

**RULES OF PROCEDURE FOR THE 2011  
CALHOUN COUNTY APPORTIONMENT COMMISSION  
ESTABLISHED PURSUANT TO 1966 PA 261, AS AMENDED**

1. In accordance with the law, three or more members of the Apportionment Commission represent a quorum at any meeting. A majority vote of the quorum present is required.
2. The sum of the population of all cities, villages and townships in the county as reported by the latest United States official decennial census, less persons required by law to be excluded, shall be used as the total county population figure in preparing a plan.
3. Only members of the commission may submit plans except as otherwise provided by law. Non-members may not submit plans until 30 days after the publication of the official census figures.
4. Each plan submitted shall contain the following information:

Eight P.L. 94.171 Calhoun County maps clearly identifying each proposed commissioner district, listing population per commissioner district and the deviation ratio. One map shall be used for verification purposes. Verification will be made by the County Clerk-Register and ratified by the Commission. The second map shall be made available for inspection by the public in the office of the County Clerk-Register. In addition, a copy of the plan shall be provided to each Apportionment Commissioner.
5. Within 24 hours of official certification of the Federal Census figures by the Michigan Secretary of State, the County Clerk-Register shall mail or deliver the census information to each member of the Apportionment Commission.
6. All plans shall be submitted to the office of the Clerk-Register. The County Clerk-Register shall assign a number and indicate the author's name on each plan received.
7. The author of each plan may make amendments to his or her plan for the purpose of adjusting district lines and/or population figures.
8. Errors found in the verification process of a plan shall be noted in writing. The County Clerk-Register shall make six copies of the noted errors. One copy shall be made available in the office the County Clerk and one copy delivered or mailed, to each of the five commissioners within 24 hours. If a plan is verified as being correct, the County Clerk will notify each member in writing. The author shall make corrections to the plan in the form of an amendment.
9. Amendments to each plan shall contain the same information required in the Rules of Procedures #4, as well as the author's name and the assigned plan number.
10. A final plan shall be verified and approved by the Apportionment Commission as provided by law.

11. Meetings of the Commission shall be set as follows:
  - a. Upon call of the Chairperson.
  - b. Upon a signed written request to the Chairperson by three members of the Apportionment Commission.
  - c. By majority vote of the members present at a meeting.
12. All meetings called shall conform to the Open Meetings Act.
13. The Commission shall post notices of Commission meetings and corresponding minutes on the Calhoun County Clerk's Election webpage at least as prominent, in accordance with the timeline set forth in the Open Meetings Act.
14. The Commission will provide the public with the data that the Commissioners will use to draw their plan(s), by posting the data on the Calhoun County Clerk's Election webpage at least as prominent within 3 days of providing the information to the Commissioners.
15. The Commission will make any proposed plan(s), and corresponding amendments, available to the public at least 4 days prior to a vote to approve such plan(s), by posting the plan(s) on the Calhoun County Clerk's Election webpage at least as prominent.  
*Amendment made April 21<sup>st</sup>*: the deadline for amendments to plans submitted by the April 15<sup>th</sup> deadline, will be 12:00 pm noon on Monday, April 25, 2011, thus fulfilling the requirement to be available to the public at least 4 days prior to a vote to approve such plan(s) scheduled for Friday, April 29, 2011 at 12:00 pm noon.
16. At a meeting to vote on approving or rejecting any proposed plan(s), the Commission will allow members of the public to address the Commission prior to any such vote.

The above Rules of Procedures were adopted by the 2011 Calhoun County Apportionment Commission on March 30, 2011.

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_