

WAYNE COUNTY COMMISSION
RULES OF PROCEDURES 2025-2028

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GENERAL PROVISIONS

Rule 1. OFFICERS

In the event of incapacity or absence of the Chairperson of the Wayne County Commission, the following persons shall chair the Commission, in order of priority – Vice-Chairperson, Vice-Chair Pro Tempore, Chairperson of the Ways and Means Committee and Chairperson of the Audit Committee.

The Chairperson, Vice-Chairperson, or Vice-Chair Pro Tempore may be removed from his/her position as an officer of the Commission by a vote of two-thirds (2/3) of Commissioners serving.

Rule 2. WAYNE COUNTY COMMISSION MEETINGS

1. First Organizational Meeting. The Chair of the Commission shall set the first organizational meeting by December 15th. At the first meeting of each new term, the Commission shall elect a chairperson and other officers of the Commission. The Clerk of the Commission shall preside over the election for the Chairperson, Vice-Chairperson, and Vice-Chairperson Pro Tempore of the Commission. The Chairperson, Vice-Chairperson, and Vice-Chairperson Pro Tempore will immediately be sworn in, and the Chairperson shall take possession as the Chairperson of the Commission. The Commission shall also adopt Temporary Rules of Procedure.

2. Regular Meetings. The Commission shall hold at least two (2) regular full board meetings per month and will meet on such additional days as may be necessary and called by the Chairperson of the Commission. The Commission Chairperson shall establish a meeting schedule at the commencement of each year. The

Commission Chairperson may cancel any scheduled meeting, except a Special Meeting called pursuant to these Rules.

3. Equalization Meeting. The Equalization Meeting of the Commission shall be held on Tuesday, following the second Monday of April of each year pursuant to MCLA Section 209.5 and MCLA Section 211.341.

4. Apportionment Meeting. The meeting on the Third Thursday in October shall be the Apportionment Meeting of the Commission at which time the Commission shall, inter alia, ascertain and determine the amount of money to be raised by tax for County purposes and shall apportion such amount in accordance with MCLA Section 211.37.

5. Annual Meeting. The Commission shall designate one (1) of the regular Commission meetings held each year after September 14 and before October 16 as the "Annual Meeting" pursuant to MCLA 46.1. The Annual Meeting shall be held at the regular meeting place of the Commission.

6. Community Meetings. The Commission may provide for additional meetings. At least eight (8) full board and/or committee meetings shall be held in communities of the County pursuant to Charter Section 3.114 (b). Four (4) of the meetings shall be in the County Seat and four (4) shall be outside the County Seat. Community meetings shall have the same order of business; with the exception that roll call will be done manually, not electronically.

7. Special Meetings. The Chairperson shall call a Special Meeting if petitioned for in writing specifying the time, date, place, and purpose of the meeting no earlier than six (6) days by at least one-third (1/3) of the members serving. Notice of a Special Meeting shall be given

1 in writing to each member at least five (5) days before the meeting
2 date. If the Chairperson fails to call a Special Meeting for a time
3 within three (3) days of the requested time, the Vice-Chair shall call
4 such a meeting. The agenda of a Special Meeting shall be strictly
5 limited to the subject matter set forth in the notice of the meeting.

6
7 **Rule 3. OPEN MEETINGS OF THE WAYNE COUNTY COMMISSION**

8 **1. THE OPEN MEETINGS ACT.**

9 The Commission shall comply with the Open Meetings Act, being Act
10 No. 267 of the Public Acts of 1976, as amended, and the Americans with
11 Disabilities Act of 1990, to the extent required by law. The Commission's
12 procedures include the following:

- 13 a. Meetings or public hearings shall be open to the public and
14 accessible.
- 15 b. The right of any person to attend a meeting or public hearing
16 includes the right to tape-record, videotape, and/or broadcast live
17 if done in a manner not to disrupt the meeting or hearing.
- 18 c. The right of any person to attend a meeting or public hearing may
19 not be conditioned by prior approval of, notice to, or be limited by a
20 requirement that he/she register or otherwise provide his/her name
21 or other identifying information. A person may request to address
22 the body on any matter. Such address shall not be longer than
23 three (3) minutes or the time allotted by the Chairperson. The body
24 may waive limitation to such period of time. A Commissioner may
25 request as a matter of personal privilege that a person be
26 permitted to speak for additional time. Speakers shall be assured
27 that the Commission may opt to reconsider an action on which a

1 vote has already been recorded at an earlier point in the meeting
2 when presented with new and persuasive reasons to do so.

3 d. A person shall be required to identify himself/herself before
4 offering comments.

5 e. A person shall not be excluded from a meeting or public hearing
6 except for a breach of the peace committed at the meeting.

7 f. Meetings including a rescheduled or a special meeting shall be
8 posted and accessible at least eighteen (18) hours before the
9 scheduled meeting time in the regular meeting location of the
10 body, on the homepage of the website or on a separate website
11 accessible through a link on the homepage, and as otherwise
12 provided by law.

13 g. All notices of meetings shall include the following notations:

14 "The County of Wayne will provide necessary reasonable
15 auxiliary aids and services, such as signers for the hearing
16 impaired and audio tapes of printed materials being considered
17 at the meeting, to individuals with disabilities at the Commission
18 meeting upon five (5) days' notice to the Clerk of the
19 Commission. Individuals with disabilities requiring auxiliary aids
20 or services should contact the Wayne County Commission by
21 writing or calling to the address and number listed below or
22 TDD (1-800-649-3777)." "[500 Griswold, 8th Floor, Detroit,
23 Michigan 48226, Telephone: (313) 224-0993, Fax: (313) 224-
24 7484]"
25

26 **2. CLOSED MEETINGS.**

27 The Commission may consider matters at an open meeting and then
28 convene into a closed meeting or may schedule a separate closed meeting.

1 The Commission may convene a closed meeting upon a roll call vote and
2 only for the purposes set forth in Section 8 of 1976 PA 267, the Open
3 Meetings Act, being MCL 15.238, as amended.

4 The purpose for calling a closed meeting shall be stated and entered
5 into the minutes of the meeting. Closed meetings shall be restricted to
6 those purposes for which they are called.

7 A department may request a closed meeting. The request shall be
8 submitted to the Commission Clerk in writing, when practical, and shall
9 state the purpose for closing the meeting.

10 Closed meetings are not open to the public. Votes may not be taken
11 on agenda items in a closed meeting. All decisions of the Commission
12 must be made at an open meeting.

13 During closed meetings, all electronic or recording devices shall be
14 disabled, except for devices used by the Commission Clerk. Notice of this
15 requirement shall be set forth in any agenda with a closed meeting.

17 **3. TRANSPARENCY.**

18 The Commission will conduct its business in a manner that promotes
19 an environment of transparency and openness.

21 **4. ELECTRONIC MEETINGS.**

22 Meetings or public hearings may be held, in whole or in part,
23 electronically by telephonic and/or video conferencing technology when
24 authorized by these Rules of Procedure; local, state or federal law; an
25 order, rule, regulation, proclamation or directive issued by the State of
26 Michigan; or a statewide or local state of emergency or state of disaster
27 declared pursuant to law or charter by the governor or a local official or

1 local governing body that would risk the personal health or safety of
2 members or the public if the meeting were held in-person.

3 The procedures and rules set forth in Subsections 1 and 2 of this
4 Rule 3, except for those related to in-person meetings and a physical
5 meeting location, shall apply to all meetings held, in whole or in part,
6 electronically by telephonic and/or video conferencing technology.

7 Meetings and public hearings held, in whole or in part, electronically
8 shall comply with the procedures and rules required by these Rules of
9 Procedure and, the applicable local, state, or federal law; order, rule,
10 regulation, proclamation or directive of the State of Michigan; or state of
11 emergency or state of disaster.

12 Any member participating in a meeting of the full board or committee
13 of the whole using telephonic and/or video conferencing technology shall
14 announce during roll call that he or she is participating electronically and
15 shall identify his/her physical location, as required by law.

16 Members utilizing telephonic and/or video conferencing technology
17 may participate verbally and by other means provided by the technology.
18 Members who participate utilizing telephonic and/or video conferencing
19 technology shall be considered present for purposes of a quorum and
20 participation.

21 Electronic meetings and public hearings shall be held in a manner
22 that provide for two-way communications and participation by the public.
23 Technology may be utilized to facilitate the submission of public comments.

24 An agenda for an electronic meeting shall be posted on the website
25 at least two (2) hours before the meeting begins. Notices of an electronic
26 meeting shall include the following:

- a. Why the board is meeting electronically;
- b. How members of the public can participate in the meeting, including any phone number or internet address needed to do so;
- c. How members of the public can contact members of the public body to ask or give input about any business that will come before the public body at the meeting; and
- d. How persons with disabilities can participate in the meeting.

5. STANDING COMMITTEES, SPECIAL COMMITTEES AND TASK FORCE MEETINGS

Standing committees, special committees and task forces are advisory and non-decision making. For purposes of transparency, meetings of standing committees, special committees and task forces shall be held in a manner that provides members of the public access to and participation in the meetings, except to the extent that information before the committee or task force is privileged, confidential, or otherwise not subject to disclosure under the law.

The procedures set forth in Rule 3(1)(a), (b), (c), (d), (e) and (g) shall apply to meetings of standing committees, special committees, and task forces.

Meetings of standing committees, special committees, and task forces, including regular, rescheduled, and special meetings, shall be posted on the County's website with as much notice as practical under the circumstances, but not less than eighteen (18) hours before the start of meeting.

