



Michigan Council on Climate Solutions Governance Procedures (Amended)

ARTICLE I – PUBLIC MEETINGS

Section 1: Regular Meetings

Regular meetings of the Michigan Council on Climate Solutions (Council) may be held quarterly, or as needed, for the transaction of business as may be brought before the Council. Business that the Council may perform shall be conducted at a public meeting of the committee held in compliance with the Open Meetings Act, 1976 PA 267, MCL 15.261 to 15.275, with the exception that due to the advisory nature of the Council, it may choose to hold meetings in whole or in part, electronically by telephonic or video conferencing as long as the meetings are noticed in the same manner and the public is allowed to attend in accordance with provisions of the Open Meetings Act.

Section 2: Special Meetings

Special meetings of the Council may be called at any time by the Chairperson. A special meeting is any meeting held outside of the regularly scheduled quarterly meetings. All members of the Council shall be notified of special meetings at least ten (10) days before the date of the meeting. The reason for the meeting shall be stated and the Council shall discuss only the business stated.

Section 3: Public Meetings and Records

All meetings and records of the Council shall be open to the public. The official records of the Council shall be kept by and at the offices of the Department of Environment, Great Lakes, and Energy (EGLE). A writing prepared, owned, used in the possession of or retained by the Council in the performance of an official function is subject to the Freedom of Information Act, 1976 PA 442, MCL 15.231 to 15.246.

Section 4: Public Appearance

The Council will ensure that members of the public are given opportunities to address the Council or the Council workgroups on development of the MI Healthy Climate Plan. Written submissions may be submitted at any time to EGLE-ClimateSolutions@Michigan.gov. Instructions will be provided for giving public comments during the Public Comments portion of the meeting. Persons addressing the Council will be asked, by authority of 1994 PA 451, as amended, to identify their name, address and the organization they belong to, if any. Providing this information is voluntary. In those instances, in which a person is representing an organization, the presenter should indicate whether their comments represent the official views of the organization. The Public Comments segment of the meeting will last until closed by the Chairperson or by vote of the Council.

Section 5: Public Notices of Meetings

The Council, at its last regularly scheduled meeting of the calendar year, shall adopt a meeting schedule for the following calendar year. Public notice of the annual meeting schedule of regular meetings shall show the regular dates and times for the meetings and the place at which the meetings will be held. Public notice for all regular and special meetings shall be given by posting a copy of the notice on the Department of Environment, Great Lakes, and Energy calendar and website. Agendas for regular meetings shall be posted on the website no later than ten (10) days prior to the meeting. Agendas for special meetings shall be posted on the website no later than seven (7) days prior to the meeting.

Section 6: Quorum

Fifty-one percent (51%) or more members of the Council shall constitute a quorum at any regular or special meeting for the purpose of transacting business of the Council.

Section 7: Voting

The Chairperson may call for a vote of the Council. All voting shall be by a voice vote. A majority vote of the remaining members will bind. All votes shall be recorded and reflected in the minutes.

Section 8: Delegation of Appointment

Members of the Executive branch may assign a designee to attend and vote at the meeting on their behalf. The designee must be designated on a form provided by EGLE. Any change must be made at least ten (10) days prior to the meeting.

Section 9: Vacancy

A vacancy on the Council occurring other than by expiration of a term shall be filled by the Governor in the same manner as the original appointment for the balance of the unexpired term. A vacancy shall not affect the power of the remaining members to exercise the duties of the Council.

Section 10: Parliamentary Authority

All meetings shall be governed by any statute pertinent to this Council and the simplified use of **Robert's Rules of Order** in all cases where they are applicable, and in which they are not inconsistent with these **Rules of Procedure** and any special rules of order the Council may adopt. Those being: **Motion, Amendment, Amending the Amendment, Substitute Motion, Speaking on Motions or Amendments, End Debate, Table, Point of Information, Point of Order or Appeal from Chair.**

Section 11: Agenda

The agenda for each regular meeting shall be prepared by the Council's Staff Assistant, in consultation with the Chairperson, on the basis of all materials received by the staff assistant, either written or oral, fourteen (14) days before convening of the next regular meeting and published not less than seven (7) days prior to, or immediately upon, preparation of same. An agenda for special meetings shall be prepared and sent to Council

Members with the notification of the meeting.

Section 12: Recording the Proceedings

The Council's Staff Assistant shall be responsible for recording and preparing the minutes of each regular and special Council meeting. The minutes shall be in the form of summary, except motions and resolutions of the Council.

ARTICLE II - OFFICERS

Section 1: Chairperson

The Officers of the Council shall consist of a Chairperson, a Vice-Chairperson, and a Secretary. The Governor shall designate a member of the Council to serve as the Chairperson of the Council at the pleasure of the Governor.

