

# **SUGAR ISLAND TOWNSHIP**

## **ADMINISTRATIVE POLICIES & PROCEDURES**

**Approved on January 12, 2021**

**Amended on May 11, 2021 (Section 1.2)**

**SUGAR ISLAND TOWNSHIP  
ADMINISTRATIVE RULES & PROCEDURES**

**Approved: 1/12/2021**

**ARTICLE 1: MEETINGS.**

1.0 Regular Meetings: The Township Board will meet regularly on the second Tuesday of every month at 7:00 p.m. Exceptions shall be determined by the Township Board. All meetings will be held in accordance with the Open Meetings Act.

1.1 Annual Meeting: The Township Board will conduct an Annual Meeting of the Township Board each year on the last Saturday in March at 9:00 a.m. This Annual Meeting will not be considered a regular meeting and may not be conducted in lieu of a regular meeting.

1.2 Special Meetings: The Township Board may conduct a Special Meeting at the request and concurrence of 3/5's of the Township Board or at the discretion of the Township Supervisor. Special Meetings are to be held for *time sensitive, critical or* emergency purposes only. A Special Meeting shall be convened for one *specific purpose or purposes*, and other than adherence to the Open Meetings Act, no other business shall be conducted or discussed, *unless all Board members are present at which time any lawful business may be conducted*. The purpose of the Special Meeting must be specifically identified and included in any relevant meeting announcements and notices. (Amended on May 11, 2021)

1.3 Work Sessions: The Township Board may conduct a Work Session at the request and concurrence of 3/5's of the Township Board or at the discretion of the Township Supervisor. Formal decisions shall not be taken at a work session.

1.4 Recessed Meetings: The Township Board may choose to recess a regular or special meeting at the discretion of the Township Supervisor if a quorum no longer exists, if the environment or decorum has deteriorated to the point that the Township Board's business cannot be completed, or if a short period of fact-finding could benefit the Township Board's decision-making process. All recessed meetings must be resumed in a timely manner and adjourned properly. In the event that a meeting is not resumed in a timely manner, a special meeting may be called or the recessed meeting may be resumed at 7:00 p.m., immediately prior to the next scheduled regular meeting.

1.5 Closed sessions: The Township Board may choose to use a closed session for the purposes outlined within the Open Meetings Act.

1.6 Meeting Announcements & Notices: A schedule of Regular Meetings and the Annual Meeting shall be approved by the Township Board and will be posted on Township Website and on the Sugar Island Community Center's bulletin board. Notice of Special Meetings and Township Board Work Sessions shall be posted a minimum of eighteen (18)-hours prior to the meeting at the Township's website, at Sugar Island Community Center bulletin board, and at least one other fixed facility location to be determined by the Township Supervisor.

1.7 Changes & Postponements: Changes to meeting schedules may be approved by the Township Board with a majority vote at any meeting where a quorum is present. In the event of inclement weather, or the absence of a quorum, or some other event or circumstance occurs that inhibits the Township Board from conducting its business, the Supervisor may postpone a meeting. Postponed meetings may be rescheduled, with the eighteen (18)-hour notice requirement, at the earliest date when a quorum of the Township Board and an appropriate facility are available.

1.8 Public Hearings: The Township Board may schedule public hearings to share information or to receive feedback. The Township Board shall not make formal decisions at public hearings regardless of the presence of a quorum.

## **ARTICLE 2: QUORUM.**

2.1 Meetings: The Sugar Island Township Board has five (5) members. A quorum of the Township Board is three (3) members. Unless properly scheduled and noticed, a meeting of three (3) or more Township Board members outside a regular meeting, special meeting, public hearing or work session should be avoided in accordance with the Open Meetings Act.

2.2 Absence of Quorum: The Sugar Island Township Board requires a quorum to conduct business. In the absence of a quorum, no business shall be conducted. Business shall defer to the next regular meeting.

2.3 Social Networking & Email: The Sugar Island Township Board may share information on social networking sites and through direct or group emails. However, to avoid conflicts with the Open Meetings Act, members of the Township Board shall avoid communications, discussions, or votes that should be held during an appropriately scheduled meeting where a quorum will be present.

