ANTRIM COUNTY BOARD OF COMMISSIONERS PROCEDURES
Amended January 5, 2026

I hope my achievements in life shall be these: that I have fought for what is right and fair, that I will have risked for that which mattered, that I will have given help to those who were in need, that I will have left the earth a better place for what I've done and who I've been.

–Attributed to Carl Thomas Hoppe, contributed by Commissioner Gene Dawson

PREAMBLE

Antrim County Board of Commissioners take an oath of office to uphold the Constitution of the United States and the State of Michigan. With that oath, the Commissioners represent their district voters as well as looking out for the betterment of all citizens in Antrim County. All actions of the Board should be conducted in a transparent, honest, and respectful manner when making decisions with taxpayers' money.

INTRODUCTION

Every deliberative body needs an agreed upon procedure by which the behavior of the body and of individual members is to be governed. An orderly process is necessary not only for the deliberative body but also for those who are associated with it in a tangential way whether they be members of the staff and general public or persons doing business with the body.

Thus, Boards of County Commissioners, which are deliberative bodies, need such agreed upon procedures. The mechanism used for this purpose is a set of board rules; rules which often are included as part of county directories. Board of County Commissioners are authorized to adopt such rules by a law which states that Board of Commissioners shall have the power to: "Establish rules and regulations in reference to the management of the interest and business concerns of the county as the board considers necessary and proper in all matters not especially provided for in this act or under the laws of this state." (Public Act 156 of 1851 as amended, 46.11 Sec. 11(m)). Although there are several Michigan statutes which, in effect, specify certain rules, many of the rules of a County Board are not necessarily required by specific statute. The result is that the rules vary from county to county, as perhaps they should. After all, rules should reflect needs of individual counties. As needs vary, so should the rules.

COUNTY BOARD RULES

1. MEETINGS

1.1 Regular Schedule. The regular meetings of the Board of Commissioners are held on the first and third Thursday of each month.

Any regular or adjourned meeting of the Board which falls upon a legal or county designated holiday shall automatically be rescheduled for the next secular day following, provided that

day is not a legal or designated holiday. The rescheduled meeting shall be at the same time and place indicated for the regularly scheduled meeting, unless the Board in session determines otherwise as set forth in 1.5.

1.2 Time. The regular meetings of the Board of Commissioners each month shall begin at:

- 10:00 a.m. for the meeting on the first Thursday of the month.
- 6:30 p.m. for the meeting on the third Thursday of the month unless the Board in session determines otherwise.

1.3 Place. The Board shall meet in the County Board chambers in the County Building or held electronically as allowed.

1.4 Organization meeting. The Organization meeting shall be held preceding the first meeting in January at a day and time to be determined by the County Clerk.

1.5 Changes in Schedule. Changes in the meeting schedule, including time and place, additional meetings, and meetings adjourned or recessed to the specific time and place, may be made by majority vote of the Board of Commissioners, such change to be recorded in the minutes of meeting in which the change is made. Regular meetings shall be adjourned "to the Call of the Chair."

Meetings adjourned or recessed for more than 48 hours "to the Call of the Chair" unless the Board provides otherwise, may be reconvened upon telephone, email, or other communication at least twenty-four (24) hours before the time of the reconvening and upon giving of public notice in accordance with Rule 1.7.

1.6 Special Meetings.

1.61 Petition and Notice. Normally, a special meeting of the Board of Commissioners shall be held only when requested by two fifths (2/5) of the members, which request shall be in writing, addressed to the County Clerk and specifying the time, place, and purpose of the meeting. Upon receipt of the request the Clerk shall immediately give notice in writing to each of the members personally by leaving the notice at the residence of the Commissioners or by certified mail at least 10 days before the time of such meeting.

1.62 Emergency. The Chairperson, at any time upon finding and proclamation of a peacetime or civil disaster or an attack by a foreign enemy, may call a special meeting of the Board at a time and place designated by the Chairperson and give notice to the members by the best available means of communication.

In event of the Chairperson's incapacity or absence from the County, the Vice-Chairperson may call such a meeting.

In event of the Vice-Chairperson's incapacity or absence from the County, the Public Information Officer may call such a meeting.

1.63 In the event a legal matter arises that requires immediate attention, the Chairperson

or Vice-Chairperson (if the Chairperson is not available), in consultation with the county's legal counsel, may authorize immediate legal action on behalf of the County which they deem to be in the best interest of the County.

