

MICHIGAN DEPARTMENT OF NATURAL RESOURCES
Rules of Procedure for the Off-Road Vehicle Trails Advisory Board

ARTICLE I

SECTION 1 - REGULAR MEETINGS

Regular meetings of the Board shall be held quarterly, or as needed, for the transaction of business as may be brought before the Board.

SECTION 2 - SPECIAL MEETINGS

Special meetings of the Board may be called at any time by the Chairperson of the Board, or upon written request for same, filed by not less than two (2) members of the Board. All members of the Board shall be notified of special meetings at least fourteen (14) days before the date of the meeting. The reason for the meeting shall be stated and the Board shall discuss only that business stated.

SECTION 3 - PUBLIC MEETINGS AND RECORDS

All meetings and records of the Board shall be open to the public.

SECTION 4 – PUBLIC APPEARANCE

All persons wishing to address the Board must declare their intent by completing a **Public Appearance Card** prior to, or during the Public Appearance portion of the meeting. Persons addressing the Board will be requested to identify their name, address and the organization they belong to, if any. In those instances in which a person is representing an organization, the presenter should indicate whether their comments represent the official views of the organization. Persons contacting the staff assistant on or before fourteen (14) days prior to the meeting will be allowed five (5) minutes for their presentation. Persons signing up after fourteen (14) days preceding the meeting will be allowed up to three (3) minutes at the discretion of the Chairperson. The Public Appearance segment of the meeting will last until closed by the Chairperson or by vote of the Board.

SECTION 5 - PUBLIC NOTICE OF MEETINGS

The Board, at its last regularly scheduled meeting of the calendar year, shall adopt a meeting schedule for the following calendar year. Public notice of the annual meeting schedule of regular meetings shall show the regular dates and times for the meetings and the place at which the meetings will be held. Public notice for all regular and special meetings shall be given by posting a

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copy of the notice on the Department of Natural Resource's calendar and website. Agendas for regular meetings shall be posted on the website no later than fourteen (14) days prior to the meeting. Agendas for special meetings shall be posted on the website no later than seven (7) days prior to the meeting.

SECTION 6 – QUORUM

Fifty-one per cent (51%) or more, members of the Board, shall constitute a quorum at any regular or special meeting for the purpose of transacting business of the Board. Action can be taken only by a concurring vote of the majority of the Board membership present.

SECTION 7 – VOTING

Voting shall be by a voice vote. A roll call may be requested by any member of the Board at any time and be dually recorded in the minutes of the meeting. Any Board member with a conflict of interest on any issue shall declare themselves, and abstain from voting on that issue. A majority vote of the remaining members will bind.

SECTION 8 - PLACE OF MEETING

All regular and special meetings of the Board shall be held at a location provided in the public notice.

SECTION 9 - PARLIMENTARY AUTHORITY

All meetings shall be governed by using simplified ***Robert's Rules of Order***, in all cases where they are applicable, and in which they are not inconsistent with these ***Rules of Procedure*** and any special rules of order the Board may adopt. Those being: ***Motion, Amendment, Amending the Amendment, Substitute Motion, Speaking on Motions or Amendments, End Debate, Table, Point of Information, Point of Order or Appeal from Chair.***

SECTION 10 – AGENDA

The agenda for each regular meeting shall be prepared by the Board's Staff Assistant, in consultation with the Chairperson and other Board Members, on the basis of all materials received by the staff assistant, either written or oral, twenty-one (21) days before convening of the next regular meeting and published not less than fourteen (14) days prior to, or immediately upon,

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preparation of same. Agenda for special meetings shall be prepared and sent to Board Members with the notification of the meeting.

SECTION 11 - RECORDING THE PROCEEDINGS

The Board's Staff Assistant shall be responsible for recording and preparing the minutes of each regular and special Board meeting. The minutes shall be in the form of summary, except motions and resolutions of the Board.

ARTICLE II

SECTION 1 - CHAIRPERSON AND VICE-CHAIRPERSON

The Officers of the Board shall consist of a Chairperson and Vice-Chairperson. Said officers shall serve for a period of one (1) year with the term to expire the final scheduled meeting of each calendar year. An annual election shall be held for Chairperson and Vice-Chairperson.

ARTICLE III

Duties of the Officers of the Board

SECTION I – CHAIRPERSON

The Chairperson shall normally represent the Board at such official functions as the Board shall specify. The Chairperson shall be charged with the responsibility of calling for such regular and special meetings of the Board, as are necessary, to enable the Board to carry out its assigned duties and responsibilities. The Chairperson shall preside at all such meetings and shall be entitled to vote on any matter the same as any other Board member. The Chairperson may appoint sub-committees and shall be an ex-officio member of any committee appointed by them. All requests by Board members for reimbursement of expenses for Board-related activities (except regular and special meetings) shall be made to the staff assistant, in writing, in advance of incurring the expenses.

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SECTION 2 - VICE-CHAIRPERSON

The Vice-Chairperson shall preside in the absence of the Chairperson, and shall assume the duties of the Chairperson, whenever the absence of the Chairperson necessitates such action, or when the Chairperson shall request the Vice-Chairperson to preside when both are present.

ARTICLE IV

Amendments

This ***Rules of Procedure***, in all or in part, may be amended by a concurring vote of the majority of the Board membership at any regular or special meeting, provided that the proposed amendment is provided in writing with the agenda for that meeting.