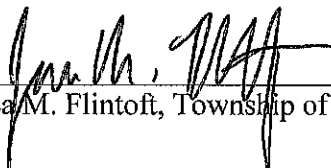


TOWNSHIP OF SCIO
BOARD OF TRUSTEES RULES OF ORDER

I hereby certify that the Board of Trustees Rules of Order
were adopted by the Scio Township Board of Trustees at its regular
Meeting held on April 22, 2025, at the Township Hall,
827 North Zeeb Road, Ann Arbor, Michigan.



Jessica M. Flintoft, Township of Scio Clerk

RULES OF ORDER
BOARD OF TRUSTEES of the TOWNSHIP of SCIO

Adopted by the Board of Trustees on April 22, 2025.

1.0 Authority.

1.1 These rules are adopted by the Board of Trustees of Township of Scio pursuant to the Constitution and the laws of the State of Michigan and Scio Township. In the event of a conflict between these rules and the open meetings act or other statute or ordinance, the statute or ordinance shall apply.

2.0 Meetings.

2.1 Regular Meeting schedule. The Township Board shall adopt a schedule of its Regular Meeting dates and possible work session meetings (which will be for discussion only) for the upcoming calendar year not later than November 1st of the current year. Changes to the Regular schedule shall not be made except upon the approval of a majority of the board members elected and serving.

2.2 Special meetings (does not include work sessions). The Township Board may hold a Special meeting at the call of the Supervisor or upon the written request of a majority of the members of the Township Board, and the purpose of the meeting shall be part of the request. Upon call of the Supervisor or written request of a majority of the members of the Township Board, the Township Clerk shall give notice of the time and place of the meeting to each member, either in person or by leaving a written notice at the member's address at least 18 hours in advance of the Special meeting. Whenever possible, Special Meetings will be called at least 7 days in advance. When proposing a Special Meeting, the Supervisor will first contact board members to confirm their availability. This contact will be through an email to the board at their official Scio Township email address. The notice shall contain the time, place, and purpose of the meeting, and be posted according to MCL 15.265 (4).

2.3 Work Session. A work session may be scheduled to allow more in-depth discussion of a topic but does not include any action by the Board. At the time the Regular Meeting schedule is set, the Board will also set a series of work sessions to accept reports from department heads and

others. In addition to the work sessions published with the Regular Meeting schedule, work sessions may be scheduled from time to time using the same procedure for a Special meeting, as stated in 2.2 above.

2.4 Place of meeting. Meetings shall generally be held in the Meeting Hall of Scio Township Hall with remote participation available for the public. On occasion, there may be reasons for meeting off site. Off site meeting locations shall be physically accessible, be generally appropriate for public access, and if possible with remote participation available for the public. A notice of change of meeting location shall be prominently posted on the public bulletin board and on the Township website 7 days in advance, if possible, but no fewer than 18 hours prior to the meeting.

2.5 Cancellation of Meetings. The Supervisor may cancel a meeting of the Township Board when attendance would threaten the health, safety or welfare of the board members or public. When four members of the Township Board have stated in writing (email) they cannot attend a meeting, the meeting will be canceled. Board members who will miss a meeting must notify the entire Board at their official Scio Township email addresses, as soon as possible. Board members are not required to state a reason for their absence. If any meeting is canceled under this provision, the Clerk shall post the cancellation in the same manner required for a Special meeting.

2.6 Quorum.

Quorum: At the time the attendance of the Board is taken, the Clerk shall state whether there is a quorum of the board. If there is no quorum, then the only actions the Board may take are to adjourn the meeting and set another date for meeting.

2.7 Attendance. Board members are expected to attend all meetings under the principle of accountability to assure that government is conducted openly, efficiently, equitably and honorably in a manner that permits the citizenry to make informed judgments and to hold government officials accountable. If a Board member is going to be absent, they must notify the Board as stated in 2.5. Chronic absence may be addressed by the Board reminding the absentee of this provision.

