GRATIOT COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND
GRATIOT COUNTY BOARD OF COMMISSIONERS
RULES OF ORGANIZATION

RESOLUTION NUMBER 26-422
ADOPTED APRIL 21, 2026

WHEREAS on January 6, 2026, the Board of Commissioners approved Resolution 26-348 to adopt Rules of Organization that establish the manner of proceeding before the Board; and

WHEREAS Michigan statute allows the Board of Commissioners to establish rules consistent with the Open Meetings Act for the manner of proceeding before the board pursuant to Act 156 of 1851, being MCL 46.11(p), as amended; and

WHEREAS the Board of Commissioners has reviewed and discussed the attached draft rules of organization including amendments to address public participation, record of meetings, closed sessions, motions and resolutions, voting, and other matters.

THEREFORE, BE IT RESOLVED that the Gratiot County Board of Commissioners does hereby adopt the amended Rules of Organization to establish the manner of proceeding before the Board.

BE IT FURTHER RESOLVED that the amended Rules of Organization shall become effective upon adoption of this resolution.

The resolution set forth was offered by Commissioner _____ and supported by Commissioner_____.

A vote was thereupon taken on the foregoing resolution and the voter for such resolution was as follows:

AYES: _____

NAYS:_____

A majority of the members-elect having approved such resolution deems the resolution APPROVED.

STATE OF MICHIGAN)
)ss
COUNTY OF GRATIOT)

I certify that the foregoing is a true and accurate copy of the resolution adopted by the Gratiot County Board of Commissioners, that such resolution was duly adopted at a regular meeting held on the 21st day of April 2026, and that notice of such meeting was given as required by law.

_____
Angie Thompson, Gratiot County Clerk

County of Gratiot

State of Michigan

Rules of Organization of the Gratiot County Board of Commissioners

Approved April 21, 2026

Resolution 26-___

Rules of Organization of the
Gratiot County Board of Commissioners

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APPLICATION OF BOARD RULES

These Rules are adopted by the Board of Commissioners of Gratiot County, pursuant to Act 156 of 1851, being MCL 46.11(p), as amended, and shall guide and direct Board operations. When the rules contained herein conflict with State of Michigan Statutes, the statutes shall prevail.

ARTICLE I: BOARD ORGANIZATION

1.1 Authority

These rules are adopted by the Board of Commissioners of Gratiot County pursuant to Section 46.11, Compiled Laws of Michigan, as amended.

1.2 Board Membership

The Board of Commissioners shall consist of five (5) members elected from single member districts apportioned on the basis of population as provided by law.

1.3 Vacancies in Office

Vacancies caused by death, resignation, removal from the district or removal from office shall be filled as specified at MCL 46.412, as may be amended from time to time.

1.4 Compensation

Compensation for the Board of Commissioners shall be set by resolution after commissioner election and before commissioners are sworn in. Changes in compensation shall become effective only at the beginning of a new term commencing on January 1 of the odd year.

Compensation shall be comprised of salary and benefits only. No separate per diem shall be provided, although mileage shall be reimbursed.

1.5 Power and Duties

The Board shall have such powers and duties as shall from time to time be provided by law.

1.6 Insurance

The County Board members shall be covered by liability insurance carried by the County for itself and its officers and employees covering to the same extent as other elected County officers and appointed County department heads. This coverage may be met through a self-insurance pool or fund and is currently carried through the Michigan Municipal Risk Management Authority.

1.7 Committees

There shall be, in addition to the standing committees, such other special committees as the Chairperson, from time to time, may appoint and establish subject to approval by the Board. The membership of all such special committees shall automatically be vacated upon the succession of office of a new Chairperson to the Board.

1. Officers. Each committee shall have a chairperson and vice-chairperson.

2. Written Record. Each committee chairperson shall be responsible for keeping a written record of committee proceedings.

3. Membership. If commissioners serve on committees under this rule, the number of members shall not exceed one (1) less than a majority number of those elected and serving on the full Board of Commissioners (N=2).

