

Caledonia Township Board Of Trustees – Special DRAFT Meeting Minutes

Thursday October 26th, 2023 @ 7:30 pm

Caledonia Township Hall 6461 Gillard Rd. Spruce, MI 48762

Proper notice was posted more than 18 hours in advance on the hall door.

- I. Call to order: C. Apsey presiding and called to order at 7:30 pm
- II. Pledge of Allegiance – Completed
- III. Roll Call – Anthony Sobeck; Present Tom Tice; Present Cyndi Apsey; Present
 Sarah Roe; Present Cindy Smith; Present
- IV. Approval of Agenda with additions, deletions, and/or corrections: A Sobeck made a **motion** to approve the agenda as presented. Seconded by T Tice. All in favor – **motion passed.**
- V. Public Comment: None
- VI. Treasurer’s Resignation: C Smith made a **motion** to approve Sarah Roe resignation as treasurer as requested in writing effective 11/01/23. Seconded by T Tice. Roll call: Cyndi Apsey: Yes; Cindy Smith: Yes; Tom Tice: Yes Anthony Sobeck: Yes Sarah Roe: Abstained **Motion Passed.**
- VII. Appoint Treasurer: C Smith made a **motion** to approve appoint Haylee Rondeau as the treasurer effective 11/01/23. Seconded by A Sobeck. Roll call: Cyndi Apsey: Yes; Cindy Smith: Yes; Tom Tice: Yes Anthony Sobeck: Yes Sarah Roe: Abstained All in favor – **motion passed.**
- VIII. Signatures Cards: C Smith made a **motion** to remove Sarah Roe and her deputy Jason Roe from all bank accounts signature cards effective 11/01/23 and to add Haylee Rondeau and her appointed deputy to all the bank signatures cards effective 11/01/23. Seconded by T Tice. Roll call: Cyndi Apsey: Yes; Cindy Smith: Yes; Tom Tice: Yes Anthony Sobeck: Yes Sarah Roe: Abstained - **Motion Passed.**
- IX. Board Comment:
- X. Adjourn: T Tice made a **motion** to adjourn at 7:40pm. A Sobeck seconded. All in favor – **motion passed.**

Recorded by: Cindy K. Smith

Approved by the Board of Trustees on: 10/26/23

When a vacancy occurs on the township board due to the resignation of a board member:



1. To resign, a board member must submit his or her signed resignation in writing to the board. The board must vote (at a regular or special board meeting) to accept the resignation for the resignation to take effect. (MCL 41.56)

a) If the resigning official gives an effective date of resignation that comes prior to the board meeting where the board accepts the resignation, then the vacancy occurs on the date of the board meeting. The official would serve and be compensated up to that date.

b) If the resigning official gives an effective date that comes after the board meeting where the board accepts the resignation, then the vacancy occurs on the effective date in the resignation letter.

c) The board may appoint someone to fill the vacancy up to 30 days prior to the effective date of resignation. The new official may take the oath prior to taking office, but is not "clothed" with the authority of the office until the resignation takes effect.



2. The clock starts ticking the day after the vacancy occurs (the day after the resignation takes effect). The township board has 45 days to appoint a person to fill the vacancy. (MCL 168.370(4))



3. The official's deputy **DOES NOT** continue as deputy. (MCLs 41.69, 41.77(5), and 41.61)



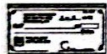
4. The only statutory requirement for holding township board elective office is that a candidate must be a qualified elector of the township and registered to vote. To be a qualified elector, a person must be 18 years of age, a U.S. citizen, and have lived in the township at least 30 days (property ownership is NOT required). (MCLs 168.11 and 168.342)



5. The person appointed to fill the vacancy must take the oath of office (should be taken within the 45 days to fill vacancy to qualify for office). (MCL 168.363)



6. A new clerk or treasurer must appoint a deputy. The supervisor may appoint a deputy. The deputies must also take the oath. (MCLs 41.69, 41.77(5), and 41.61)



7. The salary of the office continues. A person appointed to elective office during the term of office receives the currently established salary for that office. (MCL 41.95) This may require prorating the salary between the former and new officials according to payroll period.



8. If the vacancy **occurs** more than 7 days before the 15th Tuesday prior to the August midterm primary, a person appointed to fill that vacancy must run in the primary and general election to retain that office. The person elected serves for the remainder of the term. (NEW, PA 94 of 2014, MCL 168.370a, April 3, 2014)



If the vacancy **occurs** 7 days or less before the 15th Tuesday before the August midterm primary, a person appointed to fill that vacancy is appointed for the remainder of the term. (NEW, PA 94 of 2014, MCL 168.370a) (All township board members' terms run four years, concurrent with the Presidential term.)



9. If the township board fails to fill the vacancy within 45 days, the county clerk must schedule a special election on the next regular election date (of the four election days) that is: (1) at least 60 days after the deadline for submitting nominees, or (2) at least 70 days after the deadline for submitting nominees if the next regular election date is the even year August primary or the general November election. Township/county political parties select nominees (independent or write-in candidates can also qualify), so no primary election is held. The person elected serves for the remainder of the term. (MCL 168.370(4))