

**RULES PROCEDURES  
AND  
MISSION STATEMENT**

**TOWNSHIP BOARD**

**THE CHARTER TOWNSHIP OF KINROSS**

**P.O. BOX 175, KINROSS, MI 49788  
906-495-5381 906-495-2913 fax**

**Established as a Township.....1899  
Incorporated as a Charter Township.....June 19, 1989  
(Charter Township Act-359; Public Acts of 1947)**

**Adopted February 5, 2001**

**RULES AND PROCEDURES  
TOWNSHIP BOARD  
THE CHARTER TOWNSHIP OF KINROSS**

**RULE 1. AUTHORITY**

These rules are adopted by the Township Board of the Charter Township of Kinross pursuant to the provisions of Section 42.7 (f)

**RULE 2. TOWNSHIP BOARD MEETINGS**

2.1 Regular Meetings. The Township Board shall **normally** meet in regular session at least twice each month. A twelve-month schedule of meeting, including dates, times and locations shall be set annually.

Procedures:

- a. The annual **schedule** of meetings shall be approved at the annual reorganization **meeting** of the Township Board, usually the last regular meeting in the calendar year.
- b. Additional work sessions may be scheduled by the Township Board.
- c. A regularly scheduled meeting that falls on a legal holiday recognized by the Township shall be held on a date set at the beginning of the year.

2.2 Special Meetings. The Township Board may meet in special sessions. Special meetings shall be scheduled by the Township Clerk (hereinafter referred to as the Clerk) upon written request of either the Township Supervisor (hereinafter referred to as the Supervisor) or two members of the Township Board and shall be posted by the Township Clerk in accordance with the Open Meetings Act requirements.

Procedures:

- a. Notice of special meetings shall be given to each Board member at least 24 hours in advance of the special meeting and shall contain the purpose, date, time, and place (including telephone numbers) of the meeting.
- b. Notice shall be served by the Clerk, or the Clerk's designee, personally or left at the Board member's usual place of residence.

2.3 Emergency Meetings. Emergency meetings may be called with the consent of two-thirds of the Township Board members present for matters constituting a severe and imminent danger to the health, safety or welfare of the public.

2.4 Closed Sessions. The Township Board may meet in closed session in accordance with the procedures and purpose set forth in state law (Open Meetings Act)

2.5 Committee-of-the-Whole. The Township Board may meet as Committee-of-the-Whole during regular or special meetings. Such sessions shall conform to requirements of the Open Meetings Act and established parliamentary procedures.

Procedure:

- a. The Supervisor and Clerk shall be authorized to change the meeting location when emergencies arise.
- b. Notice of change in meeting place shall be prominently posted on the door of the regularly scheduled meeting place.
- c. If time permits, the Clerk shall provide notice of change in meeting place in a local newspaper of general circulation.

2.7 Meeting Time. With the exception of public remarks, discussion or action on any agenda item not yet under consideration by 10:30PM shall require two-thirds vote of Board members present.

2.8 Changes in Meeting Schedule.

- a. Changes in the annual schedule of meetings may be made with the approval of a majority of Board members when in formal session.
- b. With the exception of emergency meetings, no Board meeting will be held unless notice of such meeting shall have been posted for an eighteen-hour period. Or longer if required by State law.

### **RULE 3. PUBLIC NOTICE OF MEETINGS**

Proper notice of all meetings of the Township Board shall be provided to the public and Township administrative staff. Notice shall be given in accordance with established Township procedures and state law included, but not limited to: regular or special meeting; change in meeting schedule or location; and, use of public media.

Procedures:

- a. The annual schedule of Township Board meetings shall be provided after its adoption. Such notice shall include dates, times, and places (including telephone numbers) of meetings and shall be posted by the Clerk in the official Township locations.
- b. The Clerk shall post notice of:
  - 1) any change in the annual schedule of meetings within three days following the meeting at which such change is made;
  - 2) any change in a regular Board meeting, immediately following such action; and
  - 3) any special meeting scheduled by the Township Board, immediately following such action.
- c. Notice of Township Board meetings or changes in such schedules shall be provided by the Clerk without charge, to any newspaper, radio or television station, which has filed a written request for such notice with the Clerk. Notice shall also be provided to other parties upon their written request and payment for costs of such notices. All notices shall be sent by first class mail and include the name, principal address and telephone number of the Township.