ARTICLE II OFFICERS AND EMPLOYEES

2.1 Chairperson

The Board Chairperson and Vice-Chairperson shall be elected as provided in MCL 46.3(4**)**. The duties and powers of the Chairperson shall include but not be limited to the following:

1. Statutory Powers and Duties (MCL 46.3)

    a. Presides at all Board of Commissioner meetings.

    b. Administers oaths and issues subpoenas. (MCL 46.3(5)).

    c. Signs contracts (MCL 46.3(5)) and

    d. Board-approved minutes (MCL 46.29) and certifies the equalized tax rolls. (MCL 211.34(2)).

    e. With the advice and consent of the Board of Commissioners, appoints members of the board of directors of an Economic Development Corporation (MCL 125.1604(3)).

    f. Serves on Intra-County Drainage Boards (MCL 280.464(1)).

    g. Receives, with other officials, notice of the Sheriff's determination of jail overcrowding. (MCL 801.52).

    h. Carries out Emergency Management and Preparedness responsibilities in accordance with 1976 Public Act 390 (MCL 30.401 et seq) and appoints a member of the Board of Commissioners to act in place of the Chairperson in his/her absence.

    i. Ethical Obligations Reference: Ethics Opinion R-15 July 24, 1992.

        i. A lawyer, who serves as chairperson of the county board of commissioners which decides judicial salary supplements, fringe benefits, and the annual operating budget of the circuit, district and probate courts, is not per se prohibited from appearing as an advocate before those courts. A lawyer/commissioner:

        ii. may not undertake representation in any matter adverse to the county or county commission;

        iii. may not represent a client in a matter in which the lawyer participated personally and substantially as commissioner;

        iv. may not participate as commissioner in any matter in which the lawyer participated personally and substantially while in private practice; and

v. may not represent a client if the representation will be materially limited by duties as commissioner, unless a disinterested lawyer would reasonably believe the representation will not be adversely affected and the client consents.

2. Other Duties

a. Serves ex-officio on all committees provided, however, the Chairperson will not participate in any Committee meeting in this ex-officio role if it would not be consistent with 1.7(c) of these Rules.

b. Appoints Board of Commissioner committees.

c. Makes other county appointments subject to Board of Commissioner's approval.

d. Preserves order and decides questions of order subject to approval of the Board of Commissioners.

e. Votes on all questions taken by roll call vote, except on Commissioners' appeals regarding a decision of the Chairperson.

f. Serves as spokesperson for Board of Commissioner action or designates a spokesperson in writing.

g. Attends regular meetings with the County Administrator for the purpose of providing assistance and planning in Board of Commissioner related matters.

h. Serves as Chairperson of Airport Authority Board.

i. Duties of the Chairperson may be expanded by the Board of Commissioners for purposes and durations deemed appropriate and necessary.

3. Resignation of Chair. In the event of a resignation from the Board of Directors during the term the following steps will be followed:

a. Vice chair will act absence of Chair to accept the resignation of the previous Chair.

b. County Clerk will publicly solicit interest from public to fill the Board of Commissioner vacancy.

c. Board of Commissioners will hold special meeting to appoint new member of the Board.

d. Following swearing in of new member, Chair will be determined by a quorum of members.

2.2 Vice Chairperson

The duties and powers of the Vice-Chairperson shall include but not be limited to the following:

1. Meetings. The Vice-Chairperson shall preside in the absence of the Chairperson.

2. Document Execution. The Vice-Chairperson shall sign all contracts, bonds, and other documents requiring the signature of the Chairperson when the Chairperson is unable to do so because of illness or any other emergency which, in the opinion of the Board or County Administrator, prevents the Chairperson from performing such functions of his or her office.

3. Other Duties. The Vice-Chairperson shall perform such other duties as may be from time to time assigned by the Chairperson or by the Board.

4. Assumption of Duties and Responsibilities. In the absence of the Chairperson, the Vice-Chairperson shall assume the duties and responsibilities of the Chairperson.

2.3 Clerk

The County Clerk, or Deputy of the Clerk, shall be the Clerk of the Board and shall perform such duties as required by law (MCL 46.4(4), 46.5(5)).

2.4 County Administrator (CAO)

The Board of Commissioners employs a County Administrative Officer who is recognized as the Chief Administrative/Executive Officer of the County. (MCL 46.11 (o)). The authorities and duties of the County Administrator are as provided by statute. A position description is available in the Human Resources office.

2.5 Vacancy

Gratiot County will follow the process for filling vacancies as provided under Michigan law MCL 46.412 (sec. 12).

If a vacancy occurs in the office of Commissioner by death, resignation, removal from the district, or removal from office, the vacancy must be filled by appointment within 30 days by the board of commissioner of a resident and registered voter of that district. Except as otherwise provided, the individual appointed to fill a vacancy shall serve for the remainder of the unexpired term.

If the vacancy occurs more than 7 days before the nominating petition deadline as provided in MCL 46.412 section 11 for the general November election at which a successor in office would be elected if there were no vacancy, the individual appointed shall not hold office only until a successor is elected at the next general November election in the manner provided by law and qualifies for office. The successor shall hold the office for the remainder of the unexpired term.

After the lapse of the 30-day period, the Gratiot County Board of Commissioners has no authority to fill the vacancy. If unable to fill the position within the set period, a special election will be required to fill the vacancy (MCL 46.413).

