Southwest Michigan Prosperity Committee

Meeting Agenda

MEETING DATE: August 2, 2018
MEETING TIME: 2:30 pm
MEETING LOCATION: Van Buren County ISD Conference Center
490 South Paw Paw Street
Lawrence, MI 49064

		Time
1.	**Call to Order & Introductions** Region 8 - Prosperity Committee Members	2:30-2:35 pm
2.	**Action:** Approval of the Agenda	2:40 pm
3.	**Action**: Approval of the Minutes	2:45 pm
4.	Citizen Comments	2:45-2:50 pm
5.	**Discussion:** Financial Report	2:50-2:55 pm
6.	**2018 Funding Award: Proposed Request for Proposals**	2:55-3:15 pm
7.	Bylaws: Committee Discussion	3:15-3:40 pm
8.	Officer Vacancy	3:40-3:55 pm
9.	Committee Member Comments	3:55-4:00 pm
10.	**Action:** Adjournment	4:00 pm

***Next Meeting**: September 6, 2:30 p.m. Kalamazoo*

Southwest Michigan RPI Collaborative Committee

June 7, 2018 Meeting Minutes

Committee Members Present: Jakki Bungart-Bibb (phone), Vince Carahaly, Michael Evans, Joanna Johnson, Pat Karr, Angela Little (phone), Bob Miller (phone), Zach Morris, Richard Remus, Tom Richardson, Barbara Rose, Brian Sanada, Jon Start (phone)

Committee Members Absent: Jill Bland, Kenneth High, Bridgette Jones, Ken Jones, Jan Karazim, Shane Kissak, Deb Miller, David Reid, Rachel Wade

Also Present: John Egelhaaf, Lee Adams, Rebecca Harvey

Call to Order

Carahaly called the meeting to order at 2:30 p.m.

Introduction of Members

Introductions of Committee members and guests were made.

Approval of Agenda

The agenda was reviewed and approved as presented.

Approval of Minutes – *February 1, 2018, March 1, 2018, May 3, 2018*

It was noted that page 1, Approval of Minutes discussion in the May 3, 2018 minutes should be revised to reference postponement of action to the June meeting instead of the May meeting.

Motion by Johnson, **supported** by Remus, to approve the February 1, 2018 minutes as presented; the March 1, 2018 minutes as presented; and, the May 3, 2018 minutes as revised. The motion **carried unanimously**.

Southwest Michigan RPI Collaborative Committee

June 7, 2018 Meeting Minutes

Citizen Comments

Brian Gunderson, MDNR, announced that the Village of Paw Paw graduated as the Region 8 Project Rising Tide community and that the City of Albion has been selected as the next PRT community for the Region. He added that the MDNR is currently assisting the Village of Paw Paw regarding a recently approved canoe launch, an aging dam, and a trail system.

Carahaly stated that the program 'Understanding Tourism for Michigan Communities' was held just prior to the RPI Committee meeting. He noted that the session was well attended and that development of a regional tourism plan is being considered.

No further citizen comments were offered.

Monthly Financial Report

Egelhaaf provided an overview of the 2018 Financial Report for the RPI – Region 8. He noted that the report reflects that expenses to date are on track and that all line items remain under-budget. He noted that additional draws have been made for the 2017 funded projects.

Karr questioned if the 2017 projects would be presented to the Committee when they were completed. Egelhaaf noted that the projects should be completed by the beginning of 2019 and that presentations will be scheduled.

Presentation: Synopsis of Findings from RPI Talent Match Project

With the use of a powerpoint presentation, Adams provided the Committee with the findings of the RPI Talent Match Project titled: Southwest Michigan's Talent Ecosystem.

He noted that the report has been presented to a number of groups and revised in response to feedback provided.

The following findings of the report were summarized:

- unemployment rates have fully recovered; labor force participation has not
- region to become more dependent on newcomers
- talent attraction, retention and development are key to Michigan's future workforce
- regional workforce is generally older

- occupations with the highest concentration in the region are largely middle/high skill occupations
- low skill and seasonal occupations are more vulnerable to market volatility
- elements of Talent Attraction (jobs, quality of place, schools, cost of living, avoidance of natural disasters)
- elements of Talent Retention (job satisfaction, employment supports, age)
- elements of Talent Development (education, workforce development, matching education and business needs)
- ideas for action - - What can SWMPI Do?

