off of utilities, finance charges, the Chairperson is authorized to review, release or continue to hold the claim in question.
    - (1) The CAO (or designee in his/her absence) is authorized to release for payment all claims after Friday 8AM except those held for question.
  - ii. During weeks in which the BOC holds a regularly scheduled meeting, the BOC shall approve previously reviewed, processed, and released payments for claims but may choose to withhold approval of claims not reviewed but processed for payment that same week.
  - iii. The Clerk-of-the-Board shall print in the BOC proceedings a report of the total of accounts payable claims against the different funds as they are submitted, rather than a detailed report of the individual claims. The BOC will take final action to accept claims into record and provide final signatures.
- b. SIGNATORY AUTHORITY:
  - i. The Chairperson (or designee declared in writing if permitted by law) is the official signatory of the BOC where Chairperson/BOC signature is required by law or as specifically required by grant or BOC resolution.
  - ii. The County Administrator (or designee declared in writing) is designated as the official signatory of the County and shall approve BOC approved leases, contracts and other (legal) documents consistent with the execution of the duties of the position as authorized through BOC approved policy. This designation does not diminish the authority of the Chairperson as stated above in 11.b.i.
  - iii. Other signatory authority is limited to that contained within BOC approved policy.
- c. ORDINANCES: County ordinances that have been enacted by the BOC shall be numbered for reference in the following manner: The first ordinance, 1001; the second, 1002; the third, 1003 and so forth.
- d. COMPATIBILITY OF POSITIONS: No BOC member, while a member of the BOC shall be eligible for election or appointment to any other County office or position, the election of which is within the jurisdiction of the County BOC unless otherwise permitted by law. [MSA 5.323]
- e. COMMISSIONER'S ANNUAL, EQUIPMENT STIPEND PROGRAM: A stipend in the amount of \$50 per month shall be paid the first payroll of each month to each commissioner. The stipend is intended to reimburse each commissioner for partial use of a personal cell phone, an internet connection, and/or other equipment/services/supplies that may be used to conduct official County business. Any commissioner may opt-out of the program by submitting a written statement indicating such to the Human Resources Department prior to January 2 of each year for that year's program. Once a commissioner has opted-out of the program for a given year, the commissioner is no longer be eligible to participate until the next year.
- f. ASSISTANT CORPORATE COUNSEL: At each Board of Commissioners meeting, the Assistant Corporate Counsel shall be present virtually or be in person as requested by the Board of

Commissioners to receive any questions, concerns or direction that the Board as a body may enunciate. Assistant Corporate Counsel may also respond at said meetings to questions from individual commissioners in the course of board consideration of agenda items for the specific meeting.

# ALLEGAN COUNTY

## COUNTY ADMINISTRATOR

### **General Summary**

Under the direction and oversight of the Allegan County Board of Commissioners as a body, serves as the Chief Administrative Officer of the County and performs a wide range of difficult-to-complex administrative activities that serve to support effective and efficient county government operations; advises and assists the Board in planning, policy and operational matters; and directs and coordinates the administration of county government in accordance with policies and directives issued by the Board as a whole, pursuant to all applicable state and federal laws and regulations.

### **SCOPE OF RESPONSIBILITY AND AUTHORITY**

The County Administrator is responsible for the following departments: Budget and Finance, Central Dispatch, Equalization, Facilities Management, Health Department, Human Resources, Information Services, Land Information Services, Senior and Veteran Services, Transportation and Public Defender and performs the full range of managerial-oversight functions. Acts as final appointing authority and retains authority over organizational structure, budget, staffing levels and configuration, financial management, planning, administrative policy development and implementation, performance management and prioritization of fiscal, human and capital resources.

The County Administrator carries overall responsibility and authority for the “business” and service delivery aspects of Allegan County government. In matters of governance and public policy, the position oversees the implementation and administration of Board-established policies. The administrator helps maintain good working relationships between the Board’s office and other elected officials.