ARTICLE III: APPOINTMENTS TO BOARDS AND COMMISSIONS

3.1 Other Boards, Commissions, and Committees

Due to statutory requirements, by invitation, or through the exercise of its discretion, the Board of Commissioners appoints or elects members, member-alternates, and other

persons to boards, commissions, and committees which exist internally and externally to the Gratiot County government organization. Appointments as of January 6, 2025, in Attachment "A."

Any Board of Commissioner member so appointed or elected shall make available the minutes or other information of record of those same boards, commissions or committees to the Board upon its request in time sufficient for the Board's consideration and in the manner herein directed.

ARTICLE IV: MEETINGS

4.1 Open Meetings

All scheduling, notices and attendance of any meeting of the full Board of Commissioners shall comply in all respects to the Michigan Open Meetings Act at MCL 15.261 et seq as amended from time to time.

4.2 Organizational Meetings

The Board of Commissioners shall convene for its first meeting in January. This meeting shall be known as the Organizational Meeting and the Board shall transact such business at said meeting, or at the adjourned date of such meeting, as shall be provided by these rules or by law, including the election of a Chairperson (if is an odd year or if a vacancy must otherwise be filled) and the Vice Chairperson, as provided in MCL 46.3(4) and Article II, Section 2.1 of these Rules. The County Clerk shall preside over the organizational meeting until the Chairperson of the Board has been duly elected by a majority vote of the members elect.

1. As the first item of business, the County Clerk shall administer the oath of office to the Commissioners if the oath has not previously been administered within 20 days of the commencement of the term (MCL 45.318).
2. The second item of business shall be the election of Chairperson of the Board then the Vice-Chairperson. The Clerk shall call for nominations for the office of the Chairperson and when nominations are closed by majority vote or no other nominations are forthcoming, the Clerk shall order the roll of the commissioners to be called. Upon the adoption of a motion, the election of the Chairperson may be conducted by secret ballot (MCL 46.3a.).
3. When one nominee receives a majority of the votes of the members elected and serving, the nominee shall be declared the Chairperson.
4. If the commissioners present shall not cast a majority for one nominee, the County Clerk shall continue to preside until a majority of commissioners elects one of its members to be Chairperson.
5. The newly elected Chairperson shall assume the Chair and proceed with the election to the office of Vice-Chairperson.
6. The Board of Commissioners shall select by majority vote of all the members, one of its members to serve as Vice-Chairperson. The term of the Vice-Chairperson shall begin upon his or her election. (MCL 46.3(4))

7. The Board of Commissioners shall select by majority vote of all the members, one of its members to serve as Finance Committee Chair. The term of the Finance Committee Chair shall begin upon his or her election and extend for two years.

8. The Board of Commissioners may proceed onto other agenda matters, as they shall decide.

4.3 Regular Meetings

The schedule for regular meetings shall be set at the first meeting in January of each year (Organizational Meeting). The Board shall meet in regular session according to the adopted meeting schedule as advertised except when otherwise set by adjournment or by law. Any meeting which is not on the schedule established at the Organizational Meeting shall be a special meeting or adjourned session of a regular meeting, depending on the means and methods used in calling said meeting.

1. Unless the Board otherwise provides, the motion to adjourn any meeting of the Board, whether special or regular, means to adjourn to the next succeeding meeting on the established schedule.

2. If any regularly scheduled meeting falls on one of the legal holidays, the Board shall meet on the next secular day that is not a meeting, unless the Board, in session, determines otherwise.

3. Adequate and proper notice of all public meetings is required by the Open Meetings Act at MCL 15.263, as amended from time to time.

4.4 Statutory Meeting

The statutory meetings of the Board of Commissioners are held on the second Tuesday after the first Monday in April to equalize the assessment roll (MCL 209.5 and MCL 211.34) and after September 14, but before October 16 of each year, commonly known as the annual meeting, to complete tasks required by law.

4.5 Special Meetings

The Board of Commissioners shall convene for the purpose of holding special meetings upon the written request of at least one-third (1/3) of the Commissioners, to the County Clerk, specifying the time, date, place and purpose of such meetings. In the alternative, a special meeting may be convened if approved at a regular meeting of the Commissioners and is set for a date and time at which a quorum will be present. When a special meeting is called as provided above, the County Clerk shall give notice to each Commissioner within forty-eight (48) hours by a method reasonably calculated by the County Clerk to accomplish actual notice. Such methods may include, but are not limited to:

1. personal delivery of the notice of the special meeting to the Commissioner.

2. leaving the notice of the special meeting at the residence of the Commissioner.