TRANSACTION OF BUSINESS

Rule 4. ORDER OF BUSINESS

The order of business of the Commission shall be as follows, unless otherwise ordered by the Chairperson:

- a. Roll Call.
- b. Pledge of Allegiance to the Flag of the United States of America.
- c. Invocation.
- d. Reading, correcting and approval of the Journal.
- e. Report from the Chairperson of the Commission.
- f. Unfinished Business (A matter that was not disposed of during the preceding meeting. Unfinished business is automatically placed on the next agenda.)
- g. Offering of all petitions, ordinances, resolutions, and presentations.
- h. Reports from Committees.
- i. Upcoming Committee and Task Force Meetings.
- j. Public Comments (Public comments shall be limited to three (3) minutes per person, or the time allotted by the Chairperson. There shall be no dialog with Commissioners or members of the audience.)
- k. New Business (Items for immediate consideration and items not referred to or reported from committee.)
- l. Testimonial Resolutions and Certificates of Appreciation.
- m. Memoriams.
- n. Reconsiderations.
- o. Remarks by Members (Not pertinent to current agenda

1 items. Members shall be limited to three (3) minutes. Members
2 shall request, prior to the adjournment of the meeting, to have
3 remarks recorded in Journal. There shall be no personal
4 attacks directed at Commissioners, Commission staff or
5 members of the audience.)

6 p. Adjournment.

7
8 **Rule 5. ADMISSION TO COMMISSION FLOOR**

9 The Commission floor is any point beyond the center podium. No
10 person shall be admitted on the floor of the Commission for a period of
11 fifteen (15) minutes immediately preceding the time set for any call to order,
12 during any meeting (full board) of the Commission and for fifteen (15)
13 minutes after adjournment, except as follows:

14
15 Commissioners, Legislative Aides, Auditor General or his/her
16 designee, Commission staff, and those invited to do so by the
17 Chairperson.

18
19 During Committee and Task Force meetings, a person other than a
20 Commissioner or assigned staff, including photographers and members of
21 the news media, shall not enter the conference table area in front of the
22 audience seating area unless invited to do so by the meeting Chairperson
23 or signaled to do so by an individual Commissioner. The Clerk of the
24 Committee shall have appropriate signs posted.

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1 **CHAIRPERSON OF THE COMMISSION/DUTIES AND POWERS**

2
3 **Rule 7. DEFINITIONS OF CHAIRPERSON OF THE**
4 **COMMISSION**

5 The Chairperson of the Commission is administrator, personnel
6 director, and spokesperson of the Commission. The Commission
7 Chairperson is a full voting member of the Commission.

8
9 **Rule 8. DUTIES OF CHAIRPERSON OF THE COMMISSION**

10 The Chairperson of the Commission shall preside over each meeting
11 of the full board of the Commission. The Chairperson shall call the meeting
12 to order, and when the Clerk of the Commission establishes the presence
13 of a quorum, the Chairperson shall proceed to the business in the manner
14 prescribed by these Rules.

15 The Chairperson shall preserve order and decorum, may speak to
16 points of order, and shall decide questions of order, subject to an appeal to
17 the Commission.

18 When the order of business on an agenda has been completed,
19 unless there is an objection, the Chairperson may declare the meeting
20 adjourned without taking a vote.

21
22 **Rule 9. SIGNING DOCUMENTS AND REFERRALS**

23 (1) The Chairperson of the Commission shall be the signatory to all
24 contracts, bonds, and other documents, which require the signature
25 of the Commission.

26
27 (2) All resolutions pertaining to public policy and all ordinances shall be
28 filed with and referred by the Commission Chairperson. In addition, all

1 other matters requiring consideration by the Commission, shall be
2 filed with the office of the Commission Chairperson.

3
4 (3) The Chairperson of the Commission shall refer all matters for
5 research and analysis to Commission staff and/or the Auditor
6 General.

7
8 (4) Upon completion of research and analysis by Commission staff, each
9 matter shall be referred by the Chairperson of the Commission to the
10 appropriate committee or, when immediate consideration is required,
11 to the full board for action, unless the matter is returned or withdrawn
12 pursuant to Sections 6 or 7 below.

13
14 (5) Matters referred to committee shall be expeditiously considered by
15 the committee and placed on the next committee agenda.

16
17 (6) The Chairperson of the Commission may return an item to the
18 sender, with a memorandum, which explains the reason for the
19 return.

20
21 (7) A request to withdraw an item must be submitted in writing and
22 addressed to the Chairperson of the Commission. Prior to referral to
23 full board, an item may be withdrawn at the request of the submitter.
24 An item referred or reported to full board may be withdrawn without
25 objection or by majority vote of Commissioners serving.

1 **Rule 10. EXIGENT APPROVALS**

2 The Commission duly authorizes the Chairperson of the Commission
3 to authorize exigent approval of contracts that are timely in nature and in
4 keeping with the County Ordinances. The Commission Chairperson, when
5 practical, shall inform the appropriate Committee Chairperson that exigent
6 approval has been requested.

7
8 **Rule 11. DUTIES OF THE CHAIRPERSON AS THE**
9 **ADMINISTRATOR**

10
11 (1) The Chairperson of the Commission shall appoint all standing
12 committees in accordance with the provisions of Rule 27 within thirty-
13 one (31) days of his/her appointment as Chairperson. He/she shall
14 also establish and appoint, upon his/her own initiative or as directed
15 by the Commission, all special committees and task forces. The
16 Chairperson of the Commission shall name the Chairperson and Vice
17 Chairperson of each committee or task force.

18
19 (2) By no later than the first full board meeting in October of each year,
20 the Chairperson of the Commission shall establish and report to the
21 Commission the funding allocation to which each Commissioner is
22 entitled to provide for the expenses of carrying out duties of his/her
23 office. This base amount shall be equal for each Commissioner. In an
24 even year, if a Commissioner has not been elected for an additional
25 term, this sum shall be limited to one-fourth (1/4) of the annual
26 amount.

1 (3) By no later than the first full board meeting in October of each year,
2 the Chairperson of the Commission shall establish and report to the
3 Commission the allocation of resources available to the Chairperson
4 of each Committee. This allocation shall be equal for the
5 Chairpersons of the Committee on Ways and Means and the
6 Committee on Audit. The Chairpersons of the remaining standing
7 committees shall receive an equal allocation. Allocations for
8 Chairpersons of special committees will also be set by the
9 Chairperson of the Commission and reported to the Commission.

10
11 (4) The Chairperson of the Commission shall monitor expenditures by
12 each Commissioner and may order cessation of spending by a
13 Commissioner who expends in excess of the rate of his/her budgeted
14 allocation. If a shortfall is projected, the Chairperson of the
15 Commission shall meet with the Commissioner, if necessary, and
16 devise a plan for bringing expenditures back into balance before the
17 end of the fiscal year. The Chairperson of the Commission may re-
18 evaluate and re-allot allocations for Commissioners at the beginning
19 of each term or fiscal year.

20
21 (5) The Chairperson of the Commission shall be the personnel director of
22 the Commission, shall establish in writing the general working hours
23 and supervisory conditions relating to the management of the
24 Commission, and shall establish the compensation of all Commission
25 personnel.

26
27 (6) Each Commissioner may be the signatory on a contract to retain
28 staff to assist him/her with the duties of his/her office, and shall

1 maintain a current time record on each of their contractual
2 employees, which is sufficient to document their eligibility or non-
3 eligibility for benefits under the Workers Compensation, Social
4 Security, and Unemployment Benefit laws and Fair Labor Standards
5 Act, in accordance with the Commission's policies and procedures.
6 The Director of Administration or designee shall not process a payroll
7 voucher for a contractual employee until a fully completed certificate,
8 signed by the Commissioner, that the time has been worked, has first
9 been received.

10
11 (7) The Chairperson of the Commission on his/her own initiative or after
12 recommendation by a Committee Chairperson, within Commission
13 appropriations, may contract for professional services.

14
15 (8) The Chairperson of the Commission shall coordinate with the
16 Legislative Auditor General to budget for and to facilitate an audit of
17 the operations of the Commission as required each odd fiscal year by
18 Section 65-8 of the Wayne County Code of Ordinances.

19
20 (9) The total legislative annual budget shall be reported to each
21 Commissioner in October of each year. Any revision of the budget,
22 over ten percent (10%) of a line item, must be reported to
23 Commissioners within ten (10) days.

24
25 (10) The Chairperson of the Commission, upon his/her own initiative or
26 upon written request of at least three (3) Commissioners serving, may
27 initiate for consideration by the Commission a resolution of censure
28 as a formal expression of disapproval, reprimand or condemnation of

1 a Commissioner. The resolution of censure must be presented in
2 writing. The reasons for the censure shall be stated on the record.
3 The Commissioner who is the subject of the proposed resolution of
4 censure shall be given notice of the proposed resolution no less than
5 twenty-four (24) hours prior to the full board meeting at which the
6 resolution will be considered, and shall be given an opportunity to
7 address the body prior to the vote. The resolution of censure shall be
8 adopted by a majority vote of the Commissioners serving.

9
10 (11) If a Commissioner transgresses or violates applicable law; these
11 Rules; a decision, procedure or standard protocol of the Commission;
12 or engages in conduct that impairs the public's confidence in the
13 Commission, the Chairperson of the Commission may:

14
15 (a) Decline or reduce the expenditure of funds from the
16 Commission's central budget and/or the Commissioner's office
17 allocation, for in-state and/or out-of-state travel for the
18 Commissioner.

