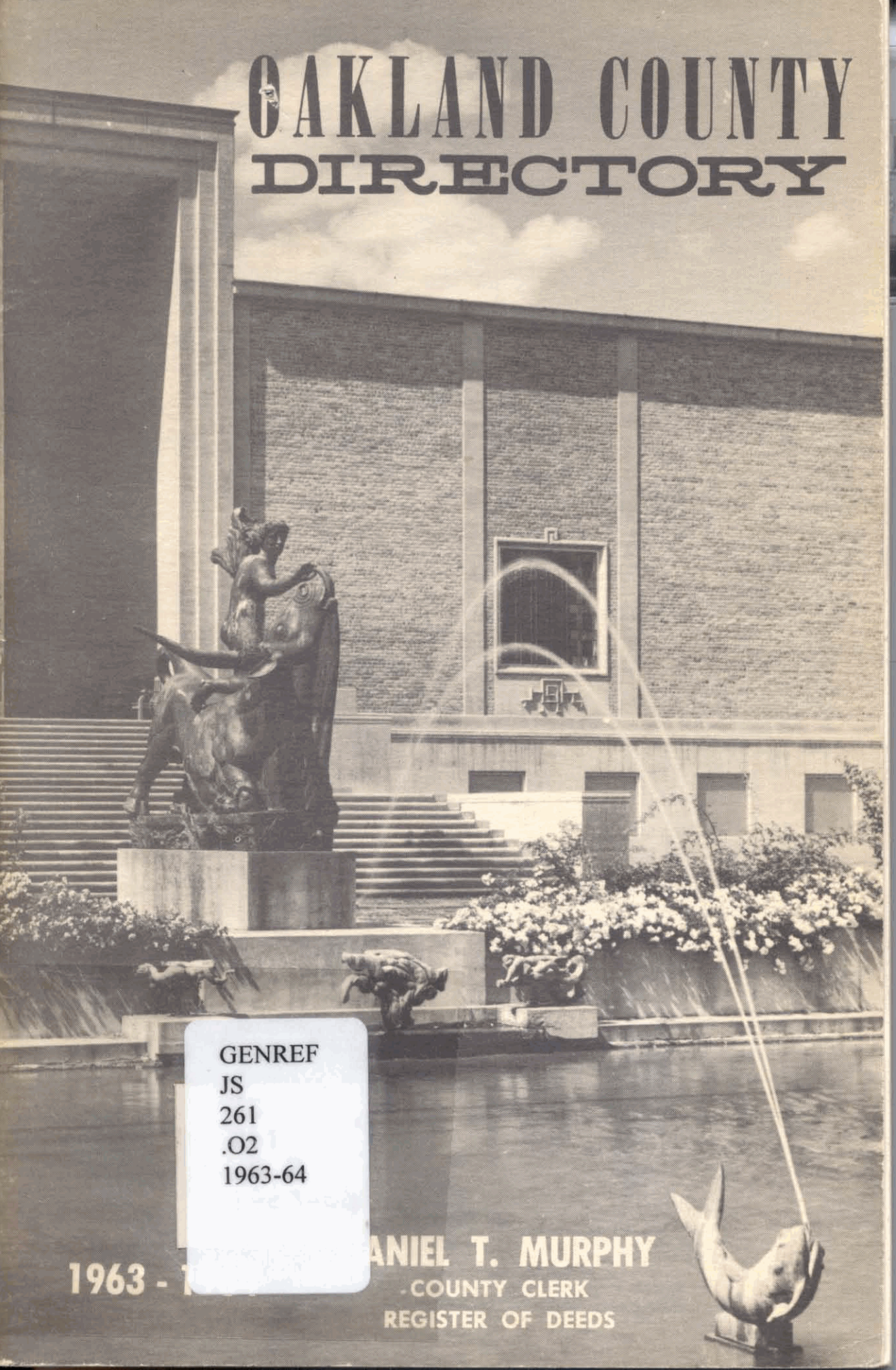


# OAKLAND COUNTY DIRECTORY



GENREF  
JS  
261  
.02  
1963-64

1963 - 1964

**DANIEL T. MURPHY**  
COUNTY CLERK  
REGISTER OF DEEDS





JS  
261  
.02  
1963-64

## *Pledge of Allegiance*

**I** *pledge allegiance to the Flag of the  
United States of America*

*And to the Republic for which it  
stands,*

*One Nation, under God, indivisible,*

*With Liberty and Justice for all*

# **COUNTY OF OAKLAND**

**MICHIGAN**



**COUNTY,  
CITY, VILLAGE  
and  
TOWNSHIP OFFICERS**

**1963 - 1964**



**PONTIAC, MICHIGAN**

**County Seat**

**Daniel T. Murphy, County Clerk and Register of Deeds**





**OAKLAND COUNTY BAR ASSOCIATION**

Thomas J. Dillon, President .....	Pontiac
Edward P. Barrett, Vice President .....	Pontiac
Robert V. Parenti, Secretary .....	Pontiac
Arthur P. McKenna, Treasurer .....	Pontiac
Calvin E. Patterson, Director .....	Pontiac
Clarence L. Hudson, Director .....	Royal Oak
LaRue T. Mead, Director .....	Ferndale
Robert C. Anderson, Director .....	Pontiac
Dean G. Beier, Director .....	Pontiac

**SOUTH OAKLAND BAR ASSOCIATION**

William E. Wilson, President .....	Ferndale
William E. Lang, Vice President .....	Royal Oak
Ralph S. Moore, Secretary-Treasurer .....	Berkley

**FIRST DATE OF RECORDS OF OAKLAND COUNTY**

Marriages .....	1827
Deaths .....	1867
Births .....	1867
Naturalization .....	1827

**TERMS OF COURT**

JANUARY .....	First Monday in January
MARCH .....	First Monday in March
MAY .....	First Monday in May
JULY .....	First Monday in July
SEPTEMBER .....	First Monday in September
NOVEMBER .....	First Monday in November

**FINAL NATURALIZATION HEARINGS**

Tuesday after fourth Monday in January	
Tuesday after fourth Monday in April	
Tuesday after fourth Monday in July	
Tuesday after fourth Monday in November	

**OAKLAND SCHOOLS**

Campus Drive, County Service Center, Telegraph Rd., Pontiac  
Phone Pontiac FE 5-9481

**BOARD OF EDUCATION**

Fred J. Beckman, President .....	White Lake Township
Fred D. Leonhard, Vice President .....	Southfield City
Fred W. Smith .....	Royal Oak City
Monroe M. Osmun .....	Pontiac City
R. A. Ambrose .....	Oxford Township
William J. Emerson, Secretary .....	Pontiac City

**LOCAL SCHOOL DISTRICTS**

1 Primary District .....	3 Board Members
13 Third Class City Districts .....	95 Board Members
16 Fourth Class Districts .....	108 Board Members

## NATIONAL AND STATE OFFICERS

President of the United States .....	John F. Kennedy
Vice President .....	Lyndon B. Johnson
Secretary of State .....	Dean Rusk
Secretary of the Treasury .....	Douglas Dillon
Secretary of Defense .....	Robert S. McNamara
Attorney General .....	Robert F. Kennedy
Postmaster General .....	J. Edward Day
Secretary of the Interior .....	Stewart L. Udall
Secretary of Agriculture .....	Orville L. Freeman
Secretary of Commerce .....	Luther H. Hodges
Secretary of Labor .....	W. Willard Wirtz
Secretary of Health, Education and Welfare .....	Anthony J. Celebrezze
U. S. Senators .....	Philip A. Hart, Patrick V. McNamara

## U. S. Representatives:

At Large .....	Neil Staebler, Ann Arbor
1st District .....	Lucien N. Nedzi, Hamtramck
2nd District .....	George Meader, Ann Arbor
3rd District .....	August E. Johansen, Battle Creek
4th District .....	Edward Hutchinson, Fennville
5th District .....	Gerald R. Ford, Jr., Grand Rapids
6th District .....	Charles E. Chamberlain, East Lansing
7th District .....	James G. O'Hara, Utica
8th District .....	James Harvey, Saginaw
9th District .....	Robert P. Griffin, Traverse City
10th District .....	Elford A. Cederberg, Bay City
11th District .....	Victor A. Knox, Sault Ste. Marie
12th District .....	John B. Bennett, Ontonagon
13th District .....	Charles C. Diggs, Jr., Detroit
14th District .....	Harold M. Ryan, Detroit
15th District .....	John D. Dingell, Detroit
16th District .....	John Lesinski, Dearborn
17th District .....	Martha W. Griffiths, Detroit
18th District .....	William S. Broomfield, Royal Oak

Governor .....	George Romney
Lieutenant Governor .....	T. John Lesinski
Secretary of State .....	James M. Hare
State Treasurer .....	Sanford A. Brown
Auditor General .....	Billie S. Farnum
Attorney General .....	Frank J. Kelley
Superintendent of Public Instruction .....	Lynn M. Bartlett
State Highway Commissioner .....	John C. Mackie
State Senator—12th District .....	Farrell E. Roberts

## State Representatives:

1st District .....	Lloyd L. Anderson, Waterford Township
2nd District .....	Arthur J. Law, Pontiac City
3rd District .....	Henry M. Hogan, Jr., Bloomfield Township
4th District .....	Raymond L. Baker, Berkley
5th District .....	Wm. Hayward, Royal Oak City
6th District .....	Bill S. Huffman, Madison Heights



**OAKLAND COUNTY FACTS AND FIGURES****By Maurice F. Cole**

As part of an area officially described in 1816 as marked by "extreme sterility and barrenness," Oakland County has done rather well. The 1960 Federal census officially reported Oakland County's population as something in excess of 690,000, the second largest county in the state, population-wise.