1.7 Public Notice of Meetings. The Clerk of the Board of Commissioners each year shall give public notice of the regular schedule of time and place in one or more newspapers circulated in the County, by informing the news media in the County, and by posting the schedule in two conspicuous places in the County Building, and the Antrim County website at least three days prior to the time of the first regular meeting. Public notice of special or rescheduled meetings, public hearings, and reconvening of meetings which have been adjourned or recessed for more than 48 hours "to the Call of the Chair" and not to "a time certain" shall be given according to the Open Meetings Act.

1.8 Public Meeting. The Board of County Commissioners shall sit with open doors, and all persons may attend its meetings, subject only to closed meetings as may be allowed under the Open Meetings Act.

2. QUORUM

2.1 Quorum. A majority of Commissioners elected and serving shall constitute a quorum for transaction of the ordinary business of the County.

2.2 Absence of Quorum. Upon the absence of a quorum, the members present may adjourn from time to time or, to a time certain. Public notice shall be given as required by the Open Meetings Act.

3. VOTING

3.1 Majority Votes.

3.11 The final adoption of any measure or Resolution, or the allowance of any question or measure which designates or represents a claim against the county, shall be determined by a majority of all the members elected and serving.

3.12 Any matters which by statute require a greater majority vote, shall be adopted in accordance with the statutory requirements.

3.13 All parliamentary questions which shall arise at the meetings of the Board of Commissioner shall be determined by the votes of a majority of the members present.

3.2 Roll Call Votes. Unless otherwise required by law a roll call vote is not required. A unanimous voice vote upon any action shall be recorded as an unanimous roll call vote. When a voice vote reveals a divided vote on the Board (i.e. more than one "no" vote) the yeas and nays shall be recorded.

When there is a divided vote a roll call may be conducted upon the request of any member. The names and votes of members shall be recorded in the minutes on any action which is taken by the Board of Commissioners or a committee.

3.3 Secret Ballot Voting. No vote may be taken by secret ballot on any matter except on the question of electing the Chairperson of the Board or in cases specifically required by statute.

3.4 Voting Mandatory. Each member present shall be required to vote on every question unless excused by the Chairperson.

3.5 Reconsideration of Vote. When a question has been put and decided by a roll call of the members, any member who voted on the prevailing side may move for reconsideration. A motion for the reconsideration of any action shall be in order if made in the same meeting or at the Board meeting next succeeding that on which the decision proposed to be reconsidered was made. No matter may be twice reconsidered. For purposes of this rule, the term "meeting" shall mean any session which proceeds uninterrupted by an adjournment or recess of greater than three hours.

3.6 Local government issues. Any issues that affect/impact subordinate levels of government must be addressed at those levels before being considered by the Board of Commissioners.

4. ORGANIZATION

4.1 Chairperson

4.11 Election. During the first meeting in each calendar year, the Board of Commissioners shall select, by majority vote of all elected members, one of its members to serve as Chairperson of the Board for a one-year term. The vote shall be by secret ballot unless there is only one candidate, in which case the vote may be by voice. S/he shall take office and assume the duties immediately upon election.

4.12 Duties.

4.121 The Chairperson, if present, shall preside at all meetings of the Board of Commissioners, preserve order, and decide questions or order subject to appeal to the Board.

4.122 The Chairperson shall be the agent for the Board in the signing of contracts, orders, resolutions, determinations, and minutes of the Board and in the certification of the tax rolls.

4.123 The Chairperson shall serve in such capacities and make appointments as the law shall require.

4.124 The Chairperson shall serve as an "ex officio" member on all committees. S/he may act as a member of the committee when the committee lacks a quorum.

4.125 The Chairperson, for purposes of representing the County in various functional or ceremonial capacities, shall be considered as the Chief Elected Official of the County.

4.126 Upon election, the Chairperson of the Board shall proceed to appoint individuals to all committees, commissions and boards, subject to the

approval of a majority of all members of the Board.

4.127 Consistent with MCL 46.3 (5), the Chairperson of the Board shall have the power to administer an oath to any person concerning any matter submitted to the Board of Commissioners or any matter connected with the discharge of their duties, to issue subpoenas for witnesses, and to compel their attendance in the same manner as courts of law.

4.2 Vice-Chairperson

4.21 Election. During the first meeting in each calendar year, the Board of Commissioners shall select, by majority vote of the elected members, one of its members to serve as Vice-Chairperson of the Board. S/he shall take office and assume the duties immediately upon election.

4.22 Duties.

4.221 The Vice-Chairperson shall, in the event of the incapacity or absence of the Chairperson, assume the duties of the Chairperson.

4.222 The Vice-Chairperson shall preside over meetings called to address the preparation of the annual budget.

4.223 The Vice-Chairperson or other designated commissioner, along with one other commissioner, shall review the claims and accounts for presentation and recommendation to the Board.

