



Iron County Clerk
State of Michigan
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AGENDA
IRON COUNTY BOARD OF COMMISSIONERS
ORGANIZATIONAL MEETING, JANUARY 2, 2020
10:00 a.m. Board of Commissioners Room

1. Call to order by County Clerk, Julie Kezerle
2. Pledge of Allegiance to the Flag of the United States of America
3. Roll Call
4. Public Comment
5. Election of a Vice Chairperson
6. Adoption of Rules of Order
7. Adoption of a Resolution for Depository and Investment for Iron County.
8. Adoption of Resolution designating Civil Counsel for 2020
9. Declarations regarding conflicts of interest, if any
10. Adoption of 2020 Meeting Schedule
11. Public Comment
12. Adjournment

* includes 2-12-19 approved amendments.

6.

**IRON COUNTY BOARD OF COMMISSIONERS
RULES OF ORDER**

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1. AUTHORITY

- 1.1 These rules are adopted by the Board of Commissioners of the County of Iron (hereinafter "Board") in accordance with MCL 46.11.
- 1.2 During the organizational meeting, the Board shall review, amend if deemed necessary, and adopt the Rules of Order.

2. BOARD MEMBERSHIP AND COMPENSATION

- 2.1 Board membership shall consist of five (5) members as determined by the Apportionment Committee.
- 2.2 Terms of office shall be for two (2) years, beginning on odd years and ending on even years.
- 2.3 Board member annual compensation for the Chair and for each other County Board member shall be established by resolution and paid in the same manner as salaried employees of the County.

- 2.3.1 Every Board member may also receive a payment established by resolution for all meetings attended as a member of an Iron County Standing Committee, Subcommittee and Liaison Appointments (hereinafter "Committee"), described herein in sections 4.3.1.1 to 4.3.1.3 to which they are assigned. If the meeting lasts more than four (4) hours, or is held out of the County, or a second meeting is held in the same day, a Board member may receive an additional payment established by resolution.
- 2.3.2.1 If a Board member attends a meeting of a Committee or Subcommittee and is not a member of that committee or subcommittee compensated attendance must be authorized in writing by the Board chair.
- 2.3.2.2 Compensated attendance of any other meeting or event, on behalf of the Board, shall have written approval by the Finance Committee Chair for compensation of the Board chair or the Board chair for all other Board members.
- 2.3.3 Board members shall be reimbursed for reasonable and necessary expenses actually incurred in the performance of official duties and for mileage driven in the discharge of their duties or for other authorized travel. Such reimbursement shall be in accordance with an adopted resolution.

3. BOARD DUTIES AND RESPONSIBILITIES

- 3.1 The Board may appoint an Administrator who shall serve as the Chief Administrative Officer under the provision of the Uniform Budgeting and Accounting Act provision MCL 141.422b(3) (f).
- 3.1.1 If a Board has not appointed a County Administrator, then the Board shall designate a member of the Administrative Staff of the Board as Chief Administrative Officer under the provision of the Uniform Budgeting and Accounting Act provision MCL 141.422b(3) (f).
- 3.2 The Board shall, by majority vote upon written letters of interest, make appointments as required separate from those confirmed pursuant to Rule 4.3 including but not limited to:
- Department of Health and Human Services (DHHS) -
Medical Care Facility Board
 - Iron County Building Authority
 - Iron County Housing Commission

3.3 For all other commission or committee appointments other than those designated in sections 3.3 and 4.3 and other than those appointments governed by statutory procedure, the appointment shall be made by majority vote upon written letters of interest in the appointment.

4. DUTIES AND RESPONSIBILITIES OF THE CHAIR

4.1 The Board chair will call the Board to order, ask for a roll call, and begin and conduct the meetings of the Board. The Board chair shall preserve order and enforce the rules and regulations of the Board.

4.2 The Board chair is authorized to appoint any member of the Board to any meeting, convention, or function, deemed important for the conduct of County business.

4.3 Each two years, after consultation with the vice chair, the Board chair shall appoint Board members and, when appropriate, a committee chair and a committee vice chair to Standing Committees and sub committees of the Board; Committees and Subcommittees of the Board other than Standing Committees to which Board members are assigned; and Committee or Boards of other organizations to which Board members serve as liaison listed under Rule 4.3.1 for the calendar year and copies of such appointments shall be set forth in the minutes of the Board.

4.3.1 Standing Committees and sub committees of the Board; Committees and Subcommittees of the Board other than Standing Committees to which Board members are assigned; and Committees or boards of other organizations to which Board members serve as liaison are described herein.

4.3.1.1 Standing Committees and sub committees of the Board are:

- Finance
- Budget
- Taxation
- Personnel
- Building and Capital Improvements

4.3.1.2 Committees and Subcommittees of the Board other than Standing Committees to which Board members are assigned are:

- Central Dispatch
- Community Corrections
- Remonumentation
- Safety

4.3.1.3 Committees or Boards of other organizations to which Board members serve as liaison, whether voting or non voting are:

- Iron County Chamber of Commerce
- Western Upper Peninsula Planning and Development Region (WUPPDR)
- Iron County Fair Board
- Upward Talent Council
- Resource Conservation and Development Councils (RC&D)
- Park and Recreation Commission
- Dickinson Iron Community Services Agency (DICSA)
- Upper Peninsula Commission for Area Progress (UPCAP)
- Local Authority on Aging
- Dickinson-Iron Health District Board
- Northcare Network Board
- Medical Care Access Coalition (MCAC)
- Veterans Services Board
- Iron County Road Commission
- Department of Health and Human Services (DHHS) - Medical Care Facility Board

4.4 In the appointment of Board members to Committees, every attempt will be made to insure that each Board member has equal or close to equal Committee appointments.

