

Sanilac Township Board Meetings

(Approved 11-09-2017)

1.0 Board Meeting Notices

The township clerk is responsible for all regular, special and rescheduled township board meeting notice requirements in conformance with the Open Meetings Act and other state laws.

The township clerk shall be responsible for seeing that notice of the time, place and reason(s) for any special meeting of the township is given to each township board member either in person or by leaving an email notice for all members at least 18 hours prior to the meeting time.

2.0 Regular Board Meeting Agenda

The township clerk or deputy clerk shall prepare the agenda and board packet at least 3 days prior to every township board meeting.

Business items intended for board action may be placed on the agenda by any board member by notifying the clerk at least 3 days prior to the meeting.

Board members who wish to bring an issue to the board's attention, shall bring up such issues under of the sections of the meeting.

A copy of the proposed agenda shall be delivered and made available to every board member, along with all supporting documentation and correspondence addressed to the township board, at least 1 day prior to the board meeting.

When a need to place an item on the agenda arises after the deadline, the business item may be added to the agenda by general consent of the board.

The proposed agenda shall be approved by the majority vote following the roll call of board members at each board meeting. The agenda shall conform to the following format:

- **Call to order**

- **Pledge to flag**
- **Roll call**
- **Approval of meeting agenda**
- **Reports from board officers**
- **Correspondence**
- **Brief public comment (3 minute maximum)**
- **Old Business**
- **New Business**
- **Adjournment**

3.0 Special Board Meeting Notice/Agenda Considerations

The purpose(s) for which a special meeting is called shall be stated in the special meeting notice.

If all township board members are present at a special meeting of the township board, then the board may add any lawful business to the special meeting agenda.

4.0 Board Correspondence

Board members shall receive with the board packet a copy of any written correspondence that was addressed to the board requesting board action at a regularly scheduled meeting. A motion may be made to consider the correspondence request under new business. If no motion is made to consider the correspondence request under new business. If no motion is made to consider the request, the correspondence will be received and filed.

Informational written correspondence that does not require board action shall be summarized on the consent agenda as correspondence received, and copies shall be available to board members at the board meeting.

5.0 Consent Agenda

The clerk or deputy clerk shall prepare a consent agenda for the board, which shall be provided to each board member prior to the

meeting, as part of the meeting agenda. The consent agenda shall contain all routine items of business on which no disagreement or debate items of business on which no disagreement or debate is anticipated, such as, but not limited to, the following:

- **Approval of the prior meeting minutes**
- **Receiving committee reports**
- **Receiving correspondence (where no board action is required)**
- **Financial reports**
- **Approval the pay bills**

Upon the request of any board member, an item shall be removed from the consent agenda and be placed on the regular agenda under new business.

Approval of all of the items on the consent agenda shall be accomplished by a single majority vote to approve the items on the consent agenda.

6.0 Board Meeting Logistics

The supervisor shall be responsible for determining that the township hall and the board meeting room is properly set up for a public meeting. This includes, but is not limited to, ensuring that:

- **Audio-visual equipment that may be used during the meeting is set up and tested.**
- **Adequate seating is available for the anticipated audience.**
- **Copies of the proposed agenda and any other public materials are placed on a table along with any sign-in sheet and pens.**

7.0 Board Member Meeting Conduct

All board meetings shall be conducted under “Robert’s Rules of Order or basics of parliamentary procedures.

If a quorum of the township board is present, a board meeting shall be called to order promptly at the time announced for the meeting.

Each board member shall fully participate in board meetings by doing the following:

- **Prepare for board meeting by reading their packets ahead of time in order to fully participate in discussions**
- **Help the chair keep meeting moving**
- **Limit remarks to issue being considered**
- **Ask questions for clarification**
- **Respect colleagues' rights**
- **Refrain from interrupting other speakers**
- **Actively listen**
- **Listen courteously and attentively to all public discussions before voting**
- **Explain reasons behind significant decisions during the discussion before voting**
- **Raise concerns and objections at a meeting, rather than after**
- **Express disagreement verbally, rather than non-verbally**
- **Criticize constructively and in private Vote with a clear audible voice**

8.0 Chairing Board Meetings

All board members will be treated with equal dignity and respect, and board members shall have equal access to speak and to make motions.

The moderator is charged with ensuring that the will of the board majority prevails on decisions, while giving board members who hold to a minority view an adequate opportunity to present their positions to the other board members

The moderator will keep discussions focused on the agenda items.

The moderator will relinquish the gavel when he or she has a personal conflict of interest or is sufficiently conflicted on an issue that impartiality cannot be assured.

The moderator will maintain proper decorum among board members and the public audience.

The moderator will:

- **Open the meeting at the specified time**
- **Explain meeting procedures and decision-making processes so that board members and the audience may appropriately participate**
- **Restate audience questions**
- **Apply time limits consistently**
- **Recognize and deal with procedural objections**
- **Protect members and staff from verbal attacks unrelated to official duties**
- **Keep track of amendments to motions**
- **Restate motions before they are voted upon**
- **Call recesses during long meetings**
- **Reconvene at specified time**
- **Adjourn the meeting**

9.0 Board Member Conflict of Interest

A township board member shall vote upon all matters that require a vote of the township board unless the board member has a conflict of interest.

General Law Township: If a township board member has a conflict of interest regarding a matter on which the township board is required to vote, the board member will disclose that interest, and the township board member shall recuse him or herself, and refrain from participation in all deliberations, discussions and voting on that matter.

10.0 Public Participation

Members of the public shall have an opportunity, under Public Comment, to address the board for no more than 3 minutes on any matter. Persons shall be recognized in the order in which they entered their name on the provided public comment sign-up sheet indicating

their desire to address the board. Any additional persons desiring to address the board who did not use the sign-up sheet shall be recognized following those who have signed in.