#### **RULE 4. QUORUM, ATTENDANCE, CALL OF THE TOWNSHIP BOARD**

4.1 Quorum: Four members shall constitute a quorum for the transaction of business at all meetings of the Township Board.

4.2 Attendance: A member of the Township Board shall be deemed absent if not in attendance.

#### **PROCEDURE:**

Board Members should notify the Clerk's office of absence due to illness, vacation or emergency. Such notice shall be provided in advance of a meeting, whenever possible.

4.3 Call of the Board. The Township Supervisor, Clerk, or two Township Trustees may institute a call of the Township Board.

#### **RULE 5. BOARD MEETING AGENDAS**

5.1 Regular Meeting. An agenda of business for all regular Board meetings shall be prepared by the Clerk or the Clerk's designee in conjunction with the Supervisor. Agenda items submitted after the established deadlines may be considered by unanimous consent of the Board members. Exceptions may be made by the Supervisor for business of an emergency nature. The agenda should include the following wording at the end: "Public Remarks (Maximum one hour 3 minutes per person)."

#### **Procedures:**

- a. Agenda items may be submitted by Board Members, Township Commissions, Committees, or other boards and Township departments in accordance with established deadlines: ***Thursday by 5:00PM prior to the following Monday Board Meeting.***
- b. Items shall be placed on the agenda under the appropriate category of business.
- c. The agenda shall be available at the Township by 12:00PM on Friday, prior to the following Board Meeting, for public viewing the same time it is distributed to the Township Board.

5.2 Special Meetings. The matter or matters to be considered at a special meeting of the Township Board shall be stated in the call to the meeting. No other matters shall be considered except with all members present.

5.3 Distribution of Meeting Materials. The agenda and related materials will be provided to Board Members in advance of scheduled meetings. Copies of agendas and Board materials, if requested shall be made available to the public with the exception of those materials exempt from public disclosure.

#### **Procedures:**

- a. Meeting materials will be prepared by the Clerk, or the Clerk's designee and made available to members about 3 days in advance of the meeting.
- b. Materials will be delivered to the Clerks department directly.
- c. Materials for regular meetings will include the agenda, minutes of the previous meeting, and other reports or resources related to agenda items.

d. Copies of agendas shall be available to the public. A packet of Board meeting materials, excluding those materials exempt from public disclosure, shall be available for public review in the Township office the day of any regular Board meeting.

5.4 Order of Business. The agenda shall outline the established order of business. Items on the agenda can be reordered by the Board during the scheduled meeting.

## **RULE 6. CONDUCT OF MEETINGS**

6.1 Chairperson. The Supervisor shall chair all meetings of the Board. The Township Board shall select a chair pro-tem in the absence of the Supervisor.

### **Procedure:**

In the absence of the Supervisor, the Clerk shall call the meeting to order. The first order of business will be the nomination and election of a chair pro-tem.

6.2 Recognition. Persons at a Township Board meeting may speak only when called on or authorized.

6.3 Standardized resolution or motion format, as approved by the Board, shall be used whenever possible.

6.4 Voting by Board Members. When a question is put by the Chair, every Board member present shall vote either "yes" or "no", except that a Board Member may abstain from voting when excused by *unanimous* consent of the other members present. (MCL 42.7)

### **Procedures:**

a. The vote on passage of and ordinance or Board policy shall be recorded by roll call vote "yes" and "no" votes.

b. Ordinances, which adopt provisions of state law or technical regulations, shall clearly identify the correct legal citation by reference to recognized standard code.

6.5 Public Participation. A member of the public may speak at public meetings of the township Board according to procedures established by the Board for not more than three minutes unless the Supervisor permits it for a longer period.