19
20 (b) Reduce the base amount of a Commissioner's funding
21 allocation. The reduction(s) shall not exceed fifty percent (50%)
22 of the base amount, which will retain a sufficient base amount
23 for the necessary expenses of carrying out the duties of office.

24
25 For purposes of this Subsection (11), a decision of the Chairperson
26 may be overturned by a vote of two-thirds (2/3) of Commissioners
27 serving.

1 For purposes of this Subsection (11), 'conduct that impairs the
2 public's confidence' shall mean an arrest, civil judgment, sexual
3 harassment, falsifying documents, physical altercation, verbal
4 assault, anything that subjects a Commissioner to public ridicule,
5 misrepresentation of facts, excessive absences, or similar matters.

APPOINTMENT OF EMPLOYEES

Rule 12. APPOINTMENT OF EMPLOYEES

(1) Except as otherwise provided in these Rules or the Charter, the Chairperson of the Commission shall appoint all employees of the Commission. All Commission employees may be terminated with or without cause at any time, except the Auditor General.

(2) Any central staff employee may be transferred to a different position, demoted, suspended, or terminated by the Chairperson of the Commission.

(3) The Clerk of the Commission is appointed and terminated in accordance with the law.

(4) The Auditor General is appointed by a majority of the Commissioners serving and may be terminated for cause by two-thirds (2/3) vote of Commissioners serving.

(5) The Commission Counsel is appointed by a majority of the Commissioners serving and may be terminated with or without cause at any time by a majority of the Commissioners serving.

VICE-CHAIRPERSON AND VICE-CHAIR PRO TEMPORE OF THE COMMISSION

Rule 13. POWERS AND DUTIES

In the absence of the Chairperson of the Commission, the Vice-Chairperson shall exercise the powers and duties of the Chairperson.

In the absence of the Chairperson and the Vice-Chairperson of the Commission, the Vice-Chair Pro Tempore shall exercise the powers and duties of the Chairperson.

1 **OFFICE OF THE CLERK OF THE COMMISSION**

2

3 **Rule 14. RECORDS**

4 The Clerk of the Commission shall be responsible for maintaining

5 official records of the Commission and such other records as the

6 Commission may direct. [Charter Section 3.115 (10).]

7

8 Items shall be included in the records of the Commission as follows:

9

10 a) A testimonial resolution, memoriam, or certificate of

11 appreciation that has the County seal affixed to it shall be

12 provided to the Clerk of the Commission at least seventy-two

13 (72) hours before the full board meeting for inclusion in the

14 records of the Commission. The name of the recipient or

15 honoree will be recorded in the journal of the Commission and

16 a copy of the testimonial resolution, memoriam, or certificate of

17 appreciation will be maintained in the records of the

18 Commission.

19

20 b) A testimonial resolution, memoriam, or certificate of

21 appreciation that does not have the County seal affixed to it

22 may be provided to the Clerk of the Commission at least

23 seventy-two (72) hours before the full board meeting for

24 inclusion in the records of the Commission. The name of the

25 recipient or honoree will be recorded in the journal of the

26 Commission and a copy of the testimonial resolution,

27 memoriam, or certificate of appreciation will be maintained in

28 the records of the Commission.

29

1 c) A testimonial resolution, memoriam, or certificate of
2 appreciation that is presented on behalf of all Commissioners,
3 whether it does or does not have the County seal affixed to it,
4 shall be provided to the Clerk of the Commission at least
5 seventy-two (72) hours before the full board meeting for
6 inclusion in the records of the Commission. The name of the
7 recipient or honoree will be recorded in the journal of the
8 Commission and a copy of the testimonial resolution,
9 memoriam, or certificate of appreciation will be maintained in
10 the records of the Commission.

11
12 d) Only the name of a recipient or honoree of a testimonial
13 resolution, memoriam, or certificate of appreciation may be
14 provided to the Clerk of the Commission at least seventy-two
15 (72) hours before the full board meeting for inclusion in the
16 records of the Commission. The name of the recipient or
17 honoree will be recorded in the journal of the Commission. The
18 name of an honoree of a memoriam may be added at a full
19 board meeting in accordance with these Rules.

20 21 **Rule 15. COMMISSION AGENDA FOR FULL BOARD MEETINGS**

22 The Clerk of the Commission, at the direction of the Chairperson of
23 the Commission, shall prepare an agenda for each full board meeting and
24 deliver or distribute to each Commissioner such agenda in a timely manner,
25 calculated to arrive not less than two (2) days prior to such meeting.

1 The agenda, to the maximum extent feasible, shall be accompanied
2 by such resolutions, ordinances, communications, reports, and other items
3 that will be acted upon at that meeting.

4
5 At each regular full board meeting of the Commission, the Clerk of
6 the Commission shall read and display publicly on the electronic board, in
7 appropriate order, all matters requiring consideration by the Commission
8 which matters have been presented to or filed in the office of the
9 Chairperson of the Commission in accordance with these Rules of
10 Procedure.

11
12 Any new business, other than a testimonial resolution, memoriam,
13 and certificate of appreciation, not appearing on the agenda that is brought
14 to the attention of the Commission upon being properly moved and
15 seconded, shall be considered at such meeting, only by a two-thirds (2/3)
16 vote of the Commissioners serving. In order to expedite matters upon
17 which little or no objection is likely, the Chairperson of the Commission
18 within his/her discretion, may place the matter on the agenda without a vote
19 of the Commission. Otherwise, such new business shall be referred to the
20 appropriate committee in the same manner as other communications are
21 referred.

22
23 Except for a testimonial resolution, memoriam, and certificate of
24 appreciation, a proposed resolution and the appropriate backup materials
25 shall be filed with the Chairperson of the Commission at least seventy-two
26 (72) hours prior to a meeting to be placed on the agenda. A proposed
27 resolution filed with the Chairperson of the Commission less than seventy-
28 two (72) hours before a meeting shall not appear on the agenda but, shall

1 be referred to the appropriate committee in the same manner as other
2 communications are referred unless the Chairperson places the matter on
3 the agenda. Proposed resolutions shall not be distributed on the floor prior
4 to being placed on the agenda.

5
6 Testimonial resolutions and certificates of appreciation submitted by a
7 Commissioner or his/her designee to the Chairperson of the Commission at
8 least seventy-two (72) hours prior to a full board meeting shall immediately
9 be placed on the full board agenda, all other resolutions and certificates
10 shall be placed on the next full board agenda. Any Commissioner
11 requesting more than ten (10) names to be placed on the agenda shall
12 submit the names in an electronic format that may be manipulated.

13
14 Memoriams shall be submitted by a Commissioner or his/her
15 designee to the Chairperson of the Commission at least seventy-two (72)
16 hours prior to a full board meeting to be placed on the full board agenda.
17 Without objection, additional memoriams may be added at the meeting, if
18 requested on the record and if submitted to the Clerk of the Commission at
19 the meeting on the "request for additions to memoriams form" which shall
20 be available at the meeting.

21
22 At a full board meeting, a Commissioner may request that his/her
23 name be added to a testimonial resolution, memoriam, or a certificate of
24 appreciation. If the request is made on the record and without objection,
25 then the Commissioner's name shall be recorded in the journal as a co-
26 sponsor.

1 Upon the passing of anyone who served as a member of the Wayne
2 County Board of Commissioners after 1970, the Commission shall have a
3 resolution written and read aloud at a full board meeting. Members in favor
4 of the resolution will be asked to so signify by rising from their seats at the
5 conclusion of the reading of the resolution, at the direction of the
6 Chairperson. The resolution shall be recorded in the journal of the
7 Commission.

8
9 **Rule 16. PUBLICATION AND CORRECTION OF THE JOURNAL**

10 The Clerk of the Commission shall attend all meetings of the
11 Commission and shall keep an accurate journal (minutes) of all
12 proceedings of the Commission. The Clerk shall maintain the journal in
13 accordance with the Open Meetings Act. The journal must include the date,
14 time, place of the meeting; members present; members absent; any
15 decisions made at the meeting; all roll call votes taken at the meeting; and
16 the purpose(s) for which a closed meeting is held. The journal shall be the
17 only official record of the proceedings of the Commission.

18 The Clerk shall prepare a proposed journal within eight (8) business
19 days after a meeting and shall provide a copy to all Commissioners prior to
20 the next meeting. A proposed journal shall be made available for public
21 inspection within five (5) business days after the meeting at which a journal
22 is approved. The Clerk shall prepare and make available for public
23 inspection an approved journal. The Clerk shall transmit to other
24 governmental agencies copies of Commission actions, as required.

25 Any correction to the journal shall be made at the next meeting and
26 must be approved by the Commission to be included in the journal. An
27 amended journal shall show both the original entry and the correction.
28 During the consideration and passage of appropriations, the Commission is

1 authorized to correct totals that may have been affected by amendments
2 made to items, and such corrections to be made to the journal of the
3 Commission.

4 After a full board meeting, the Office of Policy Research and Analysis
5 may make corrections in the “whereas” background and explanatory facts
6 which are recited in a resolution, but may not make corrections in the text
7 of the “resolved” portion of a resolution without further action of the
8 Commission, except the Office of Policy Research and Analysis, with
9 consent of the Chairperson of the Commission, may correct clerical errors
10 that do not change the purpose and effect of a resolution.

11 12 **Rule 17. DUTIES OF THE CLERK**

13 For purposes of these Rules, references to Clerk of the Commission
14 are understood to mean the individual acting as the Clerk of the
15 Commission.

