

ST. CLAIR COUNTY BOARD OF COMMISSIONERS'

BY-LAWS – 2025 - 2028

Preamble

We, the St Clair County Board of Commissioners as the legislative branch of the County of St. Clair, recognizing those values inherent in the founding of our nation, and consistent with the preamble of this great State of Michigan, grateful to Almighty God for the blessings of freedom, earnestly desiring to secure these blessings undiminished to ourselves and our posterity, do ordain and establish these by-laws in order to provide government that is transparent, responsive, orderly, and efficient at all times reserving to our citizens those powers granted to this Board.

1. AUTHORITY

These rules are adopted by the Board of Commissioners of St. Clair County pursuant to Section 46.11 of the Compiled Laws of Michigan, as amended.

2. MEETINGS

- 2.1 At the first regular meeting in January of the odd numbered year, the meeting shall be called to order by the County Clerk and if a quorum shall be present, a temporary Chairperson shall be chosen. The Board, so organized, shall be a majority of the members elected, elect for a term of office of two years one of their members as Chairperson by written or open ballot, who shall preside at all meetings of the Board during the term. Every Chairperson shall have power to administer an oath to any person concerning any of their duties, to issue subpoenas for witnesses and to compel their attendance in the same manner as prescribed by law. Following the election of the Chairperson the Board shall again by majority of members elected, elect for a term of one year one of their members as Vice-Chairperson by written or open ballot. In the absence of both the Chairperson and Vice-Chairperson, and assuming that a quorum is present, a temporary Chairperson shall be chosen by a majority vote of those members present, after the meeting is called to order by the County Clerk. The Board so organized shall comply with all applicable statutes including but not limited to the Open Meetings Act and the Americans with Disabilities Act.
- 2.2 The Board shall meet in regular session on the third Thursday of each month at 6:00 P.M. except during the October Session when the Board shall meet at such times as provided by statute. Further, the Board may at its discretion alter its calendar during the summer months.
- 2.3 At any Regular meeting, a meeting may be rescheduled or cancelled by a majority of the members elected or appointed. Prior to any regularly scheduled meeting, a majority of the members elected or appointed may reschedule said meeting to a future date so long as not less than two days' notice is given of the new date.
- 2.4 A special meeting can be called by a majority of the members elected or appointed upon 18 hours' notice to all such members per M.C.L.A. 46.10, or acted upon at a regular meeting by a majority of the members elected or appointed, or as set by the Chairperson with notification as required.

- 2.5 Emergency Meetings – Emergency meetings of the Board of Commissioners may be held only with the approval of two-thirds of the members of the Board and only if delay would threaten severe and imminent danger to the health, safety, and welfare of the public. A meeting is defined as an emergency meeting only if it must be held before public notice as provided in Rule 3.3 can be given. The notice of an Emergency meeting must state why the County could not comply with the 18 hour notice requirement of the Open Meetings Act and the precise reason for the meeting.
- 2.6 Place of Meetings – Meetings of the Board of Commissioners shall be held in the chambers of the Board of Commissioners in the County Administration Building unless public notice of the meeting states a different location. Whenever the regular meeting place of the Board of Commissioners shall appear inadequate for members of the public to attend, the Chair may change the meeting location to a larger facility in the County. A notice of such change shall be prominently posted on the door of the regular meeting place. The Clerk shall also give notice of the change in the meeting place on the St. Clair County website.
- 2.7 Change in Schedule – Changes in the regular meeting schedule shall not be made except upon the approval of a majority of the members. In the event the Board shall meet and a quorum is not present, the Board, with the approval of those present, may adjourn the meeting to another time provided the proper notice to members and the public is given.
- 2.8 Resignation and Removal of Officers - The Chairperson or Vice-Chairperson, elected pursuant to section 2.1, may resign his or her Chairmanship or Vice Chairmanship position by delivering a written letter of resignation to the County Clerk or other acting Clerk of the Board during a Regular Session of the Board which shall not be subject to debate. The resignation shall be effective upon delivery to the clerk.

Any Commissioner may make a motion to remove the Chairperson or Vice-Chairperson. The motion shall include the reason(s) for removal. The motion shall be considered adopted upon a 2/3 vote (five) of the elected and serving Commissioners. This shall be effective upon certification of the vote by the Clerk of the Board. Such removal shall not diminish the Commissioner's ability to otherwise continue in their regular capacity as a duly elected member of the Board. The vacancy in office created by said removal shall be filled, pursuant to the provisions of section 2.1, as the next order of business.

