

## RULES OF PROCEDURE

Public Act 280 of 2011

### Apportionment Commission Rules of Procedure

Pursuant to MCL 46.401, et seq., the Apportionment Commission shall adopt Rules of Procedure.

#### I. MISCELLANEOUS RESOLUTION #12006

- (1) In accordance with Miscellaneous Resolution #12006, the Oversight Committee of the Board of Commissioners shall manage the business of apportionment of the Oakland County Board of Commissioners as set forth below.
- (2) By April 9, 2012, the Oversight Committee shall prepare a DRAFT plan for 21 County commission districts for the Apportionment Commission's review.

#### II. OVERSIGHT COMMITTEE

With respect to the drafting activities of the Oversight Committee, the following Rules of Procedure apply:

1. The Chairperson of the Board of Commissioners shall serve as Chair of the Committee and the County Clerk shall serve as its Clerk.
2. Three or more members of the Oversight Committee constitute a quorum for conducting business.
3. Members of the Oversight Committee shall be provided with all data and tools reasonably necessary to prepare draft apportionment plans.
4. Members of the Oversight Committee shall convene their respective caucuses in order to develop one draft plan from each caucus. Only members of the Oversight Committee may submit draft plans for the Apportionment Commission's consideration. All draft plans must be submitted by April 4, 2012.
5. Each plan shall first be forwarded to the Chair for referral to the Register of Deeds/Plat Engineering Office for verification consistent with the statutory requirements set forth in PA 261 of 1966.

6. Each plan submitted shall contain the following information: Two Series D. maps: Oakland County based maps clearly identifying each proposed commissioner district. One map shall be used for verification purposes and one map shall be made available for inspection in the County Clerk's Elections Division. One electronic version of the map for a corresponding plan shall be posted or linked to the County website for public review.
7. Four copies of a tabulation of the claimed population figures for each commission district under the proposed plan shall be submitted with the proposal. One copy shall be used for verification purposes, one copy shall be made available for inspection in the County Clerk's Elections Division, and the Chair will have one copy delivered to each member of the Oversight Committee for his or her consideration.
8. One electronic tabulation of the claimed population figures for each commission district under a proposed plan, along with a written description of each district as required by state statute will be posted on the Oakland County website for public review.
9. All draft plans shall be submitted to the Chair of the Oversight Committee. The population figures for each district in a plan shall be verified by the Register of Deeds/Plat Engineering Office within three business days after the plan is filed. Each member of the Oversight Committee shall submit his/her final draft plan not later than 5:00 p.m. EST on April 4, 2012. After a plan has been verified, the member may be permitted 30 minutes to present it to the Oversight Committee.
10. Each plan may be amended three times by only the member who submitted the plan. Amendments shall be for the purpose of making adjustments to district lines and/or population figures. Amendments to plans must be submitted to the Chair and posted to the Oakland County website by the County Clerk's Elections Division for at least 48 hours for public review before action can be taken on the

plan.

11. Errors found in the verification process of a plan shall be noted in writing; the Chair of the Oversight Committee shall make five copies of the noted errors and shall have one copy made available in the County Clerk Elections Division and have one copy delivered to each of the four commissioners. If a plan is verified as being correct, the Chair of the Oversight Committee shall have each member notified by phone, letter or e-mail. Correction of errors shall be made in the form of an amendment to the plan.
12. Amendments shall be delivered to the County Clerk's Elections Division and Chair of the Oversight Committee within two business days after the receipt of verification from the Register of Deeds/Plat Engineering Office. No further correction or amendments shall be made to any plan unless authorized by action of the Oversight Committee and adoption by the Apportionment Commission after this period of time.
13. Amendments to each plan shall contain the same information required in sections 6 - 9 of these Rules of Procedures as well as the assigned number of the plan.
14. The Oversight Committee reserves the right to add prospective Rules of Procedure with a majority consenting vote of the Oversight Committee and adoption by the Apportionment Commission.
15. Meetings of the Oversight Committee shall be set as follows:
  - a. Upon call of the Chair.
  - b. Upon a signed written request to the Chair by three members.
  - c. By majority vote of the members present at a meeting.
16. All meetings called shall conform to the Open Meetings Act, MCL 15.261, et seq.

### III. APPORTIONMENT COMMISSION

With respect to the activities of the Apportionment Commission, the following

Rules and Procedures apply:

1. The Chairperson of the Board of Commissioners shall serve as Chair of the Apportionment Commission and the County Clerk shall serve as its Clerk.
2. A majority of the members of the Apportionment Commission constitutes a quorum for conducting business.
3. Any plan(s) approved by the Oversight Committee, as set forth in Section II, may be presented to the Apportionment Commission at a regular or special meeting of the Oakland County Board of Commissioners. The member of the Oversight Committee who drafted the plan shall present his/her plan to the Apportionment Commission.
4. The Apportionment Commission shall approve a final plan for 21 County commission districts no later than April 15, 2012.