

TRIAL COURT FUNDING COMMISSION

RULES AND PROCEDURES

ARTICLE I

NAME PURPOSE AND POWERS

The Trial Court Funding Commission is established by the Trial Court Funding Public Act 65 of 2017. Pursuant to Section 3 (12) of the Act, the Commission adopts the following Rules and Procedures.

ARTICLE II

MEMBERSHIP

Membership on the Commission shall be as set out in the Act, with all members appointed by the Governor, provided that all members shall have significant experience or involvement in the Courts of this state.

Members shall serve until their successor has been appointed by the Governor. The Governor may remove a member for incompetence, dereliction of duty, malfeasance, misfeasance, or nonfeasance in office, or for any other good cause.

ARTICLE III

ORGANIZATION OF THE COMMISSION

The Governor shall appoint one (1) Commission member to act as Chairperson. The Chairperson may appoint such committees and committee chairpersons as he or she deems necessary to further the work of the Commission. The Chairpersons shall also appoint a Secretary (who need not be a Commission member) and such other administrative officials for the Commission as he or she, or the Commission, deems necessary. The Chairperson shall cause an Agenda to be prepared and distributed to the members at least forty-eight (48) hours before any meeting. The Chairperson shall preside at all meetings of the Commission. The Secretary shall, amongst other duties, keep and maintain written minutes of all meetings of the Commission.

ARTICLE IV

MEETINGS

The Commission shall meet at the call of the Chairperson, but not less than five (5) times annually, to complete the work with which it is charged. Act 65 allows the Commission to establish a requirement with respect to quorum. Eight (8) members present and serving constitute a quorum for the transaction of business at a meeting of the Commission. Commission members may attend any meeting either in person or by communication equipment to the extent allowed by law; provided, however, that a Commissioner present by video or audio communication means shall not be counted in establishing a quorum and he or she shall not be allowed to vote on all matters properly before the Commission. If a member is unable to attend a meeting, the member shall send a request for absence to the Chairperson as soon as practicable before the meeting.

Procedural matters shall require a vote by the majority of the Commissioners present and serving. Substantive matters shall require a vote of a majority of the Commissioners present and serving.

All meetings and votes by the Commission shall be in accordance with the Michigan Open Meetings Act in effect at the time.

ARTICLE V

AGENDAS

A proposed Agenda of all known business to be conducted by the Commission shall be prepared for all regular meetings of the Commission. The Chairperson shall prepare the Agenda. At a minimum, the Agenda for a Regular Commission Meeting shall include:

1. Call to Order
2. Introduction of Commissioners and Guests
3. Public Comment: Members of the public are provided the opportunity to make comment to the Commission. Public Comment shall be limited to three (3) minutes per speaker with a maximum of forty-five (45) minutes per meeting. Either the Chairperson or the Commission may waive these requirements.
4. Approval of the Agenda
5. Approval of the minutes of the previous meeting
6. Report of the Chairperson
7. Committee Reports
8. Business Agenda
 - a. Consent Agenda. The Consent Agenda shall include items which will not require debate. Any member may ask to remove an item from the Consent Agenda to place on the regular Agenda.
 - b. Old Business
 - c. New Business
9. Announcement of the Date, Time and Place of the next meeting
10. Good and Welfare by Commission Members
11. Adjournment

ARTICLE VI

SPECIAL MEETINGS

A special meeting of the Commission may be called by the Chairperson or by a majority of the members of the Commission upon written notice to the Chairperson. The Agenda for the Special Meeting shall be limited to the items listed in the call to the Special Meeting. No other Agenda items will be allowed.

The meetings of the Commission shall be conducted pursuant to Roberts Rules of Order, newly revised.

ARTICLE VII

AMENDMENT

These rules may be amended by a majority vote of the Members of the Commission present and serving, provided that proposed amendments have been sent to the members at least ten (10) Business Days in advance of the meeting.

ARTICLE VIII

CONFLICTS OF INTEREST

A Commissioner shall abstain from voting on a question that does or could pose a conflict of interest, or that could cause the appearance of impropriety.

ARTICLE IX
POLICIES

By majority vote of the Commissioners, the Commission may issue Requests for Proposals, and enter into contracts with third parties, which the Commission believes are reasonably necessary to assist the Commission in carrying out its powers and duties. Upon such affirmative vote of the Commission, the Chairperson is authorized to execute said contracts. Any contracts approved and executed on behalf of the Commission shall be within the Budget approved for the Commission's activities.

Adopted by the Trial Court Funding Commission on February 22, 2018, in Lansing, Michigan.

Adopted an Amendment by adding Article IX on April 26, 2018.