16
17 If the Clerk of the Commission is not able or does not perform his/her
18 duties or if the Office of Commission Clerk is vacant, then the designee of
19 the Clerk of the Commission shall assume and perform the duties of the
20 Clerk.

21 22 **Rule 18. Reserved**

23 24 **Rule 19. NOTICES OF SPECIAL MEETINGS**

25 Whenever the Commission shall be called to meet in special meeting,
26 the Clerk of the Commission shall notify Commissioners and staff of the
27 date and time of convening and shall arrange for appropriate staff to
28 facilitate the meeting.

1 **PARLIAMENTARIAN**

2

3 **Rule 20. PARLIAMENTARIAN**

4 The Commission Counsel shall serve as parliamentarian of the

5 Commission.

MEMBERS OF THE COMMISSION

Rule 21. ATTENDANCE AND EXCUSED ABSENCES

Any Commissioner, having answered attendance roll call at the opening of any meeting, shall be present. Any Commissioner having entered the room, in which the meeting is held, after the meeting has been called to order, shall be deemed present and recorded as “entered during session” with the time recorded. If a Commissioner does not attend a meeting, he/she shall be recorded as “absent”, unless the Commissioner has been granted an excuse then he/she shall be recorded as “excused”. The Clerk of the Commission shall enter in the journal whether a Commissioner is present at the time of roll call, absent, excused, or entered during session.

A Commissioner should provide written notification to the Chairperson and Commission Clerk’s office prior to a scheduled meeting to request an excused absence. The Clerk shall notify the Chairperson of the request at quorum roll call.

Rule 22. CONDUCT IN DEBATE

When a Commissioner is about to speak, he/she shall respectfully address the Chairperson. When two (2) or more Commissioners seek recognition at the same time, the Chairperson shall name the Commissioner who is first to speak. The Commissioner recognized by the Chairperson shall confine himself/herself to the question under debate and shall avoid personalities. Every Commissioner shall have the right to speak at least once on the subject matter under debate unless a Motion for Previous Question is ordered pursuant to Rule 46. The Chairperson may speak to a question without yielding the chair. No Commissioner shall be

1 recognized to speak more than once on any question until every
2 Commissioner of the Commission, who so desires, has had an opportunity
3 to speak at least once on the subject matter under debate; in order to
4 promote coherent debate, the Chairperson may, however, permit the maker
5 of a motion to make a limited response with regard to specific points raised
6 by a previous speaker. No Commissioner shall speak for more than five (5)
7 minutes at any one (1) time without leave from the Commission by a
8 majority vote of the Commissioners present.

9
10 **Rule 23. MEMBERS CALLED TO ORDER**

11 If any Commissioner, in speaking or otherwise, transgresses the
12 Rules of the Commission, the Chairperson shall, or any Commissioner may
13 through the Chairperson, call him/her to order. The question of order shall
14 be decided by the Chairperson, without debate, subject to an appeal. If
15 necessary, to restore order, the Chairperson may declare a recess. At the
16 end of the recess, the members shall return to the regular order of
17 business.

VOTING

Rule 24. RECORDING OF VOTE/VOTING BY THE ELECTRONIC BOARD

The electronic board shall be used for roll call votes in the Commission's primary meeting location. In other locations, or in the event of the malfunction of the electronic board, the Clerk of the Commission shall call the roll in alphabetical order, except that the Vice-Chairperson Pro Tempore (when applicable), Vice-Chairperson and Chairperson shall be the last three (3) names called at the opening of each meeting and announce whether a quorum is present.

The term "roll call" as used in these rules shall mean a record roll call.

(a) Putting the Question. If a meeting is held in another room or location, the Chairperson shall distinctly put all questions essentially in this form: "All in favor (as the question may be), say "aye" and after the affirmative vote is expressed, "All opposed say "nay", and are there any abstentions?"

(b) Recognition During Roll Call. After the question has been stated by the Chairperson, and the calling of the roll has been started by the Clerk, the Chairperson shall not recognize a Commissioner for any purpose, until after the announcement of the vote by the Clerk except:

(1) Upon points of Order;

(2) To preserve the right to explain his or her "no" vote;

(3) To request that the board be cleared;

The Chairperson must preserve order at all times during a vote.

1 (c) Recording the vote. The Commission Clerk shall enter upon the
2 journal and/or minutes the names of those voting "aye" and names of those
3 voting "nay" and the names of those abstaining and not-voting. Any
4 Commissioner physically present and not voting shall be recorded by the
5 Clerk of the Commission as "not voting" unless the Commissioner
6 expressly asks to be recorded as "abstaining". If a Commissioner is
7 present for the meeting, but is out of the room, he/she shall be recorded as
8 "not voting". He/she may, however, submit a letter for the record to indicate
9 how he/she would have voted.

10 (d) Proxy voting shall not be allowed at full board, committee or task
11 force meetings. A Commissioner must be present to cast a vote.

12 (e) The Voting System. The Wayne County Commission when utilizing
13 the electronic board shall use the following procedures:

14 (1)The Chairperson or Clerk of the Commission shall announce the item
15 to be considered from the agenda; the operator will display the
16 information related to this item on the workstation monitor and on the
17 electronic board.

18 (2)The Chairperson will indicate when the body is prepared to take a
19 recorded vote on the item.

20 (3)Each Commissioner may vote by pressing the <yes>, <no>, or
21 <abstain> switch at his/her desk.

22 (4)The Commissioner's vote will be indicated on the workstation,
23 electronic board and Commissioner's desk.

24 (5)The Chairperson will indicate when to record the vote.

25 (6)The final vote will be displayed on the electronic board.

26 (7)The Clerk of the Commission will announce the vote and maintain a
27 copy for use in the official records of the Commission.

1 (8)The Chairperson or Clerk of the Commission will advance to the next
2 item on the agenda.

3
4 **Rule 25. VOTE EXPLANATION**

5 (A) Any Commissioner shall be privileged to reserve the right to explain
6 his/her vote on a roll call vote at a full board, but the Commissioner shall
7 reserve the right at the time of voting and not otherwise. To be printed in
8 the journal, the vote explanation shall be submitted in writing to the Office
9 of the Clerk of the Commission within twenty-four (24) hours of the time
10 after the adjournment of that meeting and shall not be greater than five
11 hundred (500) words.

12 (B) If a member desires to abstain from voting because of a potential
13 conflict of interest, the Commissioner may announce his/her intent and may
14 reserve the right to explain in writing, as in paragraph (A).

15 (C) Vote explanations or explanations of abstention from voting shall not
16 be edited by the Clerk.

17
18 **Rule 26. Reserved**

COMMITTEES/BOARDS

Rule 27. NAMES OF STANDING COMMITTEES

Membership on all standing committees shall be appointed by the Chairperson of the Commission. The standing committees of the Commission shall have an odd number of Commissioners serving.

The Standing Committees of the Commission shall be as follows:

- (1) Audit
- (2) Economic Development
- (3) Government Operations
- (4) Health and Human Services
- (5) Public Safety, Judiciary and Homeland Security
- (6) Public Services
- (7) Seniors and Veterans Affairs
- (8) Ways and Means (Appropriation)

Special Committees, Subcommittees, and Task Forces:

- Committee of the Whole
- Committee on Rules
- Other Committees or Task Forces as determined by the Chairperson of the Commission pursuant to these Rules.

Membership on all special committees and task forces shall be appointed by the Chairperson of the Commission. Membership on and officers of all subcommittees may be appointed by the Chairperson of the Commission, unless the subcommittee is established by the Chairperson of

1 the Committee who may then make the appointments. The subcommittee
2 shall meet at the call of the appointed chairperson.

3 Except for the Committee of the Whole, membership on a standing
4 committee, special committee, subcommittee, or task force shall not
5 exceed seven (7) Commissioners, which is less than a quorum of the full
6 body. Standing committees shall schedule semi-monthly meetings. Any
7 Commissioner may attend any standing committee, special committee,
8 subcommittee or task force meeting. A Commissioners' attendance may be
9 recorded, but if he/she is not a member of the committee or task force, then
10 his/her presence shall not count in determining the presence of a quorum
11 nor may he/she vote on any matter before the committee or task force.

12 Standing committees, special committees, subcommittees and task
13 forces shall only provide advice and recommendations to the full
14 Commission. Items reviewed by committees and task forces shall be
15 submitted to the full Commission for deliberation and decision. The
16 standing committee's responsibilities are as follows:

17 18 COMMITTEE ON WAYS AND MEANS

19 The Committee on Ways and Means is the finance committee of the
20 Commission. The appropriations ordinance and budget shall be referred to
21 this committee for review and recommendation to the Commission for
22 formal action. Amendments to the appropriations ordinance and budget,
23 and assessment and equalization matters shall be referred to this
24 committee by the Commission Chairperson. If deemed appropriate by the
25 Commission Chairperson, other financial matters may be referred to this
26 committee. This committee shall report directly to the Committee of the
27 Whole or the full board.

1 The Committee on Ways and Means shall be assisted in the
2 performance of its Charter-established duties by the Office of Fiscal
3 Agency.

4 5 COMMITTEE ON AUDIT

6 The Committee on Audit shall review the reports of the independent
7 auditor and the Auditor General and shall monitor compliance with audit
8 findings of the independent auditor and the Auditor General. This
9 committee shall review matters regarding the Auditor General including
10 contracts for the independent auditor. This committee shall report directly to
11 the Committee of the Whole or the full board.

12 The Audit Committee shall, if appropriate, refer the Auditor General
13 reports to the Committee of the Whole for review. All audit reports shall be
14 delivered to each Commissioner's office and shall be reported to the full
15 board.