4.5 If a Board member position on a Committee becomes vacant by death or written resignation, the Board chair may appoint a Board member to serve the balance of the term.

4.6 The Board chair may appoint such Ad Hoc or Special Committees as are necessary to properly conduct the business of the Board.

5. DUTIES AND RESPONSIBILITIES OF THE VICE CHAIR AND OTHER BOARD MEMBERS

5.1 The vice-chair of the Board shall assume all the duties and obligations of the chair in the absence of the Board chair. A new vice-chair shall be elected at the next monthly regular or special meeting held for that purpose when a vacancy occurs in the Board chair.

5.2 The Finance Committee chair will insure that the annual county budget is being adhered to by the Chief Administrative Officer and will provide periodic reports to the Board on the current status of County funds. The Finance committee chair shall see that the accounts payable are reviewed on a regular basis and will make a recommendation to the rest of the Board to approve the accounts payable at each monthly regular meeting.

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Payment of invoices prior to their presentation to the Board in order to avoid finance or late charges and to pay appropriated amounts and payroll (including related payroll taxes and withholdings) can be made pursuant to the authority of the County Administrative Staff of the Board in a manner consistent with the Standard Operating Procedures for Accounts Payable of the Board.

- 5.3 Each committee shall thoroughly investigate any matter referred to it by the Board or Board chair and shall report its findings to the Board without undue delay.

6. MEETINGS

- 6.0 All meetings of the Board/Committee shall be held in compliance with the Open Meetings Act, being MCL 15.261 *et seq.*
- 6.0.1 Cell phones, pagers, and any other electronic communication devices shall be turned off or operated in a silent mode during meetings of the Board/Committee.
- 6.0.2 Any non-County Board member wishing to address the Board/Committee on any subject shall obtain permission to speak from either the Board/Committee chair or a member of the Board/Committee may request permission on their behalf. Should there be an objection to a nonmember speaking; the issue shall be voted upon with debate. A simple majority vote may override such objection and the nonmember may be heard. This rule shall not prevent the County Administrative Staff of the Board or Civil Counsel from answering any questions put to them by a member of the Board/Committee, and neither shall it prevent them from presenting information to the Board/Committee upon being recognized by the Board/Committee chair.
- 6.0.3 When circumstances prevent a Board/Committee member from physically attending a meeting of the Board/Committee, the Board/Committee chair may allow, not more than twice during a calendar year, a member of the Board/Committee to participate in a public meeting through the use of an electronic medium so long as the public is provided with an effective means to monitor the electronic participation of the Board/Committee member. When voting is conducted by ballot vote, a Board/Committee member participating remotely shall indicate their vote verbally after all ballots are collected and prior to the results being announced by the Board/Committee chair.

6.1 **ORGANIZATIONAL MEETING OF THE BOARD**

6.1.2 The organizational meeting is a special meeting and shall be the first meeting in each year. At such meeting, the County Clerk/Register of Deeds shall call the meeting to order and preside. As the first item of business the County Clerk/Register of Deeds shall administer the oath of office to the commissioners if the oath has not previously been administered.

6.1.2.1 The second item of business for the organizational meeting shall be the election of the Board chair and the vice-chair. The County Clerk/Register of Deeds shall call for nominations for the Board chair and when nominations are closed by majority vote or no other nominations are forthcoming, the County Clerk/Register of Deeds shall order the roll of Board members to be called. The election of the Board chair may be by written ballot if agreed by majority vote. When one nominee receives a majority of the votes of the Board members elected and serving, that nominee shall be declared Board chair. If the Board members present shall not cast a majority for one nominee, the County Clerk/Register of Deeds shall continue to preside until a majority of Board members elect one of the Board members to be Board chair. The written ballot votes of each Board member shall be available for review at the organizational meeting.

6.1.2.2 The newly elected Board chair shall assume the Board chair and proceed with the election to the vice-chair by roll call vote.

6.1.2.3 The Board chair shall then appoint a Finance Committee and a Finance Committee chair at the organizational meeting.

6.1.2.4 Board members shall declare any conflicts of interest, if known at the time, at the organizational meeting. Subsequent declarations of interest shall be stated at the time such conflicts arise. All declaration of conflicts shall be set forth in the meeting minutes.

6.1.2.5 The Prosecuting Attorney shall serve as civil counsel for the County unless other civil counsel shall be adopted by resolution.

6.1.2.6 The Board may proceed onto other agenda items as they shall decide.

6.2 **REGULAR MEETINGS OF THE BOARD**

6.2.1 Monthly regular meetings of the Board shall be held generally on the second Tuesday of each month, unless otherwise set by the Board. The Board shall always meet on the Tuesday following the second Monday in April and the second Tuesday in October as required by law. A calendar of these meetings shall be adopted at the organizational meeting.

6.2.2 Meetings of the Board shall be held in the Board meeting room in the Iron County Courthouse Annex Addition unless notice of the meeting states a different location. Whenever the Board meeting room shall appear inadequate for members of the public to attend, the Board chair may change the meeting location to a larger facility in the Courthouse. A notice of such change shall be prominently posted on the door of the Board meeting room. The Administrative Staff of the Board shall also give notice of the change in the meeting place in a newspaper and/or radio, if time permits.

