

My Recommendations

1. Place responsibility for ordinances with the Clerk's Office

Several sections assign responsibilities to an "Ordinance Coordinator." The Township Clerk is the statutory custodian of township records and ordinances. Replace Ordinance Coordinator with Clerk or the Clerk's designee which maintains flexibility while recognizing the Clerk's statutory role.

2. Effective dates

Current language: Clerk's Office determines effective date of ordinance, however, the Clerk does not determine the effective date. I prefer the Clerk's Office shall calculate and document the effective date in accordance with the ordinance, applicable Michigan law, and the publication date.

3. Publication language

Current language: New Ordinances will be published in their entirety however, Michigan law does not always require publication in full. I prefer the Publication shall be completed in the manner required by applicable Michigan law and the ordinance, whether by full text or authorized summary.

4. Certification

Current: Clerk Staff finalizes Ordinance document and has Clerk sign and seal the ordinance. I prefer the Clerk shall certify the ordinance as a true copy of the action taken by the Township Board, affix the Township seal when appropriate, and maintain the original certified ordinance in the permanent records of the Township.

Procedural Improvements

Require legal review before Board action

I believe virtually every ordinance amendment, legal review should occur. I suggest - Unless waived by the Township Board, all ordinance amendments shall be reviewed by the Township Attorney prior to Board consideration.

History of Action:

The Clerk's Office shall maintain the legislative history of each ordinance, including drafts, attorney opinions, Planning Commission recommendations, public notices, Board actions, and proofs of publication.

Future us will appreciate it.

Permanent retention

States - maintained in the Clerk archives. Replace with - Original certified ordinances are permanent records and shall be retained in accordance with Michigan record retention schedules.

Add additional records

Require copies of:

- Planning Commission recommendation
- Livingston County Planning Commission comments (when applicable)
- Affidavit or proof of publication
- Board minutes showing adoption
- Recorded vote
- Attorney opinion
- Public hearing notices

Electronic Records

Recommend adding a section similar to:

Electronic copies shall be maintained in the Township's official document management system with appropriate backup and retention procedures. The electronic copy is for convenience; the certified original maintained by the Clerk remains the official record unless otherwise authorized by law.

Clarify ordinance numbering

Rather than assigning numbers during drafting, use - The next available ordinance number shall be assigned by the Clerk's Office prior to the ordinance's first formal Board consideration to ensure consistency and prevent duplicate numbering.

STEP 1.

Currently - Staff proposes change/addition to Township Board at a Work Session meeting.

Proposed ordinance amendments may originate from the Township Board, Township officials, Township departments, advisory boards or commissions, the Township Attorney, or other authorized sources. Initial discussion may occur at a work session or a regular meeting, as directed by the Township Board.

STEP 10.

Currently - All General Ordinances will be maintained in the Clerk archives. Replace with - The Township Clerk shall maintain the permanent official record of all adopted ordinances, amendments, certifications, publication affidavits, codification documents, and related legislative history in accordance with Michigan law and the Township's approved records retention schedule.