3.0 Public notice of meetings. The Clerk or his or her designee is responsible for providing the proper notice for all meetings of the Township board. If the Clerk or his or her designee is unavailable, then proper notice may be provided by the Supervisor and/or his/her designee.

4.0 Proposed Agenda Preparation and Distribution. The Township Board will designate in writing a person to prepare the proposed agenda of business for all Township Board meetings. Any board members, department heads or consultants acting as department heads desiring to place a matter on an upcoming meeting agenda may send such items to the designee stated above, with any supporting materials for the meeting packet. The request shall include a descriptive title, description of the item, whether the item is for 'information only', 'discussion only' or for 'possible action,' which meeting date the item is expected to be considered, and other key information that regularly appears on Agenda Item Cover Sheets. The designee shall plan submitted items in the appropriate place on the proposed agenda.

4.1 Timing for submission. Complete items for the next regular meeting must be received by 4:00 p.m. on Monday, the week before the next regular meeting. Timely submissions may appear on the next agenda as determined by the designee. Designee will have the sole discretion to determine if an item is complete. Submissions received after this deadline will not be placed on the next regular meeting agenda, unless the designee determines that inclusion is absolutely necessary.

4.2 Distribution of Proposed Agenda and Packet. Upon completion of the proposed agenda and meeting packet, the person designated to prepare the proposed agenda and meeting packet shall distribute copies of the proposed agenda together with meeting packet to the Board, and then post publicly, including on the Township website. Delivery of the proposed agenda and meeting packet to the Board and posting of the materials on the Township website should occur by 5:00 p.m. on Wednesday prior to the regular Board Meeting. The proposed agenda and packet for special meetings should be distributed in advance of the meeting, as soon as reasonably possible, with the goal being five days in advance of the special meeting.

4.3 Correspondence.

The Clerk is responsible for assembling the written communications (correspondence) from the public addressed to the Township Board. If a member of the Township Board responds to a communication, that response shall be included together with the respective correspondence. It is the responsibility of the respondent to transmit their correspondence to the Clerk to be included in the record.

4.4 Reports. The person designated to prepare the proposed agenda of business is responsible for assembling written reports from the members of the Board, various committees, boards, commissions, and department heads. If practicable, these items shall be submitted in the same manner and by the same deadline as above.

4.5 Regular Meetings-Order of Business. For each regular meeting agenda, the designee preparing the proposed agenda shall finalize the order of the proposed agenda, using the following Order of Business headings set forth below as a guideline. The designee may propose a re-ordering of items on the proposed agenda for the efficient use of Township resources, such as staff and consultant time.

- A. Call to Order
- B. Roll Call
- C. Pledge of Allegiance
- D. Adoption of the Agenda (Agendas are “proposed” until adopted)
- E. Declaration of Conflict (where Board members may declare real, or perceived conflicts related to items on the agenda)
- F. Correspondence Received
- G. Special Topics (for example, recognitions or introductions. Nothing so substantive that should not be ordered prior to Public Comment.)
- H. Public Comment: The public is invited to speak about whatever you would like to address to the Board. Please limit your comments to 5 minutes per person.
- I. Board Member Response/Clarification: Board members, or their designee may follow up concerning comments.
- J. Approval of Minutes: minutes will only be adopted at regular meetings
- K. Consent Agenda- adopting model motions exactly as they appear with no discussion
- L. Regular Reports by Officers and Committees; any Special Reports
- M. Public Hearings
- N. Unfinished Business: agenda items that have come before the Board previously, but which have not had a final determination because they were tabled, postponed, or discussion only
- O. New Business: agenda items that have not previously come before the Board
- P. Public Comment
- Q. Adjournment.

After the publication of the proposed agenda packet, Board members are encouraged to contact the author of any item for more information or clarification if needed.

Items that Board members anticipate bringing to the meeting should be distributed to the Board via email as soon as possible and submitted to the designee preparing the proposed agenda for publication as appropriate. Late arriving items are discouraged.