6.2.3 The regular meeting of each month shall generally begin at 4:00 p.m. unless otherwise set by the Board. When the Board holds an evening meeting, the Board shall not, after 9:00 p.m., begin considering any new matter on the agenda not yet under consideration, except upon the unanimous consent of the members present. Matters on the agenda and not yet acted upon at the time of adjournment will be placed on the agenda of the next monthly regular meeting or special meeting of the Board.

6.2.4 A change in the monthly regular meeting schedule shall not be made except upon the approval of a majority of the Board. In the event the Board cannot meet due to a lack of quorum, the Board may change the meeting date and time to another provided that proper notification is made to the Board members and public.

6.3 **SPECIAL MEETINGS OF THE BOARD**

6.3.1 The Board shall meet in a special session upon the written petition to the Administrative Staff of the Board and signed by one-third or more of the Board members. The petition for a special meeting shall specify the time, date, place, and purpose of the meeting and shall require five (5) days advance notice.

6.3.2 As an alternate means of calling meetings other than the monthly regular scheduled meetings, the Board chair of the

Board, with proper notice as provided for by law, may convene a special meeting of the Board.

- 6.4 Special emergency meetings of the Board may be held only with approval of two-thirds of the Board members and only if delay would threaten severe and imminent danger to the health, safety, and welfare of the public. A meeting is defined as an emergency meeting only if it must be held before 18 hours advance public notice can be given.
- 6.5 Committee meetings of the Board will be held at the discretion of the committee chair or at the written petition to the Administrative Staff of the Board by one or more members of the committee. The petition for a Committee meeting shall specify the time, date, place and purpose of the meeting and shall require five (5) days advance notice. The Board chair and the Administrative Staff of the Board shall be notified of all committee meetings.
- 6.6 Each committee that has a quorum shall maintain a written record of its meeting and shall provide such record to the County Clerk/Register of Deeds, if the County Clerk/Register of Deeds and/or his/her representative are not available to take the minutes. The record of each committee meeting shall include at least the following: the date and place of the meeting, members attending, and the vote of each on any action relating to an ordinance, resolution, appointment, or election of an officer that the committee has approved. Committee votes on other matters must be included as part of the meeting record upon the demand of one-third of the members. Those committee minutes shall be recorded in the minute book of the Board and shall constitute the public record of the meeting.
- 6.6.1 It is the responsibility of each committee to make recommendations to the Board and to report matters considered and rejected as well as those considered and recommended.
- 6.6.2 Whenever the Board shall meet in a regular or special "working meeting" the Board shall meet as a committee of the whole and the Board chair, vice-chair, or another member shall preside. Resolutions, ordinances, and other matters referred to the committee, unless otherwise ordered by the committee, shall be read aloud by the County Clerk/Register of Deeds and then considered and acted upon by sections. Before an amendment is adopted it shall be fully written and presented to the committee. Whenever the committee of the whole has completed its deliberations, a member shall move that the committee report be presented to the Board.

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Motions recommending action by the Board shall take precedence in the same order as related motions in the meetings of the Board.

7. PUBLIC NOTICE OF MEETINGS

- 7.1 The Administrative Staff of the Board shall provide the proper notice for all meetings of the Board. Such notice shall include, but not necessarily be limited to the following:
- 7.1.1 A posted notice, and a listing on the County website, of the monthly regular meetings within 10 days after the first meeting of the Board in each calendar year indicating the date, time, and place of the regularly scheduled monthly meetings for the Board.
- 7.1.2 Whenever the Board shall change the monthly regular schedule of a meeting or meetings, the Administrative Staff of the Board shall have posted a notice and a listing on the County website, of the change within three days following the meeting in which the change was made.
- 7.1.3 If the Board shall schedule a special meeting or a special emergency meeting the Administrative Staff of the Board shall immediately post a notice of such meeting and assure the notification of such meeting to each.
- No meeting, except a special emergency meeting, shall be held until the notice shall have been posted at least 18 hours. The notice of a special meeting and special emergency meeting shall state that public comment is limited to agenda items only.
- 7.1.4 The Administrative Staff of the Board shall notify, without charge, any newspaper or radio or television station generally operating within Iron County, Michigan of the meeting schedule, schedule changes, or special or emergency meetings of the Board. The Administrative Staff of the Board shall also notify other individuals or organizations of regular monthly meetings, changes in the schedule, or special and emergency meetings, but only upon their written request and agreement to pay the County for printing and postage expenses. All such notices shall be mailed by first class mail.
- 7.1.5 Notice of regular, organizational, special and special emergency meetings and committee meetings of the Board shall be posted on the Bulletin Board in the lobby of the Courthouse Annex Addition and on the County website.

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8. QUORUM AND ATTENDANCE

- 8.1 A majority of Board/Committee members, elected and serving, shall constitute a quorum for the transaction of ordinary business of the Board/Committee.
- 8.2 Board/Committee members may absent himself or herself with cause, but as a matter of courtesy, must inform the Board/Committee chair or Administrative Staff of the Board of his/her absence.

