

Monterey Township Board Meeting

Jan 2, 2018

Meeting called to order by Supervisor Henry Reinart at 7:00pm at the Community Building. Board members present: Henry Reinart, Jennifer Frank, Lois Commons, Eric Commons, Earl Collier

There were 5 citizens present.

Call to Order and Roll Call, Pledge of Allegiance

Treasure reports tax collection going well

Supervisor has attended MTA trainings on Policy

Planning Commission to meet 1/8/18

Collier moved supported by E Commons to approve December 2017 minutes. Motion carried 5 yays, 0 nays.

E Commons moved supported by Frank to approve December 2017 financials. Motion carried 5 yays, 0 nays.

L Commons moved supported by E Commons to pay bills. Motion carried 5 yays, 0 nays.

2018 road projects discussed. Possibilities include gravel on 34th between 130th and 134th, resurfacing on 125th west of 31st street and resurfacing of 127th between 30th and 32nd. Crack seal projects discussed

Frank moved supported by Lois Commons to accept 2018 board of review dates of March 6, 12 and 13th. July 17 and December 11. Motion carried 5 yays, 0 nays.

Collier moved supported by E Commons to accept the Poverty/Hardships exemption guidelines and application (see attached). Motion Carried. 5 yays, 0 nays.

Reinart moved supported by L Common to approve Karon Dunnifin to represent Monterey Township on the Library board for a 2 year term. Motion carried. 5 yays, 0 nays

Board discussed chapter 2 and 3 of MTA proposed policy manual.

Public Comment

L Commons moved supported by Frank to Adjourn. Motion carried. 7:56 pm

Jennifer Frank
Township Clerk

Monterey Township

Property Exemption Approval and Denial Guidelines

Approval Guidelines

Property owners seeking exemption from property taxes should follow this procedure:

1. Fill out and submit the Monterey Township Exemption Application.
2. Submit any supporting documentation as indicated on the form.
3. Submit further supporting documentation, if necessary, as requested by the Assessor to clarify property owner's eligibility for the exemption.

The Assessor, upon receiving a submission of the Monterey Township Exemption Application, should do the following procedure:

1. Review the form for accuracy and completion, and if necessary, contact the applicant to request further information.
2. Review the section of the Michigan General Property Tax Act under which the applicant is requesting exemption from property taxes and verify that the applicant qualifies for the exemption. This may include reviewing all of the following:
 - a. The Michigan General Property Tax Act
 - b. Any bulletins or guidelines issued by the State Tax Commission
 - c. Any applicable Michigan Tax Tribunal rulings or related court opinions.
3. If the Assessor determines the applicant qualifies for the exemption, the applicant should be notified in writing, and the property should be removed from the assessment roll for the appropriate year.
4. If the Assessor determines the applicant does NOT qualify for the exemption, the applicant should be notified in writing, including any applicable appeal procedures.

Audit Guidelines

The Assessor, should annually conduct the following: Review the record card and any related documents to determine if any changes have been made that would change the status of the exemption. If necessary, the Assessor can request additional information from the property owner to support the continued exempt status.

Denial Guidelines

The Assessor, upon receiving evidence that the property owner no longer qualifies for the exemption, should remove the exemption, notify the taxpayer and provide them with documentation of their appeal rights. The same procedure should be followed in the absence of supporting documentation from the property owner that the exemption should be continued.