4.6 Adoption of Agenda. All changes to the proposed agenda shall be brought under the standing item "Adoption of Agenda." If any Board member demands to remove items from the Consent Agenda, the Supervisor will determine where on the agenda the removed item will be discussed. Other suggested changes to the proposed agenda, such as adding or removing items, changing items from 'discussion only' to 'possible action' or vice versa, or otherwise make substantial changes to agenda items require a majority vote of the Board. Any materials considered by the Board shall be posted within a revised meeting packet after the Board meeting.

4.7 Time Limit on Meetings. Any Board member may move that the Township Board not consider any matter for discussion or possible action on the agenda if the matter is not yet under consideration within three hours after the start of a meeting. This does not include Public Comment, which will be offered prior to adjournment under this subsection. Matters on the agenda and not yet acted upon at the time of adjournment will be placed at the top of the agenda headings of the next regular meeting, or special meeting if one has been called for this purpose.

4.8 Special Meetings-Order of Business. Whenever the Board is called into a special meeting, the matters to be considered shall be stated in the notice of the meeting. In a Special Meeting, matters not stated in the notice shall not be considered except when all members are present, and a majority of the board agrees to add the matter(s). The designee preparing the agenda shall order the agenda items.

- A. Call to Order
- B. Roll Call
- C. Pledge of Allegiance
- D. Adoption of the Agenda
- E. Public Comment
- F. Public Hearings
- G. Unfinished Business
- H. New Business
- I. Public Comment
- J. Adjournment.

5.0 Conduct of meetings

5.1 Chairperson. The Supervisor, if present, shall be the moderator of a regular or special meeting of the Township Board. If the Supervisor is not present, the Township Board, under the direction of the Township Clerk, shall elect by voice vote a member of the Township Board as a moderator of the meeting. The Township Clerk has the same powers and duties of the Supervisor as the moderator until a moderator is chosen.

5.2 Permission to Speak. Board members wishing to speak shall first obtain the approval of the chair. The chair shall not deny approval. Other persons at the meeting shall not speak unless recognized by the chair.

5.3 Speaker not to be interrupted. When speaking, no board member shall be interrupted without the member's consent, provided, however, that the member speaking shall yield to a point of order.

5.4 Limitations on speaking. Members who have once spoken on a particular matter shall not again be entitled to the floor so long as any member who has not spoken desires to speak.

5.5 Use of Private Messaging by Members. Except in the case of emergencies, members shall not use text messaging, email, or other technology to communicate about the substance of the meeting in progress.

6.0 Disruption of Meetings. The Supervisor may call to order any person who is being disorderly by speaking or otherwise disrupting the proceedings.

7.0 Public Comment.

7.1 Attendance. Members of the public may attend meetings of the board by attending in-person. Attendance via remote participation will be available for all Township Board meetings. However, if remote participation is unavailable because of technological difficulties, the township may proceed with any meeting lawfully noticed under the Open Meetings Act. The public right to attend meetings does not extend to closed sessions as permitted under the

Michigan Open Meetings Act.

7.2 Public Comment. Any person wishing to address the Board on any matter may do so during the two public comment periods provided. Each speaker shall be allowed to speak once during each public comment period for a maximum of five (5) minutes. The moderator may designate a timekeeper to help enforce the 5-minute limit. Under certain circumstances, the Township Board may permit a speaker more time or allow a speaker to speak more than once. Permission may be granted by the majority vote of the Township Board.

7.3 Board Response. Board Members are not obligated to answer questions or make statements in response to issues raised during public comment. After the completion of public comment, the Chair shall ask the Board members if they wish to respond and may recognize board members who wish to briefly question speakers, respond to questions, or make simple announcements for clarification. Board response is not an invitation for further public comment.

8.0 Public Hearing.

8.1 Attendance. Members of the public may attend public hearings held by the board by attending in person, or via remote participation, if available.

