



# Berrien County Road Commission

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OPERATIONS POLICY AND PROCEDURE

OP-12

EFFECTIVE DATE: 1/28/2015

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APPROVED BY BOARD:

**TITLE: BY-LAWS**

**PURPOSE:** It is the purpose of these bylaws to establish a foundation for the action of the commissioners of the Berrien County Road Commission. While not intended to be all inclusive it establishes rules that the Berrien County Road Commission will use for the operation of the board and the interaction of that individual board members.

**MEETING ATTENDANCE:** Berrien County Road Commission meetings shall be held every other Wednesday. Berrien County Road Commissioners shall attend a minimum of 75% of the Board meetings throughout the year, and also miss no more than three consecutive board meetings. All meetings shall be conducted using Roberts Rules of Order for small meetings.

**CHAIR AND VICE-CHAIR:** The Road Commission shall elect a Chairman and Vice-Chairman on an annual basis in December.

**CHAIR APPOINTMENTS:** The Chairman of the Road Commission shall appoint commissioners to serve on committees, and also to serve on other road commission positions annually.

**DRESS CODE AND BOARD CONDUCT:** Road Commissioners shall dress appropriately in regards to the activities attended. Commissioners shall also conduct themselves in an appropriate manner at meetings and events while representing the Road Commission.

**MICHIGAN COUNTY ROAD COMMISSIONERS HANDBOOK:** It is the responsibility of all Road Commissioners to read the Michigan Road Commissioners Handbook. The Road Commissioners handbook discusses the legal powers and the responsibilities of a County Road Commissioner. It also states that individual road commissioners do not have individual powers. Rather they are a commission and function as a policy board.

APPROVED BY BOARD:

**COMMISSION VOUCHERS:**

**REPORTING BUSINESS MILEAGE:** Commissioners may report mileage travel while conducting Berrien County Road Commission business. The reimbursement rate is based on the IRS established rate, and should be reported on the provided Road Commission Voucher Form.

**REPORTING BUSINESS MEETINGS:** Commissioners may report all meetings regarding Berrien County Road Commission business. Meetings lasting more than four hours in a single day shall be counted as a second meeting. Regular Township Meetings shall not qualify as a Road Commission Meeting, unless approved in advance to attend by the Board Chairman prior to attending.

**REPORTING VOUCHERS:** Berrien County Road Commissioners shall turn in to the Board Chairman a quarterly voucher for review and payment.

**VOUCHER REVIEW/APPROVAL:** The Chairman of the Road Commission along with the Chairman of the Finance Committee shall review and make corrections, if necessary to all Berrien County Road Commissioners vouchers.

**CONFLICT OF INTEREST:** A conflict of interest is a situation where a Berrien County Road Commission member could potentially use the office to benefit his or her own interests. All possible conflict of interests are to be disclosed to the Board of Road Commission for their review.

**POSTING OF MEETINGS:** All Board Meetings, committee meetings, or other meetings under the Open Meetings Act shall be post 18 hours prior to the meeting date.