

**2023-2024 Rules of Procedure and Guidelines  
of the  
Oakland County Board of Commissioners**

1. *Robert's Rules of Order, Newly Revised*, shall govern the Board of Commissioners and its meetings in all cases not conflicting with these rules or with the Open Meetings Act and other laws of the State of Michigan.
2. At the Organizational Meeting of the Board, which is the first meeting in the odd-numbered year following elections of County Commissioners, the meeting shall be called to order by the Clerk.
  - a. If quorum is present, the first order of business shall be the election of a Temporary Chair.
  - b. Any commissioner may place the name of another commissioner in nomination for Temporary Chair. Nominations do not require a second.
  - c. Election of the Temporary Chair shall be by roll call vote in alphabetical order. The vote of a majority of commissioners serving is required to elect the Temporary Chair.
  - d. The Temporary Chair shall preside until the Board Chair is elected.
  - e. The next order of business shall be the election of the Board Chair and Board Vice Chair, as provided by State statute and these Rules.
    - i. The term for the Board Chair shall be two years.
    - ii. The term for the Vice Chair shall be one year.
  - f. Any commissioner may place the name of another commissioner in nomination for Board Chair and Board Vice Chair.
    - i. The nomination and election of the Board Chair and nomination and election of the Board Vice Chair shall be separate.
  - g. Election of the Board Chair and Board Vice Chair shall be by roll call vote in alphabetical order. The vote of a majority of commissioners elected and serving is required to elect the Board Chair and Board Vice Chair.
  - h. The Legislative Affairs and Government Operations Committee membership shall be appointed by the Board Chair and confirmed by the Board at the Organizational Meeting.
3. The Board Chair shall preside over all sessions of the Board of Commissioners and shall be an ex officio voting member of all standing and ad hoc committees of the Board.
  - a. In absence of the Board Chair, the Board Vice Chair shall preside and be vested with all powers of the Board Chair. The Board Vice Chair shall also be an ex officio voting member of all standing and ad hoc committees of the Board.
  - b. Board staff shall report to the Chief of Staff who shall report to the Board Chair. Requests for staff assistance should be submitted to the Chief of Staff. Resolution requests should, in general, be made at least 48 hours in advance of the Board meeting at which they are to be introduced.
  - c. Commissioners can request legal opinions from Corporation Counsel through the Board Chair; they may not be sought directly from Corporation Counsel.
  - d. Commissioners can request a legal opinion from the Board's outside counsel through the Board Chair. The minority caucus may seek a legal opinion through the Minority Caucus Chair. Commissioners may not seek a legal opinion directly from outside counsel.

- e. If the position of Board Chair or Board Vice Chair is permanently vacated, an election to fill the remainder of the term shall be held at the next regular Board meeting, after at least fourteen (14) days have elapsed since the effective date of the vacancy. The election shall be held in accordance with these Rules.
  - f. If the positions of the Board Chair and Board Vice Chair are both vacant, the Finance Committee Chair shall preside. If the Finance Committee Chair is unavailable, the Chairs of the standing committees shall be called to preside, succeeding by order of their appointment.
4. The Board Chair shall preserve order and decide questions of order subject to an appeal of the decisions of the Chair.
- a. The Board Chair may request that all commissioners and the public in attendance observe appropriate civility and decorum for formal proceedings.
    - i. The Chair shall recognize commissioners who wish to speak.
    - ii. No member shall speak more than 10 minutes at any one time without leave from the Board by majority vote of those present and shall not speak more than once on any question until every member has an opportunity to speak once on the subject matter under debate.
    - iii. When a commissioner is speaking, it shall be limited to the question under debate and shall avoid personalities. The commissioner shall not be interrupted except for points of order.
    - iv. A commissioner called to order by the Board Chair shall cease speaking immediately unless permitted to explain. The Board, if appealed to by the commissioner, shall decide whether the commissioner is out of order by majority vote. If there is no appeal, the decision of the Chair shall be followed. On an appeal, no commissioner may speak more than once without leave of the Board by majority vote. When a commissioner is called to order for offensive language and an appeal occurs, there shall be no debate.
  - b. Public attendance at Board meetings is allowed as provided in the Open Meetings Act. The public shall address the Board under the Public Comments portion of the agenda.
    - i. Persons desiring to address the Board under Public Comments shall follow the procedures as listed in Appendix A.
    - ii. The Board Chair may call to order any person in attendance, whether in-person or remote, who is being disorderly by speaking longer than the allotted time or otherwise disrupting the meeting. Such person shall therefore be seated and cease speaking until the Chair has determined whether the person is in order. If a person shall be called out of order, they shall not be permitted to speak further at the same meeting except upon leave of the Board by majority vote. In the case of remote attendance, the person may be muted.
  - c. The County Executive may be granted permission to address the Board at the discretion of the Chair to address pending business, inform the Board regarding important public policy matters or for any other appropriate reasons.