### **Procedures:**

a. Individuals wishing to speak are urged to state their name, address, topic(s) and position on the matter(s) to be addressed.

b. Persons shall be recognized by the Chair before speaking and use a P.A. microphone, if available.

c. Persons shall adhere to proscribed time limits (three minutes). The Supervisor may extend such time when the individual is authorized to speak for other persons or a community organization.

- d. Person addressing the topic of a scheduled public hearing will present their remarks during that portion of the meeting or at the time scheduled for general public remarks.
- e. An individual may submit written comments to the Township Board in addition to, or in place of, speaking at the Board meeting.
- f. Exceptions to these procedures may be made by the Supervisor, without objection from the Board, or upon majority vote of the Township Board members in attendance at any meeting.
- g. Generally the record of a formal public hearing shall be closed at the conclusion of said hearing unless the period is extended by majority vote of the Board.
- h. **Public Remarks.** The Chair will ask speakers to state which agenda items they will be addressing; and if the comments are not to be made on agenda item, ask them to delay their comments to the later *PUBLIC REMARKS* on the agenda.

**6.6 Disorderly Conduct.** The supervisor may call to order any person who disrupts the orderly conduct of business at meeting, including speaking without being recognized, exceeding designated time limits, failure to be germane to the issue at hand, or use of vulgarities. A person may be prohibited from speaking again at the same meeting or may be removed from the meeting for breach of peace.

Procedures:

- a. When an individual is called to order, that person shall be seated until the Chair determines if the person was out of order.
- b. If called out of order, the individual may speak again at the meeting only with special leave by the Board.
- c. If the individual continues to disrupt the meeting through disorderly conduct, the Chair may order the Police to remove the person from the meeting.
- d. The Clerk or Clerk's designee shall record any discussion or actions related to such an event.

## **RULE 7. RECORD OF MEETINGS**

**7.1 Responsibility for Meeting Record.** The Clerk or the Clerk's designee shall be responsible for minutes of each meeting of the Township Board and maintaining the official record, including all Board actions.

Procedures:

- a. Minutes shall include:
  - 1. All motions made, the names of the mover and supporter, the method and outcome of votes taken.
  - 2. Copies of resolutions, new or revised ordinance, and other actions approved by the Board.

b. Comments by a Board member may be placed in the official record upon that member's request, providing they are not ruled out of order by the Chair.

## 7.2 Public Access to Meeting Records.

a. Minutes and records of Township Board meetings shall be made available to the public by the Clerk in accordance with the Freedom of Information and Open Meetings Act.

b. Minutes shall be:

1. Available for public inspection not more than eight business days following the respective meeting.
2. Available within five business days of the meeting at which they are approved by the Township Board.
3. Minutes of closed sessions shall be maintained separately and not disclosed to the public except upon court order.

Procedures:

- a. Copies of approved minutes shall be promptly sent to paid subscribers.
- b. The Township Board may establish a subscription fee for circulation of minutes and other materials.
- c. Minutes of closed sessions may be destroyed one year and one day following their approval.

7.3 Publication of Minutes. Minutes shall be posted at designated locations in the Township after a meeting of the Township Board.

Procedures:

- a. The Clerk shall be responsible for such postings.

## RULE 8. STANDING COMMITTEES OF THE TOWNSHIP BOARD

8.1 Standing Committees. Standing Committees of the Township Board shall be appointed to assist in the ongoing responsibilities of the Board and the operation of Township government. The list of established standing committees shall be posted annually or following appointment.

8.2 Composition. Standing committees shall be comprised of the Township Board and Ex-Officio members are always the Supervisor. Such appointments shall be confirmed by the vote of the Board.

8.3 Appointment. The Supervisor shall appoint members to standing committees within thirty days of the annual reorganization meeting of the Township Board. Such appointments shall be confirmed by vote of the Board.

8.4 Committee Chairs. A Chair shall be designated by the Supervisor for each committee and shall be so listed on the committee roster.

8.5 Purpose and Responsibilities. Standing committees shall serve to review, study and propose Board actions related to Township Board functions, programs and operations that

are the responsibility of the Township Board. Committees shall be assigned specific areas of concern and work with the Township staff appropriate to those areas of concern.

