

**CASCADE CHARTER TOWNSHIP  
GOVERNANCE COMMITTEE MEETING**

January 27, 2021 at 9:00am

Held via Zoom Remote Conferencing Software &  
Large Conference Room at Township Hall  
2865 Thornhills SE, Grand Rapids, MI 49546

**Members Present:** Trustee Koessel, Trustee Noordhoek, Clerk Slater

**Others Present:** Township Manager (TM) Ben Swayze

**Call to Order:** Meeting was called to order at 9:00 a.m.

**Business:** The Governance Committee discussed the following items:

**1. Officers of the Committee**

TM Swayze explained that per the committee policy, the committee is responsible for electing a Chair and a Vice Chair.

*Motion by Trustee Koessel, supported by Trustee Noordhoek to appoint Clerk Slater to Chair. Motion carried.*

*Motion by Clerk Slater, supported by Trustee Noordhoek to appoint Trustee Koessel to Vice Chair. Motion Carried.*

**2. Rules of Engagement and/or Rules of Procedure for Township Board**

TM Swayze explained that Trustee Koessel requested the committee be provided information on potential Rules of Procedures or Rules of Engagement documents for the Township. TM Swayze explained that 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. TM Swayze reviewed the documents provided, including a potential outline from the Michigan Township Association and sample documents from other communities. Common included items are the content of Board Meeting minutes, preparation of Board agendas and conduct of a Board meeting. Discussion ensued.

Conversation included review of previous practices, a history of minute production and content and preparation of the agenda. Discussion was held whether a consultant should be utilized to develop the document. Conversation was held regarding the order of business. TM Swayze indicated he would collect additional information and report back to the committee.

*No action, discussion only*

**Adjournment:** Meeting adjourned at 9:47 am

**Approved by the Governance Committee – 01.27.21**