

# AGENDA

SHIAWASSEE COUNTY APPORTIONMENT COMMISSION  
Surbeck Building, Board of Commissioners Chambers  
201 N. Shiawassee St., Corunna, MI 48817

September 28, 2021 – 9:00 a.m.

CALL TO ORDER: Chairperson, County Clerk, Caroline Wilson

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF AGENDA

Opportunity for the public to speak – 3 minutes limit

APPROVAL OF MINUTES:

- A. Approve the minutes from the September 21, 2021 Apportionment Committee meeting.
- B. Amend the Shiawassee County Apportionment Commission Rules of Procedure.

Discussion:

- Maps created

Opportunity for the public to speak – 3 minutes limit

Adjournment

**2021**  
**SHIAWASSEE COUNTY APPORTIONMENT**  
**COMMISSION**  
**RULES OF PROCEDURE**

1. In accordance with the law, three or more members of the Commission represent a quorum at any meeting. A majority vote of the quorum present is required to take action.
2. All meetings of the Apportionment Commission shall be held in compliance with the Open Meetings Act (Act #267 of Public Act 1976). Public notice of time, date and place of meeting shall be given as required by such act.  
[MCL 46.403, sec. 3(2)]
3. Any writing prepared, owned, used in the possession of, or retained by the Commission in the performance of an official function shall be available to the public in compliance with Act #442 of Public Act 1976 (Freedom of Information Act). [MCL 46.403, sec. 3(2)]
4. In apportioning the county into commission districts, the Commission shall be governed by the guidelines in MCL 46.404, sec. 4 and pertinent to federal and state court rulings.
5. The sum of all cities, townships and villages in the County shall be used as the total County population figure in preparing a plan.
6. Only members of the Commission may submit plans except as otherwise provided by law. [MCL 46.407, sec. 7]
7. Each plan submitted shall contain the following information:
  - A. One (1) Shiawassee County map that clearly identifies each proposed Commissioner district and shall be made available in the Office of the County Clerk for inspection purposes.
  - B. ~~Seven (7) copies of detailed census information that clearly indicates the population figures in each proposed district shall be made available. One (1) copy shall be used for verification purposes. One (1) copy shall be made available in the Office of the County Clerk for inspection purposes. The Chairperson shall have one (1) copy sent to each of the seven (7) commissioners within 24 hours after receipt for their consideration.~~
8. The County Clerk shall have delivered to each member all census information within 14 days after the effective date the Secretary of State of Michigan certifies the Federal Census figures.

*APPROVE*  
*9/28/21*

9. All plans should be submitted to the Office of the County Clerk within 33 days after the effective date the Secretary of State certifies the census. The County Clerk's Office shall time stamp, assign a number and indicate the author's name on each plan received.
10. The author of each plan may make amendments to his or her plan for the purpose of making adjustments to district lines and/or population figures. Amendments that basically represent a whole new plan shall not be permitted.
11. Errors found in the verification process of a plan shall be noted in writing. The Chairperson shall make six (6) copies of the noted errors and shall have one (1) copy made available in the Office of the County Clerk. One copy shall also be sent within 24 hours to each of the seven (7) Commissioners. If a plan is verified as being correct, the Chairperson shall have each member notified in writing. Correction of errors shall be made by the author in the form of an amendment to the plan.
12. Amendments shall be delivered to the Office of the County Clerk within 40 days after the effective date the Secretary of State certifies the census.
13. Amendments to each plan shall contain the same information required in number 8A and 8B of these Rules of Procedure as well as author's name and the assigned plan number.
14. A final plan shall be verified and approved by the Commission within 60 days from the effective date the Secretary of State certifies the census.
15. Meetings of the Commission shall be set as follows:
  - A. Upon call of the Chairperson
  - B. Upon a signed, written request to the Chairperson by three (3) members
  - C. By majority vote of the members present at the meeting
16. Per diem payment for the members of the Apportionment Commission will be \$65 per meeting. Reimbursement for travel shall be the current allowable rate granted by IRS.

APPROVED BY THE APPORTIONMENT COMMISSION ON \_\_\_\_\_.

\_\_\_\_\_, Chairperson  
Shiawassee County Apportionment Commission