### **Essential Functions**

1. Works with the Board to understand their vision and strategic policy direction. Assists the Board in developing and managing public policy matters. Oversees staff implementation of Board goals and policies. Directs and oversees near-term and long range work planning: goal setting, prioritization, funding, monitoring and reporting.
2. Provides assistance to the Board and committees of the Board to facilitate action on matters requiring their attention (based on County policy) and is a liaison to other boards and agencies. Investigates and researches various issues and projects assigned by the Board and reports the results with possible alternatives and recommended courses of action. Provides a recommendation on all non-political matters to be considered by the Board of Commissioners.
3. Acts as the first step and/or liaison for all matters to be considered by the Board of Commissioners. Manages the development of Board and committee meeting agendas with the assistance of the Board or Committee Chairperson and/or the County Clerk and attends meetings to advise, counsel, and present pertinent data and information to aid the Board in making decisions and establishing policies. Researches, analyzes and implements issues considered and approved by the Board.
4. Maintains the fiscal oversight of the County. Administers, reviews, and analyzes budgets including general operating, applicable county funds, and capital outlay. Approves major purchases and contracts for services, forecasts financial status, and creates and implements related policy. Consistent with the Uniform Budgeting Act, develops an annual balanced budget to be presented to the Board of Commissioners for final approval.
5. Negotiates, develops, reviews, and/or approves (based on County policy) a variety of legal documents including but not limited to contracts, purchase agreements, grants, and interagency agreements, ensuring the County’s interest is represented.

## ALLEGAN COUNTY

### COUNTY ADMINISTRATOR

6. Coordinates legal matters in conjunction with corporation counsel. Seeks legal advice and opinions on behalf of the County. Exercises settlement authority with established limits and recommends action on other matters to the Board. Designated County representative to liability insurance carrier and is responsible for the administration of all liability claims.
7. Leads labor negotiations and the administration of all labor agreements within County government. Provides leadership and direction for personnel related matters including final decision authority on personnel matters.
8. Confers with all county departments and seeks to resolve operating problems within current practices and policies. Revises and develops policy dealing with new or changing circumstances for consideration of the Board. Advises departments of relevant Board and committee actions.
9. Continuously monitors and evaluates the efficiency, effectiveness and cost-effectiveness of the County's service delivery and governance, with emphasis on departments and functions under the authority of the Board. Recommends and implements action to maintain and improve services.
10. Participates in planning of county infrastructures including facilities, capital outlay, budget, and critical long-range needs.
11. Represents the County Board of Commissioners, as a Body, acting as a liaison with the Board, county departments, other elected officials, local units of government, various agencies, and other committees on federal, state, county, and community issues.
12. Represents the County at various functions such as making speeches at civic and business association meetings. Meets with community members, developers, and officials to establish goodwill and resolve/respond to issues. Serves as the County's representative on numerous boards, committees, associations, and other groups on behalf of the Board of County Commissioners. Collaborates on federal/state/county/community issues.
13. Serves as the Public Information Officer for all matters under the authority of the Board of Commissions and at times for the whole organization. Develops, reviews, and distributes press releases based on formal decisions of the Board of Commissioners and factual information. Interacts directly with all forms of media.

#### **Employment Qualifications**

**Education:** Bachelor's Degree in Public or Business Administration, Master's Degree preferred, and/or a combination of education and experience that would be beneficial to the position as determined by the Allegan County Board of Commissioners within its sole discretion.

**Experience:** Seven or more years of responsible administrative/supervisory experience in local government.

1. Knowledge: Principles and practices of business administration including general accounting and fiscal management practices; governmental budgeting; personnel practices and employment laws, office procedures and business operating systems; and the appropriate method and means of dealing with human behavior situations in a variety of circumstances.
2. Skill: Communicate effectively, verbally and in writing, with and in a diverse range of audiences and settings; persuasion and negotiation of conflicts and problems; assessing operational, program, staffing and fiscal needs; interpreting legal documents, law and government regulations; evaluating fiscal and financial reports, forms and data; analyzing complex written documents; identifying and resolving administrative problems; working long and irregular hours under pressure conditions; delegating responsibility and achieving results through subordinates; and maintaining order in an environment of changing priorities.

**ALLEGAN COUNTY**

**COUNTY ADMINISTRATOR**

**Other Requirements:**

*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.*

**Physical Requirements** *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements].*

Ability to access departmental files.

Ability to enter and retrieve information from computers.

Ability to access all locations of County government.