5. Standing Committee membership shall be recommended by the Legislative Affairs and Government Operations Committee and confirmed by the Board.
  - a. The first-named member of any committee shall be the Chair, the second named member shall be the Majority Vice Chair and the third-named member shall be the Minority Vice Chair.
    - i. In the temporary absence of the Committee Chair, the Majority Vice Chair, and then the majority member next in rank in the order named shall act as Chair.
    - ii. If the position of Committee Chair, Vice Chair or Minority Vice Chair of a standing committee is permanently vacated during a term, the Legislative Affairs and Government Operations Committee or the Board Chair shall, within 30 days, recommend replacements to the Board for confirmation.
  - b. Subsequent members of the committee shall be listed majority members first based on their uninterrupted service on the Board.
    - i. In case of a prolonged absence of a standing committee member, the Legislative Affairs and Government Operations Committee may recommend appointment until the absent member returns.
  - c. Any change in standing committee structure or membership, or abolition of any standing committee, shall require the vote of a majority of commissioners elected, appointed and serving.
6. Standing Committee structure shall include:
  - a. Finance Committee
    - i. 8 Members; 5 majority party, 3 minority party
  - b. Legislative Affairs and Government Operations Committee
    - i. 8 Members; 5 majority party, 3 minority party
    - ii. All references to a Human Resources or Personnel Committee shall be interpreted to mean the Legislative Affairs and Government Operations Committee.
  - c. Public Health and Safety Committee
    - i. 9 Members; 7 majority party, 2 minority party
    - ii. All previous references to the Public Services Committee shall be interpreted to mean the Public Health and Safety Committee.
  - d. Economic Development and Infrastructure Committee
    - i. 8 Members; 5 majority party, 3 minority party
    - ii. All previous references to the Planning and Building Committee shall be interpreted to mean the Economic Development and Infrastructure Committee.
7. Responsibilities of the Finance Committee include, but are not limited to:
  - a. Matters referred to it by the Board Chair as well as items from departments and agencies as listed in Appendix C – Committee Referral Guidelines.
  - b. To request reports, receive and review resolutions, items, policies, procedures, and expenditure of funds appropriated under the administration of liaison departments, agencies and offices impacting County finances.

- c. To recommend, as part of the annual budget process, a revised five-year Capital Improvement Program based upon review and recommendations of each of the pertinent committees of the Board and Office of the County Executive.
  - d. To prepare a final recommendation of the annual County budget, including all funds required and all expenditures anticipated for the ensuing year.
  - e. To prepare and present a recommendation in the form of a resolution to the Board on or before April 30 that determines County equalized value and to examine the assessments of the taxing units and recommend equalization of those assessments which are unequal, all according to mandates of state statute.
  - f. To present a recommendation to the Board at its final meeting in the month of September that recommends the millage rates to be spread against the state equalized value of properties in the proper local units, pursuant to the mandates of state law.
  - g. To meet with the Oakland County Retirement and Deferred Compensation Board concerning matters as mandated by State Law.
  - h. To review County purchasing policies and expenditure of funds by departments for contractual and professional services.
  - i. To review and recommend annual payment of MAC dues.
  - j. Audit Subcommittee
    - i. Membership shall include at least three Finance Committee members appointed by the Finance Committee Chair, with one from the minority party.
    - ii. The Audit Subcommittee will meet as is deemed necessary and shall report to the Finance Committee.
  - k. Tax Increment Financing District Review Policy Ad Hoc Review Committee
    - i. Membership shall consist of the Finance Committee Chair, the Finance Committee Majority Vice Chair, the Finance Committee Minority Vice Chair or designee, the Economic Development and Infrastructure Committee Chair or designee, one commissioner appointed by the Board Chair and one representative and one alternate for each of the following: Treasurer, Equalization Department, Economic Development Department and Corporation Counsel.
    - ii. The Committee shall be charged with review and evaluation of new or expanded Downtown Development Authorities (DDAs), Tax Increment Financing Authorities (TIFAs), Brownfield Redevelopment Authorities (BRAs) or Local Development Financing Authorities (LDFAs) within the county and shall make recommendation to the Finance Committee, which shall recommend to the Board whether to exempt itself from the proposed district approved negotiated contracts or take no action.
8. Responsibilities of the Legislative Affairs and Government Operations Committee include, but are not limited to:
- a. Receive, review, and recommend proposed Rules and revisions of the Rules for the Board.
  - b. Address matters referred to it by the Board Chair as well as items from departments and agencies as listed in Appendix C – Committee Referral Guidelines.
  - c. To receive and recommend membership and Chair assignments of Standing Committees.

