

**BYLAWS
OF THE MATERIALS MANAGEMENT PLANNING COMMITTEE
OF IONIA COUNTY, MICHIGAN**

1. AUTHORITY

These rules are adopted by the Materials Management Planning Committee of Ionia County, Michigan pursuant to Act 451, Part 115 of the Compiled Laws of Michigan, as amended.

2. MEETINGS

2.1 Organizational Meeting

The first meeting in each calendar year shall be the organizational meeting. At each such meeting, the Designated Planning Agency shall preside. The Designated Planning Agency shall first administer the oath of office to any commissioners to whom the oath has not previously been administered.

2.1.1 Election of Chairperson

The Designated Planning Agency shall then proceed to the election of the chairperson of the committee. The Designated Planning Agency shall call for nominations for the office of chairperson and when nominations are closed by majority vote or no other nominations are forthcoming, the Designated Planning Agency shall order the roll of commissioners to be called unless by majority vote, the committee decides to elect the chairperson by secret ballot. The Designated Planning Agency shall continue to preside until one nominee receives a majority of the votes of the members appointed and serving. That nominee shall be declared chairperson.

2.1.2 Election of Vice-Chairperson

The newly elected chairperson shall assume the chair and proceed with the election to the office of vice-chairperson.

2.1.3 Bylaws

The committee shall then review, and shall either amend or ratify, the current bylaws of the Materials Management Planning Committee. Such action shall be by majority vote of the members elected and serving.

2.1.4 Additional Agenda

The Materials Management Planning Committee may proceed to other agenda matters as they shall decide.

2.2 Regular Meetings

The county committee shall meet on the second, third and fourth Thursday of each month, excluding November and December. The December meetings will be held on the third Thursday of the month. If any regularly scheduled meeting falls on one of the legal county holidays (as established by committee policy), the committee will meet on the next business day that is not a holiday.

2.3 Special Meetings

2.3.1 By Petition of Members

The Materials Management Planning Committee shall meet in a special session upon the

written petition to the county Designated Planning Agency signed by one-third or more of the members. The petition for a special meeting shall specify the time, date, place, and purpose of the meeting, with notice given to each member as provided in Rule 3.3.

2.3.2 By Call of Chair

As an alternate means of calling meetings other than the regularly scheduled meetings, the chairperson of the Materials Management Planning Committee, with notice as provided in Rule 3.3, may convene a meeting of the Committee upon their discretion.

2.4 Place of Meetings

Meetings of the Materials Management Planning Committee convened shall be held in the commissioner's meeting room on the third floor of the Ionia County Administrative Building unless public notice of the meeting states a different location. Whenever the regular meeting place of the Materials Management Planning Committee shall appear inadequate for members of the public to attend, the chairperson may change the meeting location to a larger facility in the county. A notice of such change shall be prominently posted on the door of the regular meeting place. The Designated Planning Agency shall also give notice of the change in the meeting place in a newspaper if time permits.

2.5 Time of Regular Meetings

The regular meetings each month shall begin at 10:00 a.m. The committee shall not begin considering any matter on the agenda not yet under consideration two hours past the beginning of the meeting, except upon the unanimous consent of the members present. Matters on the agenda and not yet acted upon at the time of adjournment will be placed on the agenda of the next regular meeting or special meeting if one is called.

2.6 Change in Schedule

Change in the regular meeting schedule shall not be made except upon the approval of a majority of the members.

3. PUBLIC NOTICE OF MEETINGS

The Designated Planning Agency shall provide the proper notice for all meetings of the Materials Management Planning Committee. Such notice shall include, but not necessarily be limited to, the following:

3.1 Regular Meetings

The Designated Planning Agency shall post a notice within 10 days after the first meeting of the committee in each calendar year indicating the date, time, and place of the committee's regularly scheduled meeting.

3.2 Schedule Change

Whenever the committee shall change its regular schedule of meetings, the Designated Planning Agency shall post a notice of the change within three days following the meeting in which the change was made.