16 17 COMMITTEE ON PUBLIC SAFETY, JUDICIARY, AND HOMELAND 18 SECURITY

19 This committee reviews, unless the Chairperson of the Commission
20 directs otherwise, matters regarding the Departments of Sheriff,
21 Prosecuting Attorney, and County Clerk (matters regarding the Courts);
22 and the Department of Homeland Security / Emergency Management; adult
23 community corrections matters; and the various county courts.

24 25 COMMITTEE ON PUBLIC SERVICES

26 This committee reviews, unless the Chairperson of the Commission
27 directs otherwise, all matters relating to parks and recreation, roads and
28 bridges, all environmental and drain issues, railroads and rapid transport

1 matters, all building needs, space requirements, capital improvements of
2 County departments, and all matters from the Department of Public
3 Services.

4 5 COMMITTEE ON HEALTH AND HUMAN SERVICES

6 This committee reviews, unless the Chairperson of the Commission
7 directs otherwise, matters from and maintain liaison with the Cooperative
8 Extension Service; the Detroit-Wayne Integrated Health Network; the
9 Medical Examiner's Office; the Department of Health, Human and Veterans
10 Services, except for matters related to veterans; juvenile justice matters;
11 juvenile detention facilities; and the Detroit-Wayne County Health Authority.

12 13 COMMITTEE ON GOVERNMENT OPERATIONS

14 This committee reviews, unless the Chairperson of the Commission
15 directs otherwise, matters from and maintains liaison with the Departments
16 of County Clerk (matters regarding County recordkeeping, elections,
17 notaries, assumed names and related general services), Treasurer, and
18 Register of Deeds; the Department of Personnel/Human Resources
19 (including labor affairs); the Department of Management and Budget
20 (except for budgetary, and assessment and equalization matters which are
21 handled by the Ways and Means Committee); the Retirement System; the
22 Human Relations/Business Inclusion Division; the Department of
23 Corporation Counsel; and the Department of Information Technology.

24 This committee shall also monitor and make recommendations
25 relative to any litigation, which may be referred by the Chairperson of the
26 Commission to this committee including settlement authority and legal
27 services contracts submitted by the Corporation Counsel and County
28 Executive.

1 This committee may review such other items as the Chairperson of
2 the Commission may direct, in the event said item is not within the
3 jurisdiction of another committee, such as, certain purchasing and
4 contracting procedures, or some proposed charter amendments. This
5 committee shall make appropriate recommendations relative to changes
6 and updates to the County Code of Ordinances.

7 The committee shall review the emerging discussions and policy
8 options associated with new technological advancements within the County
9 and shall review necessary deployment of resources. The committee
10 shall review and monitor effectiveness of new technologies and monitor e-
11 business and e-government efforts.

12 13 COMMITTEE ON ECONOMIC DEVELOPMENT

14 The Committee on Economic Development reviews, unless the
15 Chairperson of the Commission directs otherwise, matters from and
16 maintains liaison with the Economic Development Department, the Greater
17 Wayne County Economic Development Corporation, the Southeast
18 Government Alliance (SEGA), the Southeast Michigan Community Alliance,
19 the Economic Development Corporation of Wayne County, the Brownfield
20 Corporation of Wayne County, the Detroit/Wayne County Port Authority,
21 the Wayne County Land Bank, and the Aerotropolis Development
22 Corporation.

23 The committee shall review matters regarding the disposal of surplus
24 county-owned real property, economic development (not otherwise
25 specifically assigned to another committee), Brownfield development,
26 renaissance zones, DDA'S, TIFA'S AND LDFA'S, and other tax abatement
27 matters.

COMMITTEE ON SENIORS AND VETERANS AFFAIRS

The Committee on Seniors and Veterans Affairs reviews, unless the Chairperson of the Commission directs otherwise, matters from and maintains liaison with the Department of Senior Services and the Veterans Services Division and reviews matters pertaining to veterans.

COMMITTEE OF THE WHOLE

The Committee of the Whole, which is not a standing committee, shall review matters referred by the Commission Chairperson for recommendation to the full Commission. The committee may also review and make recommendations on items referred from committees.

The Committee of the Whole shall function in compliance with "Open Meetings Act" including approval of minutes of each meeting.

COMMITTEE ON RULES

The Committee on Rules, which is not a standing committee, shall review matters regarding the Commission's Rules of Procedure.

Rule 28. UNIFORM COMMITTEE AND TASK FORCE RULES

All committees and task forces shall operate under these uniform committee rules. Duties of the Policy Research and Analysis staff assigned to a committee shall be prescribed by the Director of the Office of Policy Research and Analysis.

The Committee Clerk shall keep records of attendance and inform the Chair of the Committee and the Chairperson of the Commission when a Commissioner has three (3) consecutive un-excused absences.

The Commission Chairperson shall establish a meeting schedule at the commencement of each year. Additional meetings may be called by

1 the Committee Chair or by majority of the Commissioners serving on the
2 committee in writing to the Clerk of the Commission. The Committee Chair
3 may cancel any scheduled meeting, except one (1) called by a majority of
4 the committee members, by notice to the members.

5 All committees will operate under the following rules and other
6 uniform committee rules as determined and adopted by the Commission:
7

8 (1) A quorum of a committee shall consist of a majority of the
9 Commissioners appointed to and serving on the committee.

10 (2) It shall require a majority of the members present and serving on the
11 Committee in order to:

12 a. Report an item out of committee.

13 b. Reconsider a recommendation to report an item from
14 committee.

15 c. Pass for the day or pass for a day certain.

16 d. Table an item or remove from the table.

17 e. Reconsider a recommendation other than (2)c.

18 f. Adjourn a meeting.

19 (3) If a committee is unable to achieve a quorum and there are items on
20 the agenda which merit a prompt decision from the Commission, the Chair
21 of the Committee may report these items out of committee, with or without
22 recommendation, for consideration by the full board or for referral to
23 another committee.

24 (4) A committee that does not have a quorum may by a majority of the
25 members present on the committee:

26 a. Postpone review on an item.

27 b. Adjourn a meeting.

1 (5) A meeting may be adjourned by the Committee Chair, unless there is
2 an objection by a committee member.

3 (6) A committee shall report all items from committee to the full
4 Commission for placement on the full board agenda or may make an
5 appropriate referral to another committee.

6 (7) A committee may report items from committee:

7 a. with recommendation for passage,

8 b. with recommendation for rejection,

9 c. with recommendation for passage with an amendment or a
10 substitute,

11 d. without recommendation for passage or rejection, or

12 e. for receiving and filing.

13 (8) A motion may not be made to report multiple items without review of
14 each individual item unless all of the items are to be received and filed.

15 (9) Each Chair of a committee shall determine the agenda for his/her
16 committee meeting which shall be consistent with these Rules.

17 (10) The Chair of a standing committee may create subcommittees and
18 shall be authorized to appoint from the members of his/her standing
19 committee any number of temporary subcommittees to research, analyze,
20 and make recommendations on specific matters before or within the
21 jurisdiction of his/her standing committee. The Chairs of two (2) or more
22 standing committees may create joint subcommittees and shall designate
23 the topic(s) within their jurisdiction to be considered. A subcommittee shall
24 report to the committee(s) from which it was created. Special committees
25 and task forces shall report as designated by the Chair of the Commission.

26 (11) Each committee shall have written minutes taken of each meeting.
27 The minutes shall include the date, time, place, votes taken, summary of
28 discussion, if any, and Commissioners present, absent and excused. The

1 minutes shall also include the time(s) at which a committee member
2 entered a meeting after roll call for attendance.

3 (12) A committee shall approve the proposed minutes of a meeting as soon
4 as practical under the circumstances. Proposed minutes shall be available
5 to the public as soon as practical under the circumstances.

6 (13) A member shall be excused from attending a committee meeting for
7 all appropriate reasons, as determined by the Committee Chair, and shall
8 give advance written notice to the Clerk of their absence when practical.

9 (14) Proxy voting shall not be allowed.

10 (15) The question of order shall be decided by the Committee Chair,
11 without debate, subject to an appeal of the members as set forth in Rule
12 48.

13 (16) A motion may be withdrawn by the member who made it, with the
14 consent of the member who seconded it, during debate, but only before an
15 amendment is offered and seconded, or a procedural decision is made.
16 After an amendment or procedural decision, a motion shall be deemed to
17 be in the possession of the committee and may not be withdrawn except by
18 a majority of members present and serving on the committee.

19 (17) If a call for a division of the question is supported by a majority of
20 members present and serving on the committee, or accepted by the
21 Committee Chair without objection, then the question shall be divided.

22 (18) Meetings or public hearings of committees may be scheduled outside
23 the usual meeting room.

24 (19) In the absence of the Committee Chair, the Committee Vice-Chair
25 shall assume the chair. In the absence of the Committee Chair and the
26 Vice-Chair the member who has with the most seniority on the Commission
27 shall assume the chair.

1 (20) An item that has been tabled, passed for a day certain, or postponed
2 that has not otherwise been addressed will automatically appear on the last
3 agenda of the year. A committee must forward all items to the full
4 Commission for consideration.

5
6 **Rule 29. SUBPOENA POWER**

7 The Chairperson of the Commission shall have power to administer
8 an oath to any person concerning any matter submitted to the Commission,
9 or connected with the discharge of its duties, to issue subpoenas for
10 witnesses and to compel their attendance as provided by law.

