

CASCADE CHARTER TOWNSHIP
GOVERNANCE COMMITTEE MEETING
January 26, 2022 at 9:00 am
Cascade Township Hall – Large Conference Room
5920 Tahoe Dr. SE
Grand Rapids, MI 49546

- ARTICLE 1.** Call the Meeting to Order
- ARTICLE 2.** Appointment of the Chair; Vice-Chair
- ARTICLE 3.** Approval of the Agenda
- ARTICLE 4.** Approval of the Minutes of the November 24, 2022 Meeting
- ARTICLE 5.** Review & Consideration of Draft Township Board Committees Policy
- ARTICLE 6.** Public Comment (Please limit comment to 3 minutes)
- ARTICLE 7.** Adjournment

CASCADE CHARTER TOWNSHIP
GOVERNANCE COMMITTEE MEETING
November 24, 2021 at 9:00am
Large Conference Room at Township Hall
5920 Tahoe Dr. SE, Grand Rapids, MI 49546

Members Present: Trustee Noordhoek, Clerk Slater
(Trustee Koessel excused)

Others Present: Township Manager (TM) Ben Swayze

Members of the Public: None

ARTICLE 1. Call to Order: Meeting was called to order at 9:00am. It was noted that Trustee Koessel was excused

ARTICLE 2. Approval of the Agenda: Motion by Trustee Noordhoek, Supported by Clerk Slater to approve the agenda. Motion Carried.


ARTICLE 3. Approval of the Minutes of the August 25, 2021 Meeting: Motion by Clerk Slater, Supported by Trustee Noordhoek to approve the minutes as presented. Motion Carried.

ARTICLE 4. Review and Consideration of Draft Township Board Rules of Procedure: Manager Swayze reviewed the latest highlights of changes to the proposed plans. Discussion ensued. Recommendation was made for the second public comment period to reference that topics had to be related to Township business, but not limited to items on the agenda. Recommendation was made that the final draft be reviewed by the Township Attorney.

ARTICLE 5. Public Comment: None

Adjournment: Motion by Trustee Noordhoek, Supported by Clerk Slater to adjourn the meeting. Motion carried. Meeting adjourned at 9:37 am

Approved by the Governance Committee – TBD

	CASCADE CHARTER TOWNSHIP, MICHIGAN			
	POLICIES AND PROCEDURES		# OF PAGES: <u>4</u>	POLICY #: <u>Board - 2016-02</u>
	SUBJECT: Township Board Committees		APPROVED BY: TOWNSHIP SUPERVISOR, GRACE LESPERANCE	
	DEPARTMENT: Township Board	SUPERCEDES: Township Board Committees: Areas of Assignment	DATE OF ISSUE: December 14, 2016 Update: 8.11.21	DATE OF EFFECT: Immediate

I. PURPOSE

The purpose of this policy is to establish standing committees of the Township Board in order to promote efficient and effective review of Township business and make recommendations of action prior to the business being brought to the full Township Board for consideration.

II. POLICY STATEMENT

It is the policy of Cascade Township that we will utilize a committee structure to review the business of the Township Board and make recommendations for action to the full Board. The committees of the Township Board are advisory in nature only and ~~have no authority to approve anything or otherwise make decisions that are reserved for them~~ may only make recommendations to the Township Board.

III. PROCEDURES

A. Establishment of Township Board Standing Committees – The Township Board will establish the ~~following~~ following standing Committees of the Township Board:-

1. **Personnel & Finance Committee:** Items this committee are responsible for include:
 - a. Personnel Manual Amendments
 - b. Creation or Eliminate of Positions
 - c. Personnel Realignment
 - d. Manager Annual Evaluations
 - e. Wages & Benefits
 - f. Budget Review
 - g. Audit Review
 - h. Millages, Fees & Taxes
 - i. Financial Policies
 - j. Any Other Related Items

2. **Infrastructure Committee:** Items this committee are responsible for include:
 - a. Roads

- b. Sidewalks & Pathways
- c. Water & Sewer Utilities
- d. Stormwater Management
- e. Streetlighting
- f. Transportation Services
- g. Cascade Dam
- h. METRO Act Permitting
- i. Regulated Utilities (Electric/Gas/Cable/Broadband)
- j. Any Other Related Items

3. Governance Committee: Items this committee are responsible for include:

- a. Ordinance creation/amendment/deletion
- b. Policies of the Township (not related to other committees)
- c. Technology Initiatives
- d. Library
- e. Intergovernmental Relations
- f. Any Other Related Items

4. Public Safety Advisory Committee: Items this committee is responsible for include:

- a. Fire Department Operations Review
- b. East Precinct Review
- c. Building Inspections Department Review
- d. Fire Department Capital Program
- e. Any Other Related Items

B. Standing Committee Structure – Each standing committee of the Township Board will be composed of three Township Board members. The Township Manager will be an Ad-Hoc member of each standing committee to provide policy analysis, but will not have any authority to vote. Other Township staff may be invited to the meetings at the discretion of the Township Manager or at the direction of the committee.

- 1. Appointments** – Appointments to the committees will be recommended by the Township Supervisor and confirmed by a majority vote of the full Township Board. At the final Township Board meeting of the year, committee appointments will be made for the following year. Committee members whose terms have expired may continue to serve on a committee until his or her successor is appointed and confirmed by majority vote of

~~the full Township Board. In the event committee appointments are not made for the upcoming year, the previous year committee appointments will carry over until the new appointments are made.~~

- 2. Alternates** – The Township Supervisor will serve as the standing alternate for all ~~committees, but committees~~ but will only attend the meeting in the case that one of the regular committee members cannot attend.
- 3. Chair & Vice Chair** – Each committee will appoint a Chair and a Vice Chair each year. The ~~Chair-Chair~~ shall have the responsibility to run the committee meeting and the Vice Chair will run the meeting in the absence of the Chair.