#### 8.6 Standing Committee Meetings.

- A) **Quorum:** A Majority of committee members shall constitute a quorum for committee meetings.
- B) **public Access:** A standing committee shall open its meetings to the public in compliance with the Open Meetings Act.
- C) **Meeting Records.** Each committee shall provide a written record of its meetings to the Clerk that shall constitute its public record within five business days of the meeting.

#### Procedures:

- a. A schedule of committee meetings shall be reported to the Clerk's office for the official calendar and posted in the Township building.
- b. Meeting schedules and agendas, when possible, shall be circulated to all Board members.

8.7 **Committee Reports.** Standing committees will submit their recommendations to the Board in writing with accompanying rationale and data as acquired. Minority reports may be attached providing they are in writing and directly related to the objectives of the study and the recommendations.

8.8 **Discharge of Committee.** The Township Board may discharge a committee from further consideration of any matter, upon approval of a majority of the Board.

### RULE 9. SPECIAL COMMITTEES AND LIAISON ASSIGNMENTS

9.1 **Appointments.** The Township board may establish and appoint special committees to meet the needs and objectives of the Board. The Board may authorize the Supervisor to appoint members to these committees, including the Chair. Permission may be granted to a special committee to designate its own Chair.

#### Procedures:

- a. The Supervisor will notify the Board and appropriate staff of appointments made by the Supervisor to special committees prior to the initiation of committee meetings.
- b. Notice of the formation of special committees, including their purpose and membership roster, will be posted for the public in the Township building.

9.2 **Committee Responsibilities.** The Township Board shall define the scope of **responsibilities**, functions, duration and communication requirements for special

committees. Committees shall report their study findings and proposed actions to their appointing authority (Township Board). A special committee may be discharged from its responsibilities by a majority of the Township Board.

9.3 Public Access. All committees shall adhere to the Open Meetings Act.

9.4 Rules of Procedure. Committees may set their own meeting schedule. Special committees shall adhere to rules and procedures provided herein for standing committees, as they relate to quorum, meeting records and reports, scheduling, posting of meetings and discharge of any matter before a committee.

9.5 Liaison Assignments. The Supervisor may appoint individuals to represent the Township Board and provide a communication link with other organized bodies or agencies within or outside the Township. The Township Board will concur in these appointments. The purpose, responsibilities, terms of appointment and reporting requirements of such liaison representatives shall be established and reviewed annually by the Board.

## **RULE 10. BOARDS AND COMMISSIONS**

Members shall be appointed to Township boards and Commissions in compliance with the applicable state statute or Township ordinance and Rule 11 of these rules.

## **RULE 11. VACANCIES**

11.1 Elected Offices. Vacancies, which occur in an elective Township office, shall be filled by the Township Board within forty-five days of the beginning of the vacancy. The person appointed shall serve *for* the remainder of the un-expired term or, in the event a general election is scheduled to be held more than on hundred fifty days after the vacancy occurs, until a successor is elected at such general election.

11.2 Appointed Position. Vacancies, which occur in an appointed Township office or position, shall be filled within thirty days by the designated appointing authority (Township Board) *for* that position, providing the respective position or committee has not been abolished or discharged.

11.3 Removal From Appointed Office. An individual may be removed from appointed office *for* non-performance of duty or misconduct in office by a two-thirds vote of the Board, providing there are written charges or records and following a public hearing. Failure to adhere to attendance requirements established in rule by the respective board or commission or by Board policy shall be considered grounds for such action.

## **RULE 12. TOWNSHIP ORDINANCES AND BOARD POLICY**

12.1 Ordinances. Ordinances may be approved, amended or repealed by the Board

Procedures:

- a. Recommendations for ordinance or ordinance changes may be initiated by Township commissions, committees, board or residents of the Township.
- b. The Board may schedule a public information forum to obtain comment and reaction from Township residents and other interested parties, prior to formal "introduction for publication and subsequent adoption" of the proposed ordinance.
- c. Recommendations shall be reviewed by the Township Board and may be referred to an appropriate committee or commission for study.
- d. Approval for legal appropriateness shall be obtained from the Township attorney.