3. PUBLIC NOTICE OF MEETINGS

The Administrator/Controller shall be responsible for providing proper notice for all meetings of the Board of Commissioners. Notice shall also be placed on the County's website. Such notice shall include, but not necessarily be limited to, the following:

- 3.1 Regular Meetings – The Administrator/Controller shall post a notice within 10 days after the first meeting of the Board in each calendar year indicating the date, time and place of the Board's regularly scheduled meetings.
- 3.2 Schedule Change – Whenever the Board shall change its regular schedule of meetings, the Administrator/Controller shall post a notice of the change within three days following the meeting in which the change was made.
- 3.3 Special and Emergency Meetings – If the Board shall schedule a special meeting under Rule 2.2 or an emergency meeting under Rule 2.3, the Administrator/Controller shall post a notice of such meeting immediately and no meeting, except emergency meetings, shall be held until the notice shall have been posted at least 18 hours.

- 3.4 Notification to Media and Others – The Administrator/Controller shall notify, without charge, any newspaper or radio or television station of the Board’s meeting schedule, schedule changes, or special or emergency meetings whenever such newspaper or radio or television station has filed with the Clerk a written request for such notice. The Administrator/Controller shall also notify other individuals or organizations of regular meeting schedules, changes in the schedule, or special and emergency meeting, but only upon their written request. The Clerk shall mail all such notices required by the rule by e-mail or first class mail.

4. QUORUM, ATTENDANCE, CALL OF THE COUNTY BOARD

- 4.1 Quorum – A majority of commissioners of the Board shall constitute a quorum for the transaction of ordinary business of the Board. To be counted toward a lawful quorum a member of the Board must be physically present at the meeting in question. Remote participation by a Commissioner shall be allowable subject to all requirements of the Michigan Open Meetings Act, 1976 P.A. 267, MCL 15.261 et seq. as amended

5. AGENDA FOR REGULAR MEETING

- 5.1 The Administrator/Controller, after first reviewing pending matters and requests, shall prepare the agenda of business for all regularly scheduled commission meetings. Any Commissioner or Chair of a committee, Board, or other commission of the county desiring to place a matter on the agenda shall notify the Administrator/Controller of such item by 12:00 p.m. on the Wednesday preceding the next regular meeting of the Board. Items not received by the stated deadline shall not be considered by the Board except upon consent of a simple majority of those present.
- 5.2 Agenda for Special Meetings – Whenever the Board shall be called into session pursuant to Rule 2.2.1, the agenda shall be included in the notice of the meeting and no other matter shall be considered except when all members are present and a majority concurs. Agenda for special meetings pursuant to Rule 2.24 shall be provided along with the notice of the meeting to the commissioners if time permits. At other times, the Chair shall declare the agenda upon the approval of a majority of the members there.
- 5.3 Distribution of Agenda and Materials – Upon the completion of the agenda, the Administrator/Controller’s office shall immediately distribute copies of the agenda together with copies of reports, explanations, etc. that relate to the matters of business on the agenda. Commissioners shall be entitled to receive such materials no later than the Saturday preceding the next regular meeting. Agenda packets will be available via CivicPlus no later than the Saturday preceding the next regular meeting.
- 5.4 Order of Business – The Agenda will be arranged as follows:

Moment of Silence, Prayer or Personal Reflection

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Additions/Deletions/Changes to the Agenda
5. Approval of Agenda
6. Minutes of Previous Meeting
7. Proclamations
8. Consent Agenda
9. Reports of Standing and Special Committees
10. Citizens Wishing to Address the Board
11. Updates

12. Unfinished Business
13. New Business
14. Administrator/Controller's Report
15. Miscellaneous Business
16. Receive and File Packets
17. Adjournment

Such business shall be called by the Chairperson with no deviation from the prescribed order, and no other subject will be introduced for the consideration of the Board without suspension of this rule by consent of two-thirds of the members present.

6. PUBLIC PARTICIPATION

- 6.1 The public shall be allowed to address the Board of Commissioners within the following parameters:
 - 6.1.1 Public comment by citizens shall be permitted during the public participation portion of the agenda. Persons requesting to publicly address the Board shall be required to fill out the Citizens Wishing to Address the Board form available at the meeting for such purpose. The Clerk shall collect the forms in advance of the Chairperson calling the meeting to order and the Chairperson shall call upon those persons permitted to address the board by calling their name and making a general introduction stating the general topic or general point they wish to make in their address to the board.
 - 6.1.2 A maximum of three (3) minutes shall be granted to each person desiring to make a public comment.
 - 6.1.3 An individual that has requested to publicly address the Board may not yield their time to others.
 - 6.1.4 Public comment shall also be permitted in the form of written communication presented to the Board during the public comment portion of a meeting or in advance of the meeting if requested. Written communications presented to the Board in advance of or during the public comment portion of the meeting shall be noted by the Chairperson during the meeting but will not be read into the record as part of the public comment session. Any such written statements shall be included in minutes of the meeting.
 - 6.1.5 Public comment shall not be permitted during action items on an approved agenda.

