

2004

RULES AND REGULATIONS  
FOR THOMPSON TOWNSHIP BOARD

**1. MEETINGS**

- A. Regular Meetings: The Thompson Township Board will hold regular meetings on the second Tuesday of each month. These meetings will be held at the Thompson Township Hall and will start at 6:00 p.m. unless otherwise designated.
- B. Change in Schedule: Any changes in the regular meetings schedule, including time or place, may be made by a majority vote of the Thompson Township Board, such change to be recorded in the minutes of the meeting in which the change is made. Persons who were scheduled to appear on the agenda of a meeting that has been changed will be advised directly of this change via telephone or letter.
- C. Special or Emergency Meetings: A special meeting of the Thompson Township Board shall be held at a time fixed by the board at a meeting or when the supervisor considers it necessary. Upon call of the supervisor, 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. A special meeting of the township board shall be called by the township clerk upon receiving a written request for the meeting signed by a majority of the township board members. The township board shall not transact business at a special meeting unless the business was stated in the notice of the meeting. However, if all the members of the board are present at a special meeting, business that might lawfully come before a regular meeting of the board may be transacted at the special meeting. The reason for the special meeting along with the date, time, and place shall be posted at least 18 hours prior to meeting.
- D. Moderator: 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 as the moderator until a moderator is chosen.
- E. Public Notice of Meetings: The Clerk of the Thompson Township Board shall give public notice of the regular schedule of time and place in one newspaper circulated in the township, by posting the schedule on the outside bulletin board at the township hall, and on the township website.
- F. The Thompson Township Board shall hold all meetings with open doors and all persons may attend its meetings.

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- G. Executive or Closed Sessions: The following reasons are permissible under MCL 15.268 for Closed Sessions at Regularly Scheduled or Special Township Board Meetings:
1. To consider the dismissal, suspension or disciplining of, or to hear complaints or charges brought against, or to consider a periodic personnel evaluation of a public officer, employee, staff member, or individual agent, if the named person requests a closed hearing. A person requesting a closed hearing may rescind the request at any time, in which case the matter at issue shall be considered after the rescission only in open session.
  2. For strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement if either negotiating party requests a closed hearing.
  3. To consider the purchase or lease of real property up to the time an option to purchase or lease of that real property is obtained.
  4. To consult with its attorney regarding trial or settlement strategy in connection with specific pending litigation, but only if an open meeting would have a detrimental financial effect on the litigating or settlement position of the public body.
  5. To review and consider the contents of an application for employment or appointment for public office if the candidate requests that the application remain confidential. However, except as otherwise provided in this subdivision, all interviews by a public body for employment or appointment to a public office shall be held in an open meeting.
  6. To consider material exempt from discussion or disclosure by state or federal law.
  7. Except for 1 & 2, Executive sessions will only be held with a 2/3 roll call vote.
  8. Open Meetings: The Thompson Township Board will comply with the Open Meetings Act (Act #267 of 1976) in all respects.

**2. QUORUM**

- A. Majority: A majority of the Board members shall constitute a quorum for the transaction of the ordinary business of the township.
- B. Absence of Quorum: Upon the absence of a quorum, the members present may adjourn the meeting and reschedule when a quorum is possible.

**3. VOTING**

- A. Majority Vote: All questions which shall arise at the meetings of the Thompson Township Board shall be determined by the votes of a majority of the members present except for:
- B. Roll Call Votes: The following issues will be accomplished by a roll call vote:
  - 1. Adopt Ordinance
  - 2. Adopt General Appropriation Act (Adopting the Budget)
  - 3. Setting Salaries
  - 4. Setting Regular Meeting Dates
  - 5. Buy, sell or lease property
  - 6. Ballot language to be placed before the voters at an election
  - 7. Creation of a Special Assessment District
  - 8. Appointment of a Planning Commission or Zoning Board
  - 9. Sale of Bonds
  - 10. Closed Session (2/3 roll call vote is necessary)

**4. ORGANIZATION**

- A. Duties of the Supervisor (Statutory)
  - Moderates board and annual meetings
  - Chief assessing officer (if certified)
  - Secretary to Board of Review
  - Township Legal Agent
  - Maintain records or supervisor's office
  - Responsible for tax allocation board budget
  - Develops the township budget
  - Appoints some commission members
  - May call special meetings
  - May appoint a deputy
- B. Duties of the Treasurer (Statutory)
  - Collects real and personal property taxes
  - Keeps an account of township receipts & expenditures
  - Issues township checks
  - Deposits township revenues in approved depositories
  - Invests township funds in approved investment vehicles
  - Collects delinquent personal property taxes
  - Responsible for jeopardy assessments in collecting property tax.
  - Collects mobile home specific tax
  - Must appoint a deputy
  - Must post a surety bond
- C. Duties of the Clerk (Statutory)
  - Maintains custody of all township records
  - Maintains general ledger
  - Prepares warrants for township checks
  - Records and maintains township meeting minutes
  - Keeps the township book of oaths