12.2 Public Hearing. A second public hearing may be held on proposed ordinances or ordinance changes following the publication of said proposals in a local newspaper of general circulation. Emergency ordinances may be excluded from this requirement.

12.3 Majority Vote. The affirmative vote of four Township Board members shall be required for the enactment of new or changed ordinances.

12.4 Adoption. ***The Board shall not adopt an ordinance or ordinance changes in the same meeting at which it is "introduced for publication and subsequent adoption" unless it is declared an emergency ordinance. All ordinances, excepting zoning ordinances, shall be effective upon final publication or any date thereafter if specified in the ordinance; and shall be effective thirty (30) days after final publication if no effective date is specified in the ordinance.***

Procedures:

- a. Ordinances enacted by the Township Board shall be published and made available to the public.
- b. An ordinance book. Containing ordinances enacted by the Board and signed by the Supervisor and the Clerk shall be kept in the Clerk's office.

12.5 Board Policy. The Township Board is responsible for the adoption and oversight of policies governing the administration of Township government and operations of those bodies appointed by and/or responsible to the Township Board. Board policies shall be made available to the public upon request.

Procedures

- a. Upon introduction by a Board member, the Supervisor may refer a proposed Board policy or policy change to the appropriate committee for study and recommendation.
- b. Proposals related to administrative operations of Township departments shall be referred to an appropriate Board committee and be sent to the department(s) affected by the proposal. An opportunity will be given to department staff for review and comment

such written comments to be made part of the committee record when submitted to the Board.

c. The proposed policy shall be read in full at the meeting at which action will be taken unless otherwise ordered by those members present. A policy will become effective immediately upon its adoption unless otherwise stated by the Board.

d. Upon adoption of a Board policy, the Clerk, or Clerk's designee will notify each Township Department Manager of such action and enter the policy in the Board Policy Book, which will be maintained in the Clerk's office.

12.6 Decorum. Debate must be confined to the merits of the pending question. Speakers must address their remarks to the chair, maintain a courteous tone and - especially in reference to any divergence of opinion - should avoid injecting a personal note into debate. To this end, they must never attack or make any allusion to the motives of members.

### **RULE 13. PARLIAMENTARY AUTHORITY**

Roberts Rules of Order, newly revised, shall govern all questions of procedure not otherwise provided for in these rules or by state or federal law.

### **RULE 14 SPECIFIC SPECIALIZED RULES**

14.1 Upon request by any member, any question before the Board may be divided and separated into more than one question; provided, however, that such may be done only when the original is of such a nature that upon division, each of the resulting questions is a complete question permitting independent consideration and action.

14.2 A Motion for the reconsideration of any motion shall be made at the same session at which the decision was made.

### **RULE 15 REVISIONS AND SUSPENSION OF RULES**

1516.1 Revision. A motion to rescind or amend something previously adopted may be brought pursuant to Section 34 of Robert's Rules of Order, Newly Revised.

1516.2 Suspension of Rules. A motion to suspend these rules may be brought pursuant to Section 25 of Robert's Rules of Order, Newly Revised.

### **RULE 16 BIENNIAL REVIEW OF RULES**

1615.1 Rules and Procedures. Rules and procedures adopted by the Township Board shall be reviewed at least biennially by the Township Board.

**1615.2 Public Notice.** Public notice and an opportunity for public comment shall be provided prior to making changes in these rules. Changes in procedure may be made by majority vote of the Board following the meeting at which such changes are proposed, unless otherwise provided herein.

**ATTACHMENT A  
PERSONNEL MEETING REQUEST FORM WHICH ASKS THE EMPLOYEE  
BEFOREHAND TO SIGN A WAIVER FOR EITHER A CLOSED OR OPEN MEETING**

**MEETING REQUEST**

Section 8(a) of the Open Meetings Act, 1976 PA 267; MCLA 15.268(a);MSA 4.1800(18)(a) provides that a public body may meet in closed session to consider the dismissal, suspension, or disciplining of, or to hear complaints or charges brought against a public officer, employee, staff member, or individual agent, when the named person requests a closed hearing.