9. AGENDA FOR MONTHLY REGULAR MEETINGS

- 9.1 The Administrative Staff of the Board shall prepare a draft of the agenda of business for all regularly scheduled Board meetings. The Board chair of the Board shall review and add or delete issues as he/she considers proper. Any county commissioner, or chair of a Board committee, Board chair or other commission of the County of Iron, desiring to place a matter on the agenda shall notify the Administrative Staff of the Board of such item in writing together with any supportive documentation by noon on Tuesday preceding the next monthly regular meeting of the Board.

Items not received by the Administrative Staff of the Board office by the stated deadline may not ordinarily be considered. Untimely submitted items will be at the discretion of the Board chair to include such item on the agenda.

- 9.2 Upon the completion of the agenda, the Administrative Staff of the Board shall immediately distribute copies of the agenda together with copies of reports, explanations, correspondence and the like, that relate to the matters of business on the agenda.
- 9.3 Board members shall be entitled to receive such materials not later than the Saturday preceding the next regular meeting, unless special circumstances occur.
- 9.4 The order of business for the monthly regular meeting shall be arranged in the following order:
- A. Call to Order
 - B. Pledge of Allegiance
 - C. Roll Call
 - 1. Finance Committee review of bills paid; and
 - 2. Review and action upon Finance Committee minutes, journal entries and budget amendments.

- D. Approval of the Minutes
- E. Approval of the Agenda
- F. Public Comment Regarding Agenda Items Only (3 minutes each/20 minutes maximum)
- G. Board members Reports/Comments
- H. Department Head Reports
- I. Old Business
- J. New Business
- K. Public Comment (3 minutes each/20 minutes maximum)
- L. Announcements
- M. Adjournment

10. AGENDAS FOR OTHER MEETINGS

- 10.1 Whenever the Board/Committee is called into special meeting, the purpose of the meeting shall be included in the notice of the meeting, and no other matter shall be considered except when all Board/Committee members are present and a majority concurs. Agendas for special meetings shall be provided along with the notice of the meeting to each Board/Committee member, if time permits. At other times, the Board/Committee chair shall declare the agenda upon the approval of a majority of the Board/Committee members present.

11. CONDUCT OF MEETINGS

- 11.1 The Board/Committee chair shall preside at all regular, emergency and special meetings of the Board/Committee.
- In the absence of the Board/Committee chair, the person elected vice-chair shall preside. If neither are in attendance, the Finance Committee chair shall preside.
- 11.2 Board/Committee members wishing to speak shall first seek recognition of the Board/Committee chair and each person who speaks shall address the Board/Committee chair. Other persons at the meeting shall not speak unless recognized by the Board/Committee chair.
- 11.3 The Board/Committee chair shall call to order any person who is being disorderly by speaking or otherwise disrupting the proceedings, by failing to show relevancy to the discussion, by speaking longer than the allotted time, or by speaking vulgarities. Such person shall thereupon be seated until the Board/Committee chair shall have determined whether the person is in order. If a person so engaged in presentation is determined to be out of order by the Board/Committee chair, the person may only speak further at the same meeting

by special leave of the Board/Committee. If the person shall continue to be disorderly and to disrupt the meeting, the Board/Committee chair may order the Office of Sheriff to remove from a public meeting for an actual breach of the peace committed at the meeting.

12. RECORD OF MEETINGS

- 12.1 The County Clerk/Register of Deeds shall be the clerk of the Board and shall be responsible for maintaining the official record and minutes of each meeting of the Board/Committee. The County Clerk/Register of Deeds may assign a member of his/her office to take the minutes if he/she is unavailable. The minutes shall include all the actions and decisions of the Board/Committee with respect to substantive (non-procedural) motions. The minutes shall include the names of the mover and seconder and the vote of the Board/Committee members. The record shall also state whether the vote was by voice or by roll call; when by roll call, the record shall show how each Board/Committee member voted. The County Clerk/Register of Deeds shall maintain in the office of the County Clerk/Register of Deeds copies of all ordinances acted upon by the Board. The official minutes may refer to resolutions and other matters by a descriptive title of the resolution or other matters. Resolutions and other matters routinely are kept on record in the Board office.
- 12.2 The County Clerk/Register of Deeds should not maintain, other than a brief written record or summary written record of the discussion or comments of the Board/Committee members nor of the comments made by members of the public. The County Clerk/Register of Deeds, if requested by the majority of the Board/Committee, and the equipment is made available, shall be responsible for making an electronic recording of each meeting of the Board/Committee. Each such recording shall be maintained in the office of the County Clerk/Register of Deeds for a period of six months following the date of the meeting. Thereafter, the recording may be discarded unless the recording shall be pertinent to any legal proceeding then underway, pending or reasonably anticipated.
- 12.3 Any Board/Committee member may have his or her comments printed verbatim as part of the record upon the concurrence of a majority of the other Board/Committee members. Such comments to be included in the record shall be provided in writing by the Board/Committee member.

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- 12.4 The County Clerk/Register of Deeds shall make available to members of the public the records and minutes of the Board/Committee meetings in accordance with the Freedom of Information Act, being MCL 15.261 *et seq.* Board/Committee minutes, prepared but not approved by the Board/Committee, shall be available for public inspection not more than eight business days following the meeting. Minutes approved by the Board/Committee shall be available within five business days of the meeting at which they were approved. Copies of all approved Board/Committee minutes shall be posted on the county website.
- 12.5 Immediately following each meeting, the County Clerk/Register of Deeds shall have four options in which to choose to publish the minutes of the Board/Committee which are to: (1) publish a report of the meeting in a well-established newspaper in the County, (2) publish a synopsis as soon as possible after each meeting in a newspaper, (3) advertise in a newspaper that a report is available from the clerk by mail without charge, or (4) post on the County website.