This quite naturally causes one to wonder about the first official census of the county. It was taken in 1820, and the final count was 330 persons.

By 1819 the territorial governor of Michigan Territory, Lewis Cass, regarded the population in this area sufficiently large to warrant the establishment of a separate county, and on January 12th of that year he issued a proclamation establishing the county and its boundaries, and giving it the name of "Oakland" after the many "oak openings" to be found here. The following year, 1820, Commissioners were appointed to select the county seat.

Oakland County was therefore organized the very year that the decennial census was to be taken by the Federal government. For the purpose of census-taking Michigan Territory was divided into "districts," and the newly created Oakland County was constituted one district for that purpose.

Sidney Dole, a resident of Bloomfield Township, who had just been selected County Clerk of Oakland County, was named as the official responsible for taking the census. This 1820 census, prepared in the handwriting of Sidney Dole himself, is still preserved for us, and is one of the rare documents housed in the Michigan State Library at Lansing. Dole was a beautiful penman, as is revealed by many county documents still in existence.

The data required for the census of 1820 was much less detailed than that now required. The only names recorded were the heads of the households, while the wife and children and other members were listed in age and sex groups. They were described also as "white" or "colored". Thus, out of a total reported population of 330 persons we find listed by name only 59 persons, all men. Most of these early residents were confined to four townships, what are now Pontiac, Troy, Avon and Bloomfield.

To counteract the unfavorable publicity given the lands in Michigan by Surveyor General Edward Tiffin's surveyor's, several of Michigan's citizens decided to do something about it. Exploring parties were organized to explore the interior of the state, which had been described by Tiffin's men as mostly "a poor, barren, sandy loam land, on which scarcely any vegetation grows, except very small, scrubby oaks."

Probably the most notable of these exploring parties was that headed by the Rev. John Montieth, the first Presbyterian Minister to settle in Michigan. In the fall of 1818 this party, consisting of several prominent professional and business men from Detroit, came up the Saginaw Trail on horseback and camped the first night in what is now Royal Oak. The next few days they spent in exploring the lands in the southeastern part of the county, examining the soil, listing the timber varieties, and locating possible water power sites. They also named most of the lakes in what are now Bloomfield and West Bloomfield Townships. Three of the lakes they named have retained the original names, Cass and Elizabeth, for the governor and his wife, and Wing Lake, named after a member of the exploring party.

The published report of this exploration, appearing in the Detroit papers and reprinted in the Eastern papers, did much to correct the false information contained in the Tiffin report, and soon immigrants by the hundreds began to flock to Detroit.

Oakland County was the first to receive this great influx of new settlers. They came into Oakland County on foot, on horseback and by oxcart, laying the foundations of what has become a very populous and prosperous county.

Of the 1820 census, the largest single group, 17, was listed under the name of "George Throop, overseer." In May of 1819 Throop had signed a contract with Mack & Conant, early developers of Pontiac, to act as their overseer for one year. When the census was taken the following year he had seventeen men working under him in Pontiac, clearing land, building roads, and erecting dams, mills and other buildings required by the growing business of Mack & Conant.

Other settlements were established, Auburn, Rochester, Birmingham, Franklin, Troy. Within ten years the population of the county had grown to 4,911, by 1840 it was 23,646, and by 1870 it had reached 40,867, being surpassed only by Wayne, Kent, Lenawee and Washtenaw Counties, in that order.

Numbers alone, however, do not necessarily make for a great community. Oakland County, fortunate in the quality of its pioneers, has continued in favor by raising sons and daughters who, through the years, have continued in the fine tradition of their forebearers. Small mills have grown into huge factories, country stores have developed into fine mercantile establishments, small and struggling church groups have erected large and beautiful houses of worship, farms and their products have been improved. Today almost three quarter million people are enjoying the fruits of the efforts of these sturdy pioneers.



## OAKLAND COUNTY CENSUS

	1940	1950	1960
<b>Oakland County</b> .....	<b>254,068</b>	<b>396,001</b>	<b>690,603</b>
Addison Township .....	1,015	1,291	1,691
Leonard Village .....	276	391	359
Avon Township .....	8,776	13,182	21,377
Rochester Village .....	3,759	4,279	5,431
Berkley City .....	6,406	17,931	23,275
Birmingham City .....	11,196	15,467	25,525
Bloomfield Hills City .....	1,281	1,468	2,378
Bloomfield Township .....	1,771	3,851	22,530
Brandon Township .....	1,621	2,149	3,187
Ortonville Village .....	622	702	771
Clawson City .....	4,006	5,196	14,795
Commerce Township .....	2,957	7,421	12,012
Wolverine Lake Village .....	.....	.....	2,404
Farmington City .....	1,510	2,325	6,881
Farmington Township .....	5,695	11,224	26,692
Quakertown Village .....	.....	.....	482
Wood Creek Farms Village .....	.....	.....	684
Ferndale City .....	22,523	29,675	31,347
Groveland Township .....	930	981	1,306
Hazel Park City .....	.....	17,770	25,631
Highland Township .....	1,726	2,944	4,855
Holly Township .....	3,379	4,030	5,551
Holly Village .....	2,343	2,663	3,269
Huntington Woods City .....	1,705	4,949	8,746
Independence Township .....	2,280	4,170	10,890
Clarkston Village .....	653	722	769
Keego Harbor City .....	.....	.....	2,761
Lathrup Village City .....	.....	.....	3,556
Lyon Township .....	1,324	1,647	2,880
Madison Heights City .....	.....	.....	33,343
Milford Township .....	2,550	2,989	5,871
Milford Village .....	1,637	1,924	4,323
Northville City (part) .....	.....	.....	985
Novi Township .....	2,428	4,086	6,454
Northville Village (part) .....	112	259	.....
Novi Village .....	.....	.....	6,390
Oakland Township .....	966	1,343	2,469
Oak Park City .....	1,169	5,267	36,632
Orion Township .....	4,333	7,165	11,844
Lake Orion Village .....	1,933	2,385	2,698
Oxford Township .....	3,357	4,142	5,561
Oxford Village .....	2,144	2,305	2,357
Pleasant Ridge City .....	3,391	3,594	3,807
Pontiac City .....	66,626	73,681	82,233
Pontiac Township .....	3,581	6,292	9,091
Lake Angelus Village (part) .....	139	123	132
Rose Township .....	797	1,105	1,482
Royal Oak City .....	25,087	46,898	80,612
Royal Oak Township .....	24,958	20,966	8,147
Southfield City .....	.....	.....	31,501
Southfield Township .....	8,486	18,499	11,319
Beverly Hills Village .....	.....	.....	8,633
Bingham Farms Village .....	.....	.....	394
Franklin Village .....	.....	.....	2,262
South Lyon City .....	1,017	1,312	1,753
Springfield Township .....	1,273	1,825	2,664
Sylvan Lake City .....	1,041	1,165	2,004
Troy City .....	.....	.....	19,402
Troy Township .....	8,505	10,087	.....
Walled Lake City .....	.....	.....	3,550
Waterford Township .....	12,396	24,316	47,107
Lake Angelus Village (part) .....	.....	.....	99
West Bloomfield Township .....	6,579	9,416	14,994
Orchard Lake Village .....	295	696	1,127
White Lake Township .....	1,643	4,182	8,381
Wixom City .....	.....	.....	1,531

VILLAGES ARE INCLUDED IN TOWNSHIP TOTAL



**SESSIONS OF THE OAKLAND COUNTY BOARD OF SUPERVISORS**

Annual sessions of the Board of supervisors are held on the Tuesday following the second Monday of April, on the fourth Monday of June and on the third Monday of September. A regular session may be held in January of each year by the adjournment of the September Session to a date certain in January. (Additional meetings—See Rule XVIII and Schedule of Dates For Tax Procedures.)

Special meetings of the Board shall be held only when requested by at least one-third of all Supervisors, which request must be filed with the County Clerk at least ten days before the meeting.