Monterey Township Property Tax Exemption Request

Revised 12/2017

PROPERTY INFORMATION

Real Property Parcel #: _____

Personal Property Parcel #: _____

Property Address: _____

OWNER INFORMATION

Name of organization _____

Contact person: _____ Phone #: _____

Mailing Address: _____

INDICATE UNDER WHAT STATE STATUTE YOU ARE CLAIMING EXEMPTION:

_____ 211.7d _____ 211.7g _____ 211.7n _____ 211.7o

_____ 211.7p _____ 211.7r _____ 211.7s

_____ Other (please specify) _____

MICHIGAN TAX TRIBUNAL FOUR-PART TEST: (Check all that apply)

_____ The real estate or personal property must be owned, occupied and used by the exemption claimant. **Note: Tax day is December 31st each year.**

_____ The exemption claimant must be a library, charitable, educational, scientific or religious institution.

_____ The claimant must be incorporated under the laws of the State of Michigan or any other state in the United States.

_____ The exemption exists only when the buildings and other property thereon are occupied by the claimant solely for the purpose for which it is incorporated.

ATTACH COPIES OF THE FOLLOWING TO THIS FORM:

1. Articles of Incorporation
2. Organization's By-laws
3. Copy of deed or land contract showing ownership
4. Internal Revenue Service Code 501c (3) status
5. Internal Revenue Service Code 990, 990n, 990ez
6. Copy of any pamphlet, other information, or literature describing the functions of the organization
7. Copy of fee schedule
8. Copy of your policy as to who is eligible to receive your services and on what terms

If you are not providing any of the above, you must include a letter explaining why.

Signature/Title

Phone #

Date

Monterey Township

GUIDELINES FOR GRANTING POVERTY/HARDSHIP EXEMPTIONS

In order to comply with the General Property Tax Act, P.A. 206 of 1893 as amended, Section 211.7u, which reads: “The real and personal property of persons who, in the judgment of the supervisor and board of review, by reason of poverty, are unable to contribute toward the public charges is exempt from taxation under this act”, the following policy for applicants requesting consideration for poverty exemptions will be followed:

1. Applicants must obtain the proper applications from the assessor’s office. Handicapped or infirmed applicants may call the assessor’s office to make necessary arrangements for assistance. The board will consider all revenue and non-revenue producing assets during its deliberation as to whether relief shall be granted.
2. Applicants will not be eligible for consideration if they do not meet the current Federal Poverty Guidelines or if applicant’s household assets are in excess of \$25,000 not including their primary residence.
3. All applicants must be owners of the property they reside therein. Only homestead property is eligible for a poverty/hardship exemption.
4. All applicants must fill out the application form in its entirety and return it, in person to the assessor’s office, except as noted in Item 1 above.
5. All applications must be filed with the assessing office beginning February 1 and no later than the first day of the March Board of Review (*the Tuesday after the first Monday in March*) or 30 days prior to the July or December Corrections Board of Review (*the Tuesday following the Third Monday in July and the Tuesday following the second Monday in December*).
6. Applications may be reviewed by the Board of Review without the applicant being present. However, the Board of Review may request that any or all applicants be physically present to respond to any questions the Board of Review may have. This means that an applicant may be called to appear on short notice.
7. The applicants may have to answer questions regarding financial affairs, health, the status of people living in his/her home before the board, at a meeting which is open to the public at large.
8. All applicants will be evaluated based on:
 - a.) Data submitted to the board by petitioner.
 - b.) Testimony taken from petitioner and information gathered from any source the board may wish to use.

Monterey Township Poverty Exemption Application

Property Code No: _____ Property Address _____

Owner's Name: _____

Driver's License No.: _____

Other I.D. (if applicable) _____ Phone No.: _____

Balance due on mortgage/land contract on this property is \$ _____

and is held by _____
(Name and address)

Copies of Federal Income 1040 or 1040A attached? _____

Copies of W-2 forms attached? _____

Homestead Property Tax Claim? _____

MI-1040 CR-1 (Senior) _____

MI-1040 CR-4 (General) _____

Monthly Income as follows:

Employment \$ _____
 Social Security _____
 Pension _____
 Welfare Aid (ADC/GA) _____
 Rental Properties _____
 Boarders _____
 Other Income _____

Total Household Assets:

Real Estate _____
(Value)
 Cash on hand _____
 Savings Acct _____
 Stocks/Bonds _____
 Life Insurance _____
 Other Assets _____
 Automobile _____
(Make & Year)