13. EXECUTIVE SESSION MEETINGS

- 13.1 The vote to hold an executive session meeting shall be recorded in the minutes of the Board/Committee meeting at which the decision was made.
- 13.2 The Board/Committee may meet in executive session, closed to the members of the public, upon the motion of any Board/Committee member and roll call approval by two-thirds of the Board/Committee members for the following purposes:
1. To consider the purchase or lease of real property, until an option to purchase or lease that property is obtained.
 2. To consult with its attorney regarding trial or settlement strategy in connection with specific pending litigation, but only when an open meeting would have a detrimental financial effect on the litigating or settlement position of the Board/Committee.
 3. To meet with an attorney to consider a written opinion of the attorney.
 4. To review the specific content of an application for employment to a County position and the applicant requests that the application remain confidential. Whenever the Board/Committee meets to interview and applicant, it shall be in open session.

13.3 The Board/Committee may also meet in executive session for the following reasons on a majority vote:

1. To consider the dismissal, suspension, or disciplining of, or to hear complaints or charges brought against, or to consider a periodic personnel evaluation of a public officer, employee, staff member, or individual agent if the named person requests a closed hearing. If the person rescinds his/her request for a closed hearing the matter at issue shall thereafter be considered only in open public meeting.
2. To consider strategy connected with the negotiation of a collective bargaining agreement.
3. Such other purpose as permitted by law.

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

13.5 All activities that occur in an executive session meeting shall not be disclosed by any participant to any nonparticipant except when otherwise expressly required by law to do so.

14. MOTIONS AND RESOLUTIONS

14.1 No motion or resolution shall be adopted until the motion is stated by the presiding officer. All requested motions, except procedural motions and resolutions, may be repeated for clarification upon the request of any Board/Committee member or the County Clerk/Register of Deeds, if necessary, a request for a recess for the purpose of writing out a motion or resolution shall be entertained.

14.2 The motions to fix the time of the next meeting, adjourn, recess, point of privilege, call for orders of the day, to table, vote immediately, limit or extend debate shall be ordered and voted upon without debate.

14.3 The motion to reconsider shall be in order on any question the Board/Committee has decided, but no question shall be reconsidered more than once. The motion to reconsider shall

be in order on the same day as the vote to be reconsidered was taken and in the next monthly regular meeting following. The motion to reconsider shall be made only by a Board/Committee member who voted with the prevailing side. A motion to reconsider a motion to amend shall not be in order if the main question has been voted upon. If the Board/Committee has adopted a motion to reconsider, however, motions to amend shall be in order.

14.4 This motion to clear the floor may be made by the chair or a member at any time when procedural matters have become sufficiently confused. If the motion to clear to the floor has been adopted, it shall clear the floor of all motions as though they have been withdrawn. The motion shall not be subject to debate nor, if adopted, for reconsideration.

14.5 These rules may be suspended temporarily at any time by vote of two-thirds of the Board/Committee members elected and serving to achieve any legal objective of the Board/Committee in a legal manner.

14.6 Any Board/Committee member may appeal the ruling of the Board/Committee chair to the entire Board/Committee. On all appeals receiving a second, the question shall be, "Shall the decision of the Board/Committee chair stand as the decision of the Board/Committee?"

15. VOTING

15.1 Whenever a question is put by the Board/Committee chair, every Board/Committee member present shall vote on the question. No Board/Committee member present shall abstain from voting, "yes" or "no" unless excused by a majority of the Board/Committee members present or has stated a legal conflict which prevents voting.

15.2 The names and votes of Board/Committee members shall be recorded when done on a roll call vote and shall be recorded on Board/Committee actions to adopt final measures such as ordinances resolutions, appointment or election of officers, or other actions. Upon the demand of one-fifth of the Board/Committee members, a roll call vote shall be taken on other motions and actions. Roll call votes will be taken on a rotating name basis and not necessarily in alphabetical order.

15.3 Procedural and other questions arising at a meeting of the Board/Committee members, except for those decisions required by statute to have a higher majority, shall be decided by a majority of the Board/Committee members present. A majority

of the Board members elected and serving, however, shall be required for final passage or adoption of a measure, resolution, or the allowance of a claim.

16. PARLIAMENTARY AUTHORITY

The civil counsel to the Board shall serve as the parliamentarian for the Board and shall advise the presiding officer regarding rules of procedure. In the absence of civil counsel, the Board chair may designate a member of the Administrative Staff of the Board to serve as parliamentarian and shall advise the presiding officer regarding rules of procedure. If a dispute arises as to the correct parliamentary procedure action, Robert's Rules of Order will be referenced as the final authority.

17. ADOPTION OF ADMINISTRATIVE RESOLUTIONS

- 17.1 Any action regarding the operation or administration of a department of the County Government or containing policies of the Board applicable to one or more departments of the County, and not adopted as an ordinance, shall be declared administrative policy.
- 17.2 Any Board member may introduce an administrative resolution at any monthly regular meeting or special meeting of the Board in the regular order of business.
- 17.3 The regular order for consideration of proposed administrative resolutions should be:
1. Introduction, first regarding by title, and reference to the appropriate committee, as determined by the Board chair.
 2. Report by the committee considering the proposal and placement on the agenda under new business - adoption of resolutions.
 3. Final consideration and vote.
- 17.4 The Board chair may refer all proposed administrative resolutions to an appropriate Committee. The Committee shall review the proposal and invite affected departments of the County to comment and offer explanations. The Committee shall give their recommendation for approval or non-approval to the Board.