- d. Make recommendations for appointments to boards, commissions, authorities, council and committees requiring Board approval as mandated by policy or statute except as noted in Appendix B – Committee Attributes.
    - i. The Legislative Affairs and Government Operations Committee may solicit candidates and/or advertise appointment openings and conduct interviews as deemed appropriate and necessary to make qualified appointee recommendations to be voted on by the Board.
  - e. Recommend concurrence or non-concurrence with County Executive appointments of department heads; the Board Chair may refer consideration of appointments to alternate standing committees as deemed appropriate.
  - f. Recommend proposed legislation affecting Oakland County to the Board.
    - i. Maintain contact with Board lobbyist and direct and inform on positions taken by the Board.
  - g. Make recommendations to the Board on creation, adoption, or nullification of a County Ordinance.
  - h. Examine petitions filed with the Clerk involving the jurisdiction of the Board relative to a change of boundaries of home rule villages and report to the Board on the sufficiency or insufficiency of petitions for the establishment of an election date.
    - i. To receive resolutions from general law village councils seeking to expand or contract village boundaries.
    - ii. To hold a public hearing prior to determination of such boundary changes in accordance with State statute.
  - i. To prepare specific rules and to carry out the provisions and intent of policies established pursuant to the Oakland County Merit System and provisions of all employee fringe benefit programs.
  - j. To review and make recommendations to the Finance Committee on elected officials compensation levels established under jurisdiction of the Board.
  - k. To review and make recommendations to the Board on resolutions referred on human resources matters, including general adjustments to wages, fringe benefits and changes in position classifications and salaries.
  - l. To receive an annual report from the Human Resources Department indicating retirees hired as either part-time, non-eligible employees or as contractual professional service contractors.
  - m. To receive a bi-annual report on activities of the Personnel Appeal Board.
9. Responsibilities of the Public Health and Safety Committee include, but are not limited to:
- a. Matters referred to it by the Board Chair as well as items from departments and agencies as listed in Appendix C – Committee Referral Guidelines.
  - b. To coordinate efforts of the Sheriff, Prosecutor, Courts, Probation Department, Community Corrections and other necessary departments to address the status of jail population.
  - c. Review and recommend to the Board intergovernmental services agreements with local units of government and agencies to provide law enforcement and dispatch services.

