

Rules of Procedure
Jefferson Township
Adopted June 8th, 2023

A. Regular and Special Meetings

All meetings of the Township Board will be held in compliance with state statutes, including the Open Meetings Act, 1976 PA 267 as amended, and with these rules.

1. Regular Meetings

Regular Meetings of the Township Board will be held on the second Thursday of each month beginning at 6:30 P.M. EST at the Township Hall unless rescheduled by the Township Board.

2. Special Meetings

A Special Meeting shall be called by the clerk upon the request of the Township Supervisor or any two members of the Township Board on at least 18 hours written or electronic notice to each member of the Township Board. A Special Meeting Notice shall state the purpose of the meeting. No changes may be made to a Special Meeting agenda unless a quorum of Board members are present and consent to the change or amendment.

B. Conduct of Meetings

1. Meetings to be Public

All Regular and Special Meetings of the Township Board shall be open to the public, and citizens shall have a reasonable opportunity to be heard in accordance with such rules and regulations as the Township Board may determine, except that certain portions of public meetings may be closed to the public and the media in accordance with the Open Meetings Act. The Township Board hereby adopts the attached Exhibit A as the

2. Presiding Officer

The Township Supervisor, or in his or her absence, the presiding officer of the meeting as determined by a majority of the Township Board, shall be responsible for enforcing these rules of procedure in Exhibit A and for enforcing orderly conduct at meetings.

3. Agenda Preparation

An agenda for each Regular Township Board Meeting shall be prepared by the Township Clerk with assistance from the Township Supervisor with the following order of business:

- 1. Call to order
- 2. Roll Call
- 3. Pledge to the Flag
- 4. Correspondence

- 5. Approval of Agenda – Township Board Business (with any Additions/Deletions)
- 6. Public Comments
- 7. Approval of Minutes
- 8. Treasurer’s Report
- 9. Payment of Bills
- 5. Old Business
- 6. New Business
- 7. Inspectors Reports
- 7. Public Comments
- 9. Adjournment

The agenda deadline is 12:00 P.M. EST on the Tuesday prior to the meeting. The Township Clerk, Supervisor, Treasurer, or any two Township Board members may add items to the agenda prior to the agenda deadline. Any Township Board member shall have the right to add items to the regular agenda with a majority vote of the Township Board before the agenda is approved.

4. Agenda Distribution

Agendas, along with appropriate support information, will be provided to the Township Board by the Township Clerk as soon as possible after the agenda has been set so that the Board has time to review agenda items prior to the meeting.

5. Quorum

A majority of the entire elected or appointed and sworn members of the Township Board shall constitute a quorum for the transaction of business at all Township Board meetings. In the absence of a quorum, a lesser number may adjourn any meeting to a later time or date with appropriate public notice.

C. Citizen Participation

1. General

Each regular Township Board Meeting agenda shall provide at least one reserved time for audience participation. If requested by members of the Board, the Supervisor shall have discretion to allow a member of the audience to speak at times other than reserved time for audience participation.

2. Addressing the Township Board

Any audience member wishing to comment must first be recognized by the Township Supervisor. He or she must stand and will be asked to state his/her name and home address (for recording purposes), but no one shall be required to give this information. It is up to the discretion of the Township Supervisor whether a person can speak more than one time on a particular subject.

Any person who addresses the Township Board during a Township Board Meeting or Public Hearing shall be limited to comments of not more than three (3) minutes in length. The Township Clerk, or another person designated by the Township Board, will maintain the official time and notify the speakers

when their time is up.

3. Conduct of discussion

Speakers should address their remarks to the Township Board, and maintain a courteous tone and avoid interjecting personal attacks into debate.

No Township Board member shall speak more than once on the same question unless every Board member desiring to speak to that question shall have had the opportunity to do so. Township Board members shall refrain from using electronic devices for texting, messaging, emailing, or phone calls during the public meeting unless directed to do so by the Township Supervisor. All meeting attendees should turn their phones or electronic devices on “silent” so as to not disrupt the meeting.

4. Disorderly Conduct

The Township Supervisor may call to order or use the gavel to get the attention of any person who is being disorderly or disruptive by speaking out of order, interrupting, speaking without being recognized or otherwise disrupting the proceedings, failing to be germane to the agenda, speaking longer than the allotted time or speaking vulgarities or threats. Such person shall be seated until the Supervisor determines whether the person is in order.

If the person so engaged in presentation is called out of order, he or she shall not be permitted to continue to speak at the same meeting except by motion and approval by a majority of the Township Board. If the person shall continue to be disorderly and disrupt the meeting, the Supervisor may contact authorities and/or order the removal of 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.