Delos Hamlin, Chairman  
 Frank F. Webber, Chairman pro tem  
 Daniel T. Murphy, Clerk

**OAKLAND COUNTY BOARD OF SUPERVISORS COMMITTEES FOR 1963-1964**

(First named shall be Chairman)

- Auditor General** ..... Wood, Michrina, Dewan, Kennedy, McAleer
- Aviation** ..... Edwards, John Carey, Wallace Hudson, Jackson, Lahti, Rehard, Seeterlin, Ex-officio members: Robert O. Felt, Ralph A. Main
- Boundaries of Cities and Villages** ..... Tiley, Case, Lessiter, Moore, Tapp
- Buildings and Grounds** ..... Heacock, Allerton, Dohany, J. W. Duncan, Hursfall, McGovern, Oldenburg
- By-Laws** ..... Wm. Hudson, Michrina, Clarkson, Davids, Ewart
- Civil Defense** ..... Fouts, Cooley, Gabler, Solley, Stephenson
- Cooperative Extension Service** ..... James Carey, Bachert, Campbell, Demute, Solley
- County Coordinating Zoning and Planning** ..... Cummings, J. W. Duncan, Seeterlin, Edward Laird (Citizen Member)
- Drain** ..... Potter, Clarkson, Davis, Forbes, Hoard, Huber, Smith
- Equalization** ..... Hoard, Bloe, Fouts, Goodspeed, Hagstrom, Melchert, Remer
- Flowers** ..... McCartney, Bonner, Mitchell, Stephenson
- Health** ..... Miller, Wm. Duncan, Durbin, Huber, Hursfall, McCartney, Tiley
- Inter-County** ..... Levinson, Calhoun (Physical Planning), Dohany (Government Research), McGovern (Government Research), Rehard (Physical Planning), Webber (Legislative)
- Juvenile** ..... Brickner, Bonner, Love, Marshall, Mitchell, Wagner, Wood
- Legislative** ..... Ingraham, Allerton, Ewart, Miller, Tinsman
- Local Taxes** ..... Oldenburg, Davids, Frid, Lessiter, Potter
- Markets** ..... J. W. Duncan, Dewan, Smith
- Miscellaneous** ..... Frid, Beecher, Cheyz, Levin, Taylor
- Retirement** ..... Hamlin, Levinson
- Roads** ..... MacDonald, Case, Cheyz, Davis, Edwards, Hall, Tinsman
- Salaries** ..... Hall, Alward, Durbin, Wallace Hudson, Kephart, Knowles, Menzies
- Tuberculosis Sanatorium** ..... Kephart, Wm. Duncan, Edward, Scramlin, Slavens
- Veterans** ..... MacDonald, Brickner, Charteris, Kennedy, Wagner
- Ways and Means** ..... Levinson, John Carey, Cummings, Horton, O'Donoghue, Voll, Webber
- Welfare** ..... Lahti, Edward, Gabler, Wm. Hudson, Jackson, Mitchell, Yockey

**SPECIAL COMMITTEES**

- Airport Zoning Board** ..... Hursfall, Cheyz, Seeterlin
- County Building** ..... Osgood, Allerton, Bachert, Charteris, McGovern, Menzies, Yockey
- County Government Study** ... John Carey, Durbin, Levin, Wood; Citizen Members: Clarkson, W. F. Kalwitz, Anne Rumsey; Ex-officio: John C. Austin, Robert P. Allen
- Water** ..... Yockey, Alward, Clarkson, Demute, Goodspeed, Marshall, Miller



## 1963-1964 OAKLAND COUNTY SUPERVISORS

Name	Township or City	Address	Phone Number
1. Allerton, Hugh G., Jr. (5)	Southfield Township	18585 Hillcrest Blvd., Birmingham	Birmingham MI 6-5987
2. Alward, Marvin M. (4)	Pontiac City	35 S. Parke St., Pontiac	Pontiac 333-7131
3. Bachert, Hadley J. (1/2)	Novi Township	25850 Novi Road, Novi	Northville MI 9-2444
4. Beecher, Howard H. (1)	Hazel Park City	99 W. Robert St., Hazel Park	Royal Oak LI 3-2624
5. Bloe, Edward C. (3)	Pontiac City	35 S. Parke St., Pontiac	Pontiac 333-7131
6. Bonner, Helen G. (13)	Ferndale City	299 Vester, Ferndale	Royal Oak LI 1-2937
7. Brickner, Abraham (4)	Oak Park City	21970 Marlow, Oak Park	Detroit 342-2100
8. Calhoun, David R. (4)	Huntington Woods City	10434 Talbot, Huntington Woods	Royal Oak LI 5-1087
9. Campbell, Harold T. (1)	Oxford Township	18 Burdick St., Oxford	Oxford 628-3965
10. Carey, James F. (1)	Troy City	1814 Witherbee, Birmingham	Birmingham MI 4-2202
11. Case, Homer (8)	Springfield Township	9474 Dixie Highway, Clarkston	Clarkston MA 5-7211
12. Charteris, Hugh (4)	Bloomfield Township	4200 Telegraph, Bloomfield Hills	Birmingham MI 4-6161
13. Cheyz, Edward (4)	Ferndale City	822 E. Bennett, Ferndale	Royal Oak LI 4-7445
14. Clarkson, James (2)	White Lake Township	7525 Highland Rd., Box 121, White Lake	Commerce EM 3-4186
15. Cooley, Roy V. (Dr.) (1)	Southfield City	23525 Valley View Drive, Southfield	Southfield EL 6-9313
16. *Cummings, R. Clare (26)	Pontiac City	318 W. South Blvd., Pontiac	Pontiac FE 2-0619
17. Davids, LeRoy (6)	Pontiac City	16 E. Lawrence, Pontiac	Pontiac FE 2-9147
18. Davis, Leroy (6)	Hazel Park City	24133 John R., Hazel Park	Royal Oak LI 3-5633
19. Demute, Louis A. (2 1/2)	Pontiac Township	907 Opdyke Rd., Pontiac	Pontiac FE 8-9080
20. Dewan, John A. (2)	Royal Oak City	305 Lexington Blvd., Royal Oak	Royal Oak LI 8-3900
21. Dohany, C. Hugh (5)	Madison Heights City	26760 Lenox, Madison Heights	Royal Oak LI 4-9176
22. Duncan, J. Wesley (17)	Southfield City	20827 Midway, Southfield	Southfield EL 6-4602
23. Duncan, William T. (9)	Rose Township	7980 Hickory Ridge Rd., Holly	Fenton MA 9-6025
24. Durbin, Clarence A. (2)	Berkley City	2189 Franklin, Berkley	Royal Oak LI 1-3614
25. Edwards, Vernon B. (1 1/2)	Southfield City	19741 Saxton, Southfield	Southfield EL 6-5335
26. Edwards, Charles B., Jr. (5)	Keego Harbor City	1764 Sylvan Glen, Keego Harbor	Pontiac 682-1445
27. Ewart, William A. (31)	Madison Heights City	1834 Grieg, Madison Heights	Royal Oak LI 3-4955
28. Forbes, Joseph (1)	Pontiac City	City Hall, Pontiac	Pontiac FE 3-7131
29. Fouts, Vance C. (6)	Oak Park City	24541 Harding, Oak Park	Royal Oak LI 2-4234
30. Frid, Sydney (7)	Hazel Park City	22422 Stephenson Highway, Hazel Park	Royal Oak LI 6-7000
31. Gabler, Lloyd A. (2)	Northville City	865 Grace Ave., Northville	Northville MI 9-1272
32. Goodspeed, Roy F. (17)	Southfield City	18700 Autumn Lane, Southfield	Birmingham MI 6-4098
33. Hagstrom, Clark H. (1/2)	Ferndale City	21205 Woodward Ave., Ferndale	Royal Oak LI 1-3200
34. Hall, Curtis H. (4)	Birmingham City	151 Martin St., Birmingham	Birmingham MI 4-1800
35. **Hamlin, Delos (21)	Farmington Township	31555 W. Eleven Mile Rd., Farmington	Farmington GR 4-6115
36. Heacock, Luther (19)	Farmington City	23210 Cass, Farmington	Farmington GR 4-6193
37. Hoard, Mayon (6)	Birmingham City	704 Hanna St., Birmingham	Birmingham MI 4-6299
38. Horton, Harry W. (18)	Milford Township	124 E. Commerce, Milford	Milford 684-9055
39. Huber, Robert J. (3)	Royal Oak City	208 N. Woodward, Royal Oak	Royal Oak LI 1-0187
40. Hudson, Wallace B. (2)	Troy City	4909 Beach Rd., Troy	Royal Oak 588-4465
41. *Hudson, William C. (32)	Troy City	2920 Stonyridge Rd., Birmingham	Birmingham MI 4-7207
42. Hursfall, Duane (6)	Royal Oak City	1112 N. Pleasant St., Royal Oak	Royal Oak LI 5-3020
43.	Independence Township	90 N. Main, Clarkston	Clarkston MA 5-5111