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- Responsible for special meeting notices
  - Keeps voter registration file and conducts elections
  - Keeps township ordinance book
  - Prepares financial statements
  - Delivers tax certificates to supervisor and county clerk by September 30
  - Must appoint a deputy
  - Must post a surety bond
- D. Duties of the Trustee (Statutory)
- Township legislators, required to vote on all issues
  - Responsible for townships fiduciary health
  - Other duties as assigned by township board
- E. Deputy Treasurer & Deputy Clerk (Mandatory)
- The deputy clerk and the deputy treasurer shall serve at the pleasure of the clerk and treasurer. The deputy shall take the oath of office and file the oath with the clerk. In case of absence, death, sickness or other disability of the clerk or treasurer, the deputy shall possess the powers and perform the duties of the office. The deputy clerk or deputy treasurer does not have a vote on the township board. The deputies shall be paid as determined by the township board (see compensation)
- F. Term of Office: The term of office of all township officers shall be 4 years. All township officer's terms shall commence at 12 noon on November 20 next following their election and they shall qualify (take the oath of office) before assuming their duties.
- G. Return of Township Property Policy: Upon leaving office, township officers will return all township property to the township hall, including but not limited to: township equipment, records and documents, supplies, and hall keys on the date of separation.

**5. COMPENSATION**

- A. Compensation and Expenses: Compensation and expenses for all Township Board members shall be adopted by roll call vote by the board.
1. Supervisor: \$965.37 per month – December 1<sup>st</sup>, 2015
  2. Treasurer: \$965.37 per month – December 1<sup>st</sup>, 2015.
  3. Clerk: \$965.37 per month – December 1<sup>th</sup>, 2015.
  4. Trustees: \$182.14 per month – December 1<sup>th</sup>, 2015.
  5. Election Inspectors: \$12.00/Hr - December 1<sup>st</sup>, 2005.
  6. Board of Review Members: \$12.00/Hr (less FICA & Medicare), \$30.00 for organizational meeting
  7. Assessor: \$1,670.00 per month
  8. Sexton: \$50.00 per month – May through October, other months must be approved by the board.
  9. Lawn Care: \$250.00 per cut x 2 per month; May through August. With board approval in September. \$100.00 extra paid for first cut for spring clean up.
  10. Snow Removal: \$65.00 per plow.

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11. Fire Department Janitorial/Maintenance: \$75.00 per month.
- B. Receipt and Vouchers: Vouchers/claims for reimbursement must be submitted to clerk for payment and must be accompanied by a valid receipt. These reimbursements must be approved by the board.
- C. Per Diems: Per diems will be paid only for meetings that are relevant to the education of board members or specific function of township government. This does not include regular monthly board meetings, Schoolcraft County Township Association meetings or meetings held in the evenings within Schoolcraft County. \$12.00 per hour will be paid for any meeting up to \$96.00 a day. Election Inspectors and Board of Review Members will also be reimbursed at this fee schedule for any necessary training.
- D. Pension, Medicare & FICA Withholdings: Elected members of the Thompson Township Board will contribute 10% of their monthly gross salary toward the Gleaner Pension Fund with the township contributing an additional 6.2%. All employees are subject to all income tax withholdings. They contribute 1.45% Medicare and 6.2% social security withholdings from their gross wages and the township contributes the same. All other positions with the township are considered contract labor (independent contractors) and each is responsible for payment of their withholdings.
- E. Mileage & Lodging Reimbursements: Mileage is paid to elected board members at the current federal rate per mile. This is only paid for those meetings and/or functions directly related to township government. This does not include regular monthly board meetings or meetings held in Schoolcraft County. Lodging shall have prior board approval and elected members should be encouraged to use governmental rates to save on costs.
- F. No gifts will be purchased with township money.
- G. Fundraising and Purchasing Policy: Any purchase of equipment or supplies that will be in excess of \$500.00 for board members and \$300.00 for members of the Thompson Township Volunteer Fire Department or the Thompson Township Historical Committee shall have the prior approval of the Thompson Township Board. All fundraising activities must have the prior approval of the township board.
- H. Copies of Rules, Regulations & Policies: All board members will be issued a copy of this document for their records. If any changes are made to this original document, the amendments shall be recorded in the monthly minutes and the changes shall be made with the amended date included. All elected board members shall

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be furnished a copy of the amended portion at the following  
month's regular board meeting.