C. Meeting Structure – The Township Board standing committees are advisory in nature only; ~~no official action may be taken by the committee.~~

- 1. Recommendations** – It is the responsibility of the committee to make recommendations for action to the full Township Board.
- 2. Regular Meetings** – Each committee will have one regularly scheduled meeting per month, which will be published as part of the Township annual meeting calendar, as well as on the Township website meeting calendar.
- 3. Special Meetings** – A special meeting of the Committee may be called at any time by the Committee Chair ~~and notice of the special meeting will be posted in compliance with .The calling of special meetings will abide by all applicable Open Meetings Act rules.~~
- 4. Minutes** – Minutes will be taken for all committee meetings. Minutes will be approved by the Committee and forwarded to the Township Board ~~for approval as part of the Township Board consent agenda.~~
- 5. Open Meetings Act** – Township committees ~~meetings~~ will ~~abide be open to the public and will be held subject to the~~ meetings will abide be open to the public and will be held subject to the Open Meetings Act.

D. Ad Hoc Committees – From time-to-time the Township Board may wish to create an Ad-Hoc committee to address a specific issue facing the Township. Ad-Hoc committees may be created based on the following regulations.

- 1. Creation** - The creation of an Ad-Hoc Committee must be approved by a simple majority of the Township Board.
- 2. Appointments** – Appointments to an Ad-Hoc Committee of the Township Board shall be recommended by the Township Supervisor and confirmed by the Township Board. Ad-Hoc Committees may be comprised of Township Board Members, other appointed officials, Township Staff, Township residents or other members of the public. However, Ad-Hoc

Commented [HM1]: One thing that is also missing from this policy is the ability to remove committee members and how that would work. Also, would removal be permitted without cause or would removal have to be for cause, like misfeasance, malfeasance or non-feasance in office. Even then, because some or all members are township officials, they could be removed from committees but not as board members.

Also, the board should consider staggering the terms of committee members so that each year, only one member is up for reappointment. Or if the committee is larger than 3 members, then only a portion of the committee is up for reappointment. And, if the term extends over an election, then the term of office should coincide with the members term of office on the board.

Committees may not have more than three Township Board members or any other board or authority of the Township.

3. **Structure** – Ad-Hoc Committees of the Township Board shall follow the same structure as the Standing Committees of the Township Board.
4. **Dissolution** – Once their purpose has been fulfilled, an Ad-Hoc Committee of the Township Board can be dissolved by a simple majority vote of the Township Board.


IV. REGULATION

A. Enforcement of Policy

1. The Township Supervisor, with assistance for the Township Manager, shall be responsible for the oversight of the provisions contained within this policy.
2. The Township Manager or his/her designee shall be responsible for the implementation of the provisions contained within this policy

B. Adoption/Amendment of Policy

The Township Board of Trustees shall be responsible for the adoption of this policy. The amendment of this policy can be made by the Township Board ~~upon the recommendation of the Governance Committee.~~

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III. PROCEDURES

A. Establishment of Township Board Standing Committees – The Township Board will establish the following standing Committees of the Township Board.

1. Personnel & Finance Committee: Items this committee are responsible for include:

- a. Personnel Manual Amendments
- b. Creation or Eliminate of Positions
- c. Personnel Realignment
- d. Manager Annual Evaluations
- e. Wages & Benefits
- f. Budget Review
- g. Audit Review
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- i. Financial Policies
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2. Infrastructure Committee: Items this committee are responsible for include:

- a. Roads
- b. Sidewalks & Pathways

- c. Water & Sewer Utilities
- d. Stormwater Management
- e. Streetlighting
- f. Transportation Services
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2. **Alternates** – The Township Supervisor will serve as the standing alternate for all committees, but will only attend the meeting in the case that one of the regular committee members cannot attend.
3. **Chair & Vice Chair** – Each committee will appoint a Chair and a Vice Chair each year. The **Chair Chair** shall have the responsibility to run the committee meeting and the Vice Chair will run the meeting in the absence of the Chair.

C. Meeting Structure – The Township Board standing committees are advisory in nature only; no official action may be taken by the committee.

1. **Recommendations** – It is the responsibility of the committee to make recommendations for action to the full Township Board.
2. **Regular Meetings** – Each committee will have one regularly scheduled meeting per month, which will be published as part of the Township annual meeting calendar, as well as on the Township website meeting calendar.
3. **Special Meetings** – A special meeting of the Committee may be called at any time by the Committee Chair. The calling of special meetings will abide by all applicable Open Meetings Act rules.
4. **Minutes** – Minutes will be taken for all committee meetings. Minutes will be approved by the Committee and forwarded to the Township Board for approval as part of the Township Board consent agenda.
5. **Open Meetings Act** – Township committees will abide by the Open Meetings Act.

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3. **Structure** – Ad-Hoc Committees of the Township Board shall follow the same structure as the Standing Committees of the Township Board **and be advisory only.**

4. **Dissolution** – Once their purpose has been fulfilled, an Ad-Hoc Committee of the Township Board can be dissolved by a simple majority vote of the Township Board.



IV. REGULATION

A. Enforcement of Policy

1. The Township Supervisor, with assistance **from** ~~for~~ the Township Manager, shall be responsible for the oversight of the provisions contained within this policy.
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