**CHECK ONE:**

\_\_\_\_\_ 1. I hear by exercise my right to request a closed hearing of the Township Board for the Charter Township of Kinross regarding \_\_\_\_\_

\_\_\_\_\_ 2. I hereby waive my right to request a closed hearing of the Township Board for the Charter Township of Kinross regarding \_\_\_\_\_

and hereby request that the aforementioned matter be discussed and acted upon by the Board at any open meeting.

**NAME:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**STATE OF MICHIGAN)**

**).SS**

**COUNTY OF MICHIGAN**

I, the undersigned, duly qualified and acting Clerk of the Charter Township of Kinross, DO HEREBY CERTIFY that the above information was submitted to me personally on the \_\_\_\_ day \_\_\_\_\_ 200

\_\_\_\_\_  
Marvin Besteman Jr., Clerk

**ATTACHMENT B.**

**MODEL TOWNSHIP BOARD MEETING AGENDA**

1. Call to Order
2. Pledge of Allegiance
3. Correction, Approval & Ratification of Minutes
4. Treasurer's Report
5. \* Public Comments
6. Supervisor's Report
7. Department Managers
8. Committee Reports
9. New Business
10. Correspondence
11. Adjournment

**\* PUBLIC REMARKS (Maximum on hour - 3 minutes per person) welcome anytime during the meeting.**

## **ATTACHMENT C**

### **KINROSS CHARTER TOWNSHIP BOARD INFORMATION SHEET FOR CITIZEN COMMITTEE APPOINTEES AND LIAISON REPRESENTATIVES**

The Kinross Charter Township Board welcomes you as citizen member of a Township Committee or a Liaison Representative. Your participation in the work of Township government is appreciated.

The following information is provided to assist you in serving in this appointed capacity.

#### **A. COMMITTEES**

1. Committees are established by the Township Board to assist in meeting selected responsibilities of the Board. Special committees are specific in purpose and usually of a short-term nature.
2. Committees are appointed by the Township Board. Terms of appointment are identified. A committee may be discharged when: 1) its function has been completed; 2) the need for such committee no longer exists even though its work may be incomplete; 3) the committee fails to meet its charge or responsibilities within the designated time.
3. The purpose (goals or responsibilities), objectives and time frame for your committee to complete its work is determined by the appointing authority and shared with committee members at the time of appointment. A chairperson is designated by the appointing authority; or, the committee may be instructed to appoint its own chair. Vacancies are filled by the appointing authority, as necessary.
4. A roster of committee members, the purpose and schedule of the committee and its meetings shall be posted in advance for the public. Committee records are available to the public.
5. Meeting Procedures:
  - a. The committee shall determine its own meeting schedule.
  - b. Committee meetings shall be open to the public unless otherwise authorized by the Township Board.
  - c. A majority of committee members constitute a quorum for meetings.
  - d. Each committee shall provide a written record of its meetings to the Township Clerk. Minutes shall include at least date, place of meeting, names of those present and formal action taken. Standard parliamentary procedure shall be utilized in the adoption of the final report and all recommendations to the Board.
  - e. The committee shall report its activities on a regular bases as required by the appointing Authority. All recommendations, as well as the final report will be presented in writing. Minority reports may be attached providing they directly relate to the report or the recommendation(s). Committees interact with other Township bodies only through their appointing authority, unless otherwise directed or authorized.
  - f. Persons submitting a letter of interest to serve on Advisory Committees or Boards will be retained for one year.
  - g. All committees shall adhere to bylaws set for that committee
  - h. All letters of interest shall be submitted to the Township Board for final approval.

## **D. LIAISON REPRESENTATIVES**

1. Township residents may be selected by the Township Board to represent the Township and provide a communications link with other organized bodies within or outside the Township.
2. The purpose, scope of responsibility, term of appointment and reporting requirements shall be provided to the appointed individual and reviewed annually by the Township Board.
3. A liaison representative is accountable directly to the Township Board. A liaison representative may be discharged from her/his responsibilities by the Township Board.