**Working Conditions:**

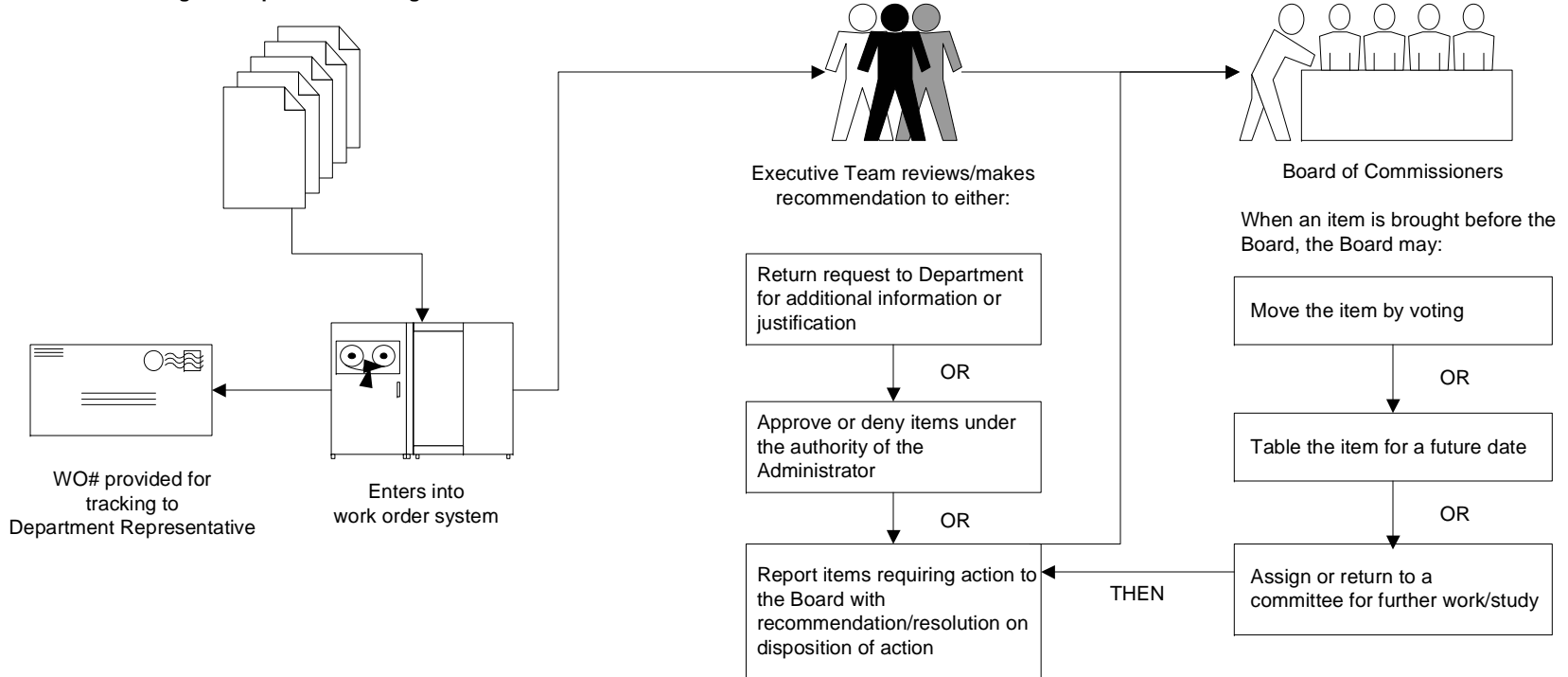
Works in office conditions.

# Allegan County Board of Commissioners

Board Procedure and Action Flow

Revised January 7, 2010

Items for consideration by BOC should be submitted by  
Department Heads/Elected Officials with a  
Request for Action Form through the work order system  
Must be not less than 10 business days  
prior to the next  
scheduled Regular and Board Committee  
Meetings to be placed on the agenda







ALLEGAN COUNTY  
REQUEST FOR ACTION FORM

RFA#: 99-999

Date: XX/XX/XXXX

"FOR EXAMPLE PURPOSES ONLY"

Request Type Grant  
Department Requesting Administration  
Submitted By Denise Stan, Executive Assistant  
Contact Information ext. 2636

Name of Grant:  
2010 Marine Safety Program Grant

Summary of Grant:  
Reimbursement for patrol supplies, gas, maintenance/other

- APPLICATION
- ACCEPTANCE
- New
- Renewal
- Continuation

Amount (Not including local match) \$144,831.00

Source of Grant Funds (% of allocation) State

Type of Match

- Cash
- Inkind

Amount / Description / Source of Match:  
County 25% State 75%

Term of Grant January 1, 2010 thr December 31, 2010

Does it involve personnel?