**6. CONDUCT OF MEETINGS**

A. Order of the Regular Monthly Meetings:

- Call to Order
- Roll Call
- Approval of Agenda
- Brief Public Comment on Non-Agenda Items
- Approval of Constant Agenda Items: Minutes & Treasurer's Report
- Tax Assessor Report
- Fire Department Report
- Historical Committee Report
- Unfinished Business
- New Business
- Correspondence & Communications
- Public Comment on Agenda Items
- Pay all Due Bills & Wages
- Adjourn Meeting

B. Agenda: On or before the 5<sup>th</sup> calendar day before each regular meeting of the Thompson Township Board, the clerk shall deliver an agenda to each board member. The agenda shall include a brief description of all matters to be considered at the next regular board meeting. If available at the time of delivery, the clerk shall also include a copy of the treasurers' report, copy of the previous month's minutes, and any available information on agenda items. Delivery can be accomplished by the following means: in person, by U.S. mail, or by placing in the board members mail box located at the Thompson Township Hall.

C. Public Participation Policy: The Thompson Township Board adopted the following policy on public participation on May 18, 2004;

NOTICE ON PUBLIC PARTICIPATION

Welcome to Thompson Township. We are pleased that you are expressing your interest in township government issues by attending our meetings.

We are very interested in hearing your views on any item on our meeting agenda, or any issue of concern to you that is within the scope of authority of your township government. To facilitate quality discussion and input, please observe the following rules on public participation that have been adopted by the Thompson Township Board.

- A. You may address the board on any non-agenda item early in the board meeting under the agenda item entitled, "Brief Public Comment on Non-Agenda Items".
- B. Following board discussion on an agenda action item, but prior to any vote being taken, the supervisor or moderator will invite comments related to that agenda item from the public. The supervisor will in turn, recognize every person who wishes to speak.
- C. If you wish to address the board on a non-agenda item and you cannot limit your presentation to 3 minutes, as required under "Brief Public Comment on Non-Agenda Items", you can address the board for an extended period of time near the conclusion of the meeting under the business item "Public Comment".
- D. When addressing the board, persons shall observe rules of common courtesy and respect for all participants of our meeting. Personal attacks against a Board member or township employee unrelated to the Board member's or employee's performance of duties shall not be permitted. Board members or employees may request a closed hearing to hear complaints related to the performance of their official duties.
- E. Board members may question speakers, but are not obligated to answer questions or make statements or commitments in response to issues raised by the public. In general, such issues will be referred to the Supervisor for investigation, study and recommendation or designated as future agenda items.
- F. If you desire to meet with any board member following the meeting, please do not hesitate to make your wishes known.

D. Equal Opportunity: Thompson Township is an equal opportunity employer that supports and subscribed to a policy of nondiscrimination in all aspects of employment. The Township will not discriminate on the basis of race, color, religion, national origin, sex, age, height, weight, marital status, disability, or any other reason prohibited by applicable laws. Under Michigan Law, an employee may not be discriminated against in employment because of a disability that can be reasonably accommodated to enable that employee to perform the job. Employees with a

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disability who feel accommodation is needed to perform their job must notify Thompson Township in writing of the need for accommodation within 182 days after the date the employee knew or reasonable should have known that an accommodation was needed.

- E. Sexual Harassment Policy: It is clearly and unequivocally understood that the Thompson Township Board prohibits sexual harassment of and by its employees, officers, board members and committee members in any form. Sexual harassment is an infringement of an employee's right to work in an environment free from sexual pressure of any kind.

Sexual Harassment is defined as (1) sexual contact or threat of sexual contact or coercion for the purpose of sexual contact which is not freely entered into and mutually agreeable to both parties; (2) the continual or repeated abuse of a sexual nature including, but not limited to, graphic commentaries on the victim's body, sexually degrading words used to describe the person, propositions of a sexual nature, or the display of sexually offensive pictures and objects; or (3) the threat or insinuation that the lack of sexual submission will adversely affect the victim's employment, wages, or other conditions which affect the victim's livelihood.

Allegations of sexual harassment shall be fully investigated, and corrective or disciplinary action taken as warranted.

