

At the 2013 organizational meeting of the Shiawassee County Board of Commissioners held on January 3, 2013 at 4:00 p.m. in the Commission Chambers, Surbeck Building, Corunna, Michigan:

The meeting was called to order by County Clerk Lauri L. Braid

Prayer was offered by Commissioner McLaren.

Pledge of Allegiance was given.

Roll Call found Commissioners Stewart, Horvath, Holzhausen, Schneider, McLaren, Bartz and Plowman present.

County Clerk Braid opened the floor for nominations for Chairman of the Board. Commissioner Stewart nominated Commissioner Plowman. Commissioner Schneider nominated Commissioner Holzhausen. There being no further nominations the nominations were closed. Commissioner Holzhausen was elected Chairman with the following roll call vote of 5 Holzhausen and 2 Plowman. Holzhausen: Commissioners Horvath, Holzhausen, Schneider, McLaren and Bartz. Plowman: Commissioners Plowman and Stewart. Commissioner Holzhausen took the Chairman's seat and ran the remainder of the meeting.

Chairman Holzhausen opened the floor for nominations for Vice-Chairman. Commissioner Plowman nominated Commissioner Stewart, Commissioner Bartz nominated Commissioner McLaren for Vice-Chairman for 2013. There being no further nominations the nominations were closed. Commissioner McLaren was elected Vice-Chairman with the following roll call vote of 5 McLaren and 2 Stewart. McLaren: Commissioners Horvath, Holzhausen, Schneider, McLaren and Bartz. Stewart: Commissioners Plowman and Stewart.

It was moved by Commissioner Bartz, seconded by Commissioner McLaren to change the length of the Chairman's term to one year. Motion carried with the following roll call vote of 7 yeas and 0 nays. Yeas: Commissioners Stewart, Horvath, Holzhausen, Schneider, McLaren, Bartz and Plowman.

It was moved by Commissioner Stewart, seconded by Commissioner Bartz to add to the end of #15 in the Rules for Organization and Procedure 2013, Public may provide documentation to Commissioners upon Board member approval. Such documentation may be addressed at the discretion of the Board. Motion carried.

It was moved by Commissioner Horvath, seconded by Commissioner Plowman to approve the 2013 Rules for Organization and Procedures as amended above. Rules are attached at the end of the minutes. Motion carried with the following roll call vote of 7 yeas and 0 nays. Yeas: Commissioners Stewart, Horvath, Holzhausen, Schneider, McLaren, Bartz and Plowman.

Chairman Holzhausen made committee appointments for 2013. Attached after the 2013 Rules for Organization and Procedure.

It was moved by Commissioner Bartz, seconded by Commissioner McLaren, to accept the meeting schedule proposed by the Administrator. Motion carried.

Call to the public:

Tony Newman, Drain Commissioner

The meeting adjourned at 5:23 p.m.

Rules for Organization and Procedure 2013

1. At the commencement of the first session of each odd numbered year the Board will elect by a majority vote of the Board serving as Chairperson of the Board for a one-year term. A Vice-Chairperson will be elected annually for a one-year term. Each will continue in office until their successor is elected and qualified, and each will take and subscribe the constitutional oath of office.
2. All standing and special committees will be appointed by the Chairperson of the Board who will also name Chairperson and Vice-Chairperson, if any, of each committee. Committee members will serve the same term as the Chairperson of the Board.
3. The standing committees shall be as follows:

COMMITTEE OF THE WHOLE
COUNTY FINANCE AND ADMINISTRATION
HEALTH AND HUMAN SERVICES
PUBLIC SAFETY AND COURTS
ECONOMIC & PHYSICAL DEVELOPMENT

In the apparent prolonged absence, of a member of a standing committee, the Chairperson of the Board may appoint another member until the absent commissioner returns.
4. A majority of each committee shall constitute a quorum.
5. A committee shall meet at the call of the Chairperson of the committee or upon written request of a majority of the members of the committee.
6. Regular meetings of the Board shall be held in the Commission Chambers, Surbeck Building, Corunna, Michigan, except as otherwise provided by law. Special meetings and rescheduling regular meetings shall be held only after posting of notice at least 18 hours before said meeting, stating the date, time and place of the meeting. This board hereby incorporates all notice requirements in compliance with the Open Meetings Act, being Act 266 of 1976.
7. Roberts Rules of Order current edition, shall govern the session of the Board unless in conflict with these rules, in which case these rules shall govern. The County Clerk shall serve as Parliamentarian to the Board of Commissioners.
8. The Chairperson of the Board shall preside at all sessions of the Board of Commissioners. In the absence of the Chairperson, the Vice-Chairperson shall preside and be vested with all powers of the Chairperson. In the absence of the Chairperson, Vice-Chairperson, the Committee of the Whole Chairperson, the Vice-Chairperson of the Committee of the Whole shall chair the session.