- 17.5 The Board may adopt the committee recommendation or refer the report to the committee of the whole where further consideration can be given.
- 17.6 A majority of the Board members elected and serving shall be required for adoption, unless a statute requires a larger number of votes, to adopt the policy. The vote shall be taken by roll call.
- 17.7 Upon the final adoption of an administrative resolution, the Administrative Staff for the Board shall notify each County department head of the Board action. Such notification can be by title or summary. The County Clerk/Register of Deeds shall make available a copy of the full administrative resolution.
- 17.8 The Administrative Staff of the Board shall keep a copy of each administrative resolution of the Board. The record of each administrative resolution shall provide the date of adoption, the record vote of each Board member, and any amendments thereto adopted by the Board.

18. USE OF LEGAL COUNSEL

- 18.1 The use of legal counsel by the Board and its officers and departments in utilizing the services of legal professionals shall be undertaken to provide maximum efficiency and cost effectiveness, and in a manner that will secure the confidentiality of those legal opinions which are privileged by statute or court rule.
- 18.2 "Confidential Matters" are defined as those matters protected by attorney-client privilege, attorney work product doctrine, including written opinions or communications between the Board/Committee and its legal counsel. Nothing in this policy shall be construed to be contrary to Michigan's Open Meetings Act or should be construed to prohibit the dissemination of material otherwise subject to disclosure under Michigan's Freedom of Information Act.
- 18.3 "Legal Counsel" is defined as an attorney or attorneys authorized to act on behalf of the Board, regardless of whether the attorney is retained counsel, counsel provided by insurance coverage, civil counsel, or the Iron County Prosecuting Attorney.
- 18.4 The procedure for Obtaining Authorization for Use of Legal Services is as follows:

- 18.4.1 The Board shall discuss in open session the legal services desired, the scope of those services, and issues to be addressed.
- 18.4.2 When legal services are required in anticipation of a Board/Committee meeting, then the Administrative Staff of the Board, after conferring with the Board chair or vice chair, is authorized to procure and task for said legal services.
- 18.4.3 Once legal counsel has been procured, the Administrative Staff of the Board or Board chair should provide a written detailed explanation of the scope of services sought, the issues presented, any applicable deadlines and the historical background if necessary. The Administrative Staff of the Board or the Board chair will communicate with legal counsel concerning the status of a legal project and shall be the recipient of status reports or other communications from legal counsel, unless the Board chair or the Administrative Staff of the Board is the subject of the legal referral at which time the relevant communications shall be made to the vice chair or the finance chair.
- 18.4.4 Board members or department personnel seeking information prior to final disposition of a matter or issuance of legal opinion will be referred to the contact person for a response.

If department personnel or other county official requires retention of legal services, the department head should consult with the Administrative Staff of the Board and Board chair or vice-chair prior to retaining said services. It is the policy of the Board that when legal services are retained on behalf of the department head, county official, or Board, the cost of those services will be posted to the appropriate budgetary line item so that the Board may have accurate budget information for each department at the time of establishing the annual budget.

The Administrative Staff of the Board shall maintain a separate file for those communications with legal counsel subject to the Attorney/Client privilege or Attorney Work Product Doctrine. All communication between legal counsel and a Board/Committee shall be subject to Attorney/Client Privilege or Attorney's work product doctrine whether or not such communication is marked as such. Upon request, any member of the Board may review those materials, but shall not disclose, disseminate, or discuss the content of those materials with any person who is not a Board member, the Administrative Staff of the Board, or Legal Counsel for the issue identified in the communication.

Draft 12/27/2019

If the Board has, by majority vote, opted to retain legal services and majority of the Board members feel those legal services are no longer needed or may best be served by another attorney, then in that event the Board, by majority vote, may opt to terminate legal services or retain other or additional legal counsel in accordance with the procedure set forth herein.

