

**Thursday, February 17, 2011**  
**9:00 a.m.**  
**141 E. Apple Avenue, 2<sup>nd</sup> Floor**  
**Genealogy Room of County Clerk's Office**  
**Muskegon, MI 49442**

**AGENDA:**

1. Call to Order
2. Roll Call
3. Material Distribution by Acting Chair
  - A. Apportionment Membership, All acts subject to and Draft Rules
  - B. Draft Rules of Procedure
  - C. Apportionment Commission Standards
  - D. Guidelines for Apportionments
  - E. Time Frames
4. Election of Permanent Chair
5. Discussion of Draft Rules of Procedures
6. Discussion of Computer Program
7. Meeting Dates
8. Public Comment
9. Adjournment

# MUSKEGON COUNTY APPORTIONMENT COMMISSION

## **Members:**

County Clerk Nancy A. Waters  
County Treasurer Tony Moulatsiotis  
Prosecuting Attorney Tony Tague  
Republican Party Chairperson Christina Achterhoff  
Democratic Party Chairperson Steve Markel

## **All acts subject to:**

1. Freedom of Information
2. Open Meetings

## **Rules:**

1. As adopted by Commission
2. Majority vote
3. Quorum is 3

## **MUSKEGON COUNTY APPORTIONMENT COMMISSION 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, townships and villages in the County shall be used as the total County population figure in preparing a plan.
3. Only, members of the Commission may submit plans except as otherwise provided by law.
4. No one commissioner shall submit more than two plans.
5. Each plan submitted shall contain the following information:
  - A. One Muskegon County map that clearly identifies each proposed commissioner district shall be made available in the Office of the County Clerk 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 district lines and/or population figures. Amendments that basically represent a whole new plan shall not be permitted.

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.

APPROVED BY THE APPORTIONMENT COMMISSION ON \_\_\_\_\_

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Muskegon County Apportionment Commission

## **MUSKEGON COUNTY APPORTIONMENT COMMISSION STANDARDS**

The Standard is Equal Population. A percentage deviation is allowed.

- A.) 1%?. (39/ma/671)
- B.) 10%?. (193/ma/231)
- C.) A standard deviation is the total deviation from the equal population standard.

These Are Not Standards:

- A.) Urban versus rural.
- B.) Race or religion related.
- C.) Space related.
- D.) Township, City and Village lines over population are allowed to an extent one Township-one vote.
- E.) One commissioner per Township

It is the Final Plan that is subject to review. Not the way the Board reached the final apportionment.

# MUSKEGON COUNTY GUIDELINES FOR APPORTIONMENTS

1. Contiguous.
2. Compact and square.
3. Townships generally not combined with cities.
4. Townships, Cities, and villages shall generally not be divided.
5. Precincts shall be divided only to meet population standard.
6. No partisan political advantage.

## **MUSKEGON COUNTY TIME FRAMES**

<b>Key</b>	<b>Publication of Census Figures</b>
15 days	Secretary of State furnishes numbers to County Clerk.
60 days	Days for County Apportionment Board to act.
60 (not more than)	Days to file with County Clerk.
30 (after plan is filed)	Days registered voter may petition the Court of Appeals to determine legalities
90 + days	Days to appeal to the Supreme Court.
30 - 60 days	Days for Court of Appeals to grant more time.
30 - 60 days	Days if Apportionment Commission fails to submit, registered voter may submit a plan to be chosen and filed with the County Clerk.
30 days	Days after time for appeals is exhausted. Final apportionment until 2020.