D. Closed Session Meetings

1. Purpose

Closed Session meetings may be held only for the reasons authorized in the Open Meetings Act, which are the following:

- 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 when the named person requests a closed meeting. A person requesting a closed hearing may rescind the request at any time, in which case the matter at issue shall be considered after the rescission only in open sessions.
- b. For strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement when either negotiating party requests a closed hearing.
- c. To consider the purchase or lease of real property up to the time an option to purchase or lease that real property is obtained.
- d. To consult with the municipal attorney or another 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 public body.
- e. To review and consider the specific contents of an application for employment or appointment to a public office when a candidate requests that the application remain confidential. However, all interviews by a public body for employment or appointment to a public office shall be held in an open meeting pursuant to the Michigan Open Meetings Act (OMA).
- f. To consider material exempt from discussion or disclosure by state or federal statute.

2. Calling Closed Session Meetings

At a regular or special meeting, the Township Board members elected or appointed and serving, by a two-thirds roll call vote may call a closed session under the conditions outlined in Section C.1 of the Rules of Procedure and Section 15.268 of the Open Meetings Act. The roll call vote and purpose(s) for calling the closed meeting shall be entered into the minutes of the public part of the meeting at which the vote is taken.

3. Minutes of Closed Session Meetings

A separate set of minutes shall be taken by the Township Clerk or by a person designated as the secretary of the Board at the closed session meeting. These minutes will be retained by the Clerk, shall not be available to the public, and shall only be disclosed if required by a civil action, as authorized by the Michigan Open Meetings Act. These minutes may be destroyed one year and one day after approval of the minutes of the Regular Meeting at which the closed session was approved.

4. Confidentiality of Closed Session Meeting Information

A Township Board member or any other person invited into a closed session for any purpose shall not divulge to an unauthorized person confidential information discussed in a closed session meeting in advance of the time prescribed for its authorized release to the public by the Township Board. Attendees of closed sessions shall honor the confidentiality of the debate, discussion, and any preliminary ideas discussed in closed session, and be aware of the potential financial liability and/or harm to the Township by premature disclosure. It is also a crime under Michigan law to disclose the contents or discussions of a closed session of the Township Board.

E. Discussion and Voting

1. Rules of parliamentary procedure

The rules of parliamentary practice as contained in the latest edition of Robert's Rules of Order shall govern the Township Board's discussion in all cases to which they are applicable or there is a question of procedure, provided that they are not in conflict with these rules, Township ordinances or applicable state statutes.

2. Ordinances and Resolutions

Every ordinance and resolution shall be adopted or passed by the affirmative vote of three members of the Township Board.

3. Roll Call

In all roll call votes, the names of the members of the Board shall be rotated.

4. Duty to Vote

Election to a deliberative body carries with it the obligation to vote. No member of the Township Board shall vote on any question in which he or she is financially interested or any question concerning his or her own official conduct, but on all other questions every member of the Township Board present shall vote and any member who refuses to vote on any question shall forfeit his or her office.

A Township Board member who is present and abstains or does not respond to a roll call vote shall be counted as an abstention. If a vote requires a majority or a certain percentage of the members present for approval, an abstention has the same effect as a "no" vote.

The opinion of the Township Attorney shall be binding on the Township with respect to the existence of

a conflict of interest. A vote may be tabled, if necessary, to obtain the opinion of the Township Attorney.

The right to vote is limited to the members of Township Board who are physically present at the time the vote is taken. Voting by proxy or by any manner of telecommunications is not permitted.

All votes must be held and determined in public; no secret ballots are permitted.

5. Results of Voting

In all cases where a vote is taken, the Supervisor shall declare the result.

If a motion has been either adopted or defeated during a meeting, it shall be in order for any Township Board member voting in the majority to move for a reconsideration of the vote on any question at that meeting. When a motion to reconsider fails, it cannot be renewed.

F. Miscellaneous

1. Amendment of Rules of Procedure

The Township Board may alter or amend these rules or the attached Exhibit A at any time by a majority vote.

2. Bid Awards

Bids will be awarded by the Township Board during Regular or Special Meetings. A bid award may be made at a Special Meeting of the Township Board if that action is announced in the notice of the special meeting.

3. Authorization for Contacting the Township Attorney

The following officials (by title) are authorized to contact Township Attorney regarding municipal matters:

Township Supervisor and Township Clerk

Township Treasurer

Township Board members after receiving approval by the Township Supervisor

Exhibit A

Public Participation Rules and Procedures

These Public Participation Rules and Procedures will be posted in a visible location within the Jefferson Township Hall.

- All meeting attendees are asked to turn their electronic devices to “silent” for the duration of the Township Board meeting.
- During Public Comments, persons wishing to address the Township Board will be asked to state their name and location of residence, but no one will be required to furnish that information if they wish to remain anonymous.
- Speakers shall address comments directly to the Township Board and not to others in attendance at the meeting.
- Public comments will be limited to three (3) minutes per speaker.
- Speakers will receive notification when thirty (30) seconds remain during their allotted public comment time.
- Subject to the approval of the Township Board, speakers may address the Township Board for a second time after all others wishing to address the Board have had an opportunity to speak.

Adopted by the Township Board on June 8, 2023