

Adopted November 23, 2020 (replaces guidelines of May 24, 2015)

Michigan Civil Rights Commission

Self-Governance Guidelines for Commission Meetings

GENERAL INFORMATION:

All Commission meetings are subject to, and will comply with, the Open Meetings Act.

PROCEDURE:

The following procedure will apply to all meetings of the Commission:

Quorum:

A quorum of the Commission is 5 members.

For any matter that is not purely administrative, a motion requires 5 members in support to pass, regardless of the number of members participating.*

Agenda:

The agenda will be structured with the intent of meetings not exceeding 2.5 hours (the only variable may be the volume of people presenting during the public comment segment).

Each agenda item will include a targeted time allotment.

Following input if any, from commissioners and/or the executive director, the meeting agenda will be developed by the executive council with the goal of transmitting it, and accompanying materials, to commissioners at least five days in advance of the commission's scheduled meeting date.

If due to time constraints or other reasons an agenda item that was specially requested by a Commissioner is not included in the agenda, all commissioners will be informed of that item at the time the agenda is transmitted.

Within 24 hours of transmittal the agenda will be made publicly available on the Commission's web site.

After transmission of the agenda, any requested additions or deletions must be made by motion and a majority vote of the Commission prior to the meeting agenda being adopted.

A Commissioner seeking to add or remove an item from the agenda shall, when possible, inform the Chair and other Commissioners prior to the meeting, and provide accompanying materials if any.

**Based on an 8 member Commission*

Electronic attendance/voting:

Through December 31, 2021 individual members of the Commission may participate, count towards quorum, and vote electronically if required to do so due to;

- military duty.
- a medical condition (defined as an illness, injury, disability, or other health-related condition.) This includes an immune deficiency such that attending in person would risk their personal health.
- the absent member resides in an area under a local state of emergency or state of disaster declared by a local official or governing body and would risk the personal health or safety of members of the public or the public body if they attended in person.

A Commission member attending a meeting electronically must at the beginning of the meeting, make a public announcement that they are attending the meeting remotely and, except for military service, indicating their physical location by stating the county, city, township, or village and state from which they are attending the meeting remotely. This announcement must be included in the meeting minutes.

Public notice of the physical absence must be provided in advance of the meeting. This can be accomplished either by placing the information on the public agenda when it is posted, or if that is not posted at least 24 hours prior to the meeting on an updated public notice.

Public wishing to contact a Commissioner who plans to participate remotely prior to a meeting may do so by emailing or calling the department with a request that the message be forwarded.

Electronic meetings:

Through December 31, 2021 a meeting of the Commission may be held electronically for the reasons stated above, except that a local state of emergency only applies when it covers a meeting being held at the body's usual location.

An electronic meeting is not required to also have a physical location.

Two-way communications for an electronic meeting must provide both communication between members and means for public comment to take place.

If a meeting is to be held electronically the notice of the meeting must clearly state:

- Why the meeting is to be conducted electronically.

- Specific information explaining how members of the public may participate in the meeting electronically.
- How members of the public may contact members of the public body to provide input or ask questions on any business that will come before the public body at the meeting.
- How persons with disabilities may participate in the meeting.

Public comment:

People wishing to address the Commission during public comment must sign in using the provided card, or when the meeting is being conducted remotely by using the electronic procedure identified.

Individuals wishing to make public comment will be provided up to two minutes to present.

If a group (three or more persons) is present and wishes to make public comment it will designate one person to present on their behalf who will be provided up to five minutes to present.

All presenters must be civil at all times. Inappropriate language or behavior is not permitted. If not severe a person will be provided with one reminder before being cut off.

Sign in sheet(s) will include an acknowledgement of the time limit and civility requirement, the time limit and civility requirement may be provided orally if the meeting is being conducted electronically.

The time limits may be shortened by Commission vote when it deems the number of persons wishing to participate in public comment is large enough to delay the comment period beyond the 30 minutes it will be afforded in the meeting agenda.

Commissioners:

Commissioners will extend common courtesy to fellow commissioners and attempt to make their points as succinctly as possible.

It is the responsibility of commissioners making motions upon which the MCRC is being asked to take action to clearly articulate those instructions.

During the public comment portion of the meetings, commissioners will not engage presenters.

During the commissioner comment portion of the meeting, each commissioner will be solicited for comment by the chair.