## **ARTICLE 3: VOTING.**

3.1 Majority: Procedural and other questions arising at a meeting of the Township Board, except for those decisions required by statute to have a higher majority, shall be decided by a majority of the members present. Exceptions to the majority rule exist when certain decisions are afforded to specific Township Board officers by statute or policy.

3.2 Roll Call: Upon the demand of any Township Board members present, a roll call vote will be ordered and recorded by the Township Clerk.

3.3 Mandatory: Each Township Board member present will be required to vote on every question unless they deem themselves to be in conflict of interest, in which case the member must abstain. Township Board members may be challenged regarding a possible conflict of interest by any board member.

3.4 Reconsideration: When the question is called and decided by a vote, any member who voted on the prevailing side may immediately move for a reconsideration of the vote. No question may be reconsidered more than once.

3.5 Conflict of Interest: A Township Board member shall not be interested directly or indirectly in any contract or other business transaction with the Township or a Township Board officer or commission, committee, or board of review thereof, during his or her tenure in office, whether elected or appointed. The threshold for what constitutes a conflict of interest is met if any reasonable, disinterested person might determine that the appearance of a conflict interest exists.

3.5.1 Distribution of Pertinent Information: To the extent possible, information made available to one (1) Township Board member should be provided to all. Any Township Board member may request further clarification of an issue prior to a motion to act. Once receiving such a request, the Township Supervisor shall provide the clarifying information or shall direct another Township Board member to respond. If the necessary information is readily available but is not currently available to the Township Board, the Supervisor may call for a temporary recess in order to retrieve the required information. The ultimate goal is to provide each and every Township Board member with the information they need to make quality decisions.

#### **ARTICLE 4: DUTIES AND RESPONSIBILITIES.**

4.1 Supervisor: The Township Supervisor is an elected member of the Township Board. Should an elected Township Supervisor leave the position before the end of their term, the Township Board may appoint an elector to fill the position for the remainder of the term.

4.1.1 Presiding Officer: The Township Supervisor is the presiding officer over all Township Board meetings. To the best of his or her abilities, he or she shall be responsible to abide by all relevant statutory regulations, judicial decisions, Attorney General Opinions, the Michigan Township Association's Authorities & Responsibilities handbook. As such, the Township Supervisor shall regulate the proceedings of any meeting, deciding questions, summarizing votes, including granting authority to speak and silencing those who may be out of order, or may be disrupting the meeting. To the extent necessary and required, the Township Supervisor shall follow Robert's Rules of Order to conduct and manage Township Board meetings.

4.1.2 Legal Agent: The Township Supervisor shall act as the legal agent for the Township by signing contracts, orders, resolutions, determinations and minutes of the Township Board in the certification of the tax roll after formal approval by the Township Board. In the absence of the Township Supervisor, and with formal approval of the Township Board, the Township Clerk shall act as the legal agent. The Township Supervisor shall be the primary contact between the Township and the Township's approved attorney. The Township Supervisor shall not independently engage the Township's approved attorney on matters involving potential or pending litigation without the expressed formal approval of the Township Board.

4.1.3 Appointments: In accordance with statutory requirements, the Township Supervisor shall make selections to all Township Boards, standing and special committees, and similar entities with the formal approval of the Township Board. These entities shall choose their own chairpersons. The Township Supervisor will consider the best interests of the Township by selecting the most qualified person(s).

4.1.4 Master List of Interested Appointees: Individual members of the Township Board may recommend names of potential appointees from a master list of interested individuals. The Township Supervisor shall consider all recommendations when making appointments.

4.1.5 Referrals: The Township Supervisor may refer specific matters coming before the Township Board to one of the standing committees or to a special committee organized for the purpose of addressing the specific matter.

4.1.6 Liaison: The Township Supervisor shall serve as a liaison to the United States Coast Guard, Eastern Upper Peninsula Transportation Authority, Chippewa County Road Commission, Chippewa County Board of Commissioners, Sault Sainte Marie City Council, and others as approved by the Township Board.

4.1.7 Committee Assignments: The Township Supervisor is statutorily required to serve as the Secretary to the Board of Review and as a member of the Elections Committee. The Township Supervisor may not serve on the Planning Commission or the Zoning Board of Appeals. With the approval of the Township Board, the Township Supervisor may serve on special or ad hoc committees.

4.1.8 Budget: The Township Supervisor is considered the Chief Administrative Officer, including the development of the budget.