7. CONDUCT OF MEETINGS

- 7.1 Chair – The person elected Chair of the Board of Commissioners in the first meeting of the new term of the Board of Commissioners shall preside at all meetings of the Board. In the absence of the Chair the person elected Vice-Chair shall preside. If neither the Chair nor the Vice-Chair is present, the Clerk shall preside until the Commissioners present elect a Temporary Chair to preside.
- 7.2 Form of Address – Board members wishing to speak shall first obtain the approval of the Chair and each person who speaks shall address the Chair. Other persons at the meeting shall not speak unless recognized by the Chair. Each Commissioner will be given the opportunity to speak two (2) times on any one agenda item during discussion. Commissioners will limit their comments to no more than five minutes on any one agenda item.

- 7.3 Disorderly Conduct - The Chair may call to order any person who is being disorderly by speaking or otherwise disrupting the proceedings, by speaking longer than the allotted time, or by speaking vulgarities. Such person shall thereupon be seated until the Chair shall have determined whether the person is in order. If a person so engaged in presentation shall be called out of order, he or she shall not be permitted to speak further at the same meeting except upon special leave by the Board of Commissioners. If the person shall continue to be disorderly and to disrupt the meeting, the Chair may order the Sergeant-at-Arms to remove the person from the meeting. No person shall be removed from a public meeting except for an actual breach of the peace committed at the meeting.

8 RECORD OF MEETINGS

- 8.1 Minutes and Official Records – The County Clerk or designee shall be clerk of the Board and shall be responsible for maintaining the official record and minutes of each meeting of the Board as outlined in Article 3. The minutes shall include all the actions and decisions of the Board with respect to substantive (non-procedural) motions. The minutes shall include the names of the mover and seconder and the vote of the Board. The record shall also state whether the vote was by voice or by roll call; and when by roll call, the record shall show how each member voted or abstained from voting. Members may abstain from voting due to a conflict of interest and if the remaining members of the Board recognize this conflict of interest. The record of the meeting will specifically indicate the reason for abstention.

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

- 8.2 Record of Discussion – The Clerk shall not be responsible for maintaining a written record or summary written record of the discussion or comments of the Board members nor of the comments made by members of the public. The digital video recording of each meeting of the Board of Commissioners shall serve as a record of the meeting and each such recording shall be maintained for a period of not less than six months following the date of the meeting. Thereafter, the recording may be erased unless the recording shall be pertinent to any legal proceeding then underway, pending, or reasonably anticipated.
- 8.3 Requests for Remarks to Be Included – Any Commissioner may have his or her comments printed as part of the record upon the concurrence of a majority of the other members. Such comments to be included in the record shall be provided in writing by the member or transcribed exactly by the Clerk from the digital recording. Written comments shall be included as part of the minutes from the meeting. In lieu of a request by a Commissioner to have his or her comments at a meeting transcribed, a Commissioner may submit his or her commentary on any item contained in an approved board agenda by submitting his or her prepared comments in writing to the Clerk of the board to be made part of the official record and providing a copy for review by persons in attendance at the meeting.
- 8.4 Public Access to Meeting Records – The Clerk shall make available to members of the public the records and minutes of the Board meetings, in accordance with the Freedom of Information Act. Board minutes, prepared but not approved by the Board, shall be available for public inspection not more than eight business days following the meeting. Minutes approved by the Board shall be available within five business days of the meeting at which they were approved. The Clerk shall also promptly mail copies of minutes to persons who have subscribed.
- 8.5 The Chair may in his/her absence appoint a designee to sign official communications and documents, if the Vice-Chair will not be available.

9. COMMITTEES

- 9.1 The Board will meet as a committee of the whole on the 1st Thursday of each month, beginning at 6:00 P.M. to discuss any matter that a majority of the members desire.

