



STATE OF MICHIGAN
STATE ADMINISTRATIVE BOARD
LANSING

RICK SNYDER
GOVERNOR

DATE: June 9, 2011

TO: Department Directors and Procurement Staff

FROM: *sb* Sherry Bond, Secretary of the State Administrative Board

SUBJECT: Requests for special Committee/Board meetings

Effective June 9, 2011, Department Directors or autonomous agency heads seeking approval of an item by the State Administrative Board at a time other than a regularly scheduled meeting of the Committee/Board must submit a letter (sample attached) requesting a special meeting of the Finance and Claims Committee, Building Committee, Transportation and Natural Resources Committee, or the State Administrative Board. The intent of this requirement is to reduce the number of special meetings and special items.

The letter submitted should explain the compelling need for a special meeting and any supporting documentation should be included with the letter. Additionally, the letter must indicate that all necessary funding has been appropriated. Special meetings will be granted only with the approval of the Chairperson of the Board.

The letter should be faxed at least four business days prior to the requested date of the special meeting to Governor, Rick Snyder, Chairperson of the State Administrative Board, c/o Legal Division, at 517-335-6196. A copy of the letter should also be faxed to the Secretary of the State Administrative Board, at 517-335-0046.

If you have any questions, please call me at 517-335-2559 or email me at bonds@michigan.gov.

BOARD MEMBERS

RICK SNYDER, GOVERNOR/CHAIRPERSON • BRIAN CALLEY, LIEUTENANT GOVERNOR
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