Name	Township or City	Address	Phone Number
44. Ingraham, Carl F. (6)	Birmingham City	950 E. Maple Rd., P.O. Box 109, Birmingham	Birmingham 646-4222
45. Jackson, Robert F. (1)	Pontiac City	1122 Maurer St., Pontiac	Pontiac FE 5-3790
46. Kennedy, Edward L.	Royal Oak Township	21075 Wyoming, Ferndale 20	Royal Oak LI 1-5800
47. Kephart, Elmer (14)	Bloomfield Hills City	45 E. Long Lake Rd., Bloomfield Hills	Birmingham MI 4-1520
48. Knowles, Virgil C. (6 1/2)	Oak Park City	13600 Oak Park Blvd., Oak Park	Royal Oak LI 7-1331
49. Lahti, R. W. (Ray) (5)	Wixom City	2240 Nalene, Wixom	Walled Lake MA 4-3738
50. Lessiter, John (2)	Orion Township	571 S. Lapeer Rd., Lake Orion	Lake Orion MY 2-2851
51. Levin, Sander M. (1)	Berkley City	1922 Edgewood, Berkley	Royal Oak LI 1-3873
52. Levinson, David (30)	Birmingham City	201 Wabeek Bldg., Birmingham	Birmingham MI 4-2300
53. Love, Bruce W. (3 1/2)	Royal Oak City	211 Williams St., Royal Oak	Royal Oak LI 6-1000
54. MacDonald, Don R. (14)	Sylvan Lake City	2345 Ferndale, Pontiac 19	Pontiac 682-0342
55. Marshall, Richard W. (3)	Madison Heights City	26305 John R, Madison Heights	Royal Oak LI 8-0300
56. McAleer, Michael (1)	Pontiac City	351 Auburn Ave., Pontiac	Pontiac FE 2-3013
57. McCartney, Faye H. (5)	Madison Heights City	27778 Park Court, Madison Heights	Royal Oak LI 4-1582
58. McGovern, Paul W. (6)	Oak Park City	14615 W. 9 Mile Rd., Oak Park	Royal Oak LI 3-2179
59. Melchert, Donald A. (4)	Oak Park City	13600 Oak Park Blvd., Oak Park	Royal Oak LI 7-1331
60. Menzies, A. Taylor (11)	Clawson City	114 Phillips Ave., Clawson	Pontiac FE 4-0561
61. Michrina, John B. (1)	Madison Heights City	790 W. Girard Ave., Madison Heights	Royal Oak 588-5181
62. Miller, Cyril E. (10)	Avon Township	338 Wesley, Rochester	Rochester OL 1-8581
63. Mitchell, Elizabeth W. (6)	Lathrup Village City	18839 San Quentin Drive, Lathrup Village	Southfield EL 6-3254
64. Moore, Ralph S. (1)	Berkley City	4239 Kenmore, Berkley	Royal Oak LI 9-0028
65. O'Donoghue, Thomas H. (6)	Ferndale City	605 Albany, Ferndale 20	Royal Oak LI 1-0633
66. Oldenburg, Louis F. (16)	Highland Township	205 N. John St., Highland	Milford 685-1660
67. Osgood, John B. (4)	Royal Oak City	522 Washington Square Bldg., Royal Oak	Royal Oak LI 1-3310
68. Potter, Curtis (3 1/2)	Royal Oak City	2658 Bembridge, Royal Oak	Royal Oak LI 1-3310
69. Rehard, John C. (3 1/2)	W. Bloomfield Township	4460 Orchard Lake Rd., Orchard Lake	Pontiac 682-1200
70. Remer, Harold J. (4 1/2)	Royal Oak City	City Hall, Royal Oak	Royal Oak LI 6-1000
71. Scramlin, William	Groveland Township	3694 Jossman Rd., Holly	Holly ME 4-5551
72. Seeterlin, James E.	Waterford Township	4995 W. Huron, Pontiac	Pontiac OR 3-2323
73. Slavens, John S. (1)	Pleasant Ridge City	430 Washington Square Bldg., Royal Oak	Royal Oak LI 8-4228
74. Smith, William K. (14)	Lyon Township	56545 Locust Rd., South Lyon	South Lyon GE 8-2986
75. Solley, Alex R. (6)	Brandon Township	6530 Oak Hill Rd., Ortonville	Ortonville NA 7-3764
76. Stephenson, Betty	Hazel Park City	21015 Caledonia, Hazel Park	Royal Oak LI 3-2984
77. Tapp, Claude R.	South Lyon City	200 Detroit St., South Lyon	South Lyon GE 7-7701
78. Taylor, Marshall (7 1/2)	Walled Lake City	45350 Pontiac Trail, Walled Lake	Walled Lake MA 4-1661
79. Tiley, Thomas C. (6)	Commerce Township	2840 Fisher Ave., Walled Lake	Walled Lake MA 4-2281
80. Tinsman, Seeley (5)	Holly Township	102 Front St., Holly	Holly ME 4-9331
81. Voll, Frank J., Sr. (10)	Oakland Township	4240 Collins Rd., Rochester	Rochester OL 1-1779
82. Wagner, William H.	Berkley City	3620 Kenmore, Berkley	Royal Oak LI 2-9411
83.***Webber, Frank F. (8)	Addison Township	1783 Brewer Rd., Leonard	Romeo PL 2-3495
84. Wood, David P. (2)	Clawson City	1265 Shenandoah Drive, Clawson	Detroit WO 2-6492
85. Yockey, Fred L. (8 1/2)	Huntington Woods City	26815 Scotia, Huntington Woods	Royal Oak LI 1-4300

\*Former Chairman \*\*Chairman \*\*\*Chairman pro tem  
 Numbers following names indicate number of years on Board



**OAKLAND COUNTY BOARD OF SUPERVISORS BY-LAWS  
ORDER OF BUSINESS**

1. Call meeting to order.
2. Invocation.
3. Roll Call.
4. Approval or disapproval of minutes.
  - (a) As printed.
  - (b) As read.
5. Communications.
6. Reports of Standing Committees.
7. Reports of Special Committees.
8. Special order of business.
9. Unfinished business.
10. New and miscellaneous business.
11. Fixing time for adjournment.
12. Adjournment.

**RULE I. RULES OF ORDER**

Robert's Rules of Order shall govern the sessions of this Board unless the following specified By-Laws conflict therewith, in which event, the following By-Laws shall supersede as long as they are not in conflict with the Constitution and laws of the State of Michigan.

**RULE II. CALL TO ORDER**

The Chairman shall take the chair at the convening of each session, call the Board to order and direct a roll call.

**RULE III. APPROVAL OF MINUTES—AUTOMATIC APPROVAL**

If a quorum is present, the minutes of the preceding meeting shall be read by the Clerk and corrections or omissions called for by the Chairman and, if there are none, the Chairman shall declare the minutes approved as read or corrected, whatever the case may be. Provided, however, that if the minutes have been printed and mailed to the members more than seventy-two hours previous to the meeting, the Chairman shall ask if there are any corrections or omissions to the minutes as printed and, if there are none, he shall declare the minutes approved as printed or as printed and corrected, whatever the case may be. Provided further that, unless something contrary appears in the minutes of a meeting, the minutes of the previous meeting shall be presumed to have been duly approved.

**RULE IV. CHAIRMAN TO PRESERVE ORDER**

Section 1. The Chairman shall preserve order and decide questions of order subject to an appeal to the Board.

Section 2. The Chairman shall appoint all Committees and if any Committee personnel is required to be appointed by the Board of Supervisors, the Chairman shall make recommendations on the appointees subject to the approval of the Board. If the recommendations of the Chairman are approved by vote of the Board, the appointments shall be conclusively presumed to be the action of the Board.

Section 3. The Chairman shall be an ex officio member of all Committees and shall, as far as possible, attend all such meetings.

Section 4. Annually, when the Chairman of the Board of Supervisors is elected, a Vice Chairman (Chairman pro tem) shall be elected.

Section 5. The Vice Chairman shall have, and in the absence or incapacity of the Chairman, be vested with all of the powers of the Chairman except the right to appoint or remove personnel of Committees of the Board, standing or special. He shall also be an ex officio member of all committees, but shall not be charged with the duty to attend their meetings unless requested by the Chairman, or in the event that the Chairman is incapacitated.

**RULE V. RECOGNITION—NOT TO SPEAK MORE THAN TWICE**

Every member desiring to speak shall rise, address the Chairman and, when recognized, speak from his place or, on request of the Chairman, proceed to the nearest microphone and speak from there. Provided, however, no member shall speak more than twice on any one subject in one day unless with the unanimous approval of the Board.

**RULE VI. MOTIONS**

(a) No motion shall be debated until the same is seconded and it shall be reduced to writing if desired by the Chairman or any member, delivered to the desk and read by the Chairman or Clerk before the same is debated.

