

Rules of Procedure of the Van Buren County Building Authority, Effective January 10, 2017

Pursuant to Article V, Section 8, of the Amended and Restated Articles of Incorporation of the Van Buren County Building Authority (“the Articles”), as adopted July 12, 2016, the Commission of the Authority may adopt rules governing its procedure, and may alter those rules from time to time as its deems appropriate. The following therefore constitute the Rules of Procedure of the Authority, effective January 10, 2017.

1. **Regular Meetings.** Regular meetings of the Commission shall be held, at least twice in each calendar year, on a schedule established at the first meeting of each calendar year, as the Commission deems necessary to conduct business, in a public place appropriate for the meetings to be held established at the time, which said meetings may be adjourned by action of the Commission from time-to-time a definitely fixed place, date and time. The Chairperson may cancel a scheduled regular meeting when circumstances indicate that either there would be no business to conduct other than approval of minutes or other non-essential business, or when it appears that a quorum would not be available.

2. **Remote Participation.** A Commission member unable to attend a meeting due to medical reasons shall be permitted to participate in the discussion and votes of meeting by telephone or internet provided that the requirements of the Open Meetings Act are met and that a quorum is physically present.

3. **GASB and Other Pronouncements.** The Building Authority recognizes that, under authoritative pronouncements of the Governmental Accounting Standards Board (“GASB”) and the Michigan Department of Treasury, the Authority is considered to be a “blended component unit” of Van Buren County government and, as such, the financial statements and the financial transactions of the Authority are included in the records of the County. Therefore, pursuant to those authoritative pronouncements and notwithstanding any contrary provisions of the Articles, the following shall apply:
 - 3.1. **Fiscal Year.** The fiscal year of the Authority shall be the same as the County, namely commencing on October 1 of each year, and ending on the following September 30.
 - 3.2. **Transactions.** Financial transactions shall be processed in the manner of general financial transactions of the county, under practices established by the Chief Financial Officer.
 - 3.3. **Receipt, Custody and Management of Funds.** The County Treasurer shall have custody of Authority funds and may receive, manage and invest those funds in accordance with applicable law. All financial receipts of the Authority shall be properly entered into the County’s cash receipting software or otherwise properly credited to the Authority.
 - 3.4. **Procurement of Goods and Services.** Any purchase orders and/or invoices for goods and services shall be entered into the County’s purchase order and/or accounts payable systems, and paid out only upon approval of the Building Authority Commission.

- 3.5. **Disbursement of Funds.** Disbursement of Authority funds by check, wire transfer, electronic means and otherwise shall be in the same manner as general County disbursements.
- 3.6. **Financial Statements.** The County's Chief Financial Officer shall make available periodic and annual financial statements to Authority Commission.
4. **Recording Secretary.** The Van Buren County Clerk, as Secretary of the Building Authority, may designate a substitute to act as the recording secretary for a Commission meeting. In the absence of the Secretary or designee, the Commission shall appoint an available person to act as recording secretary.
5. **Executive Director and Clerical Support.** The incumbent County Administrator of Van Buren County is hereby designated as the Executive Director of the Authority, and, as such shall provide the necessary administrative support and guidance for the various projects of the Authority, including designating a clerical support person for the Authority. If the office of County Administrator is vacant, then the Finance Director of Van Buren County, even though a Commission member, shall then also act as Executive Director of the Authority.
6. **Advisory Committees.** The Building Authority, by resolution acting along or jointly with other entities, may establish advisory committees for the purpose of assisting the Building Authority in the discharge of its duties. The resolution establishing an advisory committee shall state the names of the committee members, their terms of office and the committee's function.
7. **Rules of Order.** All actions of the Commission shall be governed by Roberts Rules of Order Newly Revised, if not inconsistent with law, the Articles or these rules, and with the following exceptions:
- 7.1. The Commission shall adopt an agenda for each meeting, which shall be the order of business;
 - 7.2. The Chairperson shall vote on all motions and resolutions;
 - 7.3. Motions to approve resolutions shall be by roll call vote;
 - 7.4. The Chair may ask for unanimous consent in lieu of a motion for routine procedural items;
 - 7.5. The Chair may adjourn the meeting without a motion if all items on the approved agenda and any items of business added after approval have been completed.
8. **Public Participation.** Any member of the general public may comment upon agenda items prior to the taking of a vote thereon. Speakers other than Commission members, after being recognized, shall identify themselves by name and address and shall limit their presentation to four (4) minutes, unless the time is extended by the Chairperson or by vote of the Commission.
9. **General Conduct.** No Commission member nor other person shall speak until duly recognized by the Chairperson; if a Commission member or other person speaks without being recognized by the Chair, he/she shall immediately cease speaking if ruled out of order.
10. **Effectiveness.** These Rules of Procedure are effective upon adoption by resolution of the Commission. Any and all prior versions of Rules of Procedure, Rules of Order or By-Laws of the Authority are hereby rescinded in their entireties. All other resolutions and parts of resolutions, insofar as they conflict with the provisions of these rules, are hereby superseded by these rules.