Household Residents:

<u>Name</u>	<u>Age</u>	<u>Relationship</u>	<u>Employment Status</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Liabilities:

Type: _____ Amount: _____

Township Board

2.1 Township Board Authority

The township board is empowered by the Michigan Constitution and state laws to govern Monterey Township. The township board has the exclusive authority, subject to applicable laws, to determine the scope, quality and quantity of township programs and services, to establish parameters and expectations of employee performance and conduct, to establish its own style of governance, and to require information from township personnel necessary and convenient to monitor township operations and compliance with board policies and directives.

The township board may authorize appointed officials and employees to take such actions and make decisions that are consistent with applicable federal and state laws, local ordinances, and township board policies.

2.2 Township Board Authority is Exercised by the Board

The township board shall act only at a meeting held in compliance with the Open Meetings Act.

Township board authority shall be exercised only through official board decisions recorded as votes taken, directives given or consensus established by the township board at a township board meeting.

No individual, committee or organization shall represent its authority or action in a matter as that of the township board unless the township board has directed the individual, committee or organization to act on the township board's behalf in that matter.

2.3 Allocation of Resources

The township board shall allocate township resources through the annual adoption of the township budget and periodic budget amendments. The board shall authorize the resources necessary to fulfill the township's mission as required by law and defined in the goals identified in the township strategic plan.

2.4 Budgeting for Results and Outcomes

The township board shall budget for results and outcomes by linking strategic planning, long-range financial planning, performance measures, budgeting, and evaluation. The use of resources shall be linked to objectives established or reaffirmed at the beginning of the budget development process. The township board shall routinely monitor, evaluate and adjust budget allocations to align township resources with the strategic plan goals and objectives.

2.5 Multi-Year Budgeting

The township board shall incorporate multi-year planning and budgeting in its budgeting and strategic planning processes.

2.6 Strategic Planning

The township board shall focus its administrative and budgetary deliberations at a strategic level through the adoption and updating of a strategic plan to provide long-range direction over five years.

The strategic plan shall:

- Define long-term outcomes that the township board wishes to achieve
- Facilitate introduction of new programs or services in a logical, rational manner
- Link program objectives to resource development
- Be adjusted annually for changes in environment
- Be reviewed as part of the budget process to align township resources with the strategic plan goals and objectives

2.7 Evaluating Programs and Services

The township board shall establish, monitor and evaluate measurable objectives in the strategic plan that define when success has been achieved.

2.8 Responsibilities of Township Board Members

Township board members shall:

- Keep current on issues affecting the township
- Attend all board meetings unless there is a conflict or unforeseen emergency
- Vote upon all questions unless there is a conflict of interest present
- Encourage the free expression of opinion by all board members
- Assist new members in understanding their role and responsibilities as board members
- Take no individual action that will compromise the township and respect confidentiality of privileged information
- Attend trainings as needed to stay current on applicable statute and regulations.

2.9 Board Consultants

The township board reserves to itself the authority to appoint the following consultants:

1. Attorney
2. Auditor
3. Engineer
4. Planner
5. Accountant

A letter of agreement will be executed between the board and any consultant that identifies the:

1. Term/length of the agreement
2. Services to be provided
3. Payment method (*retainer, hourly or by project*)
4. Payment schedule
5. Documentation of services provided for payment (*details to be included in statements*)
6. Method of resolving disputes
7. Township officials/employees authorized to direct work or assign tasks to consultant

2.10 Contracts

All contracts entered into on behalf of the township must be authorized by the township board. As the legal agent of the township, the supervisor has statutory authority to sign a contract that the township board has approved.

2.11 Property

A township board resolution adopted by a majority of the board members serving is required for the township to acquire property for public purposes by purchase, gift, condemnation, lease, construction or otherwise, or to convey or lease township-owned property or any part of township-owned property not needed for public purposes.