However, the Chairman may proceed with other business pending the presenting of the motion or resolution in written form and the matter shall be considered a special order of business when presented, to immediately follow the matter then on the floor.



**STANDING COMMITTEE TO PRESENT RESOLUTIONS**

(b) No resolution of any standing committee on a matter not initiated within the said committee shall be presented to the Board of Supervisors unless it shall have been submitted to the Chairman of the appropriate committee not less than five days prior to any meeting of the Board of Supervisors in which matter is to be acted upon.

**RULE VII. PROCEDURE**

Any member desiring to bring a matter before the assembly may rise and, when recognized by the Chair, present by way of motion or resolution, the matter desired to be brought before the assembly. The Chairman shall ask if the motion or resolution is seconded and, if seconded, the person offering the motion or resolution shall be presumed to have the floor to discuss the same. However, if he sits down, the floor shall be open to any member recognized by the Chair.

**RULE VIII. ABSENCE**

No member shall absent himself from the Board without leave first being obtained and no member shall draw compensation unless he shall have answered roll call at least once each day or has himself recorded present during said meeting.

**RULE IX. VOTING—ROLL CALLS**

Ayes and nays by roll call shall be ordered when demanded by any member of the Board provided said member shall demand same before the vote is announced.

**RULE X. VOTE REQUIRED**

Each member shall be required to vote on every question unless excused by the Chairman.

**RULE XI. RECONSIDERATION**

When a question has been once put and decided by roll call of ayes and nays, it shall be in order for any member (voting in the majority) to move a reconsideration thereof. On all vive voce votes, any member may move a reconsideration. But no motion for a reconsideration shall be in order unless made on the same day or succeeding day on which the vote was taken.

**RULE XII. STANDING COMMITTEES—SPECIAL COMMITTEES—COMMITTEE ON LOCAL TAXES—DUTIES**

**Section 1.** The following standing committees shall be appointed by the Chairman during the first session of the Board and shall be composed as follows:

Auditor General .....	5	Members
Aviation .....	7	Members
Boundaries of Cities and Villages .....	5	Members
Buildings and Grounds .....	7	Members
By-Laws .....	5	Members
Civil Defense .....	5	Members
Cooperative Extension Service .....	5	Members
County Coordinating Zoning and Planning .....	3	Members
Drain .....	7	Members
Equalization .....	7	Members
Flowers .....	5	Members
Health .....	7	Members
Inter-County Supervisors .....	6	Members
Juvenile .....	7	Members
Legislative .....	5	Members
Local Taxes .....	5	Members
Markets .....	3	Members
Miscellaneous .....	5	Members
Retirement .....	2	Members
Roads .....	7	Members
Salaries .....	7	Members
Tuberculosis Sanatorium .....	5	Members
Veterans .....	5	Members
Ways and Means .....	7	Members
Welfare .....	7	Members

Special committees, not herein abolished and which are still functioning, for



instance, Special County Building Committee, will continue to function until discharged or the purpose for which they were appointed has been accomplished, subject to the power of the Chairman relative to appointment of members thereof.

#### **SPECIAL COMMITTEES**

**Section 2.** The Board of Supervisors may by resolution, create Special Committees with a definite assignment and, when so created, such committees shall hold over until their assigned project is completed unless sooner discharged by a majority vote of the Board of Supervisors but the Chairman shall have the same power of appointment of such Special Committees as he has in the case of Standing Committees.

#### **VACANCIES ON COMMITTEES**

**Section 3.** The Chairman of the Board shall be empowered to fill vacancies on committees caused by resignation or otherwise and all committees, standing or special, shall carry over the session in which they were appointed until their successors are duly appointed and qualified and, if a quorum remains, said quorum shall be authorized to perform the functions of the committee until its personnel is filled by appointment.

#### **Section 4. BASIC FUNCTIONS OF STANDING COMMITTEES**

For the benefit and guidance of the Chairman in making committee assignments, the following are stated to be the basic functions of the several committees and in the normal course of events, the Board members may expect matters falling within the functions of the several committees, to be assigned to the appropriate committee.

#### **AUDITOR GENERAL**

To cooperate with the office of the County Treasurer in preparing and presenting to the Board of Supervisors, the report on rejected taxes, cancelled taxes and/or the respread of the same.

#### **BOUNDARIES OF CITIES AND VILLAGES**

To examine all petitions filed with the County Clerk which involve the jurisdiction of the Board of Supervisors relative to a change of boundaries of townships, cities or villages and report to the Board of Supervisors on the sufficiency or insufficiency thereof with recommendations as to action thereon and dates for elections, if involved; to advise the Board of Supervisors from time to time as to the proper amount to be deposited with the County Clerk on the filing of petitions to protect the County from loss, such amount to be not less than \$500.00; to determine the priority of presentation of petitions to the Board of Supervisors, when conflicting petitions are filed, with recommendations on the date of submission to the electors of the question involved and, if there is no conflict, the filing date shall control.

#### **BUILDINGS AND GROUNDS**

To annually, between the fifteenth day of April and the fourth Monday of June, inspect all county owned buildings and grounds and file with the Board of Supervisors, a detailed written report with recommendations as to the necessary improvement, repair or upkeep needed to place the buildings in a reasonably sufficient state of repair and the lands in a reasonably sufficient condition considering the aesthetic surroundings; to biennially survey excess lands owned by the County or acquired by any of its subsidiary corporations and recommend either retention of the same or disposal and, if disposal is recommended, the report shall show the concurrence of the departmental committee assigned to the department which was instrumental in acquiring said lands; to conduct the sale of lands, the sale of which has been approved by the Board of Supervisors and in the conduct of such sale, the following procedures shall be involved and followed.

If there are no statutory regulations or restrictions on the sale, it may be conducted as follows:

1. The Board of Auditors, with the concurrence of the Buildings and Grounds Committee, shall employ two real estate appraisers, one of whom shall be approved by the American Institute of Real Estate Appraisers or senior member of the Society of Residential Appraisers, and pay the standard fee therefor, or as an alternative the appraisal staff of the Equalization Committee may be used by the Auditors if authorized by the Board of Supervisors or the Buildings and Grounds Committee. No land shall be sold at less than the lowest appraisal price unless such appraisal shall be waived by the Board of Supervisors.

2. All sales of lands shall be made in one of the following ways:
  - a. Private Sales: The Board of Auditors, with concurrence of the Buildings and Grounds Committee, may sell at private sale for not less than the lowest current appraisal price placed upon the property in accordance with (1) above.



b. Public Sale: The Board of Auditors, with the concurrence of the Buildings and Grounds Committee, may advertise once each week for two successive weeks (unless otherwise prescribed by Statute) and either a public auction held or sealed bids received up to but not later than the time fixed for opening of the same, which shall be in full view of the interested public. The Committee shall fix a minimum acceptable price at which said lands can be sold which minimum price shall not, unless otherwise authorized by the Board of Supervisors, be less than the lowest appraisal under (1) above.

c. Whenever the requirements of (a) or (b) above have been fulfilled and no sale made within thirty (30) days thereafter, the Buildings and Grounds Committee may authorize the Board of Auditors to notify the licensed brokers in the area that the lands are for sale at not less than the lowest appraisal or highest bid received and the Auditors shall be authorized to pay from the proceeds of such sale the customary broker's fee therefor, or less.

3. The Buildings and Grounds Committee shall be vested with the authority to determine the amount and type of advertising to be done, the time and place of sale, provide for such terms as it deems reasonable, the manner in which it is to be conducted and make reasonable rules and regulations pertaining to the same not in conflict with the requirement of the By-Laws.

4. In all cases the Committee may withdraw any lands authorized for sale up to the time the Auditors shall have received a commitment thereon and shall at any public sale reserve the right to reject any or all bids received.

5. All new construction and all alteration of existing structures beyond what would normally fall in the category of maintenance shall be under the general jurisdiction of the Buildings and Grounds Committee, such committee shall be charged with, subject to the approval of the Board of Supervisors, establishing location of buildings, employment of architects, preparation of plans and specifications.

6. The Board of Auditors shall advertise for and receive bids, then notify the Ways and Means Committee of date of opening bids and, in conjunction with the Ways and Means Committee and the Buildings and Grounds Committee open the same. The Chairman of the Ways and Means Committee shall report to the Board of Supervisors on the bids received with the joint recommendation of the Board of Auditors, the Buildings and Grounds Committee and the Ways and Means Committee as to disposition thereof and appropriate action to be taken thereon. The Buildings and Grounds Committee and the Board of Auditors shall make necessary inspections. No payment shall be made to the contractor or architect until the Buildings and Grounds Committee or the Board of Supervisors approve the same.

#### **BY-LAWS**

To study all proposed revisions of the By-Laws of the Board of Supervisors and report to the Board on proposed revisions originating with the Committee or referred to it by the Chairman.