- d. Recommend all social services programs and policy changes to meet the needs of residents.
  - e. Inform the Board on all health matters affecting the public welfare of the county and its citizens.
10. Responsibilities of the Economic Development and Infrastructure Committee include, but are not limited to:
- a. Matters referred to it by the Board Chair as well as items from departments and agencies as listed in Appendix C – Committee Referral Guidelines.
  - b. To annually review a five-year capital improvement program which shall be referred to the Finance Committee for recommendation to the Board.
  - c. Receive an annual report from the County Executive on the County Leased Vehicle Program.
    - i. The report shall include a listing of the number of vehicles assigned to departments, the total number of vehicles in the fleet, a list of vehicles authorized “Home/Work” assignments and any significant changes in the County Leased Vehicle Program since submission of the previous report.
  - d. Conduct the sale, purchase or lease of property, unless the matter is referred to an alternate committee.
  - e. Biennially survey excess lands owned by the County or acquired by any of its subsidiary corporations and recommend either retention of same or disposal.
  - f. Biennially coordinate inspection of all County-owned buildings and grounds and file with the Board an annual written report with findings.
  - g. In accordance with the Building Authority Articles of Incorporation, as amended, final plans and specifications for all new construction projects and all alterations of existing structures beyond what falls into the normal maintenance category, including those projects referred to the Building Authority, shall be approved by the Economic Development and Infrastructure Committee prior to issuance of Requests for Proposals. Any subsequent revisions to plans and specifications shall also require approval.
  - h. Make recommendations on all requests for a name change of a geological feature pursuant to procedures set forth by the U.S. Department of Interior, Board of Geographic Names.
  - i. Receive an annual report from the Water Resources Commissioner, prior to April 2 of each year for the preceding fiscal year, which includes a full financial statement of each Drainage District.
  - j. Review public transportation policies affecting Oakland County residents.
  - k. Review the need for funding County road improvements and recommend to the Finance Committee at the onset of its budget review process the inclusion of specific dollar amounts for County participation in road projects.
  - l. Receive an annual report, and updates upon request, from the Office of Environmental Sustainability regarding sustainability and/or energy policy and usage, which will include the County’s progress toward meeting stated goals and objectives.

11. Other Committees:

- a. Airport Committee, consisting of five members of the Board of Commissioners appointed by the Chair of which not less than three shall be from the majority party and not less than two from the minority party. One member shall be appointed by the County Executive and confirmed by the Board.
      - i. Term of office is concurrent with commissioners' terms.
      - ii. Airport Committee reports to the Economic Development and Infrastructure Committee.
    - b. Coordinating Zoning Committee, consisting of three members of the Board of Commissioners appointed by the Board to act as the County Coordinating Zoning Committee.
      - i. Termination of membership on the Board of Commissioners shall also terminate membership on the County Coordinating Zoning Committee.
12. The Board Chair may appoint ad hoc committees and others, in accordance with Appendix B – Committee Attributes Table.
- a. Ad hoc and other committees shall terminate with submission of their report or at the end of each Board term, whichever comes first.
  - b. Appointments made for minority caucus designated positions shall be made upon the recommendation of the Minority Caucus Chair.
13. Regular meetings of the Board shall be held as established by the Board. Meetings will be adjourned to the next regularly scheduled meeting or at the call of the Chair.
- a. The annual meeting of the Board shall be held each year during the month of September.
  - b. A special meeting shall be held upon the written petition of one-third of commissioners; the petition shall be filed with the Clerk at least ten days before the meeting in accordance with MCL 46.10.
  - c. For meetings of the Board of Commissioners, the order of business is as follows:
    - Call Meeting to Order
    - Roll Call
    - Invocation
    - Pledge of Allegiance
    - Approval of Minutes
    - Approval of Agenda
    - Presentations
    - Communications
    - Public Comments (3 minutes max per speaker, related only to items on the agenda)
    - Reports of Standing Committees
    - Reports of Special Committees
    - Special Order of Business
    - Unfinished Business
    - New and Miscellaneous Business
    - Announcements
    - Public Comments (3 minutes max per speaker, any topic)
    - Adjournment