Examples of Boards and Committee Appointments:

### **By Law:**

Planning Commission  
EDC Board  
Brownfield Re-development Authority  
Kinross District Police  
Zoning Board of Appeals Board of Appeals  
Cemetery Committee Election Commission

### **Township Board Committees:**

Finance Committee  
Personnel Committee  
Park & Rec Committee

### **Advisory Boards**

DPW Advisory Committee  
Golf Course Committee\*  
Road Advisory Committee

## **RESIDENCY**

All appointees shall be residents of the Township at the time of their appointments and the position will be deemed vacated should the appointee move outside the Township or vacate a position on which a collateral appointment is based. \*or as by-laws determine

**OPEN MEETING POLICY**

It is the general policy of the Charter Township of Kiarross to conduct public business in full view of the citizens of the Township whenever and wherever reasonable. It is further intended that all public bodies within township government whether elected or appointed bodies, will conduct themselves in compliance with this policy and 1976 PA 267. The following are general guidelines to be followed, subject to the more specific mandates of 1976 PA 267, as amended.

**Section I Definition of Meeting**

This policy is applicable to all boards, commissions, authorities, and committees of the Township authorized to exercise governmental or proprietary authority or perform governmental or proprietary functions, at all times when:

- a. A quorum (majority of members) are present and at the same location and same time;
- b. The purpose of the meeting is the deliberation toward or decision on a public policy.

This policy does not apply to subcommittee meetings that involve less than a quorum of the public body involved. Chance meetings of public body members in social or unplanned situations are not included, but caution should be used to avoid the deliberation toward or decision on public policy in these situations if a quorum is present.

**Section II - Notice of Meetings**

A. Meeting of a public body must be posted for public notice as follows:

1. The date, times, and places of regular meetings must be posted within the first ten (10) days following the first meeting in each calendar year.
2. Changes in schedule must be posted three (3) days after the meeting at which the change was made.
3. Minimum public notice of special or rescheduled meetings is eighteen (18) hours in advance of the meeting. {24 hours is preferable}
4. Emergency meetings may be called without eighteen (18) hours notice only where 2/3 of the body decide there would be an immediate threat to health, safety or welfare of the public by delay.

The Township Clerks office will process all public notification.

### Section III- Minute of Meetings

Each public body shall keep minutes of each meeting showing the date, time, place, members present, decisions made, and all roll call votes taken, these minutes must be submitted to the office of the Clerk not more than five (5) days after the meeting. These minutes will also be subject to publication requirements in many instances.

Minutes of closed sessions must also be kept and filed with the Clerk for at least one year and one day, but not as part of the public record.

### Section IV - Public Deliberations

A meeting of any public body described herein will be open to the public.

The Township board may meet in executive session (closed to the public) upon vote of five (5) Township Board members and only for one or more of the following purposes or as stated by law.

A. To consider the dismissal, suspension, or disciplining of, or to hear complaints or charge 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. A person requesting a closed hearing may rescind the request at any time, in which case the matter at issue shall be considered thereafter only in open sessions.

B. For strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement if either negotiating party requests a closed hearing.

C. To consider the purchase or lease of real property up to the time an option to purchase or lease that real property is obtained.

D. To consult with its attorney regarding trial or settlement strategy in connection with specific pending litigation. but only if an open meeting would have a detrimental financial effect on the litigating or settlement position of the public body.

E. To review the specific contents of an application for employment or appointment to a public office if the candidate requests that the application remain confidential. However, all interviews by a public body for employment or appointment to a public office shall be held in an open meeting.

F. To consider material exempt from discussion or disclosure by state or federal statute including written legal opinions of the Township attorney and other privileged documents.

### Section VI - Public Decisions

All decisions of a public body shall be made at meetings open to the public.