4.3 Selection of a Temporary Chairperson

4.31 Selection Process. In the absence of the Chairperson and Vice-Chairperson the Clerk of the Board will call the meeting to order. Once called to order, the membership will elect a member to preside over the meeting. S/he shall assume the duties immediately upon election.

4.4 Removal of Chairpersons

Any chairperson designated as such by the Board of Commissioners may be removed from that position for cause by 4/5 vote of the elected members.

4.5 Clerk

4.51 Designation. The Clerk of the County shall be, by statute, Clerk of the Board. The County Clerk or the Clerk's appointed deputy shall perform all duties pertaining to such office.

4.52 Duties. The Clerk's statutory duties include the following:

4.521 To record all the proceedings of the Board in a book provided for that purpose.

4.522 To make regular entries of all the Board's resolutions and decisions upon all

questions.

4.523 To record the vote of each Commissioner on any question submitted to the Board, if required by any member present.

4.524 To preserve and file all accounts acted upon by the Board and for no reason allow such accounts to be taken from his/her office.

4.525 To certify, under Seal of the Circuit Court, the Official Seal of the County, without charge, copies of any and all resolutions or decisions or any of the proceedings of the Board of Commissioners, when required by the Board or any of its members or when required by any other person upon payment.

4.526 To preside, until a chairperson or temporary chair is elected during the first meeting of the Board of Commissioners in each calendar year.

4.527 To preside over any Board of Commissioner meeting, in the absence of the Chairperson and Vice-Chairperson until a temporary chairperson is elected.

4.528 To give such notice of Board of Commissioner meetings and committee meetings as required by the Open Meetings Act.

4.529 To perform any other duties of the Board of Commissioners as required by statute.

4.53 Absence. In the event the Clerk or duly appointed deputy is absent from a meeting of the Board, the Chairperson, with approval of a majority of the Commissioners present and voting, shall appoint another person to act as temporary clerk until the Clerk or duly appointed deputy arrives.

4.6 Appointees. Unless otherwise designated, the Board appoints the following:

4.61 Parliamentarian. The County Administrator and in her/his absence the Deputy Administrator shall advise the Chairperson and the Board of Commissioners regarding questions of parliamentary procedures.

4.62 Public Information Officer. In compliance with the Antrim County Emergency Operations Plan, the Deputy Administrator will serve to represent the County to the public and the press as the Public Information Officer in emergency situations.

4.7 Committees.

4.71 Boards, Commissions, and Committee Appointments. Each Board member that is appointed to, or acts as a liaison between the Board of Commissioners and the several boards, commissions, committees and agencies shall report to the Board on matters of interest and potential consequence to the County. The list of boards, commissions and committees is as follows (an asterisk indicates it is a non-voting appointment):

Antrim County Road Commission Liaison*
Antrim Conservation District Liaison*

Antrim Creek Natural Area
Area Agency on Aging of Northwest Michigan
Capital Improvement Committee
Commission on Aging
Community Corrections
Community Collaborative Board
Construction Code Board of Appeals (as needed)
E-911 Board
EDC/BRA Board
Grass River Natural Area
Glacial Hills Joint Recreation Board
Health Department of Northwest Michigan – 2 Members
Materials Management Planning Committee
Meadow Brook Liaison*
North Country Community Mental Health
Networks Northwest
Northern Lakes Economic Alliance
Northern Michigan Counties Association
Northern Michigan Community Action Agency
Planning Commission
Sanitation Board of Appeals (as needed) – Committee of the Whole
Soil Erosion, Sedimentation and Stormwater Runoff Appeal Board (as needed)
Street & Road Numbering Appeals Committee – Up to 3 Members (as needed)
13th Circuit Court (Liaison)* – 2 Members
86th District Court (Liaison)* – 2 Members

4.72 Special or Ad Hoc Committees. Subject to the approval of the Board of Commissioners, the Chairperson of the Board may establish special or ad hoc committees and designate Commissioners or other interested persons to serve thereon, and shall designate the Chairperson of each committee. The membership of Special Committees shall automatically be terminated upon completion of specific duties or the succession to office of a new Chairperson of the Board.

4.73 Meetings. Meetings of a Committee may be convened by its Chairperson or by a majority of its members at any time upon reasonable written, telephone, or email notice to its members and to the Chairperson of the Board of Commissioners. Notification and public notice will be in accordance with the Open Meetings Act. A quorum for the transaction of business shall consist of a majority of its voting members.