9. The Chairperson shall decide all questions arising under the rules of the Board and general parliamentary practice, subject to an appeal, which appeal shall be determined by vote of a majority of the commissioners serving.
10. Every member desiring to speak shall address the Chairperson and shall not speak until recognized by the Chairperson.
11. Chairperson shall preserve order and decide questions of order subject to an appeal to the Board.
12. No unauthorized person shall be on the floor without permission of the Chairperson and or majority of the Board.
13. The County Administrator shall be responsible for the preparation of the agendas of the regular Board of Commissioner's meeting, as well as all board committee meetings, including relevant supporting documents.
14. The County Administrator shall be an ex-officio member of regular and committee meetings of the Board with the right to take part in discussions, but without a right to vote.
15. No literature, other than official documents coming from County Departments, shall be permitted to come before the Board or placed at members places unless signed or endorsed by or attributable to a member of the Board. Public may provide documentation to Commissioners upon Board member approval. Such documentation may be addressed at the discretion of the Board.
16. Members of the administrative staff of the county shall be allowed to address the Board upon pending matters if so requested by a member of the Board.
17. Upon invitation or request of a Board member, nonmembers of the Board may address the Board in matters before it unless an objection is raised by a majority of the Board members present.
18. The Board of Commissioners encourages the Public to provide their input during the Opportunity for the Public to address the Board. Public comment shall be limited to three minutes per speaker. The speaker must include their name, address and telephone number for the record.
19. The order of business of the Board of Commissioners shall be:
 1. Call to order.
 2. Pledge of allegiance
 3. Invocation
 4. Roll call
 5. Approval or correction of the minutes.
 6. Opportunity for the Public to address the Board.
 7. Commissioner Comments.

8. Reports of special committees
 9. Reports of standing committees
 10. County Administrator's Report.
 11. Chairperson's Report.
 12. Opportunity for the public to address the Board.
 13. Adjournment.
20. Committees shall report upon all matters referred to them without unnecessary delay. A majority of the members of the committee is required to report any matter to the Board of Commissioners. The Chairperson of the Board shall refer all matters subject to committee consideration to the appropriate committee.
 21. Any member desiring to bring a matter before the Board shall address the Chairperson and, when recognized, present the matter by way of motion or resolution. The Chairperson shall ask if the motion or resolution is seconded and, if seconded, the person offering the motion or resolution shall have the floor unless he/she declines, in such case, the floor shall be open to any member recognized by the Chairperson.
 22. No new business may be brought before the Board without previous committee action, unless by 2/3 vote of the Commissioners.
 23. The Board Chairperson is a member of all committees and may cast a vote.
 24. Mileage to posted meetings and travel associated with activities detailed in item #25 of this document, be paid at the same rate paid to County Employees (currently \$.485 per mile per 06/28/07 Board of Commissioners motion).
 25. Commissioner Per-diem are as follows (per Resolution #97-07-36):

Assigned Board Committees	\$25.00
Appointed Board Liaison to Organizations	\$25.00 *
Committee of the Whole meetings	\$25.00 *
Regular Board of Commissioners	\$45.00
Out-of-County Meetings/Conferences	\$45.00
 * If these identified meetings exceed four (4) hours	 \$45.00
 26. Seating of the Board of Commissioners in the Commission Chambers shall be assigned by the Chairperson of the Board.

Shiawassee County Board of Commissioners 2013

Board	Board of Commissioners	Committee of the Whole	Economic & Physical Development Committee	Finance & Administration Committee	Public Safety & Courts Committee	Health & Human Services Committee
Chairperson	Gary Holzhausen	Les Schneider	Robert McLaren	Les Schneider	John Horvath	Jeffrey Bartz
Vice Chairperson	Robert McLaren	John Horvath	John Horvath	Robert McLaren	John Plowman	Dan Stewart
Chaplain	Robert McLaren					
Chief Administrative & Fiscal Officer	Margaret McAvoy					
Members	Dan Stewart John Horvath Gary Holzhausen Les Schneider Robert McLaren Jeffrey Bartz John Plowman	Dan Stewart John Horvath Gary Holzhausen Les Schneider Robert McLaren Jeffrey Bartz John Plowman	Robert McLaren John Horvath Les Schneider	Les Schneider Robert McLaren John Horvath	John Horvath John Plowman Dan Stewart	Jeffrey Bartz Dan Stewart Les Schneider
Meetings	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly
Departments	All	All	Building & Grounds Community Development Drain Register of Deeds	Budget Personnel Equalization	Circuit Court Family Division District Court Probate Court Friend of the Court Sheriff Prosecuting Attorney Community Corrections	MSU Extension Health Department Mental Health Veterans Affairs Career Alliance

Standing Committees	Members
Agriculture Preservation Board	Commissioner Plowman
Airport Board	Richard Musson
CACS	Commissioner McLaren
Central Dispatch Board	Commissioner Plowman
Community Corrections Advisory Board	Commissioner Horvath
GLS Region V	Commissioner McLaren
Mental Health Authority Board	Comm. Schneider & Comm. Stewart
Mid-West Michigan Authority Board	Comm. McLaren & Comm. Horvath
MTA	Commissioner Holzhausen
Parks & Recreation Commission	Commissioner Bartz
Public Health	Comm. Stewart & Comm. Bartz
Solid Waste Management Committee	Commissioner Plowman
VAAA & Council on Aging	Comm. Schneider & Comm. McLaren