8.2 Public Comment. Any person wishing to address the Board on the subject of the public hearing may do so during the public hearing. Each speaker shall be allowed to speak once for a maximum of Five (5 minutes) and must limit their comments to the subject of the public hearing.

8.3 Board Response. Board members are not obligated to answer questions or make statements in response to issues raised during the public hearing. After the public hearing, the Chair shall ask the Board members if they wish to respond and may recognize board members who wish to briefly question speakers, respond to questions, or make simple announcements for clarification. Board response is not an invitation for further public comment.

9.0 Record of meetings

9.1 Record and Minutes. The Clerk shall be responsible for maintaining the official record and minutes of each meeting of the board. The minutes shall include, at minimum, all the actions of the board with respect to motions, and summary of discussion and public comments.

The record shall include the names of the members making and seconding the motion and the vote of the board. The record shall state whether the vote was by voice vote or by roll call and when by roll call, the record shall show the yes, no, or abstention for each member. The Clerk shall maintain copies of each resolution and ordinance, or other matter acted upon by the board. The official minutes may refer to those matters by an identifying number and title descriptive of the ordinance, resolution, or other matter.

9.2 Public access to meeting records. The Board is responsible for recording and maintaining an audio or video recording of each entire meeting of the Board, if a recording exists, subject to the State's and Township's applicable record retention policies.

The Clerk shall make available to members of the public the records (amended agenda packet, video) and minutes of board meetings in accordance with the Freedom of Information Act and the Open Meetings Act. Minutes prepared by the Clerk, but not approved by the Board, shall be available for public inspection at the Township Hall no more than 8 business days following the meeting. Minutes approved by the Board shall be available within 5 business days of the meeting at which they were approved. The Clerk shall be responsible for posting the video or audio recordings if they exist, or electronic links thereto, on the township website.

10.0 Motions and resolutions.

10.1 Discussion. At the option of the Board, discussion on an agenda item may be prior to a motion being stated, or after a motion is stated and seconded, or both.

10.2 Statement by chair, written motions, and resolutions. At the demand of any member of the Board, no motion or resolution shall be adopted until the motion or resolution is stated or if in writing, read, by the person chairing the meeting, or by the clerk at the request of the chair. All 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.

10.3 Order of motions/ Procedural motions. Whenever a question is under debate, no motion shall be received except a procedural motion to:

Adjourn: end the meeting

Recess: take a break from the meeting, usually for a specific amount of time

Clear the floor: to remove a motion from the floor

Vote immediately: also “call the question” ends all discussion/debate and vote immediately

Table: to postpone a decision on a motion to the next meeting. If it is not raised at the next meeting, the motion dies

Postpone to a certain date

Amend: any member may request to amend a motion on the floor, the board must first vote on the amendment, then on the amended motion

These motions shall take precedence in the order in which they are stated above, meaning that if a motion to adjourn has been stated, no other motion will be allowed, and so on.

10.4 Nondebatable motions. Motions to adjourn, to clear the floor, to recess, to table, to vote immediately, and all questions relating to the priority of business, shall be ordered and voted upon without debate.

10.5 Rules on procedural motions. A decision to table shall carry with it all questions to which it is attached, except in the case of appealing a decision by the chair. (the chair is subject to the authority of the whole group. For example, if the chair says that a given subject is not relevant to the discussion or refuses to recognize someone who is entitled to speak, any two members can appeal. When that happens, the group makes the decision.)

10.5.1 Motion to vote immediately. If the board rejects a motion to vote immediately, the consideration of the matter shall be resumed as if no motion therefore had been made.

10.5.2 Motion to reconsider may be made at any time during the same meeting or at the first meeting held thereafter. The motion may be made only by a member who either voted with the prevailing side or did not vote. It may be seconded by any member. No questions shall be reconsidered more than once, nor shall a vote to reconsider be reconsidered.