3.3 Special Meetings

If the committee shall schedule a special meeting under Rule 2.3, the Designated Planning Agency shall post a notice of such meeting immediately and deliver the notice of such meeting to the residence of each commissioner by personal delivery, facsimile transmission, email, registered mail or via personal telephone conversation between the Designated Planning Agency or their designee and each commissioner. Whatever method of delivery, the Designated Planning

Agency shall verify that each member has received notice of the special meeting. No meeting shall be held until the notice shall have been posted at least 18 hours per the Open Meetings Act.

3.4 Notification to the Media and Others

The Designated Planning Agency shall notify, without charge, any newspaper or radio or television station of the committee's meeting schedule, schedule changes, or special meetings whenever such newspaper or radio or television station has filed with the Designated Planning Agency a written request for such notice. The Designated Planning Agency shall also notify other individuals or organizations of regular meeting schedules, changes in the schedule, or special meetings, by electronic mail or first class mail as requested. A written request and agreement to pay the county for printing and postage expenses shall accompany a request to receive notices by first class mail. There shall be no charge for electronic mail notices.

4. QUORUM, ATTENDANCE

4.1 Quorum

A majority of the members of the Materials Management Planning Committee shall constitute a quorum for the transaction of the ordinary business of the Committee, and questions which arise at meetings shall be determined by the votes of a majority of the members present, except upon the final passage or adoption of a measure or resolution, or the allowance of a claim against the Committee, in which case a majority of the members elected and serving shall be necessary.

4.2 Attendance

No member of the county committee may absent himself or herself from any meeting of the committee or any scheduled committee meeting without good cause. A committee member who expects to be absent from a committee meeting shall promptly notify the chairperson of the committee, or for a committee meeting, the chairperson of the committee, of their anticipated absence.

4.3 Virtual Attendance

Virtual participation in Materials Management Planning Committee meetings shall not be permitted as the Committee is a voting body structured around open discussion. Comments to the committee may be submitted per bylaws section 7.3.

5. MEETING AGENDAS

5.1 Agenda for Regular Meetings.

The Designated Planning Agency, after first reviewing pending matters and requests, shall prepare a draft of the agenda of business for all regularly scheduled commission meetings. The chairperson of the committee shall review and add or delete matters or refer matters to a committee for review and report as he/she considers proper.

5.1.1 Agenda Items. (NOT APPLICABLE)

Any commissioner, chairperson of a committee, committee, or other commission of the county, county elected department head, or other person, desiring to place a matter on the agenda shall notify the committee of such item by providing a written statement of the matter to be considered to the county administrator's office. Supporting data or other information which will assist the committee in its consideration of such matter may be included and is encouraged.

5.1.2 Time To Submit Agenda Items. (NOT APPLICABLE)

So that sufficient time will be available for preparation and delivery of the proposed agenda

as required herein, agenda item requests must be received by the Designated Planning Agency's office by 10:00 a.m. on the Thursday preceding the next regular meeting of the committee. Items not received by the stated deadline may still be considered by the committee if that item is presented to the committee at the meeting as an addition to the agenda by the chairperson and consideration thereof is approved by a majority of the members present.

5.2 Agenda for Special Meetings

Whenever the committee is called into session pursuant to Part 115, the agenda shall be included in the notice of the meeting and no other matter shall be considered.

5.3 Distribution of Agenda and Materials

Upon the completion of the agenda, the administrator shall immediately distribute copies of the agenda together with copies of reports, explanations, etc., that relate to the matters of business on the agenda. Committee members shall be entitled to receive such materials not later than the Saturday preceding the next regular meeting.

5.4 Consent Calendar – Defined (NOT APPLICABLE)

5.5 Consent Calendar – Procedure (NOT APPLICABLE)

5.6 Order of Business

The agenda shall be arranged in the following order:

- a. Call to order
- b. Pledge of allegiance
- c. Invocation
- d. Approval of the agenda
- e. Public comment (three minutes per speaker)
- g. Unfinished business
- h. New business
- i. Reports of members
- j. Reports of special or ad hoc committees
- k. Public comment (three minutes per speaker)
- l. Closed Sessions
- m. Adjournment

6. CONDUCT OF MEETINGS

6.1 Chairperson

The person elected chairperson in the first meeting each year of the Materials Management Planning Committee shall preside at all meetings of the committee. In the absence of the chairperson, the person elected vice-chairperson shall preside. If neither the chairperson nor the vice-chairperson is present, the Designated Planning Agency shall preside until the commissioners present elect a commissioner to preside during the absence of the chairperson or vice-chairperson.