A “majority of the board members serving” is calculated by taking the total number of board members and subtracting vacant positions and any member(s) abstaining on the vote. Members who are absent are counted.

2.12 Stewardship

The township board delegates to township officials and employees the responsibility to protect the township’s assets, through such means that include insurance, and which include its land, buildings and property, as well as protecting its image through positive public relations.

2.13 Litigation

The initiation of any lawsuit, litigation, claim for injunctive relief, writ of mandamus or other legal proceeding requires a majority vote of the township board, except when there are extenuating circumstances. The supervisor is authorized to remedy the circumstances as defined in this section.

“Extenuating circumstances” are defined as an emergency situation that cannot wait until a special or regular meeting of the board or a situation in which a violation of any state, federal or local ordinance constitutes a public nuisance or otherwise endangers the public and in which the continued existence of such a condition, emergency or violation is detrimental to the health, safety and welfare of the township.

“Extenuating circumstances” also include any situation where the continued existence of any condition, emergency or violation may jeopardize the legal position of the township in securing the intended remedy in any lawsuit, litigation, claim for injunctive relief, writ of mandamus or other legal proceeding.

The township board reserves the authority to authorize and direct the course and conduct of any lawsuit, litigation, claim for injunctive relief, writ of mandamus or other legal proceeding, notwithstanding its initiation for extenuating circumstances.

Township Administration

2.14 Board Administration

The township board shall govern township administration through the adoption of policies and procedures. Board policies and procedures shall define what the township is to accomplish, through the adoption of a mission statement, strategic plan, and other adopted policies and procedures, in compliance with applicable laws.

Board policies and procedures shall also define the manner in which the board will conduct its business, the relationship of the board to the township officials and employees, and limitations on the actions of township officials and employees.

2.15 Direction and Control of Administration

To promote efficient administration, the township board authorizes the supervisor to provide direction and control over all township activities and functions that are not assigned by state law, or board policy to another official, and to provide a liaison between the board and the various township departments within the parameters established by the township board.

2.16 Board Member Concerns Regarding Township Employees

Township board members should make all inquiries, requests or complaints about department heads or employees to the supervisor. Any directives, complaints or requests made by a board member directly to an employee, other than from a board member with statutory authority over the employee, must be brought to the attention of the supervisor prior to initiating any response.

Township Board Meetings

2.17 Board Meeting Notices

The clerk is responsible for all regular, special and rescheduled township board meeting notice requirements in conformance with the Open Meetings Act and other state laws.

The township clerk shall be responsible for seeing that notice of the time, place and reason(s) for any special meeting of the township is given to each township board member either in person, leaving a written notice at the member's address or place of residence, telephone call, or email, at least 24 hours prior to the meeting time.

2.18 Regular Board Meeting Agenda

The township supervisor shall prepare the agenda and board packet at least five days prior to every township board meeting. Business items intended for board action may be placed on the agenda by any board member by notifying the supervisor at least two days prior to the meeting. Agenda items shall normally be accompanied with background information helpful to board members for understanding the issue.

Board members who wish to bring an issue to the board's attention, but are not seeking board action, shall bring up such issues under one of the report sections of the meeting.

A copy of the proposed agenda shall be delivered or made available to every board member, along with all supporting documentation and correspondence addressed to the township board, at least five days prior to the board meeting.

When a need to place an item on the agenda arises after the deadline, the business item may be added to the agenda by general consent of the board.

The proposed agenda shall be approved by majority vote following the roll call of board members at each board meeting. The agenda shall conform to the following format:

1. Call to order
2. Roll call
3. Pledge of Allegiance
4. Public Comment on Agenda Items
5. Reports
6. Approve minutes
7. Approve Financials
8. Pay Bills
9. Unfinished Business
10. New Business
11. Public Comment
12. Adjourn

2.19 Special Board Meeting Notice/Agenda Considerations

The purpose(s) for which a special meeting is called shall be stated in the special meeting notice.

