



## **GOVERNING POLICY**

The Michigan Statewide Independent Living Council, as established and created by Executive Order 2020-130, establishes the following procedures that shall govern its organization and operations. Once adopted, these procedures are effective immediately.

## ARTICLE I – OFFICERS

Section 1. Officers. The Council will select officers from its voting membership. The officers shall form the Executive Committee of the Council.

Section 1. Chairperson. The Chair shall (a) see that all orders and resolutions of the Council are carried out and (b) have oversight over the general control and management of the business and affairs of the Council as carried out by the staff of the Council. The Chair, or his or her designee, shall preside at all meetings of the Council and the Executive Committee at which he or she is present. The Chair will not vote on actions, except in the case of a tie. The Chair shall have the authority to create subgroups and/or advisory subgroups, appoint, remove, and replace chairs and subgroup Members otherwise specified. The Chair shall be an ex-officio member of all standing and ad hoc committees and task forces. The Chairperson shall also possess other authorities and responsibilities as established by the Council.

Section 1.1. Vice Chairperson. The Vice Chairperson shall perform the duties of the Chairperson if the Chairperson is unavailable. The Vice Chairperson shall also possess other authorities and responsibilities as established by the Council.

Section 1.2. Treasurer. The Treasurer shall (a) have oversight of the funds and other financial assets of the Council, (b) be responsible for ensuring that accurate books and records of Council receipts, disbursements, assets and liabilities are kept, (c) provide oversight for all accounts of the Council at banks and other financial institutions, (d) be responsible for the preparation and filing of all financial information which is required by law or otherwise, (e) shall present such information to the Officers and Council Members. The Treasurer shall also possess other authorities and responsibilities as established by the Council.

Section 1.3. Secretary. The Secretary shall (a) ensure there is a record of all meetings of the Council (b) present proposed minutes of the previous meeting to the next meeting of the Council and (c) have oversight for all notices required to be given to Council Members., The Secretary shall also possess other authorities and responsibilities as established by the Council.

Section 1.4. Immediate Past Chairperson. If remaining on the Council, the Immediate Past Chair is a voting member of the Executive Committee. The Immediate Past Chairperson shall also possess other authorities and responsibilities as established by the Council.

Section 1.5. Duties of the Executive Committee: The Executive Committee shall be responsible for the oversight of the activities of the Council in between the meetings of the Council. Such oversight shall include, but not be limited to:

Section 1.5.1. Agenda. Setting the proposed agenda for upcoming meetings of the Council.

Section 1.5.2. Contracts. Review and recommend any contracts to the Council.

Section 1.5.3. Annual Budget. Development of an annual operating budget with staff to be presented to the Council for approval.

Section 1.5.4. Budget Review. Review the annual operating budget and related financial reports and make recommendations to the Council as needed.

Section 1.5.5. Financial Goals. Present long-range financial goals along with funding strategies to the Council.

Section 1.5.6. SPIL Writing Team. Create the ad hoc SPIL writing team at least one year prior to submission of new SPIL made up of Council Chairperson, two Council Members at large, up to three CIL Directors, and SILC staff.

Section 1.5.7. Evaluation. Evaluate the Executive Director and recommend salary adjustments and/or other compensation consistent with the approved organizational budget to the full Council.

Section 1.6 Quorum of the Executive Committee: A majority of the voting Members of the Executive Committee serving constitutes a quorum.

## **ARTICLE II – MEETINGS**

Section 1. Open Meetings Act. The Council shall conduct its meetings in accordance with the Open Meetings Act, MCL 15.261 *et seq.* The Council will provide proper notice of its meetings, as required by MCL 15.264 and 15.265.

Section 2. Regularly scheduled meetings. The Council shall meet regularly, and will set the dates, times, and places of its regular meetings at its first meeting of each fiscal year.

Section 3. Special meetings. In addition to regularly scheduled meetings, the Council shall meet when called by the Chairperson. Proper notice of a special meeting shall be provided in accordance with MCL 15.264 and 15.265. All official actions taken at a special meeting shall have the same force and effect as those taken at a regular meeting.

Section 4. Meeting minutes. The Council shall make and maintain minutes of its public meetings. At a minimum, such minutes must contain the information required in MCL 15.269(1). The Council shall make its proposed minutes and approved minutes of such meetings available as required in MCL 15.269(3).

Section 5. Quorum. A majority of the voting Members of the Council serving constitutes a quorum. The Council must act by a majority vote of Members present. A Council member participating in a meeting by phone or video may be counted as present for purposes of establishing a quorum if the member can be heard by the other Members of the Council and the Members of the public attending the meeting.

Section 6. Conducting of business at meetings. The Council intends to follow the following procedure for conducting business at its meetings, but reserves the right to amend the procedure when deemed appropriate.

Section 6.1. Call to order. The Chairperson shall call a meeting to order.

Section 6.2. Determination of quorum. The Chairperson shall call the roll and declare whether there is a quorum.

Section 6.3. Approval of agenda. The Council may amend and shall adopt an agenda for each meeting by majority vote. Items may be added to or deleted from an agenda.

Section 6.4. Approval of minutes. At each regular meeting, the minutes of the previous regular meeting, and any other meeting occurring since the last regular meeting shall be corrected, if necessary, and approved by the Council.

Section 6.5. Public comment. Because meetings of the Council are public meetings, Members of the public shall have a reasonable opportunity to be heard. At the time designated in the agenda, the Chairperson may recognize and extend an opportunity to speak to a person desiring to address the Council.

Section 6.5.1. Comment period. The Council may limit the period of time allotted to each individual desiring to address the Council. The Council may require individuals desiring to address the Council to identify themselves.

Section 6.5.2. Comment warning. The Chairperson may warn any person or curtail an opportunity to address the Council for being vulgar or offensive, or for speaking in excess of their allotted time.

### **ARTICLE III – ORGANIZATION OF THE COUNCIL**

Section 1. Conducting business as a whole. Unless properly referred to a subgroup, the Council will consider as a whole all matters before it and properly within the Council's authority pursuant to Executive Order 2020-130.

Section 2. Advisory subgroups. The Council may establish advisory subgroups as it deems necessary to assist the Council in performing its duties and responsibilities. Such subgroups may be composed of Council Members, individuals or entities participating in Council activities, or of Members of the public.

Section 2.1 Subgroup Authorization. Subgroups established by the Council are not authorized to act on behalf of the Council or take any action within the authority of the Council. Rather, such subgroups are advisory and may provide information or recommendations to the Council. The Council may adopt, reject, or modify a recommendation proposed by a subgroup.

### **ARTICLE IV – PUBLIC RECORDS**

Section 1. Freedom of Information Act. The Council is subject to and must comply with the Freedom of Information Act (FOIA), MCL 15.231 *et seq.*

### **ARTICLE V – AMENDMENTS**

These procedures may be amended at a regularly scheduled meeting by affirmative vote of two-thirds of the Members present and voting. Amendments to these procedures shall be effective on the date approved by the Council.