3. an email to the address previously supplied for such purpose by the Commissioner.

4. an email to the Commissioner’s County e-mail address.

5. by scheduling at a regular meeting at which Commissioners are in attendance, and with any Commissioner not in attendance being notified by another of the above- listed methods.

The Clerk shall post at least 18 hours before the meeting a Public Notice as required by the Open Meetings Act.

4.6 Emergency Meetings

A public body may meet in emergency session in the event of a severe and imminent threat to the health, safety, or welfare of the public when 2/3 of the members serving on the body decide that delay would be detrimental to efforts to lessen or respond to the threat. MCL 15.265(5). Public notice of the time, date, and place of an emergency meeting shall be given in the manner required by the Open Meetings Act (MCL 15.265(5)).

4.7 Place of Meetings

Meetings of the Board of Commissioners shall be held in the chambers of the Board of Commissioners in the county courthouse, at Ithaca, Michigan, unless lawful public notice of the meeting states a different location.

4.8 Time of Regular Meetings

The first and second regular meetings each month shall be held on a schedule adopted by the Board of Commissioners at the Organizational Meeting in January of each year. Meetings shall presumptively be held on the first and third Tuesdays of each month, beginning at 4:30 pm. Regular meetings for 2024 appear in Attachment “B.”

4.9 Changes in Schedule

Changes in the meeting schedule, including time and place, additional meetings, and meetings adjourned or recessed to a specific time and place, may be made by majority vote of the members of the Board of Commissioners present. Such a change is to be recorded in the minutes of the meeting in which the change is made. Public notice shall be given in accordance with the Michigan Open Meetings Act. If there is a change in schedule, the County Clerk shall post a notice within three (3) days after the meeting, stating the new day, time and place.

ARTICLE V: MEETING PROCEDURES

The County Clerk shall provide the notice for all meetings of the Board of Commissioners, in compliance with the Open Meetings Act at MCL 15.263a - 15.265.

5.1 Quorum, Attendance

The majority of Commissioners of the Board, elected/appointed and serving, shall constitute a quorum for the transaction of ordinary business of the Board. Upon the absence of a quorum, no business shall be considered; the members present may adjourn or recess. Public notice is not required if the time set for reconvening is less than 36 hours.

Commissioners shall attend all meetings unless excused by the Chairperson.

5.2 Order of Business

The business of all regular meetings of the Board of Commissioners shall be considered and transacted in substantially the following order based on the information provided unless altered by a majority vote of the Commissioners:

1. Call To Order
2. Roll Call of Commissioners
3. Invocation
4. Pledge Of Allegiance
5. Additions/Deletions to Agenda
6. Approval of the Agenda
7. Declaration of Conflicts of Interest
8. Public Comment and Notice of Board Meeting Rules
9. Action on Consent Calendar
10. Administrator's Report
11. Commissioners' Committee/Board/Agency Reports
12. Consideration of New Business
13. Consideration of Unfinished Business
14. Discussion and Report of Finance and Budget Matters
15. Discussion and Report of Airport (second meeting of each month only)
16. Public Comment
17. Closed Session (when necessary)
18. Adjournment

5.3 Agenda

The agenda for regular Board meetings shall be prepared by the County Clerk or County Administrator, or his or her designee. The County Clerk shall make every effort to ensure that the agendas and related information be delivered to all Commissioners at least three (3) business days prior to a scheduled Board meeting. The packet shall include at a minimum:

1. the agenda;
2. minutes of the previous meeting;
3. correspondence to be received at the meeting;
4. committee reports, if written; and
5. all other reports or documents to be presented, discussed, or acted upon at the meeting.

5.4 Agenda for Special Meetings

When the Board is called into a Special Meeting, the agenda shall be included in the notice of the meeting and no other matter shall be considered except when all members are present, and a majority concurs. Agendas for special meetings shall be provided along with the notice of the meetings to Commissioners, if time permits. At other times, the Chairperson shall declare the agenda upon the approval of a majority of the members present.

5.5 Distribution of Agenda and Materials

Meeting materials will be distributed in electronic format and posted on the Gratiot County website. Individuals requiring materials in hard copy format must make the request to the County Clerk.

5.6 Agenda Item Deadline

Any Commissioner, elected official, department head, or chair of any board, authority or commission, may sponsor an agenda item. The sponsor shall notify the County Clerk and Administrator of such item by 12:00 p.m. on Thursday of the week preceding the meeting. At this time the agenda shall be considered closed, except for emergency items as may be called by the Chair. Items not included on the proposed agenda or received after the proposed agenda has been posted shall not be considered by the Board unless approved by a majority vote of the Board members elected and serving.