Section 2: Chairperson Duties

The Chairperson shall normally represent the Council at such official functions as the Council shall specify. The Chairperson shall be charged with the responsibility of calling for such regular and special meetings of the Council, as are necessary, to enable the Council to carry out its assigned duties and responsibilities. The Chairperson shall preside over all such meetings and shall be entitled to vote on any matter the same as any other Council member. The Chairperson will rotate hosting each meeting.

Section 3: Vice-Chairperson Duties

The Vice-Chairperson shall be vested with all the powers and shall perform all the duties of the Chairperson during the absence of the latter. The Vice-Chairperson shall:

- a. Perform the duties of the Chairperson in the absence or inability of that officer to serve and represent the Chairperson when requested.

Section 4: Secretary Duties

The Secretary shall attend all meetings of the Council and, with staff assistance, will act as a clerk thereof.

The Secretary shall, with assistance from staff:

- a. Record all votes in accordance with Article I, Section 7.
- b. Review meeting minutes for accuracy and perform any necessary edits.
- c. Send approved minutes and other meeting materials to members of the Council.
- d. Perform all official correspondence from the Council as may be prescribed by the Council or the Chairperson.

ARTICLE III – DUTIES OF THE MEMBERS OF THE COUNCIL

Section 1: Council Duties

The Council shall act in an advisory capacity to the governor and the department in formulating and overseeing the implementation of the MI Healthy Climate Plan, which will serve as the action plan for this state to reduce greenhouse gas emissions and transition toward economywide carbon neutrality. This work will include, but is not limited to 1) identifying and recommending opportunities for the development and effective implementation

of emissions-reduction strategies; and 2) identifying solutions to resolve impact disparities across Michigan and recommending targeted solutions for communities disproportionately impacted by the changing climate. In addition, the Council shall advise on statutory, regulatory, and contractual implementation of the Michigan Council on Climate Solutions Report, as well as review information submitted to the state in response to the Michigan Council on Climate Solutions Report. The Council may perform additional related duties as provided by Executive Order No. 2020-182, other law, or as requested by the Director of EGLE or the Governor.

The Council may establish Council workgroups as considered necessary to assist in performing the duties and responsibilities of the Council. The Council may hire or retain contractors, subcontractors, counsel, consultants, and agents and may make and enter into contracts necessary or incidental to the exercise of the powers of the Council and the performance of its duties as the Director of EGLE considers advisable and necessary, in accordance with state statute, and the rules and procedures of the Civil Service Commission and the Department of Technology, Management, and Budget (DTMB), subject to available funding. The Council may accept donations of labor, services, or other things of value from any public or private agency or person. Members of the Council shall refer all legal, legislative, and media contacts to EGLE.

Section 2: Staff Support and Budget

The Council shall be staffed and assisted by personnel from EGLE, subject to available funding. Any budgeting, procurement, or related management functions of the Council shall be performed under the direction and supervision of the Director of EGLE.

Section 3: Compensation

Members of the Council shall serve without compensation. Members of the Council may receive reimbursement for necessary travel and expenses consistent with state statutes and the rules and procedures of the Civil Service Commission and the DTMB, subject to available funding. All requests by Council members for reimbursement of travel expenses for Council related activities (except regular and special meetings) shall be made to the staff assistant, in writing, within fourteen (14) days of travel. Travel expenses include mileage, meals and hotel accommodations which will be reimbursed at the DTMB set rate.

ARTICLE IV – AMENDMENTS

This **Rules of Procedure**, in all or in part, may be amended by a concurring vote of two-thirds of the Council membership made at any regular or special meeting, provided that the proposed amendment is provided in writing with the agenda for that meeting.

ARTICLE V – COUNCIL WORKGROUPS AND SUBCOMMITTEES

Section 1: Rules of Procedure

Articles I and II of the Rules of Procedure for the Michigan Council on Climate Solutions shall apply to all Council Workgroups and Subcommittees of the Council.

Section 2: Vice-Chairperson and Other Officers

The Vice-Chairperson and other Officers of the Council Workgroups shall be appointed by the Chairperson of the Council.

Section 3: Vacancy

A vacancy on the Council Workgroup or Subcommittee occurring other than by expiration of a term shall be filled by the same manner as the original appointment for the balance of the unexpired term. A vacancy shall not affect the power of the remaining members to exercise the duties of the Council Workgroup or Subcommittee.

Section 4: Reports and Plans

The Council Workgroups and Subcommittees shall provide meeting updates, reports, and plans to the Council to assist in performing the duties and responsibilities of the Council.

Section 5: Duties of the Members

Members of the Council Workgroups and Subcommittees shall refer all legal, legislative, and media contacts to EGLE. The Council Workgroups and Subcommittees shall make recommendations to the Council and the Governor on implementation of Executive Directive No. 2020-10.

ARTICLE VI- TERMS OF COUNCIL MEMBERS

The Council members shall serve terms as defined by the Executive Office of the Governor.

Approved at Feb. 25, 2021, Council on Climate Solutions meeting.

Amendment to Section 1 language approved at July 27, 2021, Council on Climate Solutions meeting.