Discussion and decisions of the committee of the Whole meeting will focus on matters pertaining to the following four (4) Standing Committees:

1. Ways and Means
2. Human Services
3. Judiciary/Public Safety
4. Environmental/Public Works
5. Community and Economic Development

- 9.2 A Chairperson for each Committee and a Sergeant-at-Arms shall be appointed by the Chairperson of the Board of Commissioners for a term of two (2) years at the bi-annual organizational meeting or at the meeting next following.

- 9.3 The Chairperson of the Board of Commissioners shall have the right to appoint in writing, special committees for specific purposes, with the consent of a majority of the members elected or appointed, but such committees' functions shall not be permanent, and their authority shall cease when their work has been accomplished and their reports submitted to the full Board. Written or oral reports of such special and standing Committees shall be provided to the Board members within 30 days of their meetings.

- 9.4 The Chairperson of the Board shall chair the meeting of Committee of the Whole in the absence of the Chairperson of such Committee. The Committee of the Whole shall thoroughly investigate any matter referred to it by the Board or Board Chair and shall report its findings to the Board without undue delay. Upon the motion of any Board member, and approval by a majority of the Board, the Board may discharge a committee from further consideration of any matter.

- 9.5 Committee Meetings – A majority of the members of a Committee of the Whole shall constitute a quorum. Each committee that does not consist of a majority of the Board of Commissioners may decide by majority vote whether its meeting shall be open to the public. Any committee consisting of a majority of the Board shall comply with the provisions of the Open Meetings Act and Americans with Disabilities Act.

- 9.6 Each Committee shall maintain a written record of its meetings and shall deliver such record to the Clerk or secretary to the Board. The Clerk or Board secretary shall maintain a separate file for each committee. The record of each committee meeting shall include at least the following: date and place of the meeting, members attending, and the vote of each on any action relating to an ordinance, resolution, appointment or election of an officer that the committee has approved. Committee votes on other matters must be included as part of the meeting record upon the demand of one-third of the members. Such meeting record shall constitute a public record in the meaning of the Freedom of Information act, and shall be made available to any person as required by law.

- 9.7 Motions recommended for final action by the Board of Commissioners shall take precedence in the same order as analogous motions in the meetings of the Board of Commissioners.

- 9.8 The Committee of the Whole recesses and moves to full Board, with vote of 2/3 members present to vote on a motion for final adoption. Any issues to be taken up for final approval, the presenter or requester must provide written documentation regarding the issue, 3 days prior to the meeting.

- 9.9 A two-thirds vote of the members elected or appointed is necessary to abolish the Committee of the Whole System.

- 9.10 In order to add an item to the agenda or to forward a motion to the full Board, it will require a simple majority of those present.

10. CLOSED SESSION

- 10.1 The vote to hold a closed session shall be recorded in the minutes of the meeting at which the decision was made.
- 10.2 Two-thirds Vote – The Board of Commissioners may meet in closed sessions, closed to members of the public, upon the motion of any member and roll call approval by two-thirds of the members for the following purposes:
- To consider the purchase or lease of real property, up to the time an option to purchase or lease that property is obtained.
 - To consult with its attorney regarding trial or settlement strategy in connection with specific pending litigation, but only when an open meeting would have a detrimental financial effect on the litigating or settlement position of the county Board.
 - To review the specific contents of an application for employment to a county position which the applicant requests remain confidential. Whenever the Board meets to interview an applicant, it shall be in open session.
- 10.3 Other Reasons – The Board may also meet in closed session for the following reasons without the requirement of a two-thirds vote:
- To consider the dismissal, suspension, or disciplining of, or to hear complaints or charges brought against, or to consider a periodic personnel evaluation of a public officer, employee, staff member, or individual agent if the named person requests a closed hearing. If the person rescinds his/her request for a closed hearing the matter at issue shall thereafter be considered only in open public meeting.
 - To consider strategy connected with the negotiation of a collective bargaining agreement.
 - To review a written opinion with legal counsel.
- 10.4 Minutes – At each closed session the Clerk shall take the minutes and keep a separate record. This record shall not be disclosed to the public except upon court order. The Clerk may destroy the minutes after one year and one day have passed following the approval of the minutes of the meeting at which the Board approved the closed session.

11. MOTIONS AND RESOLUTIONS

- 11.1 Statement by Chair. Motions and Resolutions – No motion or resolution shall be adopted until the motion is stated by the person chairing the meeting. All motions except procedural motions and resolutions may be required to be in writing upon the demand of any member. A request to recess for the purpose of writing out a motion or resolution shall be in order.
- 11.2 Rank of Motions – Whenever a question is being considered, no motion of a lower rank shall be made to:
- Set the time for next meeting
 - Adjourn
 - Recess
 - Raise a point of privilege
 - Call for order of the day
 - Clear the Floor

- Table a Motion
- Vote immediately (close debate)
- Limit/extend debate
- Postpone to a definite time
- Refer to a committee
- Amend the main motion
- Postpone indefinitely

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

11.4 Procedural Motions

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

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

11.4.3 Temporary suspension of the rules – These rules may be suspended temporarily at any time by majority vote of the members present to achieve any legal objective of the Board in a legal manner.

