

0620.02 New Procedural Resolutions and Amended Resolutions

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

PURPOSE

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

APPLICATION

Executive Branch Departments and Sub-units.

CONTACT AGENCY

Department of Technology, Management and Budget (DTMB)
State Administrative Board (Ad Board)

Telephone: 517-388-5850 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.

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 _____.