11 Pursuant to the Subpoena Powers Ordinance, No. 86-24 (Chapter 61
12 of the Wayne County Code of Ordinances), if a special or standing
13 committee has cause to believe that a legislative inquiry may be facilitated
14 by use of compulsory process to secure the attendance of a witness, or the
15 production of a document which is reasonably related to that inquiry,
16 the Committee Chairperson or a fact finder appointed by the Commission
17 may request orally or in writing that the Chairperson of the Commission
18 authorize a subpoena for that purpose. Testimony taken under a subpoena
19 shall be recorded under sworn oath, and the witness shall be properly
20 advised in advance of testimony and on the record that a knowingly false
21 statement may be prosecuted under the Ordinance as a misdemeanor, with
22 a penalty of imprisonment up to ninety (90) days, or a fine of up to \$500, or
23 both.

24
25 **Rule 30. Reserved**
26
27
28

1 **Rule 31. DISCHARGE FROM COMMITTEES**

2 If it shall appear that a committee or task force is unreasonably
3 delaying consideration and report upon an item referred to it, that item may
4 be discharged from the committee by a majority vote of the Commissioners
5 serving. However, the motion to discharge and a vote on the motion shall
6 not be taken until the next Commission meeting after that at which notice of
7 intent to make the motion is provided. If discharged, the item will be
8 immediately before the Commission.

9 By two-thirds (2/3) vote of the Commissioners serving, an item may
10 be immediately discharged from committee and then may be immediately
11 considered by the Commission.

12
13 **Rule 32. PUBLIC HEARINGS**

14 The Commission may convene public hearings. A committee may
15 convene a hearing on any item including an item for which a hearing is not
16 required by law. The subject matter, date, time, and place of a public
17 hearing shall be provided in writing, to the Clerk of the Commission who
18 shall publish and post notice of the hearing, as required by law.

19 Public hearings that are required by federal, state, or local laws shall
20 be held in accordance with applicable laws. All other public hearings shall
21 be held in a manner that provides members of the public access to and
22 participation in the hearings. Subject to the requirements of applicable law,
23 public hearings may be held, in whole or in part, electronically by telephonic
24 and/or video conferencing technology.

25 The Commissioner presiding over a public hearing shall announce
26 the rules that will govern the hearing. The rules shall be designed to grant a
27 fair opportunity to individuals present who wish to be heard, considering the
28 time available to conduct the hearing.

1 **Rule 33. THE OFFICE OF AUDITOR GENERAL**

2 The Auditor General shall have those powers and shall perform those
3 duties as set forth in Sections 65-8 through Section 65-12 of the Wayne
4 County Code of Ordinances and Section 3.119 of the Charter.

5 The Auditor General shall service requests for information in the
6 following order of priority:

7 Chairperson of the Commission

8 Chairperson of the Audit Committee

9 Other Commissioners

10 The Auditor General shall provide the Office of Fiscal Agency with
11 any and all information requested provided it does not breach the
12 independency and confidentiality of the Auditor General.

13
14 **Rule 34. THE OFFICE OF FISCAL AGENCY**

15 The Office of Fiscal Agency shall review, monitor, and research all
16 issues regarding the county budget from the perspective of providing
17 appropriate legislative oversight. The Office of Fiscal Agency shall provide
18 both the Committee on Ways and Means and the Chairperson of the
19 Commission with accurate independent information and assessments
20 regarding the economy of the nation, State, and County, with particular
21 emphasis upon County revenues and expenses. The Office of Fiscal
22 Agency shall also prepare an annual report on the budget.

23 The Office of Fiscal Agency shall service requests for information in
24 the following order of priority:

25 Chairperson of the Commission

26 Chairperson of the Ways and Means Committee

27 Other Commissioners

1
2
3
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9

A uniformed law officer may be in attendance as Sergeant at Arms at all meetings of the Commission. The Sergeant at Arms under the direction of the Commissioner chairing the meeting, shall assist in keeping order and maintaining decorum within the meeting room and immediate areas. The Sergeant at Arms shall assure that persons with electronic devices are requested to place them on silent or to turn them off, and that persons be directed to exit the room to use or answer a cell phone.

1 **Rule 36. APPOINTMENTS TO AND REMOVALS FROM COUNTY**
2 **OFFICES**

3 **Appointments of the County Executive.** The Commission shall receive
4 the names of the persons recommended for appointment by the County
5 Executive and respond in accordance with Sections 3.115(4), 4.385, and
6 7.115 of the Charter:

7 1. The County Executive shall place on file with the Commission the
8 following information:

9 (a) The appointees full name, current address, resume of the
10 appointee's employment and educational background, and
11 other information relative to the qualifications of the
12 appointee to the specific needs of the office.

13 (b) A current description that fully and clearly details the duties
14 and responsibilities of, and qualifications and restrictions for
15 the public office.

16 2. The Chairperson of the Commission shall refer the appointments with
17 notice of the expiration date for Commission action (thirty (30) days
18 from date of receipt). [Charter Section 4.385(2).]

19 3. The Commission Chairperson shall review the resume and the
20 requirements, restrictions, powers, and duties of the office and
21 determine whether an interview is necessary or desirable. The
22 Commission Clerk shall alert Commissioners of the date of the
23 interview or consideration of the appointment and shall invite
24 attendance and written comment.

25 4. After the interview and/or consideration of the appointment, and
26 receipt of any other information requested from the Chief Executive
27 Officer, the Commission shall approve or reject of the appointment.

1 **Appointments by the Commission.** The Commission, by a vote
2 of a majority of Commissioners serving, may appoint and remove
3 members of the following Boards: [Charter Section 3.115(9).]

- 4 A. Full-term members to the Board of County Canvassers
- 5 B. Metropolitan Airport Zoning Board of Appeals
- 6 C. Wayne County Planning and Development Commission
- 7 D. County members on the Port Authority shall be nominated by
8 Commissioners who reside outside the City of Detroit.
- 9 E. Other offices as provided by law, charter, ordinance, resolution,
10 articles of incorporation, or written agreement.

11 1. The Commission Chairperson shall:

- 12 a. Identify expiring appointments or vacancies in offices appointed
13 by the Commission;
- 14 b. Assemble a full and clear description of the duties,
15 responsibilities, time demands, and compensation, if any, and
16 of the required and desirable qualifications for the public office;
17 and
- 18 c. Circulate the description and solicit nominations for the office
19 from all Commissioners who are eligible to make nominations.

20 2. Unless otherwise restricted by law, any Commissioner may nominate
21 a person and shall provide the appointees full name, current address,
22 resume of the appointee's employment and educational background,
23 and other information relevant to the requirements of and
24 qualifications for the office. Nominations shall be submitted to the
25 Commission Chairperson.

26 3. Nominations shall be referred by the Chairperson. The Commission
27 shall proceed in a manner similar to the response indicated for
28 appointments from the County Executive. Information regarding all

1 persons nominated shall be provided in the agenda package to the
2 Commission.

- 3 4. A majority vote of Commissioners serving shall be required to make
4 an appointment.

5
6 **Rule 37. EXTRAORDINARY VOTE REQUIREMENTS**

7
8 Action by the Commission on any of the following extraordinary
9 matters shall require the vote of two-thirds (2/3) of the Commissioners
10 serving:

- 11 (1) Rejection of Recommendation of State Officers Compensation
12 Commission.
13 (2) Immediate Effect of an ordinance other than the Appropriations
14 Ordinance.
15 (3) Ballot proposal for a property tax increase [Charter Section
16 3.115(13).]
17 (4) Adoption of an emergency ordinance (Rule 55).

MOTIONS AND RESOLUTIONS IN GENERAL

Rule 38. Reserved

Rule 39. REDUCED TO WRITING

A motion shall be reduced to writing prior to a vote on the motion if the Chairperson or any Commissioner shall request it.

Rule 40. WHEN IN POSSESSION; WITHDRAW

After a motion has been made and restated by the Chairperson, or read by the Clerk, it may be withdrawn by the Commissioner who made it, with the consent of the Commissioner who seconded it, during debate, but only before an amendment is offered and seconded, or a procedural decision is made. After an amendment or procedural decision, a motion shall be deemed to be in the possession of the Commission and may not be withdrawn except by a majority vote of those present and voting.

Rule 41. PRECEDENCE AND MEANING OF MOTIONS

When a question is under debate, no motion shall be received except a motion:

- (1) To adjourn.
- (2) To recess.
- (3) To reconsider.
- (4) Point of order.
- (4) To lay on the table.
- (5) For the previous question (end debate).
- (6) To pass to a day certain or pass for the day.
- (7) To refer to Committee.

1 (8) To amend.

2 (9) To postpone indefinitely.

3
4 These motions shall take precedence in the order in which they stand
5 arranged and shall be decided by a majority vote of those Commissioners
6 serving, unless provided otherwise in these Rules.

7 A motion to adjourn is always in order, except when a Commissioner
8 as the floor, or a vote is being taken. If a vote to adjourn is lost, there must
9 be some intervening business before another motion to adjourn can be
10 made.

11 If a recess is taken during the pendency of any question, the
12 consideration of such question shall be resumed upon reassembling unless
13 otherwise determined.

14 A motion to adjourn may be ordered by the Chairperson without a
15 vote unless a Commissioner objects. A motion to recess may be ordered
16 by the Chairperson without a vote.

17 A point of order does not require a second and no vote shall be
18 taken.

19 A motion to lay on the table temporarily suspends consideration of an
20 item. Consideration of an item that is tabled may only be resumed by a
21 motion to remove from the table, which may be made at the same meeting.
22 In committee, an item that has not been removed from the table will
23 automatically appear on the last agenda of the year.

