

## RULES OF PROCEDURE

1. Meetings of the Commission shall be set as follows:
  - A. Upon call of the Chairman
  - B. Upon a signed, written request to the Chairman by three members
  - C. By majority vote of the members present at the meeting
2. All meetings called shall conform to the open meetings provision of the law.
  - A. Public comments should be limited to 2 minutes per person.
3. In accordance with the law, MCL 450.2523 three or more members of the Commission represent a quorum at any meeting. A majority vote of the quorum present is required so that action can be taken.
4. A Public Hearing doesn't require a quorum because no policy will be set at these hearings.
5. The sum of all cities, townships and villages in the County shall be used as the total County population figure in preparing a plan.
6. Only, members of the Commission may submit plans except as otherwise provided by law. (MCL 46.407 sec 7)
7. No one commissioner shall submit more than two plans.
8. Each plan submitted shall contain the following information:
  - A. One Muskegon County map that clearly identifies each proposed commissioner district shall be made available in the Office of the County Clerk for inspection purposes.
  - B. Seven copies of detailed census information that clearly indicates the population figures in each proposed district shall be made available. One copy shall be used for verification purposes. One copy shall be made available in the Office of the County Clerk for inspection purposes. The Chairman shall have one copy sent to each of the five commissioners within 24 hours after receipt for their consideration.
  - C. A word description of each district shall be made available for clarification purposes.

9. The County Clerk shall have delivered to each member all census information within 14 days after the effective date the Secretary of State of Michigan certified the Federal Census figures.
10. All plans shall be submitted to the Office of the County Clerk within 33 days after the effective date the Secretary of State certifies the census. The County Clerk's Office shall time stamp, assign a number and indicate the author's name on each plan received.
11. The author of each plan may make amendments to his or her plan for the purpose of making adjustments to district lines and/or population figures. Amendments that basically represent a whole new plan shall not be permitted.
12. Errors found in the verification process of a plan shall be noted in writing. The Chairman shall make six copies of the noted errors and shall have one copy made available in the Office of the County Clerk. One copy shall also be sent within 24 hours to each of the five Commissioners. If a plan is verified as being correct, the Chairman shall have each member notified in writing. Correction of errors shall be made by the author in the form of an amendment to the plan.
13. Amendments shall be delivered to the Office of the County Clerk within 40 days after the effective date the Secretary of State certifies the census.
14. Amendments to each plan shall contain the same information required in number 5A, 5B and 5C of these Rules of Procedure as well as author's name and the assigned plan number.
15. A final plan shall be verified and approved by the Commission within 60 days from the effective date the Secretary of State certifies the census.

APPROVED BY THE APPORTIONMENT COMMISSION ON 6-16-2021

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Muskegon County Apportionment Commission