11.4.4 Appeal rulings of the Chair – Any Commissioner may appeal the ruling of the Chair. On all appeals receiving a second, the question shall be, "Shall the decision of the Chair stand as the decision of the county Board?"

12. PARLIAMENTARY AUTHORITY

12.1 Robert's Rules of Order (Newly Revised) shall govern all questions of procedure not otherwise provided by these rules or by state or federal law. The legal counsel to the Board shall serve as the Board's parliamentarian and shall advise the Board Chair regarding rules of procedure.

12.1.1 Speak to a question – Each member of the Board, prior to speaking on the question shall address the Chair. Should two or more members speak at once, the Chair shall designate the order in which to speak.

12.1.2 Call to order – A member who is called to order by the Chair shall immediately be silent. Should the member appeal the decision, a majority of members present shall decide whether the Chair's decision stands.

12.1.3 Submission of a motion – No motion shall be debated unless it is seconded. It shall be stated by the Chairperson before debate and any such motion shall be reduced to writing at the request of the Chair, any Board member or the Clerk.

- 12.1.4 Withdrawal of a motion – After a motion is stated by the Chair, it shall be deemed to be in possession of the Board, but may be withdrawn by the maker of the motion with concurrence of the seconding member.
- 12.1.5 Motion for previous question – Adoption of this motion immediately closes debate and prevent the making of a secondary motion. This motion is undebatable and requires a 2/3 vote of members.
- 12.1.6 Division of question – During debate on a properly made motion, should same contain two or more points, any member may request it divided for separate consideration.

13. VOTING

- 13.1 Whenever a question is put by the Chair, every commissioner present shall vote on the question. No member present shall abstain from voting "yes" or "no" unless excused by a majority of those present.
- 13.2 Roll call votes – The names and votes of commissioners shall be recorded on Board actions to adopt ordinances and resolutions and the appointment or election of officers and monetary matters. A roll call vote shall be taken on other motions and actions at the request of any member of the Board of Commissioners.
- 13.3 Votes Required – Procedural and other questions arising at a meeting of the Commissioners, except for those decisions required by statute to have a higher majority, shall be decided by a majority of the members present. A majority of the members elected and serving, however, shall be required for final passage or adoption of a measure, resolution, or the allowance of a claim.

14. INTRODUCTION AND ADOPTION OF ADMINISTRATIVE RESOLUTIONS

- 14.1 Definition – Any action regarding the operation or administration of a department of the county government or containing policies of the Board of Commissioners applicable to one or more departments of the county, and not adopted as an ordinance, shall be declared administrative policy.
- 14.2 Introduction – Any Commissioner may introduce any administrative resolution at any regular or special meeting of the Board of Commissioners in the regular order of business.
- 14.3 Order for Consideration – The regular order for consideration of proposed administrative resolutions shall be:
- Introduction, first reading by title, and reference to the appropriate committee, as determined by the Board Chair.
 - Report by the committee considering the proposal and placement on the agenda under New Business.
 - Final Consideration and vote.
- 14.4 Form – Each Administrative Resolution shall conform to the form required for introduction and adoption.

- 14.5 Committee Review – The Chair of the Board of Commissioners shall refer all proposed administrative resolutions to an appropriate committee of the Board. The committee shall review the proposal and invite affected departments of the county to comment and state any objections they may have.
- 14.6 Adoption – The Board of Commissioners may adopt the committee recommendation or refer it back to the committee of the whole where further consideration and amendments may be made. A majority of the Commissioners elected and serving shall be required for adoption.
- 14.7 Notification – Upon the final adoption of an administrative resolution the County Administrator/Controller shall notify each county department head of the Board action. Such notification shall be by title or summary. The County Administrator/Controller shall make available a copy of the full administrative resolution.
- 14.8 Record of Administrative Resolutions – The Clerk shall keep a copy of each administrative resolution of the Board in a separate file or book. The record of each administrative resolution shall provide the date of adoption, the record vote of each Commissioner, and any amendments thereto adopted by the Board.