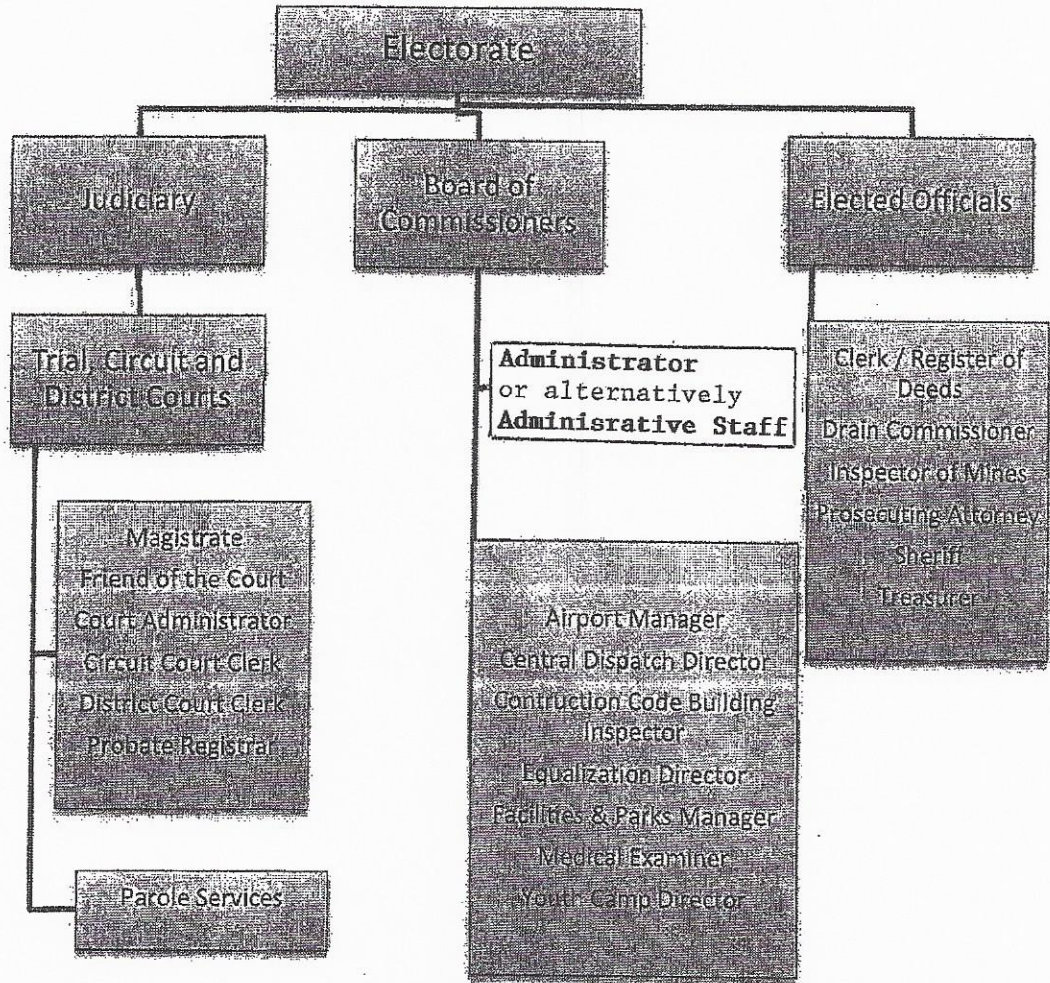
Members of the Board/Committee may seek legal advice from time to time on an issue pertaining to the service of the Board members on the Board/Committee to which he/she may have been appointed.

19. CODE OF ETHICS

- 19.1 Board members shall maintain a professional level or courtesy, respect, and objectivity in all Board activities.
- 19.2 Board members shall act with integrity and treat other Board members, county employees, consultants, advisors and the public with dignity and courtesy.
- 19.3 A Board member has the right to express personal opinions and when expressing such opinions in public, the member should clearly state the opinion as personal.
- 19.4 Board members will be respectful of each other and will not utilize board meetings to upstage or embarrass colleagues.
- 19.5 Board members shall recognize that decisions are made by a majority vote and shall respect the corporate judgment of the Board in regards to its decisions.
- 19.6 Board members shall utilize social media web sites judiciously. Board members shall treat fellow Board members, county employees and the public with respect while posting and shall adhere to the Open Meetings Act, MCL 15.261 *et seq*, when communicating with other Board members via web sites or other electronic means.
- 19.7 Board members shall maintain confidentiality about all matters that are considered in closed meetings and/or received in confidence.

20. ORGANIZATION CHART

IRON COUNTY BOARD OF COMMISSIONERS RULES OF ORDER



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**DEPOSITORY AND INVESTMENT
RESOLUTION FOR IRON COUNTY**

At a Regular meeting of the board of Commissioners of the County of Iron, State of Michigan held at Crystal Falls, Michigan on the _____ day of January, 2020.

PRESENT: _____

ABSENT: _____

_____ offered the following resolution and moved its adoption.

The motion was seconded by _____.

WHEREAS, under the laws of the State of Michigan, Act. No. 40 of the Michigan Public Acts of 1932, 1st Extra Session, as amended (MCL 129.12), this Board is required to provide, by resolution, for the deposit of all public monies, including tax monies, belonging to, or held for, the State, County, or other political units coming into the hands of the County Treasurer, in one or more banks, savings and loan associations or credit unions within the State.

THEREFORE BE IT RESOLVED as follows:

- (1) The Iron County Board of Commissioners hereby directs Melanie Camps, Iron County Treasurer, to deposit all public monies, including monies and funds held for the State Board of Escheats or missing heirs, coming into her hands as Treasurer in any bank, savings and loan association or credit union within the State which is a legal depository as defined by State and/or Federal law.
- (2) the Treasurer is authorized to invest funds with these institutions or any institution legally permitted by State statute Act. No. 20 of the Michigan Public Acts of 1943, as Amended (MCL 120.91) or Federal law or regulation within the limits set therein, and
- (3) the Treasurer is authorized to enter into and execute on behalf of the County any contracts with any bank or trust company for the safekeeping or third party custodianship of any of the County's securities as well as any contracts or repurchase terms and conditions as the County Treasurer shall require, and
- (4) the County Treasurer is authorized to rely on the continuing effect of these Resolutions until amended or repealed by a subsequent resolution of this or a successor Board of Commissioners.

