

**State of Michigan  
Administrative Guide to State Government**

**0620.02 New Procedural Resolutions and Amended Resolutions**

Issued: September 3, 1996  
Revised: January 13, 2014

**SUBJECT:** Submission of New Resolutions and Amended Resolutions of the State Administrative Board under authority of MCL 17.2.

**APPLICATION:** Executive Branch Departments and Sub-units.

**PURPOSE:** To outline procedures for development of new resolutions and amended resolutions of the State Administrative Board (SAB) per MCL 17.2.

**CONTACT AGENCY:** Department of Technology, Management and Budget (DTMB)  
State Administrative Board (Ad Board)

**TELEPHONE:** 517-335-2559 Ad Board Secretary

**FAX:** 517-335-0046 DTMB Procurement fax

**SUMMARY:** The Ad Board Secretary reviews and/or assists agencies, members of the Ad Board, and standing committees of the Ad Board with drafting and amending resolutions of the Ad Board.

**APPLICABLE FORMS:** New Resolution (Sample 1, attached)  
Revised Resolution (Sample 2, attached)  
Rescinding Resolution Template (Sample 3, attached)

**PROCEDURES:**

Requesting Agency:

Completes the draft new resolution or the amended resolution and submits it to the Ad Board Secretary.  
Ad Board Secretary:

- Assigns a resolution number.
- Reviews the Agency's draft resolution.
- Works with the Agency to make any necessary revisions.
- Circulates the draft resolution or draft amended resolution to the appropriate Ad Board standing committee members and Ad Board members.
- Places the final draft version of the proposed resolution or amended resolution on the agenda of the appropriate standing committee.
- Places resolutions that pertain to the actions of all three standing committees on the F&C Agenda.
- Forwards committee recommendations to the Ad Board for action.
- Notifies all parties of Ad Board decisions.
- Stamps the approved resolution with the Ad Board's "Approved" stamp.
- Adds the new or revised resolution to the resolution notebook and to the list of resolutions by date.
- Uploads the revised resolution list by date to the Ad Board website.
- Updates the Administrative Guide to State Government, if necessary.

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SAMPLE 1:

**STATE ADMINISTRATIVE BOARD**

**RESOLUTION 201\_\_**

**RESOLUTION REGARDING \_\_\_\_\_**

WHEREAS, under Section 3 of 1921 PA 2, MCL 17.3, the State Administrative Board (“Board”) exercises general supervisory control over the functions and activities of all administrative departments, boards, commissioners, and officers of this state, and of all state institutions;

WHEREAS, under Section 2 of 1921 PA 2, MCL 17.2, the Board may adopt rules governing its procedure and providing for the general conduct of its business and affairs;

WHEREAS, \_\_\_\_\_;

WHEREAS, \_\_\_\_\_;

NOW, THEREFORE, the State Administrative Board resolves:

1. \_\_\_\_\_.

2. \_\_\_\_\_.

3. The Board requests that the Department of Technology, Management and Budget update the Administrative Guide to State Government consistent with this resolution.

4. The Secretary of the Board shall transmit copies of this resolution to the director of each principal department of state government and to \_\_\_\_\_.

5. This resolution was approved by the State Administrative Board on and is effective on \_\_\_\_\_.

SAMPLE 2:

**STATE ADMINISTRATIVE BOARD**

**RESOLUTION 201\_\_**

**AMENDING RESOLUTION DATED\_\_\_\_\_**

WHEREAS, under Section 3 of 1921 PA 2, MCL 17.3, the State Administrative Board (“Board”) exercises general supervisory control over the functions and activities of all administrative departments, boards, commissioners, and officers of this state, and of all state institutions;

WHEREAS, under Section 2 of 1921 PA 2, MCL 17.2, the Board may adopt rules governing its procedure and providing for the general conduct of its business and affairs;

WHEREAS, \_\_\_\_\_;

WHEREAS, \_\_\_\_\_;

NOW, THEREFORE, the State Administrative Board resolves:

1. \_\_\_\_\_.

2. \_\_\_\_\_.

3. (If necessary) The Board requests that the Department of Technology, Management and Budget update the Administrative Guide to State Government consistent with this resolution.

4. (If necessary) The Secretary of the Board shall transmit copies of this resolution to the director of each principal department of state government and to \_\_\_\_\_.

5. This resolution was approved by the State Administrative Board on and is effective on \_\_\_\_\_.

SAMPLE 3:

**STATE ADMINISTRATIVE BOARD**

**RESOLUTION 201\_\_**

**RESOLUTION RESCINDING RESOLUTION DATED \_\_\_\_\_**

WHEREAS, under Section 3 of 1921 PA 2, MCL 17.3, the State Administrative Board (“Board”) exercises general supervisory control over the functions and activities of all administrative departments, boards, commissioners, and officers of this state, and of all state institutions;

WHEREAS, under Section 2 of 1921 PA 2, MCL 17.2, the Board may adopt rules governing its procedure and providing for the general conduct of its business and affairs;

WHEREAS, \_\_\_\_\_;

WHEREAS, \_\_\_\_\_;

NOW, THEREFORE, the State Administrative Board resolves:

1. The resolution dated \_\_\_\_\_ is rescinded.
2. (If necessary) The Board requests that the Department of Technology, Management and Budget update the Administrative Guide to State Government consistent with this resolution.
3. (If necessary) The Secretary of the Board shall transmit copies of this resolution to the director of each principal department of state government.
4. This resolution was approved by the State Administrative Board on and is effective on \_\_\_\_\_.