- d. Agendas and associated packet materials are available to commissioners within the Board's agenda management system and every effort should be made to finalize the agendas/packets not less than seventy-two (72) hours prior to a scheduled Board or committee meeting.
  - e. Changes to the agenda or order of business shall be made upon the affirmative vote of a majority of commissioners elected, appointed and serving under Approval of Agenda.
  - f. County departments shall submit matters for committee consideration in accordance with the Board's agenda management system and procedures.
    - i. The Committee Chair shall determine the items which appear on the committee agenda.
    - ii. At the discretion of the Committee Chair, department representatives may be called upon to provide additional information useful in consideration of matters submitted for committee review.
  - g. Referral Guidelines (Appendix C) shall be utilized for referral and coordination of committee business.
    - i. An item may be waived to another committee or directly to the Board for review, evaluation and/or determination at the discretion of a Committee Chair and upon agreement from the receiving Committee Chair or the Board Chair.
  - h. An item that has not been referred for consideration from a committee meeting or by the Committee Chair may be added to a Full Board agenda upon a majority vote of commissioners serving.
  - i. An item may be requested to be added to a committee agenda by a commissioner other than the Committee Chair at the time the committee is considering adopting the agenda.
  - j. Agenda item requests from Commissioners must be submitted in writing, via email.
14. The Board will take action by way of motions. Board action may adopt miscellaneous resolutions or ordinances if required by law. All resolutions and ordinances, and any amendments, shall be provided in writing prior to consideration by the Board.
- a. All proposed ordinances shall first require a public hearing, except as provided by state law, prior to final consideration by the Board.
  - b. Resolutions enact the official business of the Board of Commissioners, are subject to a vote of the Full Board and are codified. No resolution may be made in the name of the Board of Commissioners on a matter that is not directly within the authority and jurisdiction of the County and Board of Commissioners, nor for any non-binding statements on policy matters.
    - i. No motion shall be valid unless approved at a meeting of the Board and a proper record is made of the vote.
    - ii. A commissioner-initiated resolution to be introduced on the Board floor should be presented to each caucus prior to the Board meeting.
      - 1. The introduced resolution shall not be substantively debated until its referral and action by the committee(s). Objections to referral shall be sustained upon a vote of a majority of commissioners elected, appointed and serving.

2. The resolution introduced will be referred to a committee per the Board Chair's determination and may be placed on a committee agenda at the discretion of the Committee Chair.
  3. If it is the initiating commissioner's intent to request suspension of the Board Rules for immediate consideration, written notice of that request must accompany the presentation to each caucus prior to the Board meeting.
  4. No resolution presented under New or Miscellaneous Business shall be read aloud except on the request of a commissioner. If requested, the Board Chair shall direct it to be read except upon the objection of a majority of the Board.
- iii. Sponsorship of a standing committee Chair, Majority Vice Chair or the Board Chair is required to initiate a resolution in committee.
  - iv. Resolutions authorizing a project of the Tri-Party Road Improvement Program or the Local Road Improvement Program may be introduced at committee in the name of the commissioner(s) representing the geographical area of the project.
  - v. The Board Chair, with concurrence of the Committee Chair, may authorize a commissioner(s) to initiate a resolution in their name.
- c. Amendments to a resolution or other matters to be voted on shall be presented in writing (within the agenda management system) prior to a vote being taken on the amendment.
  - d. Resolution recommendations with a unanimous vote may be placed on the Full Board Consent agenda.
  - e. Resolution recommendations with dissenting votes shall move to the Full Board Regular agenda.
  - f. Adopted resolutions and ordinances shall become effective:
    - i. Immediately for matters not subject by veto by the County Executive; or
    - ii. Upon adoption by the Board and approval by the County Executive; or
    - iii. Upon adoption by the Board and the expiration of 10 days from time of presentation to the County Executive;
    - iv. Upon adoption by the Board and veto by the County Executive, on an override of the County Executive veto by 2/3 vote of all commissioners elected, appointed and serving.
      1. Veto by the County Executive must be certified to the Board by deliverance of the veto message to the Clerk within 10 days from the time it was presented to the County Executive.
      2. In computing of the ten-day time period, the first day is excluded and the last day is included. If the last day is a Saturday, Sunday or legal holiday, the period is extended to include the next day which is not a Saturday, Sunday, or legal holiday.
      3. The Board shall override a veto by the second meeting following the deliverance of the veto message to the Board, (Public Act 139 of 1973, MCL 45.561).

