

**GRAND TRAVESRE COUNTY  
APPORTIONMENT COMMISSION**

**2021 RULES OF PROCEDURE**

1. In accordance with the law, three or more members of the Commission represent a quorum at any meeting. A majority vote of the quorum present is required so that action can be taken.
2. The sum of all cities, villages, and townships in the County shall be used as the total County population figure in preparing the plan.
3. Only members of the Commission may submit plans except as otherwise provided by law.
4. No one commissioner shall submit more than three plans.
5. Each plan submitted shall contain the following information:
  - A. One Grand Traverse County map that clearly identifies each proposed commissioner district shall be made available in the Office of the County Clerk and on the website for inspection purposes.
  - B. Seven copies of detailed census information that clearly indicates the population figures in each proposed district shall be made available. One copy shall be used for verification purposes. One copy shall be made available in the Office of the County Clerk for inspection purposes. The Chairman shall have one copy sent to each of the five commissioners within 24 hours after receipt for their consideration.
  - C. A word description of each district shall be made available for clarification purposes.
6. The County Clerk shall have delivered to each member all census information within 14 days after the effective date the Secretary of State of Michigan certified the Federal Census figures.
7. All plans shall be submitted to the Office of the County Clerk within 33 days after the effective date the Secretary of State certifies the census. The County Clerk's Office shall time stamp, assign a number and indicate the author's name on each plan received.
8. The author of each plan may make amendments to his or her plan for the purpose of making adjustments to the district lines and/or population figures.

9. Errors found in the verification process of a plan shall be noted in writing. The Chairman shall make six copies of the noted errors and shall have one copy made available in the Office of the County Clerk. One copy shall also be sent within 24 hours to each of the five commissioners. If a plan is verified as being correct, the chairman shall have each member notified in writing. Correction of errors shall be made by the author in the form of an amendment to the plan.
10. Amendments shall be delivered to the Office of the County Clerk within 40 days after the effective date the Secretary of State certifies the census.
11. Amendments to each plan shall contain the same information required in number 5A, 5B, and 5C of these Rules of Procedure as well as author's name and the assigned plan number.
12. A final plan shall be verified and approved by the commission within 60 days from the effective date the Secretary of State certifies the census.
13. Meetings of the Commission shall be set as follows:
  - A. upon call of the Chairman
  - B. upon a signed written request to the Chairman by three members
  - C. by majority vote of the members present at the meeting
14. All meetings called shall conform to the open meetings provision of the law.
  - A. Public Comment shall be at the beginning and end of the agenda and members of the public shall have three (3) minutes to speak.
15. The Commission shall forward any legal questions to the County's Deputy Civil Counsel for an opinion.

APPROVED BY THE APPORTIONMENT COMMISSION ON July 15, 2021

  
Chair  
Grand Traverse County Apportionment Commission