6.2 Form of Address

Committee members wishing to speak shall first be recognized by the chairperson and each person who speaks shall address the chairperson or the committee. Other persons at the meeting shall not speak unless recognized by the chairperson.

6.3 Disorderly Conduct

The chairperson shall call to order any person who is being disorderly by speaking or otherwise disrupting the proceedings, by failing to be germane, by speaking longer than the allotted time, or by speaking vulgarities. Such person shall thereupon be seated until the chairperson shall have determined whether the person is in order. If a person so engaged in presentation shall be ruled out of order, he or she shall not be permitted to speak further at the same meeting except upon special leave by the Materials Management Planning Committee. If the person shall continue to be disorderly and to disrupt the meeting, the chairperson may order the person removed from the meeting. No person shall be removed from a public meeting except for an actual breach of the peace committed at the meeting. The chairperson shall have the right to immediately declare a recess of the meeting for such time as may be, in the chairperson's discretion, necessary to deal with disruptive or disorderly behavior.

7. RECORD OF MEETINGS

7.1 Minutes and Official Records of the Committee

The county Designated Planning Agency shall be Designated Planning Agency of the committee and shall be responsible for maintaining the official record and minutes of each meeting of the committee per the Open Meetings Act. The minutes shall include all the actions and decisions of the committee with respect to substantive (non-procedural) motions. The minutes shall include the names of the mover and seconder and the vote of the commissioners. The record shall also state whether the vote was by voice or by roll call; when by roll call, the record shall show how each member voted.

The Designated Planning Agency shall maintain in the office of the Designated Planning Agency copies of each resolution and ordinance or other matter acted upon by the committee. The official minutes, however, may refer to those matters by an identifying number and the descriptive title of the ordinance, resolution, or other matter.

7.2 Record of Discussion

The Designated Planning Agency shall be responsible for making an electronic recording of each meeting of the Materials Management Planning Committee. The Designated Planning Agency may include a written record of the discussion or comments of committee members when such record would promote a better understanding of the issue and/or committee actions taken. The Designated Planning Agency may make a written record of public comments made by the public during a public hearing. For comments of the public during "Public Comment", the Designated Planning Agency shall list the name of the contributor(s) and the subject(s) covered, but shall not list the opinion or positions taken by the contributor(s). The County Administrator's Office may, if directed by the Committee Chair, make an electronic recording of committee meetings of the Committee. Each such recording shall be maintained in the office of the Designated Planning Agency or the office of the county administrator, respectively, for a period of six months following the date of the meeting. Thereafter, the recording may be erased unless the recording shall be pertinent to any legal proceeding then underway, pending, or reasonably anticipated.

7.3 Request for Remarks to Be Included

Any Committee member may have their comments printed as part of the record upon the concurrence of a majority of the other members. Such comments to be included in the record shall be provided in writing by the member or transcribed exactly by the Designated Planning Agency from the electronic tape recording.

7.4 Public Access to Meeting Records

The Designated Planning Agency shall make available to members of the public the records and minutes of the committee meetings in accordance with the freedom of information act. Committee minutes, prepared but not approved by the committee, shall be available for public inspection not more than eight business days following the meeting. Minutes approved by the committee shall be available within five business days of the meeting at which they were approved. The Designated Planning Agency shall also promptly mail copies of minutes to persons who have subscribed and paid the fee therefore as determined by the Materials Management Planning Committee.

7.5 Publication of Minutes

Publication of the minutes or other report of the proceedings of the committee shall be done as may be required by statute.