Adams noted that the focus of the action ideas was to establish working groups/committees dedicated to talent attraction, retention and development.

Committee members agreed that the RPI platform could be used to support these ideas. The next step was determined to include creating a focus and then developing specific strategies related to each area (attraction; retention; development) that could be moved forward as funds became available.

Committee Bylaws

Membership:

Carahaly requested Committee consideration of the proposal to add Mark Reynolds, Kevin Ford and Dorla Bonner to the RPI Collaborative Committee as non-voting members. He also requested the addition of Angela Little to the Committee as a voting member.

Motion by Richardson, **supported** by Johnson to approve the membership additions as proposed. The motion **carried unanimously**.

Best Practices:

Carahaly stated that in consideration of the difficulty experienced in getting a quorum of the Committee present at meetings, it has been noted that many of the Regions have established an 'executive committee' with a more robust role. He requested Committee consideration of an approach that would establish an 'executive committee' of five members that would meet monthly and be vested with the authority to make administrative decisions and act on requested items. The Collaborative Committee would meet quarterly and be responsible for major action items of the RPI. He added that the Committee would be kept informed on RPI matters through regular email updates.

Adams noted that the suggested approach would allow more nimble action on the part of the RPI and result in more meaningful Committee meetings.

Rose opined that the proposal should be placed on the next meeting agenda for discussion. She suggested that Committee members be informed of the planned discussion to encourage attendance.

Johnson requested that staff red-line the existing bylaws to include the suggested approach and to provide the draft text to the Committee for review in preparation for a July discussion.

Remus stated that he feels rushed and that the discussion is undefined.

Karr agreed that a review of the proposed amendments to the bylaws is necessary prior to discussion.

Motion by Johnson, **supported** by Morris, to request the provision of red-lined bylaws for Committee review, discussion and possible action in August. The motion **carried unanimously**.

Committee Member Comments

Chair Carahaly reminded that a subcommittee is being formed to consider amendments to the bylaws and that members interested in serving should advise staff.

Adjournment

There being no further items for consideration, the meeting was adjourned at 4:05 p.m.

Next Meeting: *July Meeting - TBD*

August 2, 2018 at 2:30 p.m. – Van Buren ISD Conference Center (Lawrence)

2018 Financial Report Regional Prosperity Initiative - Region 8

Line Items	Expenses: Current Month	Expenses: Year to Date 7/31/18	Budget: 2018 Grant Award	Budget: 2017 Roll-Over	Budget: 2016-2017 Obligated#	Budget: 2018 Budget Total
REVENUE						
RPI Grants		$180,897.00	$180,897.00			
Total Revenue			**$180,897.00**	**$32,567.00**	**$127,150.00**	**$340,614.00**
EXPENSE						
Staffing						
SWMPC	$ 2,510.97	$ 9,234.42	$13,025.00	$3,000.00		$16,025.00
SWMPC Indirect	$ 1,635.19	$ 6,908.28	$13,025.00			$13,025.00
SMPC	$ -	$ 15,074.63	$19,537.00	$9,950.00		$29,487.00
KATS	$ -	$ 1,199.34	$1,300.00	$4,200.00		$5,500.00
BCATS			$5,600.00			$5,600.00
Rebecca Harvey		$ 1,700.00	$3,500.00			$3,500.00
SUBTOTAL	$ 4,146.16	$ 34,116.67	$55,987.00	$17,150.00		$73,137.00
Meeting Expenses						
Travel Meals Lodging	$ 26.71	$ 497.99	$2,300.00			$2,300.00
Dues & Subscrioptions			$250.00			$250.00
Telephone			$150.00			$150.00
Printing			$750.00			$750.00
Supplies & Materials	$ 0.14	$ 5.29	$350.00			$350.00
Room Rental			$0.00			$0.00
RPI Committee Reimbursement	$ 146.06	$146.06	$4,500.00			$4,500.00
Bank Fees			$100.00	$50.00		$150.00
SUBTOTAL	$ 172.91	$ 649.34	$8,400.00	$50.00		$8,450.00
Contractual Serv. - 2016 Projects						
Talent Match/Upjohn					$22,150	$22,150.00
SUBTOTAL						$22,150.00
Contractual Serv. - 2017 Projects						
Literacy Initiative	$ 22,500.00	$ 22,500.00			$45,000.00	$45,000.00
Urban Alliance	$ 10,000.00	$ 10,000.00			$30,000.00	$30,000.00
Kinexus	$ 7,500.00	$ 7,500.00			$30,000.00	$30,000.00
Projects in Support				$12,117.00		$12,117.00
SUBTOTAL	$ 40,000.00	$ 40,000.00		$12,117.00	$105,000.00	$117,117.00
Contractual Serv. - 2018 Projects						
2018 Featured Project(s)			$110,760			$110,760.00
Website			$3,000.00			$3,000.00
Dashboard			$2,750.00	$3,250.00		$6,000.00
SUBTOTAL			$116,510.00	$3,250.00		**$119,760.00**
TOTAL	**$ 44,319.07**	**$ 74,766.01**	**$180,897.00**	**$32,567.00**	**$127,150**	**$340,614.00**
Total Remaining Encumbered Expense					$ 127,150.00	
Total Expense	**$44,319.07**	**$74,766.01**				