4.1.9 Miscellaneous: The Township Supervisor shall be responsible for the direct oversight of the Township's Waste Transfer Stations and the snow plowing function. The Township Supervisor may be assigned supervisory responsibility for other functions as approved by Township Board.

4.2 Clerk: The Township Clerk is an elected member of the Township Board. Should an elected Township Clerk leave the position before the end of their term, the Township Board may appoint an elector to fill the position for the remainder of the term.

4.2.1 Proceeding Records: The Township Clerk shall be responsible to ensure that all proceedings of the Township Board shall be in written form and made available for public review upon request. Proceedings may also be recorded electronically, digitally or in video.

4.2.2 Resolutions: The Township Clerk shall be responsible to maintain a paper copy of all Township Board Resolutions and make available for public review upon request.

4.2.3 Township Board Meeting Agendas: The Township Clerk shall be responsible for preparing the Township Board Meeting Agendas. Township Board members and Department Chairs shall provide input to the Township Clerk at a minimum of five (5) calendar days in advance of the regularly scheduled board meeting.

4.2.4 Postings: The Township Clerk shall be responsible for posting notices and announcements for all instances where a quorum of the Township Board is expected to meet in accordance with the Open Meetings Act. These notices should be posted, at a minimum, adjacent to the front door of the Sugar Island Community Center, and prominently on the Sugar Island Township Website.

4.2.5 Freedom of Information Act (FOIA): Upon request and upon payment of reproduction costs (where applicable), the Township Clerk will serve as the FOIA Coordinator. The FOIA Coordinator will provide copies (paper or digital) of any specific resolutions or proceedings of any specific Township Board meeting. Costs may include the Township Clerk's time, as well as the ink and paper costs to reproduce the documents, and the cost to deliver them.

4.2.6 Agreements & Contracts: The Township Clerk shall review and maintain a list and record copy of all agreements and contracts that bind the Township to service or payment. The Township Clerk shall ensure that all Township departments and fellow Township Board members are abiding by Township Board-approved agreements and contracts.

4.2.7 Expirations & Terminations: The Township Clerk shall track and inform other Board members as to the pending expiration or termination of all agreements and contracts. Notice should be provided at least sixty (60) days prior to the expiration or termination date.

4.2.8 Elections: The Township Clerk shall be responsible for overseeing all elections and chairs the Election Commission. He or she will be properly trained and will ensure that all election workers are also properly trained and certified. The Township Clerk shall be the primary point of contact with Chippewa County election officials. He or she shall establish and maintain a proper environment within the polling place (Sugar Island Community Center) that promotes a fair and proper election.

4.2.9 Checks: The Township Clerk shall coordinate with the Township Treasurer to review all vendor invoices or statements and to make appropriate payments to satisfy Township debts or liabilities. Under no circumstance should the Township Clerk process checks without the review and approval of the Township Treasurer or the Township Treasurer's deputy.

4.2.10 Deputy: The Township Clerk shall select an elector from Sugar Island to serve as the Deputy Township Clerk. The Township Deputy Clerk shall be compensated at a rate recommended by the Township Clerk and formally agreed to by the Township Board. With the understanding and approval of the Township Deputy Clerk, he or she may be assigned specific tasks at the discretion of the Township Clerk, although the primary responsibility of all delegated tasks remains with the Township Clerk.

4.2.11 Keys & Locks: The Township Clerk shall be responsible for maintaining proper accountability for the keys and locks associated with all Sugar Island Township facilities, parks, transfer stations, vehicles and equipment.

4.3 Treasurer: The Township Treasurer is an elected member of the Township Board. Should an elected Township Treasurer leave the position before the end of their term, the Township Board may appoint an elector to fill the position for the remainder of the term.

4.3.1 Funds Control: The Township Treasurer is responsible for all funds belonging to the Township or may be required by law, agreement, or contract to be paid to other municipalities, vendors, or contractors.

4.3.2 Taxes: The Township Treasurer is responsible for the collection, processing, record keeping, and depositing of taxes owed to the Township.

4.3.3 Records: The Township Treasurer shall maintain records for all incoming revenues, all receipts and disbursements. The Township Treasurer shall maintain a uniform system of accounting as directed by the State Treasurer.