15 CONFLICT OF INTEREST

- 15.1 A Commissioner shall not be interested directly or indirectly in a contract or other business transaction with the County, or a Board, office or commission, thereof, during the time for which (s)he is elected or appointed, nor for one year thereafter, unless the contract for the transaction has been approved by two-thirds of the members of the County Board of Commissioners and so shown on the minutes of the Board. Any Commissioner who has an interest in a contract or other business transaction with the County shall abstain from discussion or vote on the matter. You are required to abstain in any of the following circumstances:
- The Commissioner will directly benefit from the outcome of the matter being considered.
 - For example, the Commissioner has a direct financial interest in the outcome of the decision.
 - The Commissioner will indirectly benefit from the matter being considered.
 - For example, the Commissioner has an ownership interest or is employed by a company which the Board is considering awarding a contract.
 - The Commissioner’s immediate family (i.e. spouse, parent, sibling, or child) has a direct or indirect interest in the matter being considered.
 - For example: (i) the Commissioner’s family member is being considered for a County contract; or (ii) a company which the Commissioner’s family member has an ownership interest in or is employed by is being considered for a County contract.
 - If the Commissioner or a Commissioner’s immediate family has an interest if the contract is not awarded to the low bidder.
 - For example, the Commissioner or his/her immediate family is the second low bidder or has a direct/indirect interest in the second low bidder that would likely be awarded the contract if the low bidder is rejected. In that case, the Commissioner or his/her immediate family member would benefit from not approving the contract to the low bidder and should abstain.

16. CODE OF ETHICS

- 16.1 In our representative form of government, in order to preserve public confidence of government operations, it is essential that the conduct of public officials and government employees have the respect and confidence of the people they serve. Public officials must, therefore, avoid conduct that is in violation of public trust or that creates a justifiable impression among the members of the public that such trust is being violated.
- 16.2 The County of St. Clair hereby establishes these ethics rules for members of the St Clair County Board of Commissioners who shall at all times:
- Uphold the Constitution of the United States and the laws and Constitution of the State of Michigan.
 - Perform their duties as an elected official in such a way as to protect the integrity of government throughout St Clair County.
 - Assure independence, impartiality and honesty of public officials in all governmental functions.
 - Inform citizens of the existence of any personal interests which may present a conflict of interest between an official's public trust and private concerns in any matter they have a direct or indirect personal interest, financial or otherwise, that might reasonably be expected to impair their objectivity or independence of judgment.
 - Prevent their position in a public office from being used for personal gain contrary to the public interest.
 - Prevent special interests from unduly influencing their official acts contrary to the best interest of the citizens of St. Clair County.
 - Assure that governmental functions and policies always serve the public interest and reflect, to the maximum extent possible, the values and principles of the citizens of St. Clair County above all else.
 - Manage public monies or property in trust and understand that they are accountable for the proper use and management of said monies or property while exercising their public duties.
 - Shall not solicit, accept, or receive a direct pecuniary benefit as compensation for services, advice, assistance or conduct customarily exercised in the course of their official duties. This prohibition shall not include trivial benefits incidental to personal, professional or business contacts and involving no substantial risk of undermining official impartiality.
 - Shall not knowingly act in any way that might reasonably be expected to create an impression or raise suspicion among the members of the public that said acts violate the public trust.
 - Shall not engage in criminal behavior or such behavior which would violate the public trust and/or bring discredit to themselves or the St Clair County Board of Commissioners.

17 APPOINTMENT TO BOARDS AND COMMISSIONS

- 17.1 Nominations to fill vacancies which may occur on the various Boards and Commissions should be made as soon as administratively possible at a regularly scheduled meeting. Elections will take place at the subsequent regularly scheduled meeting. If only one person is nominated the election may take place at the same meeting.
- 17.2 Any person appointed to a Board or commission to represent a specific district (as per maps, etc.) must reside in said district. If the individual moves from said district during his/her term, the person is deemed ineligible to remain on said commission, and the seat should be determined

vacant. The person shall resign immediately assuring the district will have a residing representative.

18. BYLAW CHANGES

No By-law of this Board shall be changed without receiving a written proposal from the Administrator/Controller or a Commissioner currently serving, introduced during Committee, and if approved, be submitted for legal review prior to final action at the next Regular meeting. By-law changes shall require the approval of a majority of the elected or appointed members of the Board to effect a change.

19. RATIFICATION OF BY-LAWS

These By-Laws shall be ratified in January of the new term of the Board of Commissioners. These rules shall be ratified by a majority of the appointed or elected members of the Board.