The provisions of this policy shall be applicable to every office, agency, department, instrumentality and employee of Thompson Township.

The bringing of a complaint or allegation of sexual harassment to the Thompson Township Board shall not bar nor preclude the complainant from filing a complaint with the Michigan Civil Rights Commission or initiating a civil suit. It is the Township Board's desire that instances of sexual harassment are first brought to their attention for action.

- F. FREEDOM OF INFORMATION ACT: The Thompson Township Board will comply with the Freedom of Information Act (Public Act 442 of 1976). The Thompson Township Clerk will keep on file: Freedom of Information Request Form, Denial Form for FOIA requests, & Notice to Extend Response Time for FOIA request. Thompson Township may charge the following fees in response to a FOIA request: \$0.10 per copy; \$1.00 per computer disk; \$0.25 per envelope; current stamp rate for mailing or Cost to mail per postmaster (receipt will be provided); Minimum wages will be used if it will take an unreasonable amount of time to collect the documents requested; mileage at the current federal rate per mile. If the anticipated charges will exceed \$50.00, a good faith deposit of one-half of the total charge shall be required. If an individual submits an affidavit that he or she is receiving public assistance or is able to state facts showing inability to pay fees because of indigence, a copy of a public record shall be furnished without

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charge for the first \$20.00 of the fee. Thompson Township will reply to the request not more than five (5) business days after receipt of request. Under certain circumstances, Thompson Township will notify the requester in writing and extend the time limit by ten (10) days. Thompson Township documents may be inspected upon FOIA request by contacting a township board member.

- G. **POVERTY EXEMPTION GUIDELINES & APPLICATION** Thompson Township will follow the federal guidelines for the Poverty Exemption Policy and Application and will update according to the federal government requirements.

**7. TOWNSHIP HALL & PROPERTY**

- A. **Rental & Use of the Thompson Township Hall:** The hall shall be made available to the residents of Thompson Township as long as there are no conflicting schedules with regular or special board meetings, elections, or a specific township function. There will be a \$50.00 rental fee per day to use the hall. Each hall rental includes one day set up prior to rental date and one day after rental date for clean up. If the hall is not cleaned and returned to its prior condition, there will be a fee billed to the lessee at the current rate for janitorial, cleaning, maintenance, and repair as necessary. A Hall Lease Agreement shall be signed by the resident and township official before a key to the hall is delivered. With prior board approval, the rental fee may be waived for nonprofit organizations from the township who wish to hold meetings at the hall. A person or organization that is not a resident of the township may only use the hall with prior board approval and with a township resident who will be directly responsible for the hall representing them.
- B. **Public Use of Township Property.** The furniture and equipment owned by Thompson Township will be used at the township hall only. The township will not loan any items out for personal use.

- 8. Board of Review** – All Board of Review members appointed by the Thompson Township Board will be required to attend annual training as provided by the Michigan Township Association or at a course that has been approved by the township board. This is mandatory. This policy was adopted by the board at the regular board meeting on April 8, 2008. Inspection of any township tax documents or assessment rolls may be viewed at the Schoolcraft County Courthouse Clerk's office at 300 Walnut Street, Room 164, Monday-Friday 8:00am-4:00pm. Access to assessing records can be obtained by contacting the current assessor directly via phone.

**9. ADOPTION AND AMENDMENT OF RULES:**

*These rules, regulations and policies have been adopted by not less than a majority of all of the members of the Thompson Township Board and may be amended or rescinded by a majority vote of all members of the Thompson Township Board. Any amendment to these rules shall take immediate effect when adopted, unless the board, at the time of adoption, stipulates otherwise.*

Adopted by the Thompson Township Board on June 15<sup>th</sup>, 2004.

Amended by the Thompson Township Board on March 8, 2005

Amended by the Thompson Township Board on December 6, 2005

Amended by the Thompson Township Board on January 10<sup>th</sup>, 2006

Amended by the Thompson Township Board on May 1<sup>st</sup>, 2007

Amended by the Thompson Township Board on April 8, 2008

Amended by the Thompson Township Board on March 10, 2009

Amended by the Thompson Township Board on May 15, 2013

Amended by the Thompson Township Board on November 12, 2013

Amended by the Thompson Township Board on August 12, 2014

Amended by the Thompson Township Board on January 13, 2015

Amended by the Thompson Township Board on March 10, 2015

Amended by the Thompson Township Board on August 11, 2015

Amended by the Thompson Township Board on November 10, 2015