10.5.3 Motion to suspend the rules temporarily may be made at any time, and by majority vote, the board may temporarily suspend the rules to facilitate the accomplishment of any legal objective of the board in a legal manner.

10.5.4 Any member of the board may appeal any decision of the chair. On all appeals the question shall be "Shall the decision of the chair stand as the judgment of the township

board?" Appeals shall be debatable except when the township board is under the order to vote immediately, or the decision appealed relates to the priority of business. Any such appeal may be laid on the table, but it shall not carry with it the matter before the township board at the time such appeal is taken.

10.5.5 Motion to divide any pending question. The question shall be divided if it contains propositions so distinct that, one being removed, a substantive proposition still remains.

11.0 Voting.

11.1 Votes Required. Except for those decisions required by these rules, Township policy, or statute to have a larger majority, all questions at meetings shall be decided by a majority of members present.

11.2 Obligation to Vote. Whenever the chair puts a question to the members, every member present shall vote on all questions decided by the township board. Prior to a vote, any member who has a real or perceived conflict of interest on the question before the board shall state what the conflict is and that they request permission to abstain from the vote. The Board shall vote on request to abstain, with a majority of members present required to approve such request.

11.3 Conflict of Interest. Board members shall refrain from any conflict, or the appearance of any conflict, between their interests, paid or unpaid, or a third party's interests and the interests of Scio Township and the community. A conflict of interest is an influence, whether it is real or perceived that is of such substance to change the vote of the Board member on a particular topic. A conflict of interest may exist when there is a possibility that the interests of the Board member may diverge from, or be in conflict with, the interests of the Township.

Such a Conflict of Interest could include, but is not limited to, situations involving a Board member and:

- (1) a financial benefit not shared with a substantial segment of the public for any of the following:
 - a. The Board member;
 - b. A member of the Board member's immediate family or relative;
 - c. An employer of the Board member other than of the Township;
 - d. Any business in which the Board member, a member of the Board member's

immediate family, or a relative of the Board member has a financial interest; or
e. Any business with which the Board member, a member of the Board member's immediate family, or a relative of the Board member is negotiating or seeking employment or any other business or professional relationship.

(2) a matter concerning his or her own conduct;

(3) a matter concerning land owned by him or her or which is adjacent to land owned by him or her;

(4) a matter involving a corporation, company, partnership, or any other entity in which he or she is a part owner, or any other relationship with a corporation, company, or partnership;

(5) a matter concerning his or her spouse, children, step-children, grandchildren, parents, brothers, sisters, grandparents, parents in-law, grandparents in-law, or members of his or her household;

(6) a matter where his or her employee or employer is an applicant or agent for an applicant;

(7) a matter in which, due to particular circumstances, the Board member believes there may be the appearance of improper bias that could taint the outcome or process if the Board member participates.

11.4 Roll Call Vote. Roll call votes may be required by statute or Township policy. And, any member may demand a record roll call vote on a question.

11.5 Order of Roll Call Vote. After the chair has stated the question, the Clerk is directed to call the roll. Then, no member of the township board is entitled to speak on the question, nor shall any motion be in order until such roll call is complete, and the result is announced. The Clerk shall rotate the order of voting at each meeting.

12.0 Adoption of, Amendment to, and Applicability of Board Rules

12.1 Previous Rule Superseded. These rules shall supersede any rules previously adopted by the board.

12.2 Amendment of Board Rules. These rules may be amended by a majority of members. Any amendments shall take effect at the next Township Board meeting after adoption.

12.3 Applicability of Board Rules. These rules are intended to govern the order of business of the board and are not intended to create a legal duty or obligation to third parties.

13.0 Parliamentary authority.

13.1 Robert's Rules of Order. Robert's Rules of Order (newly revised) shall be used as a guideline to govern all questions of procedure that are not otherwise provided by these rules or by state or federal law. However, the Township shall not be required to strictly adhere to Robert's Rules of Order.