MISSION/VALUES STATEMENT

MISSION

Kinross Charter Township's government is a team of elected officials, appointed staff and employee, as well as volunteers providing direct local government services to the public. The public we serve is our residents, property, business owners and visitors. The services we provide protect the Public health, safety and the welfare of our citizens and contribute to the overall quality of life we enjoy within Kinross Charter Township. Service delivery performed within the context of our adherence to principles of a representative democracy.

VALUES

Service:

The public we serve is the basis of our government's existence. Our contact with the public is characterized as friendly, courteous, professional and helpful. Customer satisfaction will be strived for within the framework of the law, efficiency, fairness and impartiality, which are important attributes of the services we provide. When a request cannot be honored, empathy, positive and a pleasant attitude remain important.

The Organization:

Kinross Charter Township uses a team approach to plan for the future and to solve problems that challenge our community and its citizens. We value the input of all employees and emphasize honesty, accuracy, completeness, and trust both internally and externally. We recognize and value the services provided by each department and the potential contribution each employee can make to achieve our mission. We seek balanced community and respect the diverse views of our constituents.

Decision Making:

Decisions made by this government are conducted in an open and impartial atmosphere. While diversity of opinion is encouraged, we also seek to create a positive environment, which leads to appropriate compromise and consensus on important issues. Professional differences are respected, when aired in a respectful and productive way. Staff members recognize, however, that ultimate policy direction rests with the democratically elected representatives of the government

...encouraged and quality work effort is valued. While we recognize performance. Success should not be at the expense of other employees or departments. Our jobs are to help each other reach the Township's goals. We have high expectations for this community and those who serve it. We, therefore, seek to recognize our responsibility to develop each employee's full potential for growth.

Attitude:

We respect our citizens and each other with empathy and understanding.

...to develop each community

MISSION/VALUES STATEMENT

**MISSION**

Kinross Charter Township's government is a team of elected officials, appointed staff and employee, as well as volunteers providing direct local government services to the public. The public we serve is our residents, property, business owners and visitors. The services we provide protect the Public health, safety and the welfare of our citizens and contribute to the overall quality of life we enjoy within Kinross Charter Township. Service delivery performed within the context of our adherence to principles of a representative democracy.

**VALUES**

**Service:**

The public we serve is the basis of our government's existence. Our contact with the public is characterized as friendly, courteous, professional and helpful. Customer satisfaction will be strived for within the framework of the law, efficiency, fairness and impartiality, which are important attributes of the services we provide. When a request cannot be honored, empathy, positive and a pleasant attitude remain important.

**The Organization:**

Kinross Charter Township uses a team approach to plan for the future and to solve problems that challenge our community and its citizens. We value the input of all employees and emphasize honesty, accuracy, completeness, and trust both internally and externally. We recognize and value the services provided by each department and the potential contribution each employee can make to achieve our mission. We seek balanced community and respect the diverse views of our constituents.

**Decision Making:**

Decisions made by this government are conducted in an open and impartial atmosphere. While diversity of opinion is encouraged, we also seek to create a positive environment, which leads to appropriate compromise and consensus on important issues. Professional differences are respected, when aired in a respectful and productive way. Staff members recognize, however, that ultimate policy direction rests with the democratically elected representatives of the government and that once decisions are made, employees are responsible for trying to make every decision work. Decision making at all levels should encourage risk, creativity and action. Thus, occasional failures should be tolerated. Valuable organizational energy should not be directed at identifying those to blame for failed decisions made in good faith, but rather failure provides opportunities to learn, refine and improve.

**Performance:**

A high level of performance is encouraged and quality work effort is valued. While we recognize and reward individual achievement, equally important is the teamwork necessary to sustain high performance. Success should not be at the expense of other employees or departments. Our jobs are to help each other reach the Township's goals. We have high expectations for this community and those who serve it. We, therefore, seek to recognize our responsibility to develop each employee's full potential for growth.

**Attitude:**

We respect our citizens and each other. We accept disagreement when necessary, but with empathy and understanding of the many sides of any issue. We strive for a pleasant working atmosphere and seek to bond all departments, not only through common goals and hard work, but also by fostering employee participation in outside work activities and social events. Our talents are used to bring people together and to maintain our enthusiasm, sense of humor and professionalism.