If all township board members are present at a special meeting of the township board, then the board may add any lawful business to the special meeting agenda.

If any township board member is not present at a special meeting of the township board, then the business shall be limited to the purpose(s) in the special meeting notice. No other agenda items may be added.

2.20 Board Correspondence

Board members shall receive with the board packet a copy of any written correspondence that was addressed to the board requesting board action at a regularly scheduled meeting. A motion may be made to consider the correspondence request under new business. If no motion is made to consider the request, the correspondence will be received and filed.

Informational written correspondence that does not require board action shall be summarized as correspondence received, and copies shall be available to board members at the board meeting.

2.22 Board Meeting Logistics

The board shall be responsible for determining that the township hall and the board meeting room is properly set up for a public meeting. This includes, but is not limited to, ensuring that:

- The parking lot, sidewalks, ramps and stairs are clear of snow and ice during winter weather.
- The meeting room temperature has reached 68 degrees.
- Adequate seating is available for the anticipated audience.
- Any other public materials are placed on a table near the door.

2.23 Board Member Meeting Conduct

All board meetings shall be conducted under *Robert's Rules of Order*

If a quorum of the township board is present, a board meeting shall be called to order promptly at the time announced for the meeting.

Each board member shall fully participate in board meetings by doing the following:

- Prepare for board meetings by reading their packets ahead of time in order to fully participate in discussions
- Help the chair keep meeting moving
- Limit remarks to issue being considered
- Ask questions for clarification
- Respect colleagues' rights
- Refrain from interrupting other speakers
- Actively listen
- Listen courteously and attentively to all public discussions before the board
- Explain reasons behind significant decisions during the discussion before voting

- Raise concerns and objections at a meeting, rather than after
- Express disagreement verbally, rather than non-verbally
- Criticize constructively and in private
- Vote with a clear audible voice

2.24 Chairing Board Meetings

All board members will be treated with equal dignity and respect, and board members shall have equal access to speak and to make motions.

The moderator is charged with ensuring that the will of the board majority prevails on decisions, while giving board members who hold to a minority view an adequate opportunity to present their positions to the other board members.

The moderator will keep discussions focused on the agenda items.

The moderator will relinquish the gavel when he or she has a personal conflict of interest or is sufficiently conflicted on an issue that impartiality cannot be assured.

The moderator will maintain proper decorum among board members and the public audience.

The moderator will:

- Open the meeting at the specified time
- Explain meeting procedures and decision-making processes so that board members and the audience may appropriately participate
- Apply time limits consistently
- Recognize and deal with procedural objections
- Protect members and staff from verbal attack unrelated to official duties
- Keep track of amendments to motions
- Restate motions before they are voted upon
- Call recesses during long meetings
- Reconvene at specified time
- Adjourn the meeting

2.25 Board Member Conflict of Interest

A township board member shall vote upon all matters that require a vote of the township board unless the board member has a conflict of interest.

General law township: If a township board member has a conflict of interest regarding a matter on which the township board is required to vote, the board member will disclose that interest, and the township board member shall recuse him- or herself, and refrain from participation in all deliberations, discussions and voting on that matter.

2.26 Public Participation (Approved 9/5/17)

In an effort to promote the ability for township residents, or other stakeholders, to express their views in a positive environment the Monterey Township Board adopts the following policy regarding public comment.

