

MINUTES OF RULES COMMITTEE MEETING

Meeting of Wednesday, July 2, 1980 at 1:00 p.m.

The Rules Committee met on July 2, 1980 in the Commissioners Committee Room.

MEMBERS ATTENDING: Commissioners Gould, Godfrey and Storrer.

OTHERS ATTENDING: Jerry Ambrose.

BUSINESS DISCUSSED:

In response to the directive of the Board for the Committee to recommend a policy further defining the payment of per diem:

Godfrey moved, supported by Storrer that the following sentence be added to Rule 453: "Members may be paid per diem and mileage for other meetings only if authorized by either the Board Chairman or Committee Chairman." The motion carried.

The Committee also reviewed the new book of rules and regulations, and wishes to advise the Board that the new edition does not contain all of the changes authorized by the Board at its January and February meetings. A list of additions and deletions is attached.

The Committee also discussed the need for considering a policy regarding travel and meal expenses.

07-03-80

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BOARD RULES CHANGES

January - February 1980

- 4.52A  
(2-80)  
p. 10
- Mintues: Written minutes of each Committee meeting shall be filed with the Clerk of the Board and shall serve as basis for payment of per diem and mileage. More than one mileage payment shall be allowed per day when approved with voucher, by Committee Chairman. Minutes shall reflect . . .
- 4.53
- Meetings: A Commissioner not a member of a Committee may attend any Committee meeting, but shall not be paid per diem, unless and until approved by the County Board of Commissioners. Mileage shall be paid to all Commissioners attending such meetings.
- 4.53 C  
(1-80)  
p. 11
- Telephone Tolls: Commissioners shall be reimbursed for telephone toll calls for County business.
- 6.03  
(1-80)  
p. 12
- Permission by Board: No Commissioner may speak more than twice during debate on a single issue, unless permission is given by the Board.
- (2-80)  
p. 19
- Delete "Roads and Bridges" from the list of responsibilities of the Physical Resources Committee and place under "Liason Representatives."
- (2-80)  
p. 19
- Under responsibilities of the Human Services Committee, delete County Health and insert County Public Health;  
(a) Environmental (b) Medical (Nursing)  
Also list separately under Human Services: Medical Care Facility.

## COMMITTEE RULES - DRAFT

### I. Responsibilities and Duties of Committee Chairman

- A. Call meetings on monthly basis and or as needed.
- B. Shall conduct meeting according to Roberts Rules of Order and Lenawee County Rules and Regulations.
- C. Responsible for quorum.
- D. Responsible for appropriate minutes.
- E. Responsible for verification of per diems
- F. Responsible to maintain legal meeting, (Open Meeting Act) etc.
- G. Give appropriate notice to members of meeting.

### II. Legal Meeting

- A. There shall be a normal prescribed monthly meeting.
  - 1. Morning meeting called by 10:00 a.m.
  - 2. Afternoon meeting called prior to 5:00 p.m.
  - 3. Evening meeting to begin after 5:00 p.m.
  - 4. No new subject introduced after 10:00 p.m.

### III. Special Meetings of Standing Committees

- A. May be called by Chairman
  - 1. Any member may request Chairman to call meeting.
  - 2. Special meetings; on time restricted basis only.
- B. Ways and Means shall consider legality of per diems etc.
  - 1. If denied by Ways and Means recourse for payment is by majority vote of the Board of Commissioners.

### IV. Per Diems

- A. A member must attend 2/3 of session.
- B. All members attending in good faith shall be paid even without a quorum.

### V. Meeting Conduct

- A. Misuse of alcohol and substance abuse
- B. Sleeping
- C. Tardiness
- D. Inattention to duty and disruption of meeting (constant phone calls and interruptions).

Above infractions shall be cause for loss of per diem and mileage.

Chairperson of Board, being a member of all Committees shall conform same as Committee members for per diem.