- No
- Yes

Does it involve ongoing Operational Activities (recoverable?)

- No
- Yes

Admin Fees \$0.00

Equipment / Ongoing Costs

Does it effect other operations?

- Yes
- No

Disposition:

N/A

Changes in Grant:

N/A

**ATTACHMENT D**

S T A T E O F M I C H I G A N

BOARD OF COMMISSIONERS OF THE COUNTY OF ALLEGAN

**FY2021-22 COMMISSIONER COMPENSATION**

**BE IT RESOLVED**, that the Allegan County Board of Commissioners does hereby approve the years 2021 and 2022 compensation package for Board of Commissioners to be as follows:

- Commissioner Chairperson annual salary:
  - o 2021 - \$12,781.60
  - o 2022 - \$13,037.18
- Member annual salary:
  - o 2021 - \$11,023.22
  - o 2022 - \$11,243.70
- Per diem rates for Board members attendance at regular board and committee meetings, and appointed boards or committees, shall be \$50 for half days and \$100 for full days (refer to Rules of Organization and Procedures),
- Life Insurance - County Policy of \$50,000,
- County Municipal Employee Retirement System (MERS) Defined Contribution Plan with 7% County base contribution and a Commissioner contribution of 3%, or access to a 457 Deferred Compensation Plan with the same county contribution as the MERS Defined Contribution plan,
- Access to additional 457 Deferred Compensation Plans and Roth plan options with no County contribution,
- Eligible to receive \$300 annual payment for participation in the Wellness Program as defined by County policy; and

**BE IT FURTHER RESOLVED** that the Board of Commissioners shall be offered:

- PPO 70% Plan - deductibles are \$500/\$1,000 with 70% co-insurance provided after deductible,
- HDHP HSA Plan 100% - deductibles are \$3,300/\$6,600 with 100% co-insurance provided after deductible. Deductibles represent an amount required to qualify this High Deductible Health Plan (HDHP) for a Health Savings Account (HSA) subject to IRS requirements. The HDHP for this HSA shall meet and continue to meet all IRS requirements,
- HDHP HSA Plan 80% - deductibles are \$3,300/\$6,600 with 80% co-insurance provided after deductible. Deductibles represent an amount required to qualify this High Deductible Health Plan (HDHP) for a Health Savings Account (HSA) subject to IRS requirements. The HDHP for this HSA shall meet and continue to meet all IRS requirements; and

**BE IT FINALLY RESOLVED** that this action shall supersede any

previous action.

Moved by Commissioner Dugan, seconded by Commissioner Kapenga to approve the resolution as presented. Motion carried by roll call vote. Yeas: Kapenga, Storey, DeYoung, Jessup, Dugan and Cain. Nays: Thiele.