5.7 Consent Calendar

The consent calendar shall consist of those matters that the Board of Commissioners has determined to be "routine" and those matters about which the Board commonly concurs. Among such matters are the approval of minutes and other matters that the Board of Commissioners is required by statute or board rule to approve.

The meeting agenda shall list those matters under the heading of "Consent Calendar" and include the associated materials with those distributed to the members in accordance with Articles 5.3 and 5.4 of these Rules. At a meeting of the Commissioners where a Consent Calendar has been prepared, the Board, upon the motion of a Commissioner, shall vote on the approval of the matters included under the consent calendar. Before putting the question to the Commissioners, the Chairperson shall permit the Commissioners to remove from the consent calendar those items on which they have questions or wish to debate. The Chairperson shall then direct the County Clerk to remove such matters and place them in their usual place on the meeting's agenda. A vote shall not be required to remove a matter from the Consent Calendar.

5.8 Public Participation

1. Form of Address. Each person who speaks shall direct his/her comments to the Chairperson. To avoid unscheduled debates, the Board generally will not comment or respond to a person who is addressing the Board. Silence or non-response from the Board should not be interpreted as disinterest or disagreement by the Board. Board members wishing to address a member of the public during public comment shall first obtain the approval of the Chairperson.

2. Right of the Public to Address the Board. To promote goodwill and compliance with the Michigan Open Meetings Act (MCL 15.261 *et. seq*), the following rules shall apply to those who wish to address the Board. The rules prohibit only behavior that is

actually disruptive and will be applied in a “viewpoint neutral” manner. The intended rules promote freedom of speech. Freedom of speech includes:

a. The right not to speak or participate.

b. The right to speak in favor of an unpopular view.

c. The right to criticize.

d. The right of members of a union to speak.

Freedom of speech does not protect "fighting words" or words that would likely cause an average person to fight or are likely to provoke a violent reaction.

3. Public Comment Times. In the instance of regularly scheduled board meetings, there will be two public comment times as indicated in Section 5.2, Order of Business. Prior to the first public comment period, the Chairperson will indicate public statements shall be limited to topics that appear on the meeting agenda. Prior to the second public comment period, the Chairperson will indicate public statements will be accepted on any matter or issue that is relevant and germane to County government as determined by the Chairperson.

   Members of the public who wish to comment should raise their hand to be recognized and shall not address the Board until called upon by the Chairperson. Neither the Chairperson nor the Board shall end or conclude any public comment period until each and every member of the public who desires and/or requests to make a public comment during a public comment period has a full and fair opportunity to do so.

   The public has no right to address the Board during its actual deliberations on a particular matter.

4. Rules for Public Comment at Meetings. The following rules shall apply to public comment speakers.

   a. Individuals must identify themselves.

   b. Individuals shall stand behind the podium when speaking.

   c. Individuals will be allowed three (3) minutes to speak unless the Chairperson grants more time for comment.

   d. Groups will be encouraged to designate one or more persons to speak on their behalf. Such designation of individuals will allow an orderly and efficient manner of handling meeting business.

   e. Speakers shall address the Chairperson of the Board of Commissioners, not the audience

   f. Speakers must follow the direction of the Chairperson when speaking

   g. A speaker addressing the public body may be stopped from continued speaking if the speech:

      i. Is “irrelevant or repetitious.”

ii. Disrupts, disturbs, or otherwise impedes the orderly conduct of the meeting.

5. Right to Attend. The public is encouraged to attend meetings of the Gratiot County Board of Commissioners. The right to attend includes the right to tape-record, videotape, broadcast live on radio, and telecast live on television the proceedings of a public meeting. Recording or broadcasting of meetings shall not disrupt the meeting. No one will be excluded from a meeting otherwise open to the public except for a breach of peace actually committed at the meeting.

   a. Webster's dictionary defines breach of peace as "a charge of making a lot of noise or behaving violently in public[1]."

   b. In an 1898 case, the Court defined a breach of peace to be, "...a violation of public order, a disturbance of the public tranquility, by any act or conduct inciting to violence, or tending to provoke or excite others to break the peace[2]."

6. Disorderly Conduct. The Chairperson shall call to order any person who is behaving in a disorderly manner by speaking or otherwise disrupting the proceedings, by failing to be germane, by speaking longer than the allotted time, or by speaking vulgarities. Such person shall thereupon be seated until the Chairperson shall have determined whether the person is in order. If a person so engaged in presentation shall be ruled out of order, he or she shall not be permitted to speak further at the same meeting except upon special leave of the Board of Commissioners. If the person shall continue to be disorderly and to disrupt the meeting, the Chairperson may order the sergeant-at-arms, who shall be the County Sheriff or any of his/her deputies, to remove the person from the meeting. No person shall be removed from a public meeting except for an actual breach of the peace committed at the meeting (MCL 15.263[6]).