- The Monterey Township Board meeting is a business meeting of the township. The Township Board finds it necessary and appropriate to adopt a policy to allow the board to conduct its business by designating times within the meeting for public comment and providing rules for addressing the board at the board meeting. All Monterey Township Board meetings are conducted in compliance with the Open Meetings Act. To that end, the Board adopted this policy
- An individual's ability to participate in public comment will be terminated for the remainder of the meeting if they engage in threatening or vulgar language.
- Members of the audience will only be allowed to speak once recognized by the meeting moderator.
- Attendees will not be able to transfer their speaking time to another attendee.
- Public comment is only allowed during the following portions of the meeting:
 - During the first public comment period.
 - Attendees will be limited to one comment period with a maximum time of two minutes. If the allotted time is not sufficient, individuals are encouraged to place their comments into written form and deliver them to the Township Clerk. All written comments are subject to disclosure under the Freedom of Information Act.
 - Attendees may only speak on items on the posted agenda
 - Reports from board members and visiting officials.
 - In the discretion of the moderator, questions on reports from members of the audience may be directed to the speaker through the moderator of the meeting.
 - During the second public comment period.
 - Attendees will be limited to one comment period with a maximum time of two minutes.
 - Attendees may speak on any item pertaining to Monterey Township at this time.
 - If the allotted time is not sufficient, individuals are encouraged to place their comments into written form and deliver them to the Township Clerk. All written comments are subject to disclosure under the Freedom of Information Act.
- During both public comment periods the Monterey Township Board will take note of the comments but will not reply to any during the night of the meeting, unless in the board's opinion the answer is brief and not subjective.

Abuse of any part of this policy may lead to the termination of the individual's ability to participate in public comment during the remainder of the current meeting. At the request of the moderator, those displaying threatening or abusive behavior during an open meeting may be ejected from the Township Hall.

2.27 Minutes

The clerk shall ensure that minutes of board meetings record:

- Time, date and place of the meeting
- Board members present and absent
- Decisions made by the board at a meeting open to the public
- Roll-call votes taken at the meeting
- The purpose or purposes for which a closed session is held

The content of minutes shall reflect the collective will of the township board as expressed in official board decisions. Minutes shall not include personal comments or opinions of individuals unless authorized by a two-thirds vote of the township board members present.

The board shall make any corrections in the minutes at the next meeting after the meeting to which the minutes refer. Corrected minutes shall be available to the board at or before the next subsequent meeting after correction. The corrected minutes shall show both the original entry and the correction.

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Ethics

3.1 Code of Ethical Conduct

The township board recognizes that to carry out its mission of service to the community, the township board, officials, employees and volunteers must earn the full confidence of the Monterey Township community. The residents and taxpayers expect, and are entitled to, a local government that conducts its affairs in a fair, ethical, transparent and accountable manner.

To accomplish these ends, the township board expects compliance with the following Code of Ethical Conduct:

- In conducting their official duties, township officials and employees shall observe both the spirit and intent of all applicable laws, township ordinances, and township policies and procedures.
- Township officials shall act in a fair, impartial manner.
- Actions of officials and employees shall be consistent with the township's best interests, rather than for personal gain.
- The township shall practice transparency in its affairs, unless there is a legal necessity for confidentiality.
- Civility and respect will be demonstrated in all governance processes and in the delivering township programs and services.

3.2 Applicability

The Code of Ethical Conduct includes the following policies that shall apply to all elected and appointed officials, employees and volunteers.

3.3 Implementation

As an expression of the standards of conduct for elected and appointed officials, employees and volunteers expected by the township, the Code of Ethical Conduct is intended to be self-enforcing. It therefore becomes most effective when everyone is thoroughly familiar with it and embraces its provisions. For this reason, ethical standards shall be included in the regular orientation for township board candidates, board and commissions applicants, newly elected and appointed officials, employees and volunteers. Township officials, appointees, employees and volunteers shall sign a statement affirming they have read and understood the Code of Ethical Conduct. The township board shall consider recommendations for updates to the Code of Ethical Conduct and will update it as necessary.

3.4 Compliance and Enforcement

The Ethical Code of Conduct expresses standards of ethical conduct expected for township board members, appointees, boards and commissions, employees and volunteers. Each person has the primary responsibility to assure that ethical standards are understood and met, and that the public can continue to have full confidence in the integrity of government.

