

Scio Township
Roads Advisory Committee
Committee Policies

Expectations:

The Committee and its members shall adhere to State of Michigan Statutes, this includes The Open Meetings Act – Act 267 of 1976, Freedom of Information Act – Act 442 of 1976, Public Improvements – Act 188 of 1954, Maintenance of Private Roads - Act 139 of 1972, and Scio Township Resolutions, Motions and Policies which affect the Roads Advisory Committee (RAC).

The Road Advisory Committee is a working committee tasked with projects and providing recommendations to the Scio Board of Trustees. Each member was appointed because of unique and invaluable insights, talents and skills. It is expected each member will contribute and share in the work of the committee.

Other than the Roads Advisory Committee Chair, only a designated RAC member can speak as its representative to the Board of Trustees, any other committee, or any community organization. This does not prevent members exercising their 1st Amendment rights as individual residents.

Members:

Election of Officers – Election for Officers (Chairperson, Vice Chair and Secretary or Secretaries) will occur at the November RAC Meeting for the subsequent Calendar Year. The RAC, at its discretion, may choose to elect a Vice Chair and other positions.

Attendance – Should a member be absent for three (3) or more meetings in a calendar year, the committee may choose to recommend to the Board of Trustees that the member be removed at any time following the third absence.

Agenda, Packets and Minutes:

Agenda items shall be submitted to the Secretary no later than the Wednesday prior to the next scheduled meeting*.

Agenda packet items basics:

- Correspondence: Resident communications, WCRC updates, WATS newsletters, etc.
- Unfinished Business: Items begun previously that need additional work.
- New Business: Any item not reviewed by the committee, or an item that was reviewed in the past and needs to be updated.
- Previous meeting minutes**
- Reports from other committees, and the Board of Trustees

*The meeting packet will be published and distributed to RAC members and submitted to Scio Township for posting the Friday before the next scheduled meeting.

****Minutes:** according to State of Michigan Open Meetings Act 267 of 1976, section 15.269 Minutes - Sec. 9 (1) must have minimum; *1) Each public body shall keep minutes of each meeting showing the date, time, place, members present, members absent, any decisions made at a meeting open to the public, and the purpose or purposes for which a closed session is held. The minutes shall include all roll call votes taken at the meeting.* The Committee may approve and include additional information but not less than the above.

After the meeting, the Minutes Secretary shall submit the DRAFT minutes, within 8 days, to the Scio Office Coordinator to publish on the Scio Twp. website.

At the next meeting, the Committee will amend, if necessary, and approve the minutes. The minutes must reflect the original and corrections. The Minutes Secretary shall submit the approved minutes to the Office Coordinator to publish on the Scio Twp. website.

Communications:

The Chair shall respond to resident communications. The Secretary shall keep a log of communications with dates and subject matter.

The Committee Chair shall provide a report to the Scio Board of Trustees in accordance with the Scio Board of Trustees agenda packet schedule.

The Chair shall also review the Scio Board of Trustees meetings and provide a report to the Road Advisory Committee.

The committee shall appoint a member for the Scio Township RAC webpage to keep it up to date. The RAC website coordinator will communicate with members during a meeting with suggested updates, if needed.

Newsletter: Scio Township publishes a quarterly newsletter. The committee shall contribute topics and the Chair write, and submit the article to Scio newsletter editor in accordance with the editor's schedule deadline (this may change year to year):

- March 1st
- June 10th
- September 9th
- December 2nd

Yearly Task Schedule:

October meeting: Create a proposed list of road projects for Washtenaw Co. Road Commission. They would like this list by the end of December for the following year.

November meeting: Review calendar and set meetings dates for the upcoming year. Submit to Office Coordinator by end of December. Election of Officers will be discussed per the "Members" section above.

December meeting: Begin reviewing budget.

January meeting: Finalize budget and submit it to Township Manager.

Additional Responsibilities:

- Periodically review Policies, Special Assessment Primer, Special Assessment Policy, Road Inventory List, Government funds, grants, funding options, this policy, etc.