15. Proclamations are non-binding, commemorative, honorary or are the method by which commissioners can acknowledge life events or contributions to Oakland County and its residents.
  - a. Any commissioner may sponsor a proclamation and present such proclamation for receive and file by the Board under Communications on the Board agenda.
    - i. Commissioners may add their name as a co-sponsor with the permission of the sponsoring commissioner.
    - ii. No more than a total of three proclamations/presentations – including group presentations – shall be on one agenda, unless this stipulation is waived by the Board Chair.
16. Each commissioner shall be present during every meeting of the Board, unless excused, and shall vote on each matter unless the commissioner is legally required to abstain from voting.
  - a. Commissioners shall announce their intent to abstain and provide a reason prior to the vote. Abstentions are not counted as votes for or against a motion.
  - b. Voting shall occur by electronically when the Chair calls for the vote using the Board's electronic voting devices and following the required steps.
    - i. Votes will immediately and automatically be posted on the Board's presentation screens or read aloud by staff.
    - ii. Votes can be changed in accordance with the required steps for use of the electronic voting devices until the Chair declares the voting ended and asks for the final recorded vote tally of commissioners present.
  - c. When the electronic voting devices are not available for use due to technical or other difficulties, a decision not to use them, or another reason, votes shall be by "yes" and "no" and will be taken by a show of hands, voice vote or a roll call vote so that the vote of each commissioner is recorded.
    - i. Any commissioner may request that his/her vote be changed if such request is made prior to announcement of whether the vote passed or failed.
17. The Board Chair is granted authority to establish standard guidelines, policies and procedures for the submission and review of grant applications, acceptances and amendments by the Board.
  - a. Policy includes Board approval of all grant applications in excess of \$50,000, unless authorized by the Board Chair, for the purposes of meeting an emergency or unplanned grant submission deadline.
    - i. If the Board Chair authorizes a grant application for the purposes of meeting a submission deadline, the full application shall be submitted to the appropriate liaison committee to be included as a communication on the committee agenda as a grant application rule exception.
    - ii. At minimum, the full grant application shall include the dates the grantor agency opened and closed opportunities for submittal of applications, an explanation detailing the reason(s) why the grant application was not submitted for Board approval, a summary of the provisions of the grant application and the requirements for grant matching funds and impact on County personnel.
  - b. Board approval is required for all grant acceptances more than \$10,000.

- c. Board approval is required for grant amendments including a 15 percent or greater variance from current award and/or requiring personnel changes.
  - d. Provisions will be made to notify the Board regarding all other grant applications, acceptance, and amendment items.
  - e. The Board Chair will present any new or revised proposals for grant application and acceptance policies and procedures at a regularly scheduled Board meeting for approval.
  - f. The Board Chair may establish a Grant Application Review Committee to review submissions more expeditiously.
18. Any business that is unfinished at the last Board meeting held in a non-election year shall be carried over to the next calendar year.
19. Any business that is unfinished at the last Board meeting in an election year shall not be carried over to the next calendar year.
20. The adoption of these Rules shall be deemed to repeal, supersede, and replace prior adopted Board Rules.
- a. The Board may amend or temporarily suspend these Rules at any time by a majority vote of commissioners serving, but such amendment or suspension shall not relieve the Board from complying with applicable law.
  - b. All prior adopted policies and procedures authorized and approved by the Board related to the organizational structure of the Board that are in conflict in whole or in part with any provisions of these Rules are repealed as of the adoption of these Rules, but only to the extent of any such conflict.

## APPENDIX A

### **Oakland County Board of Commissioners Public Comment Procedure**

Persons desiring to address the Board shall advise the Clerk prior to the Call to Order using the sign-in sheets provided, unless this requirement is waived by the Chair or by a vote of a majority of commissioners elected and serving.

Persons wishing to address the Board shall identify themselves and their community of residence and state their reasons for addressing the Board.

Individuals speaking shall be audible but not so loud as to be inappropriate for a meeting, shall not make threats or threatening comments, shall address their comments to the Chair and shall at all times demonstrate appropriate behavior for formal proceedings.

The first Public Comment opportunity shall pertain only to items on the agenda, with a time allotment maximum of three minutes allowed per speaker unless otherwise allowed or limited by discretion of the Chair. The Chair may allow comments to be expanded to topics other than items on the agenda, if it is in the best interest of proceedings, time or order.

The second Public Comment opportunity, unless otherwise allowed or limited at the discretion of the Chair, will be open to any topic with speakers being allowed a maximum of three minutes.

Public Comment is the time to hear from the public, therefore, the Board shall refrain from responding during the Public Comment segment. The Chair may interject to maintain proper order and shall have the discretion to limit public comments that are repetitive as well as set a time limit for the total time spent on Public Comment if comments are prolonged.