24 A motion to pass to a day certain delays consideration of the item
25 until the day specified in the motion. A motion to pass to a day certain may
26 be reconsidered.

27 A motion to refer to committee may be reconsidered only if the
28 committee has not started considering the matter.

1 A motion to amend that is accepted, without objection, by the
2 Commissioner who is the primary sponsor of the item of business does not
3 require a vote and the item shall be automatically amended.

4 A motion to postpone indefinitely after having been decided shall not
5 be subject to reconsideration. When an ordinance or resolution is up for
6 consideration at any stage of procedure, and the motion is made to
7 postpone indefinitely, or to strike out all after the opening or whereas
8 clause, amendments shall be in order before taking a vote on any such
9 motion.

10 A motion to discuss opens the floor to debate on the business placed
11 before the body by the Chairperson or Clerk. The motion may be called by
12 the Chairperson or any Commissioner, upon recognition by the
13 Chairperson. A motion to discuss does not require a second or a vote.

14 Motions for the previous question, to postpone indefinitely, discharge
15 from committee, and to suspend the rules are motions reserved for full
16 board meetings and not committee meetings, except a motion for the
17 previous question may be made at the committee of the whole.

18 A motion to approve a committee report made at a full board meeting
19 is a motion to approve each item on the report as recommended by the
20 committee. A motion to approve a committee report may be decided after
21 deliberation of the items in the report.

22 A motion to be the maker of the motion allows a Commissioner to be
23 identified as a co-sponsor of a resolution approving the item. A motion to
24 be the maker of the motion must be made prior to the vote on the item and
25 may be decided without a second or a vote.

1 **Rule 42. ALWAYS IN ORDER; NOT DEBATABLE**

2 The following motions are not debatable:

3 (1) To Adjourn.

4 (2) To Recess.

5 (3) Previous Question.

6 (4) To Table or take from the table.

7 (5) The Decision of the Chairperson unless an appeal is taken (by
8 calling for a point of order).

9
10 The following motions are debatable but do not open the main question to
11 debate:

12 (1) To Refer to Committee.

13 (2) To Discharge a Committee.

14 (3) To pass to a day certain or pass for the day.

15 (4) To Suspend the Rules.

16
17 **Rule 43. ORDER OF PUTTING QUESTIONS**

18 All main questions shall be put in the order they were moved, except
19 in the case of a privileged question, i.e., motions to adjourn or recess, or
20 calls for a question of privilege, or orders of the day.

21 If a main question is a matter requested of an executive department
22 and a representative of that department is not immediately available to
23 provide explanations requested by a Commissioner during debate, the
24 Chairperson may defer the question to the end of the agenda and direct
25 that a representative be summoned to attend the meeting to explain the
26 item. If a representative has not appeared by the end of the agenda, the
27 matter shall be automatically passed for the day, unless a motion for a
28 different action is offered, seconded, and approved.

1 If a main question addresses multiple issues, a Commissioner may
2 call for a division of the question into two (2) or more parts. If supported by
3 a majority of Commissioners present and voting, or accepted by the
4 Chairperson without objection, the question shall be divided.

5 In lieu of division, and without objection from another Commissioner,
6 a Commissioner may request to be recorded as “aye” on one (1) or more
7 parts of a question and as “nay” on one (1) or more other parts.

8 9 **Rule 44. AMENDMENTS TO BE GERMANE**

10 An independent or new proposition or new question shall not be
11 introduced as an amendment. All amendments must be germane to the
12 main question. If an objection is raised that a proposed amendment is not
13 germane, the Chairperson shall rule on the issue.

14 An amendment may be amended. A secondary amendment must be
15 germane to the primary amendment. No more than two (2) amendments
16 to a main question may be pending at any one (1) time.

17 18 **Rule 45. CO-SPONSORSHIPS**

19 A Commissioner who is the primary sponsor of an ordinance or
20 resolution (other than a testimonial resolution, memorial, and certificate of
21 appreciation) may request the Chairperson to open the floor for co-
22 sponsorships. The floor may only be opened for co-sponsorships
23 immediately following the adoption of the ordinance or resolution in
24 question.

1 **MOTIONS FOR THE PREVIOUS QUESTION**

2

3 **Rule 46. METHOD OF ORDERING**

4 Any Commissioner may move the question, upon being recognized
5 by the Chairperson. A motion for the previous question is not debatable
6 and shall apply to the pending question only and shall immediately end
7 debate. This shall be ordered only by a two-thirds (2/3) majority vote of the
8 Commissioners serving. Nothing shall be in order prior to the decision of
9 the pending question, except:

- 10 (1) Demand the ayes and nays, if the electronic board is not
11 available;
- 12 (2) Points of Order;
- 13 (3) Appeals from the decision of the Chairperson;
- 14 (4) A motion to adjourn or to take a recess, which shall be decided
15 without debate.

16 If the motion fails, consideration of the subject shall be resumed as
17 though no motion for the question had been made. No protest may be
18 entered under a call for the question.

MOTIONS TO RECONSIDER

Rule 47. MOTIONS FOR RECONSIDERATION

It shall be in order for any Commissioner on the prevailing side on a resolution not having the effect of law to file with the Chairperson of the Commission in writing a notice of intent to file a motion of reconsideration of a vote on the question; provided, that such notice shall be filed with the Clerk of the Commission within three (3) regular working days next following the day on which the vote was taken. Resolutions which do not have the effect of law include those which express an opinion on pending legislation, which merely urge or recommend but do not authorize that some action be taken, or which condemn or applaud some person or action.

After such notice has been timely filed, a motion for reconsideration of a vote may be made at the next regular or additional full board meeting. A motion to reconsider may not be made by a Commissioner with respect to any ordinance or resolution having the effect of law.

The same majority of votes shall be required to adopt the same and said motion to reconsider may be debated if the original motion was debatable provided, that in the absence of the Commissioner who filed the notice any other Commissioner from the prevailing side can move for reconsideration of the question.

Within a meeting, any action taken during that meeting may be reconsidered prior to adjournment of the meeting.

APPEALS, RULES, AND PROCEDURE

Rule 48. FORM OF QUESTION AND DEBATE

On all appeals from the decisions of the Chairperson, the question presented shall clearly state that it is an appeal of a decision of the chairperson and shall identify the specific decision being appealed. The question shall be decided by a majority vote of those present and voting. A tie vote sustains the judgment of the Chairperson. The Chairperson shall yield the chair to the next available presiding officer and shall state the reasons for the decision. The Commissioner appealing the decision shall then be given fair opportunity to state reasons for the appeal. No other Commissioner may speak. The acting presiding officer shall put the question and announce the result. The Chairperson shall resume the chair.

A Commissioner shall not speak more than once on the question of an appeal without leave of the Commission by a majority vote of those Commissioners present and voting.

Rule 49. Reserved.

Rule 50. AMENDMENT OR SUSPENSION OF RULES

Any rule of the Commission, except a rule established by Charter, statute or as noted below, may be amended by a vote of two-thirds (2/3) of the Commissioners serving, provided that notice in writing of the proposition to amend has been given at a full board meeting immediately preceding the meeting at which the vote is taken, or provided that the proposition to amend has been referred to the Special Committee on Rules, which may report it with or without recommendation to the full board.

1 Any rule may be immediately suspended for a single meeting by a
2 two-thirds (2/3) vote of the Commissioners serving, except those
3 provisions, which relate to the consideration of new business.
4

5 **Rule 51. OTHER RULES AND ADVICE**

6 In all cases not provided by the Constitution, statute, Wayne County
7 Charter, or the Commission Rules of Procedure the authority shall be
8 Roberts Rules of Order Newly Revised. The Commission Counsel shall
9 advise the Commission and individual commissioners on matters of law
10 and procedure.
11
12

1 **ORDINANCES AND RESOLUTIONS PROCEDURE**

2

3 **Rule 52. BUDGET AND APPROPRIATIONS ORDINANCE**

4 **PROCEDURE**

5 The Commission shall receive from the County Executive the

6 comprehensive budget for the County's next fiscal year at least one

7 hundred twenty (120) days before the beginning of each fiscal year. The

8 Comprehensive budget shall contain the budget message, the budget

9 document, the proposed appropriations ordinance, and other information

10 required by law. (Charter Section 5.124)

11 The Commission may direct the County Executive to submit

12 additional information concerning the comprehensive budget. (Charter

13 Section 5.132)

14 The Commission shall introduce the proposed appropriations

15 ordinance within fifteen (15) days after the proposed appropriations

16 ordinance is submitted by the County Executive. (Charter Section 5.131)

17 The comprehensive budget, including the proposed appropriations

18 ordinance shall be introduced and referred to the Committee on Ways and

19 Means. The proposed appropriations ordinance shall contain the

20 statements, detail and instructions, and transfers and impoundment

21 authority required by Charter or otherwise required by law. (Charter

22 Section 5.134)

23 The Commission shall hold hearings on the comprehensive budget in

24 the number, at the times and places as the Commission shall determine.

25 The Commission shall afford to persons authorized an opportunity at such

26 hearings to testify on the comprehensive budget. (Charter Section 5.132)

27 The Commission shall hold at least two (2) public hearings on the

28 comprehensive budget, at the times and in the places as the Commission

1 shall determine for the purpose of receiving citizen testimony. (Charter
2 Section 5.133)

3 Notice of each hearing shall be published in a newspaper of general
4 circulation no more than fourteen (14) days and no less than six (6) days
5 before such hearing. The Commission shall complete such public hearings
6 on the comprehensive budget within forty-five (45) days after the
7 comprehensive budget is submitted by the County Executive. (Charter
8 Section 5.133)

9 The responsibility described in the above paragraphs may be
10 delegated by the Commission to the Ways and Means Committee.

