

**RULES OF PROCEDURE OF THE
SAUGATUCK TOWNSHIP FIRE DISTRICT BOARD OF APPEALS**

In accordance with the authority set forth by the City of Douglas, City of Saugatuck and Saugatuck Township's respective adoption of the International Fire Code, 2015, as amended, the Saugatuck Township Fire District Board of Appeals hereby adopts the following Rules of Procedure.

1. Annual Meeting. The annual meeting of the Board shall be the first meeting in January of each year at the Call of the Chair.
2. Election of the Chair and Vice Chair. At the annual meeting, a Chair and Vice Chair shall be elected. Election shall be by voice vote.
3. Fire Code Official. The Fire Code Official shall be an ex officio member of the Board but shall have no vote on any matter before the Board.
4. Vacancy. A vacancy in the seat of Chair shall be filled automatically by the Vice Chair and a new Vice Chair shall be elected immediately at that same meeting of the Board by majority vote. The Chair or Vice Chair as elected shall serve until the next annual meeting.
5. Appeals from the Decision of the Chair. The Chair shall preside over all meetings of the Board and shall preserve decorum and decide all questions of order, subject to appeal to the Board.
6. Secretary Ex-Officio. The Fire Code Official shall keep records of the Board and shall act as Secretary ex-officio to the Board. If the Fire Code Official is unavailable a Secretary ex-officio may be designated by affirmative vote of a majority of the Board. The Secretary ex-officio, subject to the direction of the Board shall prepare all correspondence of the Board, receive and file all matters referred to the Board, send out all notices required by law, prepare and keep agendas, and file and keep legal records of all minutes of the Board's proceedings.
7. Meetings
 - A. Meetings shall be properly noticed to the public and held in accordance with the Michigan Open Meetings Act. Meetings shall be held at the call of the Chair at such times and place as the Chair shall designate.
 - B. Meetings may be adjourned and reconvened at a time and place determined by a majority of the members present.
 - C. Meetings may be called by the Chair or in the Chair's absence by the Vice Chair provided that proper notice of the meeting including an agenda of all meeting items to be considered shall be provided to each member prior to the meeting and posted in accordance with the Michigan Open Meetings Act.
8. Robert's Rules. To the extent not in conflict with these Rules, the Board shall endeavor to follow "Robert's Rules of Order" of parliamentary procedure.

9. Open Meetings. All Board meetings shall be open to the public in accordance with Michigan Open Meeting Act.

10. Quorum. All permanent members or their respective alternate from each local partner in the Fire District must be present to constitute a quorum of the Board of Appeals. A quorum of the Board shall consist of not less than one permanent or alternate member from each partnering jurisdiction of the Fire District as appointed by the partnering governing body. Each permanent member's seat on the Board shall be filled only by their respective alternate member as appointed by their partnering governing body. If a jurisdiction's appointed alternate should not be available to replace their respective permanent member, then a new alternate shall be appointed by the partner's executive body in a timely manner.

11. Voting. The Board acts by Motion or Resolution. No vote may be held on a business item of the Board unless a quorum of members are present. Except as provided herein, all members of the Board shall vote on items of business.

12. Records. A record of each meeting shall be kept as required by law. The Fire Code Official acting as the Secretary ex-officio or designee shall prepare the Board meeting minutes of each meeting for approval by the Board. Minutes may be summary minutes; however, each Board motion and/or resolution made shall be recorded verbatim.

13. Order of Business. The normal order of business at Board meetings shall be:

1. Call to Order. The Chair shall call the Board to order.
2. Approval of Minutes. The minutes of any preceding meeting shall be submitted for approval.
3. Public Comment.
4. Old Business. The Board shall hear and act upon those items which were posted from previous meetings.
5. New Business. The Board shall hear and act upon those items which are new business.
6. Adjournment. Upon the completion of all items on the agenda, the Chair shall declare the meeting to be adjourned.

14. Hearing Procedures. At a hearing, the order of business shall be as follows:

1. Open hearing. The Chair shall open the public hearing.
2. Presentation by the Applicant or designee.
3. Presentation by the Fire Code Official or designee.
4. Presentation by other parties.
5. At the Board's discretion, rebuttal information, comment and similar matters by the Applicant and Fire Code Official.
6. At the Board's discretion, Board questions, requests for additional information, etc.

7. Close hearing (voice vote).


15. Time limits. The Chair may place a time limit on presentation or public comment.

16. Application Fees. An application fee for appeals shall be uniform among all partners in the Fire District and shall be approved by each partner's governing body.

17. Suspension of Rules. Upon a unanimous vote of a quorum of the Board, any rule may be suspended.

18. Jurisdiction of the Board. The Board shall have jurisdiction over such matters as set forth by the applicable ordinances adopted by the governing bodies of the partners in the Fire District.

Adopted by Board vote this 18 day of September, 2018



Aaron M Miller, Board of Appeals Chair