#### **CIVIL DEFENSE**

To recommend the appointment of a County Director of Civil Defense to the Board of Supervisors, to provide liaison between the Director of Civil Defense and the County Board of Supervisors, to confer with and advise the Director of Civil Defense relative to the functioning of the Department, on request, the adequacy of staff and personnel, and to present to the Board of Supervisors all matters requiring the approval or action of the Board.

#### **COOPERATIVE EXTENSION SERVICE**

To provide liaison between the Extension Agents of the County and the Board of Supervisors, to study and make recommendations to the Board of Supervisors on matters involving the agricultural interests of the County, including general supervision and control of 4-H, Home Demonstration and Consumer Marketing activities, the Cooperative Extension work of Michigan State University, bureaus of the state or federal government designed to aid the agricultural interests of the County, appropriations of money to aid the agricultural interests of the County.

#### **COUNTY COORDINATING ZONING AND PLANNING**

To coordinate zoning ordinances submitted by the townships under Act 184 of the Public Acts of 1943; to notify the clerk of the interested township with reasons for approval or disapproval; to work and cooperate with the County Planning Commission in furtherance of the plan of county development; to advise the Township Zoning Boards to the end that highways, streets, sewers, drains and general land use may fit into over-all planning for the area affected.

#### **DRAIN**

To provide liaison between the Drain Commissioner and the County Board of Supervisors, to confer from time to time with the County Drain Commissioner and advise with him relative to the functioning of the department, the adequacy of



staff and personnel and presentation to the Board of Supervisors of matters requiring the approval of the Board of Supervisors and to coordinate functions between the Drain Commission and the office of the County Treasurer.

#### **EQUALIZATION**

To examine each year, as required by statute, the assessed valuations of the taxing units, to equalize the units to the end that the county tax burden be fairly and justly apportioned to the lesser units than the County, to become informed on the relative valuation of the County and comparable counties, particularly those in the Huron-Clinton Authority; to advise the Corporation Counsel if the state equalization should be challenged; to employ and equip, subject to the approval of the Board of Supervisors, the necessary technical and clerical help needed by the Committee in performing its functions.

#### **FLOWERS**

To send flowers to the proper persons on occasions which the Committee deems appropriate, to keep the flower fund solvent by request for contributions from the members of the Board of Supervisors when funds are needed.

#### **COUNTY HEALTH**

To provide liaison between the Health Officer and the County Board of Supervisors, to confer with, on request, the Board of Health, to provide liaison between the Board of Health and the Board of Supervisors.

#### **JUVENILE AFFAIRS**

To provide liaison between the Juvenile Court and the County Board of Supervisors, to advise and confer with the Juvenile Division of the Probate Court, to inspect and make recommendations to the Board of Supervisors relative to the facilities for housing juveniles, combatting juvenile delinquency and adopting the general approved methods of handling juveniles.

#### **LEGISLATIVE**

To recommend to the Board of Supervisors proposed legislation, to aid and assist in preparing and introducing bills to bring about the enactment of legislation desired, to become informed on pending legislation detrimental to the interests of the County and oppose the same, to prepare or review proposed County ordinances and make recommendations concerning the same, to keep contact during legislative sessions with the Corporation Counsel's office and advise with him on pending matters between meetings of the Board of Supervisors.

#### **LOCAL TAXES**

The Committee on Local Taxes:

1. Shall prepare a form for Township and City Clerks to report to the County Clerk, all taxes to be raised for township, school, highway and all other purposes, as provided in Section 36 of the General Property Tax Law (M.S.A. 7.54);
2. Shall receive and examine all certificates, statements, papers and records submitted to it showing the moneys to be raised in the several townships and cities for school, highway, drain, township and all other purposes, and if it shall appear to the committee that any certificate, statement, paper or record is not properly certified or that the same is in anywise defective or that any proceeding to authorize the raising of any such moneys has not been had or is in anywise imperfect and such certificate, statement, paper, record or proceeding can then be corrected, supplied or had, such Board may authorize and require such defects or omissions of proceedings to be corrected, supplied or had (M.S.A. 7.55);
3. Shall, (on or before the first Monday in October) prepare a statement showing the taxes to be raised in each city or township for school, township, highway, drain and all other purposes including special assessment rate taxes, which statement shall also show the amount of county taxes apportioned to each city or township to be raised and shall mail the same to each supervisor prior to the meeting on the first Monday in October, giving him notice that, at such meeting, the Board of Supervisors will hear and duly consider all objections made to raising such monies by any taxpayer to be affected thereby, and that, if there are no objections, the Board will direct that such taxes shall be spread on the assessment rolls of the proper townships and cities.
4. Shall present a recommendation in the form of a resolution to the Board of Supervisors at its final meeting during the month of October, recommending that such taxes be spread on the assessment rolls of the proper cities and townships;
5. Shall, as provided in Section 41 (M.S.A. 7.82) of the General Property Tax



Law, supply a form for the clerk of each city and incorporated village to report all taxes levied in their respective cities or villages not included in the general (winter) tax levy, to the County Clerk;

6. Shall, after receiving such statements, cause to be prepared a statement, as provided in Section 41, for the County Clerk showing the aggregate valuation of all property as assessed in each assessing precinct within the County during the current year; also, a detail of all taxes to be raised in the County for such year in all townships and cities and shall submit the same to the County Clerk for filing with the Auditor General within thirty (30) days after the close of the annual session of the Board of Supervisors in October.

#### **MARKETS**

To inspect yearly and report to the Board of Supervisors on the market facilities in which the County is interested with recommendations as to improvement of the operation or other pertinent suggestions.

#### **MISCELLANEOUS**

To receive, investigate and report to the Board of Supervisors on any and all matters referred to it by the Chairman, to provide liaison between the Board of Supervisors and offices to which no committee has been named.

#### **RETIREMENT**

To meet with the Oakland County Retirement Commission and provide liaison between that Commission and the Board of Supervisors concerning all matters contemplated in Section 12-a of Act 156 of the Public Acts of 1851 as amended prescribing the duties and defining the powers of Boards of Supervisors.

#### **ROADS**

To provide liaison between the Road Commission and the Board of Supervisors, to confer and advise with the County Road Commission on all matters wherein the discretion or approval of the Board of Supervisors is involved and, if necessary, present the matters formally to the Board of Supervisors by appropriate resolution.

#### **SALARIES**

To become informed on salaries and wages paid by industry to skilled and unskilled labor, professional and non-professional services and yearly review the salaries and wages paid for comparable service by the County and, as far as possible, adjust the same accordingly and recommend approval of the same by the Board of Supervisors when the annual budget is adopted, to advise with the Board of Auditors upon request as to classification or reclassification of employees, to yearly advise the Ways and Means Committee as to the gross amount of money recommended to be raised for salaries, to study the basic living standards and, as far as practicable, anticipate economic trends to the end that salaries and wages may be flexible enough to meet existing conditions, to report to the Board of Supervisors on the adequacy or excess of personnel in the several departments.

#### **TUBERCULOSIS SANATORIUM**

To inspect, once a year, during the month of March, the T. B. Sanatorium and report to the Board of Supervisors on the condition of the buildings and the need, if any, of additions or alterations, to confer and advise with, upon request, the Trustees and officers in charge of the Sanatorium, to provide liaison between the Trustees and the Board of Supervisors.

#### **VETERANS AFFAIRS**

To receive and report to the Board of Supervisors on all matters referred to it, to familiarize itself with the obligations of the Board of Supervisors as to veterans and recommend to the Board of Supervisors such steps as will insure the veterans their rights under laws extending such rights to the veterans.

#### **WAYS AND MEANS**

To plan ways and means of financing the County activities, to recommend to the Board of Supervisors plans for the County activities each year, to the end that there may be sufficient monies raised and available to pay the current fixed operating expenses and all approved extraordinary and/or unanticipated expenses, to receive by reference from the Chairman, all reports from other committees if those reports involve an appropriation of monies; however, the Chairman of any committee which intends to make a report involving an appropriation at a meeting of the Board of Supervisors occurring later, may submit a copy of the proposed report to the Chairman of the Ways and Means Committee not less than



five days preceding the meeting of the Board of Supervisors and the Ways and Means Committee shall be prepared to report on the availability of the sum of the appropriation involved.

#### **WELFARE**

To provide liaison between the Department of Social Welfare and the Board of Supervisors, to advise and consult with the Department of Social Welfare upon request, to examine each year during the month of March, the welfare facilities and recommend such alterations, additions, change or improvement as to the Committee, shall be deemed advisable.

#### **RULE XIII. PROCEDURE TO BRING MATTERS BEFORE THE BOARD**

**Section 1.** All requests, communications, petitions or questions brought before the Board by any County officer or County Board or any other party or organization shall be submitted in a written or printed form, unless otherwise ordered by the Board, referred by the Chairman to the proper committee for consideration. However, the Chairman may, between meetings, refer any matter called to his attention, to the proper committee for report at the next meeting.