7.6 Minutes and Records of Committee Meetings

Each committee, with the assistance of the county administrator's office, shall maintain written minutes of its meetings and shall deliver such minutes to the Designated Planning Agency. The Designated Planning Agency shall maintain a separate file for each committee. The minutes of each committee meeting shall include at least the following: the date and place of the meeting, members attending, and all of the actions, decisions and recommendations of the committee with respect to all matters referred to such committee for review and report to the committee. Such minutes shall constitute a public record in the meaning of the freedom of information act, and shall be made available to any person as required by law.

8. COMMITTEES

8.1 Appointment

Appointment to the Committee shall be pursuant to Part 115.

8.2 Committee Chairperson

The person first listed on the roster of each committee shall be the committee chairperson. In the absence of the committee chairperson, the person next listed shall assume the chair.

8.3 Special Committees

The committee chairperson shall also have the right to appoint special committees for specific purposes, with the consent of a majority of the members elected or appointed, but such committees' functions shall not be permanent, and their authority shall cease when their work has been accomplished and their reports submitted to the full Committee.

8.4 Chairperson as Member

The committee chairperson, or the vice-chairperson in the absence of and by designation of the chairperson, shall be an ex-officio member without vote on all standing and special committees.

8.5 Responsibilities.

Each committee shall thoroughly investigate any matter referred to it by the committee or committee chairperson and shall report in writing its findings to the committee without undue delay. The responsibility of each committee is to make recommendations to the Materials Management Planning Committee and to report matters considered and rejected as well as those considered and recommended. Upon the motion of any committee member, and approval by a majority of the committee, the committee may discharge a committee from further consideration of any matter.

8.6 Committee Meetings

A majority of the members of a committee shall constitute a quorum. All meetings shall comply with the provisions of the Open Meetings Act.

8.7 Committee of the Whole

Whenever the committee shall meet in “working meetings” the committee shall meet as a committee of the whole and the chairperson, vice-chairperson, or another member shall preside.

8.7.1 Open Meetings Act Requirements

Meetings of the committee of the whole shall conform to the requirements of the open meetings act with respect to public notice.

8.7.2 Applicable Rules

The rules of the Materials Management Planning Committee shall be observed in meetings of the committee of the whole as far as they are applicable, except with respect to limiting debate, moving to vote immediately, and taking a roll call vote.

8.7.3 Procedure

The business of the Committee of the Whole may consist of the following: (1) Reports of department heads and other county officials; (2) Discussions of relevant issues that relate to the responsibilities of the Materials Management Planning Committee; and (3) Presentations by other government officials and private citizens to educate the Materials Management Planning Committee about issues related to Ionia County and its Materials Management Planning operations. Discussions may follow a problem- solving format and general agreement and/or consensus can be used to arrive at solutions to county governmental issues. However, no motions or resolutions may be offered, seconded, or approved for recommendation to the Materials Management Planning Committee. All official action on motions or resolutions of the Materials Management Planning Committee must be undertaken at the regularly scheduled and special committee meetings.

9. CLOSED SESSION

The vote to meet in closed session shall be recorded in the minutes of the meeting at which the decision was made.

9.1 Two-Thirds Vote

The Materials Management Planning Committee may meet in closed session, closed to members of the public, upon the motion of any member and roll call approval by two-thirds of the members for the following purposes:

- To consider the purchase or lease of real property, until an option to purchase or lease that property is obtained.
- To consult with its 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 county committee.
- To consider material exempt from discussion or disclosure by state or federal statute, including an attorney-client privileged written opinion.
- To review the specific contents of an application for employment to a county position and the applicant requests that the application remain confidential. Whenever the committee meets to interview an applicant, it shall be in open session.

9.2 Other Reasons

The committee may also meet in closed session for the following reasons without the requirement of a two-thirds vote:

- 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 if the named person requests a closed hearing. If the person rescinds their request for a closed hearing the matter at issue shall thereafter be considered only in open public meeting.
- To consider strategy connected with the negotiation of a collective bargaining agreement.

9.3 Minutes, Closed Session

For each closed session, the Designated Planning Agency shall make a separate record of the topics discussed. This record shall not be disclosed to the public except upon the order of a court. The Designated Planning Agency may destroy the minutes after one year and one day have passed after the meeting at which the committee approved the minutes of the meeting at which the committee voted to hold the executive meeting.