ARTICLE VI: RECORD OF MEETINGS

6.1 Minutes and Official Records

The County Clerk shall be the Clerk of the Board and shall be responsible for maintaining the official record and minutes of each meeting of the Board. The minutes shall include all the actions and decisions of the Board with respect to substantive (non-procedural) motions. The minutes shall include the names of the mover, the person seconding the action, and the vote of the Commissioners. The record shall also state whether the vote was by voice or by roll call and shall show how each Board member voted (MCL 46.1).

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

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[1] "Breach of the peace." *Merriam-Webster.com Dictionary*, Merriam-Webster, https://www.merriam-webster.com/dictionary/breach%20of%20the%20peace. Accessed 16 Apr. 2026.
[2] OAG No. 5614; People v. Johnson, 86 Mich. 175, 177; 48 NW 870 (1898)

6.2 Record Of Discussion

The County Clerk shall not be responsible for maintaining an electronic recording or summary record of the discussions or comments of the Board members, nor of the comments made by members of the public.

6.3 Request to Have Remarks Included in the Minutes

Any Commissioner may have his/her comments printed as part of the record upon the concurrence of a majority of other members. Such comments to be included in the record shall be provided in writing by the member.

6.4 Public Access to Meeting Records

The County Clerk shall make available to members of the public the records and minutes of the Board meetings in accordance with the Freedom of Information Act. Board minutes, prepared but not approved by the Board, shall be available for public inspection not more than eight business days following the meeting. Minutes approved by the Board shall be available within five business days after the date of the meeting in which the minutes were approved. The County Clerk shall promptly mail copies of the minutes to persons who have subscribed (MCL 15.231-15.244; MCL 46.5).

ARTICLE VII: CLOSED SESSIONS

7.1 Motion for Closed Sessions

A closed session is a meeting of the Board of Commissioners that is closed to the public. Such a session must be approved by a roll-call vote on a motion proposed by any member, though the type of majority required to approve the session varies depending on the reason for the session. The vote to hold a closed session shall be recorded in the minutes of the meeting at which the motion was made.

1. On a Two-thirds Majority Vote. The Board of Commissioners may meet in closed session, closed to the members of the public, upon the motion of any Board member and a roll call vote approval by two-thirds (4) of the Board members for the following purposes:

    a. To consider the purchase or lease of real property, until an option to purchase or lease that property is obtained. (MCL 15.268[d]).

    b. 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 county board (MCL 15.268[e]).

    c. To meet with an attorney to consider the attorney's written opinion (MCL 15.268[e]).

    d. To review the specific contents of an application for employment to a County position and the applicant requests that the application remain confidential. Whenever the Board meets to interview an applicant, it shall be in open session (MCL 15.268[f]).

2. On a Simple Majority Vote. Closed sessions held for the following reasons may be approved on a roll-call vote by a simple majority:

   a. 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 (MCL 15.268[a]).

   b. To consider strategy connected with the negotiation of a collective bargaining agreement (MCL 15.268[c]).

7.2 Minutes of Closed Sessions

For each closed session, the County Clerk 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. The County Clerk may destroy the minutes after one year and one day have passed after the meeting at which the approved minutes of the meeting at which the Board voted to hold the closed meeting (MCL 15.267[2]).

ARTICLE VIII: MOTIONS AND RESOLUTIONS

8.1 Method of Making Motions

No motion shall be put before the Board for discussion or decision unless seconded and shall be restated by the chairperson prior to debate. Any motion shall be put in writing at the request of any Board member. Any motion may, with the permission of the Board member who made the motion and the Board member who seconded the motion, be withdrawn at any time before the motion has been adopted. All motions and amendments or substitute thereto shall be entered in the minutes of the Board unless withdrawn.

8.2 Resolutions in Writing

All resolutions shall be presented in writing and must be seconded before debate. Any resolution may, with the permission of the members who made the motion and the second, be withdrawn at any time before the same has been adopted. All resolutions and amendments or substitutes thereto shall be entered in the minutes of the Board unless withdrawn.

8.3 Procedural Motions

1. Motion to Adjourn. A motion to adjourn shall always be in order except when a vote is being taken on any other motion already before the Board, or when a Board member has the floor.

2. Motion to Clear the Floor. This motion may be made by the Chairperson or a Board member at any time procedural matters have become sufficiently confused. If the motion to clear 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, to reconsideration.