4.3.4 Budget Status: The Township Treasurer shall keep an accurate accountability of the status of funds as they relate to specific accounts within the budget. The Township Treasurer shall notify the Township Board if any single fund appears to be nearing a deficit situation, and shall make recommendations to the Township Board as to a recommended remedy.

4.3.5 Deposits: The Township Treasurer shall be responsible for making deposits of funds received by the Township into accounts at financial institutions approved by the Township Board.

4.3.6 Audits: The Township Treasurer shall be the Township's point of contact for a biennial audit to be conducted by a certified public accountant selected and approved by the Township Board.

4.3.7 Deputy Treasurer: The Township Treasurer shall select an elector from Sugar Island to serve as the Deputy Township Treasurer. The Township Deputy Treasurer shall be compensated at a rate recommended by the Township Treasurer and formally agreed to by the Township Board. With the understanding and approval of the Township Deputy Treasurer, he or she may be assigned specific tasks at the discretion of the Township Treasurer, although the primary responsibility for any delegated task remains with the Township Treasurer.

4.4 Standing Committees: The Township Board approves and populates Standing Committees for the purpose of conducting specific actions on behalf of the Township Board. Standing Committees are habitual and once created, they remain in effect. Other than the exceptions noted, members of standing committees may not be employees of the Township.

4.4.1 Planning Commission: The Township Board maintains a Planning Commission for the purposes of developing and maintaining plans, ordinance development, and zoning activities. The Planning Commission shall consist of five (5) electors with one (1) member being a Township Board representative. The Township Board representative cannot be the Township Supervisor.

4.4.2 Board of Review: The Township Board maintains a Board of Review for the purposes of ascertaining if all non-exempt real property tax is assessed properly and in accordance with appropriate statutes. Appeals to the Board of Review must be heard before a property owner may appeal to the local tax tribunal. The Board of Review shall consist of three (3) electors, land owners and tax payers. The Township Supervisor acts as the Board of Review Secretary and does not vote except on poverty exemptions. The Board of Review may have a designated and assigned alternate who may participate in Board of Review activities if the three (3) appointed members are not present.

4.4.3 Election Committee: The Township Board maintains an Election Committee for the purposes of operating Sugar Island Township elections. The Township Clerk is the chair of the Election Committee with the Supervisor and Treasurer as members. Two members must be present to form a quorum. In the event that only one (1) member may be present, that commissioner may appoint a qualified and registered Township elector to act as an active member until either of the missing members arrives.

4.4.4 Zoning Board of Appeals: The Township Board maintains a Zoning Board of Appeals for the purposes of hearing and deciding appeals from any order, requirement, decision, or determination made by any Township zoning enforcement official. The Zoning Board of Appeals has three assigned members with two assigned alternates. One member of the Zoning Board of Appeals may be a Township Board member.

4.5 Special Committees: The Township Board approves and populates Special Committees for the purpose of providing advice or recommendations. The functions of Special Committees are generally limited in time and scope. Members of special committees are populated by the Township Supervisor with the approval of the Township Board. Special Committees function at the direction and pleasure of the Township Supervisor. Members of Special Committees are generally selected for their subject-matter knowledge, expertise and/or experience. At the conclusion of their deliberations the Special Committees will provide a written report outlining their recommendations and/or advice.

## **ARTICLE 5: AGENDA.**

5.1 Regular Meeting: The agenda for a regular Township Board meeting shall be uniformly constructed to provide the Township Board to share information, to make decisions, and to receive public comment. In accordance with the Open Meetings Act, the agenda shall be drafted not later than five (5) days before each regular meeting. Routine additions to the agenda may be requested by any Township Board member up to and including the Thursday immediately preceding a regularly scheduled board meeting.

5.2 Format: The agenda format shall generally resemble the following:

- I. Call to Order.
- II. Pledge of Allegiance.
- III. Attendance Roll Call.
- IV. Changes/Additions to the Agenda.
- V. Read & Approve Minutes from the Last Meeting.
- VI. Correspondence.
- VII. Public Comment on Items from the Agenda.
- VIII. Treasurer's Report.
- IX. Unfinished Business.
- X. New Business.
- XI. Committee Reports.
- XII. Board Member Reports.
- XIII. Public Comment on any Issue.
- XIV. Announcements.
- XV. Adjournment.