ATTEST, A TRUE COPY



\_\_\_\_\_, Clerk-Register

APPROVED: August 27, 2020

cc: Admin. - Finance - Human Resources

**ALLEGAN COUNTY BOARDS & COMMISSIONS**

**ALLEGAN-KENT SUSTAINABLE BUSINESS PARK ADVISORY COMMITTEE  
AREA AGENCY ON AGING, INC  
AREA COMMUNITY SERVICES EMPLOYMENT & TRAINING COUNCIL  
BOUNDARY COMMISSION  
BROWNFIELD REDEVELOPMENT AUTHORITY  
BUILDING AUTHORITY  
CANVASSERS, BOARD OF  
CASINO LOCAL REVENUE SHARING BOARD  
CLEAN AIR ORDINANCE COMMITTEE  
COMMISSION ON AGING  
COMMUNITY ACTION AGENCY OF ALLEGAN COUNTY  
COMMUNITY CORRECTIONS ADVISORY BOARD  
COMMUNITY ECONOMIC DEVELOPMENT STRATEGIES COMMITTEE  
COMMUNITY MENTAL HEALTH SERVICES BOARD  
ECONOMIC DEVELOPMENT COMMISSION  
EMERGENCY MANAGEMENT ADVISORY COUNCIL  
HUMAN SERVICES, BOARD OF  
JURY BOARD  
LAKE BOARDS  
LAKESHORE REGIONAL ENTITY - OVERSIGHT POLICY BOARD  
LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)  
MACATAWA AREA COORDINATING COUNCIL (MACC)  
MICHIGAN ASSOCIATION OF COUNTIES EXECUTIVE BOARD  
MICHIGAN STATE EXTENSION DISTRICT 7 ADVISORY COUNCIL  
MULTI-AGENCY COLLABORATIVE COMMITTEE  
PARKS ADVISORY BOARD  
PLAT BOARD  
PUBLIC WORKS, BOARD OF  
ROAD COMMISSION  
SOLDIERS/SAILORS RELIEF COMMISSION  
SOLID WASTE PLANNING COMMITTEE  
SOUTHWEST MICHIGAN AREA REGION THREE (SMART)  
SOUTHWEST MICHIGAN SOLID WASTE CONSORTIUM  
SPECIALIZED SERVICES TRANSPORTATION COMMITTEE  
TOURIST COUNCIL  
WEST MICHIGAN REGIONAL AIRPORT AUTHORITY  
WEST MICHIGAN REGIONAL PLANNING COMMISSION  
911 OPERATIONAL POLICY & PROCEDURE COMMITTEE**

ALLEGAN COUNTY  
TRAVEL EXPENSE/ REIMBURSEMENT CLAIM



Month \_\_\_\_\_ Year 2022

EMPLOYEE NAME \_\_\_\_\_

Meal rates may be combined, if an employee is eligible for reimbursement of more than one meal in a day.

- 1) Meals that are included in registration fees or that are supplied as part of a meeting, are not eligible for reimbursement.
- 2) Reimbursement shall be limited to not more than the combined total of the applicable published meal rates of the eligible meals.
- 3) Combined meal reimbursement requests shall require additional documentation, such as a conference or training agenda or proof of travel to demonstrate eligibility.

Service Area \_\_\_\_\_

Title \_\_\_\_\_

Vendor Number \_\_\_\_\_

Mileage reimbursement per mile (IRS rate) \$ 0.585  
Personal vehicle (if county car is available) \$ 0.351

**Daily Meal Rates**  
Breakfast (B) \$ 8.50  
Lunch (L) \$ 8.50  
Dinner (D) \$ 19.00

Date mm/dd/yy	Description	Travel				Meals		Lodging / Other Expenses	Daily Total
		Per Diem: Half Day (H) or Full Day (F)	Miles	Mileage Rate	Amount	If bundling meals, check the eligible meals that were bundled per day	Meal Amount		
				0	-	<input type="checkbox"/> B <input type="checkbox"/> L <input type="checkbox"/> D			-
				0	-	<input type="checkbox"/> B <input type="checkbox"/> L <input type="checkbox"/> D			-
				0	-	<input type="checkbox"/> B <input type="checkbox"/> L <input type="checkbox"/> D			-
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<b>TOTALS</b>			-		\$ -		\$ -	\$ -	\$ -
								<b>Grand Total</b>	<b>\$ -</b>

I HEREBY CERTIFY ALL ITEMS OF EXPENSE INCLUDED IN THIS STATEMENT WERE INCURRED IN THE DISCHARGE OF AUTHORIZED OFFICIAL COUNTY BUSINESS, THAT THE AMOUNTS ARE CORRECT, AND THAT THEY REPRESENT PROPER CHARGES AGAINST THE COUNTY.

NATURE OF BUSINESS Board Representative - Routine Travel

SIGNED - Employee \_\_\_\_\_

APPROVED - Supervisor / Manager signature \_\_\_\_\_

Enter FUND \_\_\_\_\_

Enter ACTIVITY \_\_\_\_\_

Enter ACCOUNT  
861.00 - Mileage, Meals, Misc. \_\_\_\_\_  
861.01 - Room & Board, Meals, Misc. \_\_\_\_\_  
861.02 - Mileage, Airfare, Taxi, Parking \_\_\_\_\_  
Other \_\_\_\_\_

**TOTAL** \$ -