The chairs of boards and commissions, and the supervisor have the additional responsibility to intervene when an individual's actions that appear to be in violation of the Code of Ethical Conduct are brought to their attention. The township board may impose sanctions on those individuals whose conduct does not comply with the township's Ethical Code of Conduct standards, such as reprimand, formal censure, loss of seniority or committee assignment, budget restriction, termination or other sanctions as identified by the board. The township board may also have the option to remove members of boards, commissions and committees as the law allows. A violation of this Ethical Code of Conduct shall not be considered a basis for challenging the validity of a township board or commission's decision-making authority.

3.5 Reporting Improper Actions

Suspected improper actions shall be reported to the appropriate authority.

3.6 Reporting Improper Actions of Elected and Appointed Officials

Members of the township board shall intervene when actions of elected and appointed officials are brought to their attention and appear to be in violation of the Code of Ethical Conduct. A board official who is made aware of the alleged violation shall report the complaint to the supervisor or township board. The supervisor will investigate the allegation and shall provide a report of their findings to the involved elected or appointed official. The report shall be presented to the township board at a public meeting. The township board will accept testimony on the matter and determine whether a violation of the code has occurred.

3.7 Conduct in Compliance with Laws

Township officials, employees and volunteers shall comply with the applicable provisions of state law related to conflicts of interest and state laws regulating the conduct of public officials, employees and volunteers.

3.8 Uniformity of Enforcement

Township ordinances, policies, procedures, rules and regulations shall be uniformly applied and enforced, unless consideration of extenuating circumstances, unintended consequences or undue hardship is explicitly authorized in the applicable ordinance, policy, procedure, rule or regulation.

3.9 Actions Not for Personal Gain

The township board, appointees, boards and commissions, employees, and volunteers shall act in the best interest of the township, rather than for personal gain.

3.10 Conflict of Interest

Township officials, appointees, boards and commissions, employees and volunteers shall not enter into any business relationships that would put them into conflict with their obligations to the township.

3.11 Gifts and Special Benefits

Township officials, appointees, employees and volunteers shall refrain from accepting any gifts, favors or promises of future benefits that might compromise their independence of judgment or action, or give the appearance of being compromised.

3.12 Financial Relationships

Township officials, appointees, employees and volunteers shall disclose any personal transactions, in excess of \$1,000, entered into with any vendor that also does business with the township.

3.13 Township Resources

Township resources will be utilized efficiently and effectively, with waste avoided.

3.14 Use of Township Resources

Township officials, appointees, employees and volunteers shall not use public resources that are not available to the public in general, such as township staff time, equipment, supplies or facilities, for private gain, private purposes or personal purposes.

3.15 Maintaining the Integrity of Office

A township board member who intends to enter into an office or position that is incompatible with his or her township board office shall resign from township board office by submitting a letter of resignation to the township board stating the effective date of his or her resignation (*the last day he or she will hold township office*).

A township board member who intends to reside permanently outside the township shall resign from township board office by submitting a letter of resignation to the township board stating the effective date of his or her resignation (*the last day he or she will hold township office*).

3.16 Truthfulness

All information provided by township officials, appointees, boards and commissions, employees and volunteers will be truthful and complete. The township board, appointees, boards and commissions, employees and volunteers shall not knowingly make false or misleading statements, or use false or misleading information as the basis for making a decision.

3.17 Confidential Information

Confidential information shall not be disclosed without legal authorization.

3.18 Information Acquired

Information acquired in one's public position will not be used for personal advantage.

3.19 Community Decisions

Community service is the prevailing role and responsibility in deciding matters of public policy and conducting township operations. All decisions shall consider the greater good of the entire community. The needs and concerns of the public, township officials and staff shall be monitored and considered in deliberations and decisions.

3.20 Community Role Models

Township officials, appointees, boards and commissions, employees and volunteers shall conduct themselves as role models for residents, business people and other stakeholders involved in public debate. Township board members shall support the maintenance of a positive and constructive workplace environment for township employees, and for citizens and businesses dealing with the

township. Officials shall recognize their special role in dealings with township employees and shall in no way create the perception of inappropriate direction to staff.