AYES _____

NAYS: _____

ABSTENTIONS: _____

ABSENT: _____

County of Iron
State of Michigan

I, Julie Kezerle, the undersigned duly qualified and acting Clerk of the Board of Commissioners of the County of Iron, State of Michigan, do hereby certify that the foregoing is a true and complete copy of proceedings taken at a Regular meeting of the Board of Commissioners of said County held on the _____ day of January, 2020, insofar as the same relate to the Depository and Investment Resolution for the County of Iron, the original of which is on file in my office. Public notice of such meeting was given pursuant to and in compliance with Act No. 267, Public Acts of 1976, as amended.

IN WITNESS WHEREOF, I have hereunto affixed my official signature
this _____ day of January, 2020.

Julie Kezerle, Clerk, County of Iron

8

**Iron County Board of Commissioners
RESOLUTION
DESIGNATING CIVIL COUNSEL FOR THE COUNTY OF IRON**

Whereas, the **Office of the Prosecuting Attorney for the County of Iron** has in recent years provided primary civil counsel services to the County of Iron under MCL 49.71, et seq;

Whereas, the **Office of the Prosecuting Attorney for the County of Iron** has recently advised that its office cannot continue to provide overall civil counsel services to the **County of Iron** within the staffing and budgeting resources available; and

Whereas, it is in the best interest of the **County of Iron** to employ civil counsel for the providing of ongoing civil counsel legal services to the **County of Iron**;

Now Therefore Be It Resolved as Follows:

1. The **Office of the Prosecuting Attorney for the County of Iron** shall hereafter not proceed as civil counsel with respect to any other civil council legal services for the County of Iron as provided for in MCL 49.72

2. The **County of Iron** appoints Attorney _____ as the civil counsel for the **County of Iron** and for its county officials as such are described in MCL 49.73.

3. This designation of civil counsel shall continue until, the earlier of, a subsequent designation of civil counsel by the Board of County Commissioners of the County of Iron, or the next reorganizational meeting of the Board of County Commissioners of the County of Iron.

The foregoing resolution was moved by Commissioner _____ and supported by Commissioner _____.

Roll Call Vote:

AYES:
NAYES:
ABSENT :

Resolution Declared Adopted:

**BOARD OF COUNTY COMMISSIONERS
OF THE COUNTY OF IRON**

By: _____
Patti Peretto
Its Chair

By: _____
Julie Kezerle
Its Clerk

Iron County Board of Commissioners

2 South Sixth St. Suite 7 Crystal Falls, MI 49920

Patti Peretto, Board Chair
Mike Stafford, Vice – Finance Chair
Commissioner Tim Aho
Commissioner Ray Coates
Commissioner Sharon Leonoff

SCHEDULE OF MEETINGS 2020

The following meetings schedule was approved at the January 2, 2020 meeting.

Tuesday January 14, 2020	Regular BOC	4:00 p.m.
Thursday January 9, 2020	Finance	8:00 a.m.
Thursday January 23, 2020	Finance	8:00 a.m.
Thursday February 6, 2020	Finance	8:00 a.m.
Tuesday February 11, 2020	Regular BOC	4:00 p.m.
Thursday February 20, 2020	Finance	8:00 a.m.
Thursday March 5, 2020	Finance	8:00 a.m.
Tuesday March 10, 2020	Regular BOC	4:00 p.m.
Thursday March 19, 2020	Finance	8:00 a.m.
Thursday April 2, 2020	Finance	8:00 a.m.
Tuesday April 14, 2020	Regular BOC	4:00 p.m.
Thursday April 16, 2020	Finance	8:00 a.m.
Thursday April 30, 2020	Finance	8:00 a.m.
Tuesday May 12, 2020	Regular BOC	4:00 p.m.
Thursday May 14, 2020	Finance	8:00 a.m.
Thursday May 28, 2020	Finance	8:00 a.m.
Tuesday June 9, 2020	Regular BOC	4:00 p.m.
Thursday June 11, 2020	Finance	8:00 a.m.
Thursday June 23, 2020	Finance	8:00 a.m.
Thursday July 9, 2020	Finance	8:00 a.m.
Tuesday July 14, 2020	Regular BOC	4:00 p.m.
Thursday July 23, 2020	Finance	8:00 a.m.

Thursday August 6, 2020	Finance	8:00 a.m.
Tuesday August 11, 2020	Regular BOC	4:00 p.m.
Thursday August 20, 2020	Finance	8:00 a.m.
Thursday September 3, 2020	Finance	8:00 a.m.
Tuesday September 8, 2020	Regular BOC	4:00 p.m.
Thursday September 17, 2020	Finance	8:00 a.m.
Thursday October 1, 2020	Finance	8:00 a.m.
Tuesday October 13, 2020	Regular BOC	4:00 p.m.
Thursday October 15, 2020	Finance	8:00 a.m.
Thursday October 29, 2020	Finance	8:00 a.m.
Tuesday November 10, 2020	Regular BOC	4:00 p.m.
Thursday November 12, 2020	Finance	8:00 a.m.
Wednesday November 25, 2020	Finance	8:00 a.m.
Tuesday December 8, 2020	Regular BOC	4:00 p.m.
Thursday December 10, 2020	Finance	8:00 a.m.
Thursday December 23, 2020	Finance	8:00 a.m.

All Regular scheduled meetings are held in the commissioners room in the courthouse annex.

All Finance meetings are held in Suite 7, BOC administration office.

These meetings are open to all members of the public under Michigan's Open Meetings Act