11 The Committee on Ways and Means shall report its
12 recommendations on the proposed appropriations ordinance as introduced.
13 If a Truth in (Budgeting) Taxation hearing is required, this hearing shall be
14 advertised and scheduled at an appropriate time as required by law.

15 The Commission shall adopt an Appropriations Ordinance within
16 seventy-five (75) days after the Appropriations Ordinance is introduced.
17 (Charter Section 5.134)

18 At any time after the Appropriations Ordinance is adopted by the
19 Commission, the Commission may amend the Appropriations Ordinance in
20 the manner provided by Charter or the Appropriations Ordinance (including
21 transfers), or as otherwise provided by law.

22 The Committee on Ways and Means shall recommend action on a
23 proposed amendment to the Appropriations Ordinance to the Commission.
24 A second reading shall not be required for a proposed amendment which
25 has been reviewed and recommended by the Committee on Ways and
26 Means. The Commission may adopt an amendment to the Appropriations
27 Ordinance (including transfers) in accordance with the Charter and other
28 law. The Commission may by amendment to the Appropriations Ordinance

1 increase appropriations only if sufficient unappropriated revenue is
2 available. (Charter Section 5.145)

3 A newspaper advertisement shall not be required for a public hearing
4 to adopt an amendment to the Appropriations Ordinance.

5 The Commission may nevertheless direct that an advertisement be
6 placed, if in its judgment, the change in revenues or expenditures is of a
7 kind or involves issues with which some Commissioners will warrant the
8 expenditure of public funds for newspaper advertising of a public notice.

10 **Rule 53. ORDINANCE PROCEDURE**

11 Every proposed ordinance shall be introduced in writing. An
12 ordinance shall not contain more than one (1) subject, and the title of the
13 ordinance must clearly express its subject. The enacting clause shall be "It
14 is hereby ordained by the people of the Charter County of Wayne..."

15 Any ordinance which repeals or amends an existing part of the Code
16 of Wayne County Ordinances, shall set out in full the chapters, sections, or
17 subsections to be repealed or amended, and shall clearly indicate the
18 matter to be repealed or amended, and shall clearly indicate the matter to
19 be omitted and new matter to be added.

20 Upon introduction of any ordinance, a copy of the ordinance shall be
21 distributed to each Commissioner and to the County Executive. With
22 exception of the Appropriations Ordinance and any amendment thereto, a
23 summary of the proposed ordinance shall be published in a newspaper of
24 general circulation in the County together with a notice setting out the time
25 and place for a public hearing thereon and for its consideration.

26 All ordinances (with exception for the appropriations ordinance and
27 any amendment thereto) shall be included on two (2) separate agendas of

1 the full board with a notation clearly indicating first or second reading of the
2 ordinance prior to final adoption by the Commission.

3 All ordinances shall be referred to an appropriate committee as
4 determined by the Chairperson of the Commission.

5 The public hearing shall not be held sooner than five (5) days after
6 publication of a summary of the proposed ordinance. The public hearing
7 may be held separately or during a regular, additional, or special meeting of
8 the Commission and may be adjourned from time to time. Interested
9 persons shall have an opportunity to be heard.

10 Upon the passage of ordinances, the “ayes” and “nays” shall be
11 recorded by the Clerk of the Commission. It shall be in order to amend a
12 proposed

13 ordinance at any time before its final passage. All ordinances shall require
14 a majority vote of the Commissioners serving to pass, unless the law, the
15 Charter, or these Rules provide otherwise.

16 After the enactment of any ordinance, the Clerk of the Commission
17 shall have the notice of adoption of the ordinance (with the exception for
18 the Appropriations Ordinance, and any amendment thereto) published
19 through a media platform of general circulation.

20 Except as otherwise provided by law or the Charter, every ordinance
21 shall become effective on the date specified therein. An approved
22 ordinance may be effective immediately upon at least a two-thirds (2/3)
23 vote of Commissioners serving.

24 25 **Rule 54. RESOLUTIONS**

26 Every proposed resolution shall be introduced in writing except
27 resolutions in memoriam. Any resolution, which repeals or amends an
28 existing resolution shall identify such resolution to be repealed or amended.

1 A resolution may be adopted by the Commission at the meeting at which
2 such resolution is introduced unless prohibited by law. All resolutions shall
3 require a majority vote of the Commissioners serving to pass.
4

5 **Rule 55. EMERGENCY ORDINANCE**

6 An emergency ordinance may be enacted by the Commission to
7 meet a public emergency affecting life, health, property, or the public
8 peace. However, an emergency ordinance may not levy taxes; grant,
9 renew or extend a franchise; or regulate the rate charged by any public
10 utility for its service.

11 An emergency ordinance shall be introduced in the form and manner
12 required for ordinances generally, except that it shall contain, after the
13 enactment clause, a declaration stating that an emergency exists and
14 describing such emergency in clear and specific terms.

15 An emergency ordinance shall become immediately effective upon
16 adoption by a two-thirds (2/3) majority of Commissioners serving and a
17 filing with the Clerk of the Commission of a written waiver by the County
18 Executive of his right of veto of such emergency ordinance.

19 An emergency ordinance shall be written to automatically repeal six
20 (6) months after its enactment, unless re-enacted as an ordinance.
21

22 **Rule 56. ORDINANCES AND RESOLUTIONS AFTER ADOPTION**

23 The Clerk of the Commission shall certify and record all ordinances
24 and record all resolutions in a properly indexed book kept for that purpose.

25 The Commission shall maintain a general codification of the Wayne
26 County Charter and all County ordinances. The general codification shall
27 be updated at least twice annually and shall be made available on an

1 internet website for public reference. A link to the internet website shall be
2 made available on the County's website.

4 **Rule 57. VETO**

5 Every ordinance or resolution having the effect of law and every
6 resolution approving a contract of the Commission, except quasi-judicial
7 acts of the Commission, appointments by the Commission or action taken
8 under the Charter or law not required to be presented, shall be presented
9 by the Clerk of the Commission to the County Executive within two (2)
10 business days after adjournment of the meeting at which the ordinance or
11 resolution is adopted.

12 The County Executive, within ten (10) days of receipt of an ordinance
13 or resolution, may return it to the Commission with a written certification of
14 the veto and the reasons therefore.

15 An ordinance not returned to the Commission within ten (10) days of
16 receipt by the County Executive shall be deemed effective upon expiration
17 of the ten (10) day period, unless specified otherwise in the ordinance or
18 resolution.

19 An ordinance or resolution vetoed by the County Executive may be
20 reconsidered by the Commission within forty-five (45) days after receipt of
21 the veto. A two-thirds (2/3) majority of Commissioners serving may pass
22 the ordinance or resolution over the County Executive's veto, and such
23 ordinance or resolution shall be effective upon the Commission overriding
24 the County Executive's veto, unless specified otherwise in the ordinance or
25 resolution.

1 **POLICY RESEARCH & ANALYSIS**

2

3 **Rule 58. REPORTS REQUIRED BY COUNTY ORDINANCES**

4 Staff of the Commission shall maintain and, if necessary, request

5 copies of reports required by the Wayne County Charter, County

6 Ordinances and resolutions including but not limited to reports required by

7 the appropriations ordinance and budget.

8

9 **RULE 59. EFFECTIVENESS**

10 These Rules shall be effective upon adoption by a majority vote of

11 Commissioners serving.

1
2 **REORGANIZATION PLAN POLICY**
3

4 In order to complete a thorough review of a proposed Reorganization
5 Plan or amendment of an existing plan within the ninety (90) day period
6 allowed by Charter Section 4.113, the Commission Chairperson shall refer
7 the plan or amendment to the appropriate committee(s) after receiving it
8 from the Chief Executive Officer (CEO).

9 A committee may request the CEO to submit additional information
10 and may require that specific County officers and employees appear to
11 testify or produce documents and records. A committee may make
12 recommendations to the Commission to approve or reject a plan or an
13 amendment of a plan.
14

OFFICIAL MAIL POLICY

- (1) A Commissioner shall not use county funds to design, print, mail, or otherwise distribute any article or material for his/her self or for any other candidate for public office, which is characterized by the Campaign Finance Act as campaign material.
- (2) Mailings shall be charged against the members account and shall be limited to addresses which fall within mail carrier routes which lie partly or completely within a Commissioner's own district.
- (3) In a year in which districts are reapportioned, a Commissioner shall not mail to addresses, which lie beyond those carrier routes, which fall within the Commissioner's district, unless it is committee work related.
- (4) A Commissioner shall be limited to \$500.00 in county funds for mailings made within the thirty (30) day period prior to a primary or general election in which he/she is a candidate; such materials may not contain an image of the Commissioner unless he/she is depicted alone. All Commissioner bulk mailings shall be processed in a manner that allows delivery of the mailings to recipients at least thirty (30) days prior to a primary or general election in which he/she is a candidate. A bulk mailing is any mailing that includes three (3) or more of the same item.
- (5) A Commissioner shall not use county-funded materials to endorse or promote a personal or private profit-making business. A Commissioner may however recognize, applaud and promote the civic, social, and charitable efforts made by a business or businessperson.

1 **TRAVEL POLICY**

2

3 The Commission Travel Policy (Resolution No. 2000-707) was

4 adopted on November 16, 2000.

5

6