## APPENDIX B

Oakland County Board of Commissioners  
Table of Committee Attributes

COMMITTEE TYPE:	APPOINTED BY:	MEMBERSHIP:	ATTENDANCE/ MINUTES/ POST:	REPORTS TO:	CREATED BY:
Standing	Board Per Rules	Commissioners	Yes	Board of Commissioners	Board Rules
Subcommittee	Committee(s)/ Committee Chair(s)	Committee(s) Members Only	Yes	Committee(s)	Committee Action
Special	Board Chair	Commissioners Only	Yes	Per Direction at Formation	Board Chair
Ad Hoc	Board Chair & Bd. Approval	Unrestricted	Yes	Per Direction at Formation	Board Chair or Resolution
Task Force	Board Resolution	Unrestricted	Yes	Per Direction at Formation	Resolution
Study Group	Committee/ Committee Chair/Board Chair	Unrestricted	No	Per Direction at Formation — Responsibility is for information gathering, fact finding or advisory only.	Committee Chair or Board Chair or Committee Action

## APPENDIX C

### OAKLAND COUNTY BOARD OF COMMISSIONERS COMMITTEE REFERRAL GUIDELINES

Committee Referral Guidelines are meant to be utilized as a standard guideline for determining appropriate committee referrals for business initiated in the Board's standing committees that may be under the jurisdiction of multiple committees. These guidelines are subject to interpretation by staff, committee Chairs and the Board Chair.

The Board Chair reserves the right to make the final determination on the referral of any individual resolution based on his/her judgment and the subject matter under consideration. Departments and agencies should submit items to Committees under which they are listed.

#### **PUBLIC HEALTH & SAFETY COMMITTEE (PHS)**

##### **ELECTED OFFICIALS**

Prosecuting Attorney  
Sheriff's Office  
Courts (Circuit, Probate, District)

##### **OCE DEPARTMENTS**

Emergency Management and  
Homeland Security  
Health and Human Services  
Public Services Divisions

##### **COMMITTEES & AGENCIES**

MDHHS  
Oakland County Health Network

#### **ECONOMIC DEVELOPMENT & INFRASTRUCTURE COMMITTEE (EDI)**

##### **OCE DEPARTMENTS**

Economic Development  
Brownfields/TIFs  
Facilities Management

##### **ELECTED OFFICIALS**

Water Resources Commissioner (WRC)

##### **COMMITTEES & AGENCIES**

Airport Committee  
Building Authority  
Coordinating Zoning Committee  
Aviation and Transport  
Economic Development Corporation  
Regional Transportation Authority of Southeast Michigan (RTA)  
Great Lakes Water Authority (GLWA)  
Oakland County Public Transportation Authority (OCPTA)  
Road Commission for Oakland County (RCOC)  
Suburban Mobility Authority for Regional Transportation (SMART)

#### **LEGISLATIVE AFFAIRS & GOVERNMENT OPERATIONS COMMITTEE (LAGO)**

##### **ELECTED OFFICIALS**

Clerk/Register of Deeds  
Board of Commissioners  
County Executive

##### **OCE DEPARTMENTS**

Human Resources  
Public Communications  
  
\*County departments and offices to  
which no committee has been assigned

##### **COMMITTEES & AGENCIES**

Historical Commission  
Parks & Recreation Commission  
Art Institute Authority  
Zoo Authority  
Regional Convention Authority  
Land Bank Authority  
Personnel Appeal Board

#### **FINANCE COMMITTEE (FIN)**

##### **ELECTED OFFICIALS**

Treasurer's Office  
BOC Special Projects

##### **OCE DEPARTMENTS**

Information Technology (IT)  
Management and Budget  
Purchasing  
Equalization  
Fiscal Services  
Corporation Counsel  
Indigent Defense Services

##### **COMMITTEES & AGENCIES**

Audit Subcommittee  
Claims Review Committee  
Retirement and Deferred  
Compensation Board  
Tax Increment Financing District  
Review Ad Hoc Committee

#### **REQUIRE BOTH LIAISON AND FINANCE (FIN) COMMITTEE CONSIDERATION**

- Recommendations with current year budgetary impact of \$100,000 or greater
- Recommendations with fund balance appropriation or assignment
- Recommendations that require use of non-departmental funding source
- Recommendations committing the County to long term fiscal expenditures and/or impacting county revenues (fees, surcharges, etc.)
- Collective Bargaining Agreements (CBA); wage reopeners; amendments to CBA
- Capital Improvement Project Updates
- Brownfield/Tax Increment Financing (TIF) Projects or Policy Updates
- Recommendations that pledge the full faith and credit of the County