**Section 2.** A copy of all requests, communications, petitions or questions brought to the attention of the Board of Supervisors by either the Clerk or Chairman or any member thereof and referred by the Board to a committee or committees shall, within forty-eight hours thereafter, be forwarded to the Chairman of such committee by the Clerk with a copy of the referring resolution attached and said Clerk shall, within the same time, also forward a copy of the same to the Board of Auditors.

**Section 3.** (a) Matters first coming to the attention of the Board in session shall be referred by the Chairman to the appropriate standing committee for report to the Board at the next meeting thereof occurring in not less than five days from the date of reference.

(b) Matters called to the attention of the Chairman between sessions of the Board may be referred by him to the appropriate committee for report to the Board at the next meeting of the Board occurring in not less than five days subsequent to the date of reference.

(c) In the event the Board desires to challenge the Chairman's assignment of any matter to a certain committee, the challenge may be made in the following manner:

1. If the assignment is by the Chairman at a meeting of the Board, any member desiring to challenge the appropriateness of the assignment may and must, at that day's session, move: "That the Committee be relieved from consideration of (the matter assigned) and that the same be referred to the \_\_\_\_\_ Committee". If the motion is seconded, it shall be subject to debate and on the conclusion thereof, the roll shall be called and it shall require a two-thirds majority of the quorum to pass.

2. If the matter was assigned by the Chairman between Board meetings, the challenge shall be made at the Board meeting at which the Board is formally notified of the assignment and the procedure shall be the same as in sub-paragraph (1) above.

3. Failure to challenge as above specified shall be tantamount to approval of the assignment.

4. **Discharge of a Committee.** In the event any Committee receives a matter by reference from the Board Chairman or by reference from another Committee Chairman, as provided in these By-Laws, it shall be the duty of the Committee to report on the referred matter at the next meeting of the Board occurring in not less than five days from the date of reference and the Chairman shall ask for such report. If, for good reason, the Committee is not ready to report, the Chairman shall make a motion for extension of the time in which to report, which may be for a definite period but, in the absence of fixing a definite time for the report, shall automatically be the next subsequent meeting. However, if the Board believes that a Committee is failing, refusing or neglecting to report without good reason therefor, any member of the Board may offer a motion to discharge the Committee from consideration of the matter involved. The question shall be debatable and a two-thirds majority of the members elect shall be required to carry the question. If the motion prevails, the Chairman shall immediately refer the matter to the Miscellaneous Committee unless that was the Committee discharged, in which case the Chairman shall select the Committee of reference. If the motion does not prevail, the Committee shall carry on. No motion to discharge shall be in order until the second meeting of the Board thereafter.



5. The Chairman shall have the authority to appoint temporary Special Committees from time to time for the purpose of preparing memorial resolutions and performing other duties which would not normally be the function of any Standing Committee.

6. Consistent with the policy of this Board for the past 15 years, no business pending before this Board shall die because of the ending of any statutory or special session of this Board but such business shall carry over from session to session until disposed of by vote of the Board.

#### **RULE XIV. MOTIONS TO ADJOURN**

A motion to adjourn to the call of the Chair (fix time of next meeting) may be made whenever an adjournment as contrasted with a dissolution of the assembly is desired and, such motion shall have the effect and be construed to mean an adjournment to a day certain, the day certain being fixed by the Chairman of the Board of Supervisors; provided, however, notice of the reconvening of the Board by the Chairman shall be given to each member thereof by the posting of such notice in the United States mails, sufficiently stamped, properly sealed and plainly addressed to each member at his last known address, ten days preceding the reconvening of the session; provided further that such notice will be considered waived by attendance and answer to the roll call at the convening meeting and provided further that no such adjournment shall be considered as a dissolution of the assembly and always a continuance of the session in which it is made.

#### **RULE XV. COMMITTEE REPORTS NECESSARY TO MAKING BUDGET**

All committee reports involved in making up the budget shall be expected to be filed in the office of the Board of Auditors on or before the last Monday in August of each year, copies thereof forwarded to each member of the Board of Supervisors, on or before the Tuesday following the first Monday in September and no changes or amendments shall be made therein without a concurrence of a majority of the members of the Committee submitting the report unless such change or amendments are made by the Board of Supervisors in adopting the budget.

#### **RULE XVI. ANNUAL REPORTS**

All annual reports such as those of the Welfare Board, Auditor General, Drain Commissioner, Road Commission, Tuberculosis Sanatorium or any others, shall be filed in the office of the Board of Auditors in triplicate and one copy thereof forwarded to each member of the Board of Supervisors on or before the fifth day of October of each year.

#### **RULE XVII. EXPENDITURE OF MONEY—COMMITTEE APPROVAL**

No request, resolution or motion that will directly, at the time of being made or later under its provisions, cause the expenditure of money, can receive final action or passage until it has been referred to the appropriate committee or committees, and reported for consideration on the recommendation of the committee at a subsequent meeting of the Board.

### **MEETINGS OF THE BOARD**

#### **RULE XVIII. TENTATIVE BUDGET MEETING**

(a) At the statutory meeting of this Board held on the Tuesday following the second Monday in April of each year, the Board of Auditors shall submit to the Board of Supervisors a "Tentative Budget for allocation purposes" which tentative budget shall represent the composite thinking of the Salaries and Ways and Means Committees as well as the Board of Auditors.

(b) There shall be a regular meeting of this Board of Supervisors on the Monday following the Tuesday following the second Monday of April in each year at which time the Board of Supervisors shall approve a tentative budget for allocation purposes.

(c) **MEETING TO RECEIVE AND ACT ON REPORT OF EQUALIZATION COMMITTEE**  
The Chairman is authorized to call a meeting on the Tuesday preceding the first Monday in May to receive and act on the report of the Equalization Committee.



**(d) MEETING TO RECEIVE THE PROPOSED FINAL BUDGET**

The Chairman is authorized to call a meeting of the Board for the purpose of receiving the report on the budget from the Auditors and the Ways and Means Committee on the second Monday in September of each year.

**(e) MEETING TO APPROVE BUDGET AND PASS APPROPRIATE RESOLUTIONS**

The Chairman is authorized to call a meeting of the Board on the third Monday in September to consider and act upon the budget and pass appropriate resolutions.

**(f) HEARING ON REPORT OF COMMITTEE ON LOCAL TAXES—SPREADING TAXES**

There shall be a regular meeting of this Board at 9:30 A.M. on the first Monday of October of each year for the purpose of conducting a hearing on the report of the Committee on Local Taxes and authorizing the spread of the taxes covered by the report.

**RULE XIX. MOTION TO CLEAR THE FLOOR**

If, in the judgment of the Chairman, there is a confusion of Parliamentary Procedure existing, he shall have the right to request a "Motion to clear the floor", which motion, if made and seconded, shall be undebatable, shall take precedence over all other motions, shall be forthwith put by the Chair, and, if carried, shall clear the floor completely.

**RULE XX.**

Whenever the laws of the state, by mandate or permission, direct or authorize the Board of Supervisors to appoint a person to perform a statutory duty and no term is prescribed for the appointment, such term shall be at the pleasure of the Board of Supervisors but such appointment shall be reaffirmed the second October following the original appointment and each second October thereafter as long as the appointee is rendering service, such appointment or reaffirmation of appointment to be effective the first day of January subsequent to appointment or reaffirmation thereof.

**RULE XXI.—AMENDMENTS**

**Section 1.** These By-Laws may be amended at any regular meeting or adjourned meeting after the opening of a regular session, by a two-thirds vote of the members-elect, providing, either an oral notice has been given at a preceding meeting occurring within sixty days or a written notice has been forwarded to each member not less than five days preceding the offering of the amendment.

**Section 2. SUSPENSION OF RULES**

These By-Laws may be temporarily suspended at any time by unanimous consent to facilitate the accomplishment of any legal objective of the Board.

**RULE XXII. MAIN QUESTIONS—LOCAL RULES OF ORDER**

When any main question is on the floor, the motions outlined hereafter shall be applicable thereto in the order they appear in the analysis and subject to other motions as indicated therein.

**RULE XXIII. ROAD COMMISSION APPOINTMENTS**

Any person desiring consideration by the Board of Supervisors for appointment to the Board of County Road Commissioners, shall file a written application with the County Clerk at least 30 days prior to the meeting of the Board of Supervisors, at which an appointment is to be made, who shall forthwith refer said application to the Roads and Bridges Committee for study and report. The application shall be on a form furnished by the County Clerk for that purpose and shall set forth the qualifications of the applicant. The names of all applicants shall appear on the agenda of the Board meeting and shall be mailed to all members of the Board. This requirement shall apply to either appointment for a full term or to fill a vacancy. The requirement may be waived only by a majority vote of the members of the Board of Supervisors.