4.74 Committee Minutes. Minutes of each Committee meeting shall be kept and filed in the office of the Clerk of the Board.

5. CONDUCT OF MEETINGS

5.1 Order of business

5.11 Regular Order. Normally, the regular order shall be as follows:

Call to Order
Pledge of Allegiance, Opening Ceremonies
Roll Call
Public Comment
Approval of Agenda
Approval of Minutes
Reports of Committee, Board, or Commission Liaisons
Agenda Appointments/Annual Reports
Old/Unfinished Business
New Business
Administrator Report
Elected Official Reports
Chairperson Report
Various Matters
Public Comment
Adjournment

5.2 Agenda. The County Administrator shall provide to each member an electronic copy of the agenda for each regular and adjourned regular meeting of the Board by the Friday, preferably Thursday, prior to the meeting. For members who request a paper copy, the Administrator's Office shall mail a copy by the Friday prior to the meeting upon request. Hard copies will be made available during regular business hours Friday prior to the meeting. Contained therewith shall be copies of supplemental materials that have been submitted with the agenda items. These materials should be arranged in the order indicated on the agenda.

5.21 Agenda Committee. Prior to each regularly scheduled meeting the Chairperson of the Board, the Vice Chair to the Board, and the County Administrator will convene to decide which matters will be placed on the agenda. The Finance Director will be included on matters that include a financial or budget component. Any item submitted after the meeting will be addressed at a subsequent Board meeting.

5.22 Non Agenda Items. Any non-agenda item introduced by a Board member or a non-member may be tabled to the following meeting at the request of two Board members.

6. RIGHTS AND DUTIES OF MEMBERS

6.1 Speaking Priorities and Limits

6.11 Each member desiring to speak shall address the Chairperson and, when recognized, speak from his place. If two or more members desire to speak, the Chairperson shall designate the order in which they shall speak.

6.12 No member, while addressing the Board, shall be interrupted, except to be called to order by the Chairperson; and thereupon he shall immediately cease speaking.

6.13 The sponsor of any properly moved and seconded motion, resolution, ordinance, or report, not appearing on the agenda for the meeting, shall have the right to speak for a time not longer than five minutes after the formal introduction but prior to any discussion of the matter on the floor. When a measure has more than one sponsor, the Chairperson of the Board shall determine which person shall first speak under this rule.

6.14 No member shall speak more than twice on the same question in the same meeting without the consent of the Board; provided, however, that a special or ad hoc committee chair shall not be restricted in his/her right to discuss matters upon which S/he is reporting his/her committees activities and recommendations.

7. NON-MEMBER ADDRESSES TO COMMISSION

Only members of the Board of Commissioners shall be given the floor to speak during any Board meeting except;

7.1 County officials, who may speak with the consent of the Chair of the Board.

7.2 Any person who, with the consent of the Chair of the Board, has been given permission to be listed in an appropriate place on the agenda for the purpose of addressing the Board.

7.3. Public Comment. Members of the public are encouraged to speak during the public comment agenda items which are placed at the beginning and end of meetings. Any member of the public speaking under the privilege of public comment may speak no longer than three minutes.

A group of individuals who wish to present a specific point of view may designate a spokesperson who the Board will allow additional time; however, this is not a requirement. All individuals who wish to speak during public comment will be allowed to do so.

Members of the public with questions, concerns, or comments regarding their topic addressed during public comment may request additional information and/or referral from the County Administrator's Office during normal business hours or call 231-533-6265.

8. PARLIAMENTARY AUTHORITY AND PROCEDURE

Most recent edition of Roberts Rules of Order

9. ADOPTION AND AMENDMENT OF RULES

9.1 These rules having been adopted by not less than a majority of all the members of the Board of Commissioners, may be amended or rescinded by majority vote of all the members of the Board. These rules shall be reviewed yearly preceding the Organizational Meeting and shall be re-adopted (with revisions) at that meeting or shall be reviewed upon request of a member of the Board at any subsequent meeting. Any proposed amendment to these rules, properly presented to the Board of Commissioners, shall take immediate effect when adopted, unless the Board at the time of adoption, stipulates

otherwise.

9.2. Suspension of Rules. A four fifths (4/5) voted of elected and serving members is required to suspend these procedures.

References

Public Act 156 as amended, County Boards of Commissioners. (1851). Michigan Compiled Laws Complete Through PA 563 of 2016. Retrieved from http://www.legislature.mi.gov/

Public Act 267 as amended, Open Meetings Act. (1976). Michigan Compiled Laws Complete Through PA 563 of 2016. Retrieved from http://www.legislature.mi.gov/

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