5.3 Changes: The agenda may be amended at any time with a motion, a second and majority vote of the Township Board members present. However, additions to the agenda should only be considered when timing necessitates it, and only when the Township Board has been fully informed on the subject in question. Otherwise, the Township Board should consider placing the item on the next regularly scheduled meeting's agenda.

5.4 Public Comment: Each agenda shall have two (2) periods of public comment. The first period is dedicated to items on the agenda. The second period is reserved for issues unrelated to the agenda. Each person wishing to participate in public comment shall be limited to a maximum of five (5) minutes and shall be limited to one (1) five (5) -minute period per public comment period. The Township Board should reserve this period for comments from the public and should not engage in dialogue during or following any speaker. The Township Supervisor shall be responsible for maintaining proper decorum during periods of public comment to include reducing redundancies, de-escalating tensions, and maintaining good order.

5.5 Public Hearings: The Township Board may choose to conduct a Public Hearing to discuss any issue of the Township Board's choosing. This Public Hearing may be a stand-alone event or may be part of a regular or special meeting. Official public notice and posting requirements are topic dependent and must be followed.

5.6 Board Member Reports: The Township Board represents a wide variety of thoughts and perspectives. Additionally, each Township Board member has been assigned various duties and responsibilities that may or may not have been already addressed during the meeting. Each Township Board member shall have up to five (5) minutes to address issues of importance to them, including departmental or functional areas they supervise, committees they participate in, or items they would like to have included in the next agenda.

**ARTICLE 6: TOWNSHIP BOARD MEMBER CONDUCT.**

6.1 Public Speaking Discipline: Every Township Board member has a responsibility to act professionally, and with discipline and good order. Township Board members wishing to speak will get the attention of the Supervisor who will then provide them with the floor. Board members may not speak unless recognized by the Supervisor, and those doing so will be admonished for being out of order.

6.1.1 Restoring Order: If a Board member shall cease speaking if order has been until such time as order is restored. Once order is restored the Board member will be permitted to proceed. Any Board member may ask for order to be restored.

6.1.2 Privilege: A Board member may request the privilege of having his or her written statement entered into the minutes verbatim.

6.1.3 Debating Frequency: No Board member shall speak more than once on any subject being debated until every Board member who chooses to speak has done so. The Township Supervisor may recognize Board members to speak a second time once all other Board members have spoken once.

6.1.4 Redundancy: The Township Supervisor may interrupt individual Board members if it appears that comments are becoming redundant or repetitive, especially if the Board member has spoken on a specific issue more than once.

6.2 Profanity: Use of inflammatory, disrespectful, insubordinate, or socially offensive language should be avoided. Every Township Board member should work to maintain a professional posture when faced with unkind, uncomplimentary, or disrespectful comments from the public, especially when a seemingly overwhelming urge to respond exists. In the event that such an occurrence transpires, the Township Supervisor has the right and responsibility to intervene.

6.3 Board Discussions: The Township Board meets monthly to conduct business and to provide the public with an insight into the business being conducted. When engaged in discussions during a regular or special Township Board meeting, Board members should address their comments to other members of the Board and not to the public. When engaged in a discussion during a public hearing, Township Board members may address the public, collectively and individually, if necessary.

6.4 Targeted Comments: The Township Board members should eliminate extraneous issues by focusing comments in an intentional and direct manner. While questions of clarity may be necessary to inform decision-making, questions as to motive or to impugn someone's integrity should be avoided. Words matter and Board members should be careful not to escalate difficult or sensitive issues.

**ARTICLE 7: PUBLIC COMMENT.**

7.1 Options: Individual members of the public shall have the option to speak at two (2) periods of public comment during every meeting. The first public comment period is designated for issues on the agenda. The second public comment is for topics that are not on the agenda. Individual speakers may not speak more than once during any public comment period.

7.2 Time Limits: Individuals wishing to speak during one of these public comment periods must keep their comments to less than five (5) minutes. In the event that a large number of people want to speak, the Township Supervisor may limit speaking time to three (3) minutes.

7.3 Clarity: To ensure clarity, and with the speaker's concurrence, the Township Supervisor may restate a speaker's position.

7.4 Diversity: In an attempt to expedite the meeting process and to get one (1) or more opposing perspectives on any issue, the Township Supervisor may ask the public for dissenting opinions.