**SCHEDULE OF DATES FOR TAX PROCEDURES**

1. DECEMBER 31ST—TAX DAY—All real and personal property shall be assessed as of this date. GTL 2—MSA 7.2 GTL 13—MSA 7.13.
2. FIRST MONDAY IN MARCH—Assessment Rolls must be completed. GTL. 24—MSA 7.24.
3. TUESDAY FOLLOWING THE FIRST MONDAY IN MARCH—First meeting of the Board of Review in all Townships and most Cities. GTL 29—MSA 7.29.
4. FIRST MONDAY IN APRIL—The Assessment Rolls must be completed, Supervisor or Assessing Officer shall return all forms to the County Clerk with certification by the Board of Review, properly filled out and signed. MTL 30-A MSA 7.30. (1)
5. TUESDAY FOLLOWING THE SECOND MONDAY IN APRIL—Annual meeting of the Board of Supervisors. The Board shall proceed to equalize assessments. Section 5 Act 44 of P.A. 1911. MSA 7.605.
6. THIRD MONDAY IN APRIL—Tax Allocation Board holds first meeting to organize Sec. 8 Act 62 P.A. 1939 MSA 7.68. Local units (schools, townships and county) shall file a copy of budget with County Tax Allocation Board. Sec. 10 Act 62 P.A. 1933 MSA 7.70.
7. TUESDAY PRECEDING FIRST MONDAY IN MAY—County equalization shall be completed. Chairman authorized to call meeting to receive and act on report of Equalization Committee. Sec. 5 Act 44 P.A. 1911—MSA 7.605 Sec. 34, MTL, MSA 7.52. County Clerk to forward statement of equalized values to Secretary of State Tax Commission on or before first Monday in May. Sec. 5 Act 44 P.A. 1911 MSA 7.605.
8. SECOND MONDAY IN MAY—School Board of districts within city limits shall report to City Clerk taxes to be spread within school district. Sec. 641 School Code of 1955—MSA 15.3642.
9. SECOND MONDAY IN MAY—State Board of Equalization meets to equalize assessments on taxable property within the state. Sec. 2 Act 44 P.A. 1911. Am. Act 18 P.A. 1955—MSA 7.602.
10. THIRD MONDAY IN MAY—County Tax Allocation Board to make preliminary order approving maximum tax rates for local units. Sec. 15 Act 62 P.A. 1933 AM Act 17 P.A. 1955 MSA 7.75. Act 159 P.A. 1961 Act 149 P.A. 1962.
11. FOURTH MONDAY IN MAY—State Board of Equalization hearing on final determination of State Equalization of values in Senate Chamber. Sec. 4 Act 44 P.A. 1911, AM Act 18 P.A. 1955—MSA 7.604.
12. FOURTH MONDAY IN MAY—City Clerk shall report school taxes to be spread to City Assessor. Sec. 643 School Code of 1955—MSA 15.3643.
13. FIRST MONDAY IN JUNE—Last day for Allocation Board to issue final order approving allocation of tax rates to local units. Sec. 15 Act 62 P.A. 1933 AM Act 17 P.A. 1955—MSA 7.76.
14. WEDNESDAY AFTER THE FIRST MONDAY IN JUNE—Last day for local unit to certify its tax levies for apportionment. Sec. 16 Act 62 P.A. 1933. AM Act 17 P.A. 1955—MSA 7.76.
15. JULY FIRST—Last date that the assessment rolls made under the provisions of a Municipal Charter may be subject to inspection by the State Tax Commission MTL 152. AM Act 223 P.A. 1955. MSA 7.210.
16. FIRST MONDAY IN AUGUST—Drain Commissioner to file a report of the amount to be spread at-large with the Township or City Clerks. (By resolution of the Board of Supervisors.)
17. SECOND MONDAY IN AUGUST—Township Clerks to file statement of Local Taxes authorized for school, township and drain purposes with the Supervisor. (MTL Sec. 36 MSA 7.54 provides for this to be done on or before the 15th of September.)
18. LAST MONDAY IN AUGUST—The Supervisor and City Clerks are to file a statement of all taxes requiring authorization of the Board of Supervisors with the County Clerk. (MTL 36 MSA 7.54 requires this to be done before October 1.)
19. FIRST DAY OF SEPTEMBER—Secretary of School Board files with Township and City Clerks certified copy of resolution of Board certifying amount of taxes to be levied in the District.

(Continued on page 20)



# PARLIAMENTARY LAW

Find Question on Top of Table, Run Finger Down Column

(Table Based on Convention Rules, Meeting Laws)

Motions In Order of Rank (A)	Must it be Sec-onded?	What Majority For Pas-sage?	Is it De-batable?	Does it Open Main Ques-tion to Debate?	Can it be Amended?	Can it be Committed?
1. To Adjourn (3).....	Yes	Majority	No	No	No	No
2. Question of Privilege..	No	Majority	es	No	Yes	Yes
3. Orders of the Day (1)	No	Majority	No	No	No	No
4. Appeal from Decision of Chair, Question of Order .....	Yes	Majority	Yes—each member may speak once	No	No	No
5. To Withdraw Motion...	No	Consent of Body	No	No	No	No
6. To Suspend a Rule (4)	Yes	Two-Thirds	No	No	No	No
7. To Reconsider (5)..... (B)	Yes	Majority	Yes, if main question is	Yes	No	No
8. To Lay on the Table (7) To take from the table	Yes	Majority	No	No	No	No
9. Previous Question (2) (6) .....	Yes	Majority	No—Needs Show of 25 Hands	No	No	No
10. Postpone to Certain Time .....	Yes	Majority	Yes—as to time	No	Yes—as to time	No
11. To Commit, Refer or Recommit (8) .....	Yes	Majority	Yes	Yes	Yes	No
12. To Amend (9).....	Yes	Majority	Yes, if main question is	No	Yes—not an amendment to an amendment	Yes—takes principal motion
13. The Principal Motion (10) .....	Yes	Majority	Yes	Yes	Yes	Yes

(A) Motions are arranged in order of their rank (except Reconsider). Each may supersede one of lower order—none, except Amend may supersede one of higher order.



# AND PROCEDURE

Until Opposite Subject Motion. Answer is Under Finger.

## and Generally Accepted Parliamentary Procedure)

Can it be Postponed?	Is it subject to Previous Question?	Can it be Reconsidered?	Can it be Laid on the Table?	Can it be Renewed?	How does it Affect Main Question?	
No	No	No	No	Yes, after now business intervenes	Main question first in order next meeting	(1) An affirmative vote on the orders of the day removes the main question from consideration; a negative vote dispenses with the business set for special time.
Yes	Yes	Yes	Yes	Yes	Merely suspends action	(2) When the previous question is moved on an amendment, and adopted, debate is closed on the amendment only.
No	No	Yes	No	No	See note (1)	(3) Quorum not necessary to adjourn.
No	Yes	Yes	Yes—sustains chair if carried	No	Merely suspends action	(4) Cannot suspend Constitution or By-Laws.
No	No	Yes	No	Yes	Does not affect it	(5) Must be made by one who voted on prevailing side on main question.
No	No	No	No	No	No effect	(6) The previous question applies only to debatable questions.
No	Yes—affects only reconsideration	No	Yes, doesn't table main question	No	No effect	(7) Motions once tabled must be removed by motion to take from the table.
No	No	No—neg. vote Yes—affirm. vote	No	Yes	Tables main question and all secondary to it	(8) Motion to commit cannot be made after previous question has been ordered.
No	No	Yes	Yes—tables entire subject	Yes	Compels immediate vote on main question (2)	(9) Constitution may be amended by Referendum vote only; By-Laws and General Laws require majority vote—must not conflict with Constitution.
No	Yes—does not apply to main question	Yes	Yes	Yes	Postpones entire subject to time specified	(10) Motions, as a general rule, can be renewed after any other motion altering the state of affairs has intervened.
No	Yes—forces vote at once	Yes	Yes—tables entire subject	Yes	Commits main question and all secondary to it	
Yes—postpones main question	Yes—forces vote at once	Yes	Yes—tables entire subject	No	See Note (9)	SECRET BALLOT REQUIRES $\frac{2}{3}$ MAJORITY VOTE
Yes	Yes	Yes	Yes	Yes	No effect unless amended	

(B) Reconsider usually classed as "Miscellaneous" motion. It is in order at any time. Can be applied to every other question except adjourn and suspend rules, and affirmative vote on motion to lay on the table.







# OAKLAND COUNTY

MICHIGAN



1963

● LOCATION OF CITY, VILLAGE,  
AND TOWNSHIP OFFICES

OAKLAND COUNTY PLANNING COMMISSION

R. 7 E.

R. 8 E.

R. 9 E.

R. 10 E.

R. 11 E.