3. Motion to Reconsider. A motion to reconsider shall be in order on any question the Board has decided except for a motion to clear the floor. The motion to reconsider

shall be in order only on the same day as the vote to be reconsidered was taken. The motion to reconsider shall be made only by a member who voted with the prevailing side.

4. Division of Question. If a pending main motion (or an amendment thereto) contains two or more parts capable of standing as separate questions, the Board can vote to treat each part individually in succession. Such a course is proposed by the motion for division of a question.

5. Withdrawal or Modification of Motion by the Maker. The Chairperson shall accept a "friendly amendment" of a motion when the following two requirements are met:

    a. There is an agreement between the member who made the motion and the member who seconded the motion; and

    b. No other member objects to the friendly amendment.

    If these two requirements are not met, then the requirements stated in the below two paragraphs of this Rule 8.3.5 shall be followed.

    Once a motion has been made, the member who made it may withdraw or modify the motion at any time prior to when the Chairperson states the motion. After the motion has been stated by the Chairperson, the mover must ask permission to withdraw the motion. Upon the making of such a request, the Chairperson shall announce: "Unless there is objection [pause] the motion is withdrawn." If there is an objection, any other Commissioner can move that permission to withdraw be granted, and no second is required. A request for permission to withdraw a motion, or motion to grant such permission, can be made at any time before voting on the question has begun, even though the motion has been since modified. Any Board member can suggest that the maker of a motion ask permission to withdraw it, which the maker can do or decline to do, as he/she chooses. After a motion has been withdrawn, the situation is as though it had never been made; therefore, the same motion can be made again at the same meeting.

    To modify a motion after it has been stated by the Chairperson, the maker asks permission to do so, as in the case of withdrawal of a motion. If there is no objection, the Chairperson states the question on the modified motion. If anyone objects, and amendment is otherwise proper, the modification must be approved by a majority vote of those members present. The amendment requires a second if moved by the member who originally made the request.

6. Motion to Lay on the Table. A motion to lay on the table may be made by the Chairperson or any other Commissioner at any time prior to a vote on the main motion. A second is required and the motion requires a majority present to approve. If the motion to lay on the table is approved, consideration of the main motion is suspended temporarily without setting a time for resuming its consideration, but with the provision that it can be taken up again whenever a majority so decides.

7. Motion to Take from the Table. A motion to take from the table may be made by the Chairperson or any other Commissioner to reconsider a main motion that has been laid on the table. A second is required and a motion to take from the table must be approved by a majority present. A question that has been laid on the table remains there and can be taken from the table during the same session, or at the next session

after it was laid on the table. If not taken from the table within these time limits, the question dies, although it can be renewed at a later date.

8. Motion to Amend; Secondary Amendments; No Tertiary Amendments. A motion to amend a main motion, called a "primary amendment," takes precedence over the main motion. Any Commissioner may move to amend a main motion so long as they have the floor. A second is required. Amendments must be germane to the main motion in that it must in some way involve the same question that is raised by the motion to which it is applied. The Chairperson shall rule out of order any proposed motion to amend that is not germane.

   A motion to amend an amendment to a main motion is called a "secondary amendment" and shall take precedence over a main motion or primary amendment. A secondary amendment also requires a second. A secondary amendment cannot be amended. Only one primary and one secondary amendment are permitted at a time, but any number of each can be offered in succession so long as they do not again raise questions already decided.

9. Motion to Postpone Indefinitely. A motion to postpone indefinitely is a motion that the Board declines to take a position on the main motion and is in order only when the main motion is pending. Its adoption kills the main motion (for the duration of the session) and avoids a direct vote on the question. A motion to postpone indefinitely requires a second and a majority present to approve. An affirmative vote on the motion to postpone indefinitely can be reconsidered. A negative vote on it cannot be reconsidered.

10. Motion to Rescind. A member who makes a motion to rescind something previously adopted must provide prior notice of the intent to present such a motion no less than seven days prior to the meeting where a vote on the Motion to Rescind is to occur. If the member fails to provide such pre-meeting notice, then the vote required to rescind is two-thirds (⅔) of those members elected and serving at the meeting where the motion to rescind is voted upon.

8.4 Temporary Suspension of Rules

These Rules may be suspended temporarily at any time by the vote of two-thirds (⅔) of the members elected and serving to achieve any legal objective of the Board.

ARTICLE IX: VOTING

9.1 Abstaining from Voting

Whenever a question is put by the Chairperson, every Commissioner present shall vote on the question. No member present shall abstain from voting "yes" or "no" unless excused by a majority of those present.