10. MOTIONS AND RESOLUTIONS

10.1 Statement by Chairperson, Motions, and Resolutions

No motion or resolution shall be adopted until the motion is stated by the presiding officer. All motions, except procedural motions and resolutions, may be required to be in writing upon the demand of any member. A request to recess for the purpose of writing out a motion or resolution shall be in order.

10.2 Rank of Motions

The order of precedence of motions shall be:

Privileged Motions

- Fix the time to which to adjourn (or set the time for next meeting)
- Adjourn
- Recess
- Raise a question of privilege
- Call for orders of the day

Subsidiary Motions

- Lay on the table
- Call the previous question (immediately to close debate and making of subsidiary motions except lay on the table)
- Limit or extend the limits of debate
- Postpone to a certain time (postpone definitely)
- Refer to a committee
- Amend the main motion
- Postpone indefinitely
- Clear the floor of all motions

Main Motion

10.3 Non-Debatable Motions

The motions to fix the time of the next meeting, adjourn, recess, point of privilege, call for orders of the day, to table, vote immediately, limit or extend debate shall be ordered and voted upon without debate.

10.4 Procedural Motions

10.4.1 Motion to Reconsider

The motion to reconsider shall be in order on any question the committee has decided, but no question shall be reconsidered more than once. The motion to reconsider shall be in order on the same day as the vote to be reconsidered was taken and in the next regular meeting following. The motion to reconsider shall be made only by a member who voted with the prevailing side. A motion to reconsider a motion to amend shall not be in order if the main question has been voted upon. If the committee has adopted a motion to reconsider, however, motions to amend shall be in order.

10.4.2 Motion to Clear the Floor

This motion may be made by the chairperson or a member at any time procedural matters have become sufficiently confused. If the motion to clear the floor has been adopted, it shall clear the floor of all motions as though they have been withdrawn. The motion shall not be subject to debate nor, if adopted, to reconsideration.

10.4.3 Temporary Suspension of the Rules

These rules may be suspended temporarily at any time by vote of two-thirds of the members elected and serving to achieve any legal objective of the committee in a legal manner.

10.4.4 Appeal Rulings of the Chairperson

Any commissioner may appeal the ruling of the chairperson. On all appeals receiving a second, the question shall be, "Shall the decision of the chairperson stand as the decision of the county committee?"

10.5 Amendment of Bylaws

These bylaws shall not be changed or amended during the two year term of the Materials Management Planning Committee except upon the vote of two-thirds of the elected and serving members. This section shall not apply to the committee's consideration of the bylaws at its organizational meeting pursuant to section 2.1.3.

11. VOTING

11.1 Abstaining From Voting

Whenever a question is put by the chairperson, every commissioner present shall vote on the question. Any member may be excused from voting only if that person has a bona fide conflict of interest as recognized by the majority of the remaining members of the Committee.

11.2 Roll Call Votes

The names and votes of commissioners shall be recorded on committee actions to adopt final measures such as ordinances, resolutions, appointment or election of officers, etc. The election of the committee chairperson may be by secret ballot with the approval of a majority of commissioners present. Upon the demand of any of the commissioners, a roll call vote shall be taken on other motions and actions.

11.3 Votes Required

A majority of the members of the County Materials Management Planning Committee shall constitute a quorum for the transaction of the ordinary business of the Committee, and questions which arise at meetings shall be determined by the votes of a majority of the members present, except upon the final passage or adoption of a measure or resolution, or the allowance of a claim against the County, in which case a majority of the members elected and serving shall be necessary.

11.4 Vote By Committee Chairperson

The chairperson of the committee shall have the right to vote on all matters brought before the committee.

12. PARLIAMENTARY AUTHORITY

Robert's Rules of Order (Newly Revised) shall govern all questions of procedure not otherwise provided by these rules or by state or federal law. The legal counsel to the committee or other person so designated by the committee shall serve as the committee's parliamentarian and shall advise the presiding officer regarding rules of procedure.

Adopted by the Ionia County Materials Management Planning Committee on October 24, 2024.