

**RICHMOND TOWNSHIP
MACOMB COUNTY, MICHIGAN**

**TOWNSHIP BOARD MEETING
PROCEDURES AS ADOPTED JULY 11, 2018**

The Richmond Township Board of Trustees is sharing this guideline to the procedures that we follow for conducting our regular board meetings. Please feel free to take a moment and review these. Any questions you may have on them can be directed to the office of the Township Supervisor at supervisor@richmondtp.org. We hope to see you at our meetings and look forward to your input!

THE RICHMOND TOWNSHIP BOARD OF TRUSTEES

Office	Term Ends
Supervisor Cynthia Greenia	November 20, 2020
Clerk Catherine LaFontaine	November 20, 2020
Treasurer Robert Szalka	November 20, 2020
Trustee Vern Kulman	November 20, 2020
Trustee Christopher DeVos	November 20, 2020

Richmond Township Hall
34900 School Section
Richmond, MI 48062

586-727-8998
www.richmondtp.org

Regular office hours are Monday, Tuesday and Thursday 9:00 a.m. to 5:00 p.m.

Meeting Procedures:

All regular and special meetings of the Richmond Township Board are open to the public. There are certain instances as set forth in the Open Meetings Act and as prescribed by law, when the Board will meet in closed session.

Meeting Dates:

The regular board meetings are held on the second Wednesday of each month and begin at 7:30. Special meetings can be called with a minimum of 18 hours notice and will be publicized on the Richmond Township Website as well as posted on the doors of the Richmond Township Hall.

A list of regular meeting dates will be posted on the website as well.

Public hearings will be set during the course of a regular meeting for items such as "Budget". These will be published in a newspaper of general circulation and published as well on the Township website.

Meeting Location:

Unless otherwise indicated, all meetings will take place at the Richmond Township offices, 34900 School Section, Richmond, MI 48062.

Agenda Order:

The following is the order of the agenda for a regular meeting:

1. Call Meeting to Order
2. Welcome and Pledge of Allegiance
3. Roll Call
4. Presentation of Agenda
5. Public Comment
6. Consent Agenda
7. Financial Reports
8. Farmland Preservation
9. Building Report
10. Assessor's Report
11. Unfinished Business
12. New Business
13. Items for Next Agenda
14. Call to The Board
15. General Public Comment
16. Adjournment

When it is necessary to hold a public Public hearings, those hearing are generally held during the course of a regular meeting and will be entitled "Public Hearing" and take place after Public Comment on Agenda Items.

Agenda Preparation:

All agenda items are due to the office of the Township Supervisor on or before the Thursday preceding the agenda at 12:00 p.m. (noon). Timely presentment of agenda items is required in order to have sufficient time to prepare the agenda packet and forward it to all board members as well as post on the website for review prior to the meeting.

Late Agenda Items:

Any items, as presented by the Township Board Members, that are deemed to require immediate action may be added to the Township Agenda the night of the meeting under the item "Presentation of Agenda". A simple majority of the Board members present must approve the amended agenda when presented with items that were not previously on the agenda when forwarded to the Board members.

Township Board Action:

Items are considered in the order they are listed on the Agenda. Business presented to the Board is disposed of by one of the following actions.

Ordinances:

An Ordinance or an Ordinance Amendment thereto is a "legislative" act and requires two readings at separate Board meetings, after which it is published in a newspaper of general circulation. An Ordinance is the most binding and permanent type of Board action and may be repealed only by a subsequent repealing ordinance.

Ordinances become effective thirty (30) days after adopting. Full ordinance copies are available at the Township Clerk's Office.

Resolutions:

A resolution expresses certain types of administrative action by the Board. It required only one reading and may easily be changed by a subsequent resolution. A Resolution becomes effective on the day it is approved.

Motions:

A motion is ordinarily used to indicate majority approval of a procedural action, such as the approval of a report or recommendation. It may also be used to authorize administrative officials to take certain actions. A motion usually authorizes the disposition of an item of business on the Agenda. A motion becomes effective on the day it is approved.

Referrals:

When the Board has discussed an item but does not feel ready to take action on it, they may refer the matter to the Township Attorney or to the Supervisor for further information and ask that it be brought back to a future meeting.

Citizen Participation:

Citizens have two opportunities to be heard at all meetings following the agenda that is adhered to by the Richmond Township Board. They are provided with these opportunities to speak in order to afford them the chance to share their concerns with the Board while allowing the Board to move forward in making decisions in an orderly fashion. Should any resident feel they would like their opinion to be discussed further than this time allows, an appointment can be made with any of the Board members as a means to further discuss the matter. Township Board members will endeavor to meet with any citizen at a mutually convenient time.

Public Comment:

A citizen has the opportunity to address the Board during Public Comment on Agenda Items or the general Public Comment. Persons addressing the Board will be asked to clearly state their name and address for the record and may speak one time three (3) minutes. The chair may allow some latitude in the time given to the public depending on the subject matter and time constraints.

Persons speaking should keep in mind that this is their opportunity to address the Board as well as the other members of the community. This is not a question and answer session nor is it the time to engage in a debate with the Board or other citizens. While the Board aspires to fully communicate with the residents, it is solely at the discretion of the Board to answer basic questions where appropriate. As noted above, the public is encouraged to arrange a meeting with a Board member should more time be necessary than provided under these rules.

If at any time the resident being heard under public comment is out of order, the Chair may make mention of this and ask that the resident bring themselves back in "order" or ask that they please be seated.