9.2 Roll Call Votes

The names and votes of Commissioners shall be recorded on Board actions to adopt final measures such as ordinances, resolutions, appointments or election of officers, and so on. The election of the Board chair may be by secret ballot with the approval of a majority of Commissioners present. Upon the demand of one-fifth of the Commissioners, a roll call vote shall be taken on other motions and actions (MCL 46.3a).

9.3 Votes Required

Procedural and other questions arising at a meeting of the Board, except for those decisions required by statute or Board Rule to have a higher authority, shall be decided by a majority of the members present. A majority of the members elected and serving, however, shall be required for final passage or adoption of a measure, resolution, or the allowance of a claim.

ARTICLE X: PARLIAMENTARY AUTHORITY

10.1 Questions of Procedure Not Covered by Standing Rules

Robert's Rules of Order (Newly Revised) shall govern all questions of procedure not otherwise provided by these Rules or by state or federal law. The legal counsel to the Board or other person so designated by the Board shall serve as the Board's parliamentarian and shall advise the presiding officer regarding rules of procedure.

10.2 Appeal

The Board as a whole (not the Chairperson) is the final authority in judging whether these Rules have been violated. A Board member who disagrees with a ruling by the Chairperson may appeal the ruling to the Board as a whole. Without waiting to be recognized, a member wishing to appeal the ruling shall say, "I appeal from the decision of the Chairperson." An appeal requires a second. The appeal may be debated, however, unlike other motions, each member may speak only once. The Chairperson may speak in debate twice, the first time in preference over other members and the second time to close debate. An appeal is stated and put to a vote as "Shall the decision of the Chairperson be sustained?" It requires a majority vote in the negative to overturn the Chairperson's ruling. A tie sustains the decision of the Chairperson and loses the appeal.

ARTICLE XI: AMENDMENT AND EFFECTIVE DATE

These Rules may be amended, suspended, or rescinded only if approved by at least a majority of the Commissioners elected and serving. These Rules shall remain in effect until rescinded or amended. Except during the organizational meeting, any proposed amendment(s) to these rules shall be first referred to a Commission meeting for discussion only, with subsequent consideration given for action no later than one month thereafter. Any amendment to these Rules shall take immediate effect unless otherwise stated by the Board at the time of adoption.

ATTACHMENT A

COMMISSIONER AND STAFF ASSIGNMENTS TO COMMISSIONS, BOARDS, AUTHROITIES AND COMMITTEES

ORGANIZATION	APPOINTEE	TERM	EXPIRATION
Brownfield Redevelopment	Bailey Owens	6 years	12/31/28
Great Lakes Bay Michigan Works!	Bunting Alternate: Gay	2 years	12/31/26
Commission on Aging	Baily	3 years	12/31/28
Mental Health	Gay	3 years	12/31/27
Economic Development	Bailey Owens	6 years	12/31/28
EightCAP	Gay Bunting (through delegates)	2 years	12/31/26
Greater Gratiot Development, Inc.	Owens Dolehanty	1 year	12/31/26
Northern Michigan Counties Association	Gay Alternate: Sopocy	2 years	12/31/26
Health Department	Sopocy Bailey	2 years	12/31/26
MSUE	Bunting	1 year	12/31/26
Ambulance Advisory Board	Bunting Alternate: Gay	2 years	12/31/26
Parks and Recreation	Sopocy	3 years	12/31/28
Airport Advisory Committee	Bailey Dolehanty	2 years	12/31/26
Central Dispatch Authority	Owens Alternate: Dolehanty	2 years	12/31/26

ATTACHMENT B

GRATIOT COUNTY
BOARD OF COMMISSIONERS

Regular Board Meetings at 4:30 p.m.
On Tuesdays – Unless Noted
Commissioners Room, Gratiot County Courthouse
214 E. Center Street, Ithaca, MI 48847
(989) 875-5215

MEETING DATE	MEETING DATE
January 6, 2026	July 7, 2026
*January 20, 2026	*July 21, 2026
February 3, 2026	August 4, 2026
*February 17, 2026	*August 18, 2026
March 3, 2026	September 1, 2026
*March 17, 2026	*September 15, 2026 (Annual Meeting)
April 7, 2026	October 6, 2026
*April 21, 2026	*October 20, 2026
May 5, 2026	November 3, 2026
*May 19, 2026	*November 17, 2026
June 2, 2026	December 1, 2026
*June 16, 2026	*December 15, 2026

Agenda/Full Packets/Minutes Available at www.gratiotmi.com
Board of Commissioners Section

Posted Pursuant to PA267 of 1976, Section 4(a-d), Angie Thompson, Gratiot County Clerk
All Meetings Are Open to the Public

* At the second meeting of each month, the regular Board meeting will go into recess and the Airport Authority will convene. Once all airport matters are heard, the regular Board meeting will resume.