



TO: Alpena County Board of Commissioners

FROM: Jesse Osmer, Alpena County Administrator

DATE: December 11, 2025

RE: Policy on Committee/Commission Meetings and Chairmanships

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The following information pertains to the various commissions, committees and boards, as well as clarification on the terms of those serving as officers on each of those respective bodies.

It has come to the board's attention that there have been, at times, incidents where meetings are held out of a sequence causing confusion and calling into question the legitimacy of the work conducted. Additionally, the board has been asked their opinion as to when the terms of officers ends and how to conduct the organizational meeting – or similar – at the beginning of each year. To that end, I have been directed to construct a policy to address these issues.

The Alpena County Board of Commissioners – **Mm**ust meet the first business day in January at 1:00PM to conduct an organizational meeting. The County Clerk serves as chair until a permanent chairman is elected. Beginning in FY27, the chairman's term will be two-years and the vice-chair's term will be one-year. All other standing committees or created committees on which only commissioners serve will be two-year terms. The chairman reserves the right to remove, move, or add member's appointments at any time. The body shall approve that the Treasurer be able to sign-off and pay any bills until the time a permanent chairman is placed.

The Alpena County Road Commission  
The Alpena County Planning Commission  
The Alpena County Youth & Recreation Commission  
The Older Persons Commission

Each of these bodies must not meet prior to the organizational meeting of the Alpena County Board of Commissioners, but no later than the end of January. The Alpena

County Road Commission must follow their internal policy as to how the role of chairman is selected. As for the other commissions listed above, the County Clerk, County Treasurer, or County Administrator will act as temporary chairman until a permanent chairman is elected. The previous chairman may sign off on any documents between the end of the previous year and the first meeting of the body. With the exception of the Road Commission, the body shall approve, at their last meeting, that the Treasurer be able to sign-off and pay any bills until the time a permanent chairman is placed.

### **The Alpena County Parks & Recreation Commission**

This body must not meet prior to January 31. The County Clerk, County Treasurer, or County Administrator will act as temporary chairman until a permanent chairman is elected. The previous chairman may sign off on any documents between the end of the previous year and the first meeting of the body. The body shall approve, at their last meeting, that the Treasurer be able to sign-off and pay any bills until the time a permanent chairman is placed.

### **All other standing committees, committees, commissions, boards and appointed bodies**

Each of these bodies must not meet prior to the organizational meeting of the Alpena County Board of Commissioners, but no later than the end of January. The Alpena County Road Commission must follow their internal policy as to how the role of chairman is selected. As for the other commissions listed above, the County Clerk, County Treasurer, or County Administrator will act as temporary chairman until a chairman is elected. The previous chairman may sign off on any documents between the end of the previous year and the first meeting of the body. The body shall approve, at their last meeting, that the Treasurer be able to sign-off and pay any bills until the time a permanent chairman is placed.