

LIVINGSTON COUNTY APPORTIONMENT COMMISSION

2021 RULES OF PROCEDURE

1. In accordance with the law, three (3) or more members of the Commission represents a quorum at any meeting. A majority vote of the commission is required to take action. MCL 46.403
2. All meetings of the Apportionment Commission shall be held in compliance with the Open Meetings Act, 1976 PA 267. All meetings will be held hybrid using Zoom technology and public notice of time, date, and place of meetings shall be posted at least 24 hours before the meeting.
3. Any writing prepared, owned, used, in the possession of, or retained by the commission in the performance of an official function shall be available to the public in compliance with the freedom of information act, 1976 PA 442. MCL 46.403(3)
4. Robert's Rules of Order shall apply when these Rules of Procedure do not address an issue.
5. In apportioning the county into commission districts, the Commission shall be governed by the guidelines in MCL 46.404, sec. 4 and any pertinent federal and state court rulings.
6. Public comment shall be limited to no more than three (3) minutes per individual and at the time designated in the Agenda.
7. Proposed apportionment maps and plans may be submitted by members of the Apportionment Commission. Any member of the public may submit a proposed map and plan within the same time frame and guidelines as Commissioners. Any such map must be accompanied by a written description.
8. Any plan submitted shall include at least seven (7) copies of the proposed map and general description of the proposed districts.
9. The County Clerk shall deliver to each Apportionment Commissioner all census information received from the Secretary of State of Michigan within 7 days of receiving such information. Maps and plans must be submitted by close of business September 20, 2021, to the County Clerk's office.
10. A final plan shall be verified and approved by the Commission within 60 days after the publication of the 2020 United States official decennial census figures. MCL 46.401(1)
11. Any technology resources at the disposal of the Commission for the purpose of assisting in the redistricting process shall be available to individual members of the Commission upon their request to the chair of the Commission.
12. Meetings of the Commission shall be called as follows:
 - a. Upon call of the Chairperson.
 - b. Upon a signed, written request to the Chairperson by three members.
 - c. By majority vote of the members present at the meeting.