



OTTAWA COUNTY APPORTIONMENT COMMISSION 2021

RULES OF PROCEDURE

1. In accordance with the law, three members of the commission represent a quorum at any meeting. A majority vote of the quorum is required to take action.
2. All meetings of the Apportionment commission shall be held in compliance with the Open Meetings Act (Act No. 267 of Public Acts of 1976). Public notice of time, date and place of meeting shall be given in accordance with this act. [MCL 46.403 sec. 3(2)]
3. Any writing prepared, owned, used, in the possession of, or retained by the Commission in the performance of an official function shall be available to the public in compliance with the Michigan Freedom of Information Act (Act No. 442 of public Acts of 1976). [MCL 46.403 sec. 3(2)]
4. In apportioning of the county into commission districts, the Commission shall be governed by the guidelines of MCL 46.404 sec. 4 and any pertinent federal and state court rulings.
5. Any plan submitted to the Commission shall include at least seven (7) copies of the proposed district map and a general description of the proposed districts.
6. All census information sent by the State or the U.S. Census Bureau for the purpose of apportionment shall be kept in the office of the County Clerk and available to all members of the Commission and the public.
7. Any technology resources at the disposal of the Commission for the purpose of assisting in the redistricting process shall be available to individual members of the Commission upon their request to the chair of the Commission.