

Resolution 25-8

Clinton Township Board Policy

I. Purpose

The purpose of this policy is to establish guidelines for the operation and governance of the Clinton Township Board, ensuring transparency, accountability, and consistency in decision-making and financial management.

II. Structure and Roles

1. Township Board Composition

- The Clinton Township Board consists of the Township Supervisor, Clerk, Treasurer, and Trustees.
- The Township Board is responsible for overseeing the governance of Clinton Township, ensuring that policies and procedures are followed.

2. Board Meetings

- Regular board meetings will be held on the **Second Monday of each month at 7:00 PM at Clinton Township Hall**, located at **172 W Michigan Ave, Clinton MI 49236**
- Special meetings may be called as necessary, following the requirements of the Michigan Open Meetings Act.

3. Board Member Responsibilities

- **Supervisor:** The Clinton Township Supervisor serves as the presiding officer, overseeing the board's meetings and ensuring the proper implementation of township policies.
- **Clerk:** The Clerk is responsible for maintaining records, overseeing elections, and ensuring compliance with legal reporting requirements.
- **Treasurer:** The Treasurer is responsible for managing the township's finances, including the collection of taxes and oversight of expenditures.
- **Trustees:** Trustees assist in making decisions related to township governance, serving on committees, and representing the needs of the community.

III. Financial Management

1. Clinton Township Bank Accounts

- The township's bank accounts will require two primary signers: the **Treasurer** and the **Clerk**.
- Additionally, the **Deputy Clerk** and **Deputy Treasurer** will be added as backup signers on the account to ensure continuity in case of an emergency or unavailability.
- All disbursements from township accounts must be approved by the Township Board.

2. Budgeting and Spending

- The Township Board is responsible for adopting an annual budget.

- All expenditures must align with the adopted budget and will be reviewed by the Board during regular meetings.
- Any significant changes to the budget will require approval from the Township Board.

IV. Code of Conduct and Ethics

1. Board Member Conduct

- Board members are expected to act in the best interest of Clinton Township and its residents, maintaining honesty, integrity, and transparency.
- Conflicts of interest must be disclosed, and board members should recuse themselves from votes or decisions where they have a personal or financial interest.

2. Public Participation

- Clinton Township residents are encouraged to attend board meetings and provide input on township matters.
- A public comment period will be included at the beginning or end of each meeting, as designated by the Township Board.

V. Policy Amendments

- This policy may be amended by a majority vote of the Clinton Township Board. Any proposed amendments will be made available to the public for review before adoption.

Roll Call Vote Offered: Scott

Supported: Kovalski

Kovalsk-Yes Scott-Yes Murphy-Yes Greenleaf -Yes Couture-Yes

Adopted: April 14, 2025

Clinton Township Supervisor: Walter Murphy _____

Clinton Township Clerk: Kim Scott _____