3.21 Quality of Life

Township decisions and actions shall be intended to improve the quality of life in the community and shall consider the unique needs of the less fortunate.

3.22 Community Commitment

The township's care for and commitment to its community members shall be conveyed through township decisions and actions.

3.23 Development of Public Policy

Policy decisions of board officials and appointees will be based on the merits of the issues, will consider diversity of opinions and, whenever possible, shall reflect consensus of participants.

3.24 Transparency

Board officials and appointees shall publicly share substantive information that is relevant to a matter under consideration by the board or boards and commissions, which they may have received from sources outside of the public decision-making process to provide the utmost transparency.

3.25 Participation in Decision-Making

Participants to policy decisions shall listen carefully to other participants and shall ask questions to gain greater understanding of the positions, views and opinions of others.

3.26 Meaningful Participation

Township board members and appointees shall perform their duties in accordance with the processes and rules of order established by their respective board or commission while governing the deliberation of public policy issues, meaningful involvement of the public, and implementation of policy decisions of the township board.

3.27 Public Input

Decisions made in an open meeting shall be accompanied by opportunities for public input as stated in policy and in compliance with the Open Meetings Act.

3.28 Public Involvement

Expanded opportunities for public involvement in developing and evaluating township programs and services shall be actively considered by all boards, commissions and committees.

3.29 Public Interactions

Interactions by the public with township processes shall be as made as stress-free as possible.

3.30 Representation of Township Interests

When representing the township on a regional or multijurisdictional board or commission and confronted with an issue that pits the township's interests against the greater interests of the broader jurisdiction, the township board shall be consulted for direction and guidance.

3.31 Interactions with Others

To provide an environment that is free from unlawful discrimination, including discrimination or harassment that is based on any legally protected status, township officials, appointees, employees, and volunteers shall not engage in any form of harassment defined by township policy. Any form of discrimination or harassment that violates policy will not be tolerated. This policy forbids any unwelcome conduct that is based on an individual's age, race, religion, sex, national origin, ancestry, marital status, veteran status, physical or mental disability, legally protected medical condition or association with anyone who has, or is perceived to have, any protected characteristic, or any other basis protected by state, federal or local law.

3.32 Interactions with Citizens

Preferential consideration of the request or petition of any individual citizen or groups of citizens shall not be given. No person shall receive special advantages, consideration or treatment beyond those that are available to any other citizen under similar circumstances.

3.33 Responsibility of Actions

Township officials, appointees, employees and volunteers will take responsibility for their own actions and decisions.

3.34 Promises

Township officials, appointees, employees and volunteers shall not make promises that one would reasonably consider as unrealistic or which there are no intentions to ultimately honor.

3.35 Commitments

Township officials, appointees, employees and volunteer commitments shall be followed through, they will keep others informed, and requests for information shall be promptly responded to.

3.36 Credit

Township officials, appointees, employees and volunteers will give proper credit to those who contribute to the township's successes and accomplishments.

3.37 Discussions *(explicit related policy option)*

The professional and personal conduct of township officials, appointees, employees and volunteers must be above reproach and avoid the appearance of impropriety. While recognizing First Amendment rights, all should refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other members of the township board, other township boards, commissions and committees, employees and volunteers.

3.38 Communication of Township Positions *(explicit related policy option)*

Township officials, appointees, employees and volunteers shall represent the official policies or positions of the township board, or other township boards, commissions or committees to the best of their ability when designated as delegates for this purpose. When presenting their individual

opinions and positions, it should be explicitly stated that they do not represent their board, commission or committee or the township, nor will it be inferred that they do.

3.39 Meeting Attendance

Township officials, appointees, employees and volunteers shall come to meetings on time and be prepared to deliberate and make decisions.

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