**ARTICLE 8: PARLIAMENTARY PROCEDURES.**

8.1 General Rules: "Roberts Rules of Order" (Newly Revised) shall govern all questions of procedures which are not otherwise provided by these rules or State statutes.

8.2 Procedures: The agenda shall be followed unless a compelling reason exists to change it. In the event that a need exists to change the order of the agenda, a vote of the Township Board is necessary.

8.2.1 Motions: No motion shall be debated or voted upon unless it has been seconded. If not seconded the Township Supervisor shall declare the motion dead for lack of support. The member making the motion may withdraw their motion at any time and the member making the second may also do so.

8.2.2 Priority: Only one (1) motion shall be considered at a time. Motions with the highest priority should be given preference.

8.2.3 Calling the Question: Any Board member may "Call the Question" on any motion as long as every Board member has had an opportunity to speak on the issue. "Calling the Question" requires the discussion to stop and the motion to be voted on.

8.2.4 Voting: Every Board member present must vote on every issue where voting is required except when a Board member believes they have a conflict of interest. Members may vote yes, no, or abstain.

8.3 Conflict of Interest: Every Board member has a duty and responsibility to recuse themselves on any and all issues where a conflict of interest might appear to exist. In the event that a Board member decides to recuse themselves, they shall immediately remove themselves from the discussion, including voting. If the Township Supervisor removes himself or herself from the discussion, the Township Clerk will moderate the process until the issue is resolved or concluded.

8.4 Ethics: Every Board member shall read and sign a Code of Conflict declaration at the beginning of their term, and then again during the annual meeting of each subsequent year. The Township Clerk shall maintain the signed Code of Conduct declarations. The Township Supervisor shall make a public pronouncement following the Board's Annual Meeting regarding the status of signed Code of Conduct declarations.

### **ARTICLE 9: FACILITIES, EQUIPMENT & VEHICLES.**

9.1 Official Business: Facilities, equipment and vehicles owned by the Sugar Island Township are to be used for official business. Under **no** circumstance should any Board member utilize their official status to use Township-owned facilities, equipment or vehicles to their personal benefit.

9.2 Risk: Operators of Township-owned equipment and vehicles should refrain from using these items for purposes unrelated to Township business, especially if doing so may cause damage to the equipment or vehicles. Township Board members or employees found to be using Township-owned equipment and vehicles for personal use may be subject to recall or discharge, as the case dictates.

9.3 Reporting Damage: Operators of Township-owned equipment and vehicles shall report any accidental damage witnessed or experienced while operating the equipment. Accident reports shall be provided to the Township Clerk within 24 hours of the occurrence. Failure to report damage sustained while operating Township-owned equipment and vehicles may result in the revocation of operating privileges for that piece of equipment or vehicle as well as a formal Township Board admonishment and/or termination.

9.4 Board Action: As the duly elected public officials representing the tax payers of Sugar Island, the Township Board has a fiduciary responsibility to ensure the proper use and maintenance of facilities, equipment and vehicles owned by Sugar Island Township. All reports of accidents or improper use of Township facilities, equipment and vehicles shall disseminate to all Board members, and to the extent necessary, shall be investigated.

9.5 Maintenance: The Township Board expects users of Township-owned equipment and vehicles to conduct routine maintenance and to leave the equipment and vehicles cleaner and in better operating condition than they found it. Users of Township-owned equipment or vehicles shall immediately report to the Township Clerk any operational deficiencies of the equipment or vehicles they operated, or attempted to operate.

SI Township Administrative Rules & Procedures

9.6 Training: Under no circumstance should an employee, volunteer or Board member be authorized to use a piece of equipment or to operate a vehicle without proper training. For the Fire and Ambulance Departments, the certification of drivers and operators is the responsibility of the Fire Chief and Ambulance Captain, respectively. For other equipment or vehicles, individuals with documented experience and expertise may be identified to provide an initial orientation and subsequent training.

APPROVED AND ACCEPTED BY A VOTE OF THE SUGAR ISLAND TOWNSHIP BOARD:

Supervisor Eitrem –Aye  
Clerk Andary –Aye  
Treasurer Rosenbum –Aye  
Trustee Noble –Aye  
Trustee Repa –Aye

Date: January 12, 2021

ATTESTED: \_\_\_\_\_  
Nancy Andary, Clerk