



# CASCADE CHARTER TOWNSHIP

2865 Thornhills SE Grand Rapids, Michigan 49546-7192

**Date:** January 22, 2021  
**To:** Clerk Susan Slater  
Trustee Jim Koessel  
Trustee Timmy Noordhoek  
**From:** Ben Swayze, Township Manager  
**Subject:** Governance Committee Meeting Agenda – January 27, 2021 (9:00am)

The Governance Committee is to meet in the Large Conference Room of Township Hall, or via remote conferencing software Zoom, to discuss the following:

1. **Officers of the Committee** – The Committee is responsible for appointing a Chair and Vice-Chair

**Recommended Action** – Appoint Officers

2. **Rules of Engagement and/or Rules of Procedure for Township Board** – Trustee Koessel has requested that I provide the Committee information on potential Rules of Procedures or Rules of Engagement documents for the Township. These types of documents are common among the public boards of municipalities and can outline the process by which business of the public board is conducted. I have included in the packet the sample document from the Michigan Township Association, as well sample documents from other communities I have found. These documents are not provided as suggestions, only as starting points for the conversations.

**Recommended Action** – No action, discussion only