"2017 Obligated" reflects remaining amount committed to projects as of 11/2/17

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July 17, 2018

REQUEST FOR PROPOSALS

The Regional Prosperity Initiative (RPI) is a collaboration within seven counties in southwest Michigan aimed at identifying opportunities that will catalyze prosperity. Representatives from sectors including economic development, higher education, workforce development, adult education, transportation and others have joined together as the Region 8 Prosperity Committee (Committee). The Committee's goal is to identify and pursue areas where the region is uniquely poised to flourish. The Committee has identified themes within which they would fund projects to facilitate this progress.

The *Five-Year Prosperity Plan* developed by the Committee defines its goals for its work in the region. You are encouraged to consult page 21 of *Prosperity Plan Volume 1 (*http://smpcregion3.org/wp-content/uploads/2014/02/rpi_plan_final.pdf) and pages 26-29 of *Prosperity Plan Volume 2: (*http://smpcregion3.org/wp-content/uploads/2014/02/RPI-VOLUME-2-110315-FINAL.pdf) for the themes, goals, and opportunities of the RPI. Specifically, in 2018, the Committee seeks to focus its resources on the accomplishment of the following education goal: "Encourage a larger number of internships and apprenticeships across the region and across the continuum of learners."

The Committee is accepting proposals that aim to accomplish the following:

To generate region-wide awareness, support, architecture, and implementation for internships and apprenticeships throughout the seven-county Prosperity Region 8.

Prosperity Region 8 seeks a way of linking regional internship and apprenticeship opportunities into a single database and matching system coupled with a marketing or education campaign to raise awareness of opportunities. To date, this topic has received a great deal of previous and current attention from organizations within our seven-county region. However, it does not appear that a singular, seven-county regional approach has been achieved. This area of focus bears a relationship to previous RPI funded work including the Talent Match (see the final report HERE) and the Momentum project (see the final report HERE).

Prosperity Region 8 does not seek to create a new website or resource through this initiative. Rather, the result of this effort should be the liking together of existing resources. Ideally, a single resource hub would contain all the internship and apprenticeship opportunities from across the seven counties of southwest Michigan.

1) **Coordination** - A successful proposal would recognize that the effort would begin by coordinating the major actors together first. A process should be anticipated where existing resources are identified, their managing organizations contacted, and time spent considering how to effectively link resources together for the common purpose. When collaborating with partners across this need, it will be important to consider both the supply and demand sides.
2) **A Single Interlinked System** - The supply and demand sides should be brought together in the use of a single or interlinked system for connecting the providers and candidates for internships and apprenticeships. This single resource hub is most likely a web-based tool but other innovative solutions are also possible.
3) **Awareness/Marketing** - An effective system must designed to inform both the supply and demand sides about the existence of the end product resource hub.
4) **Navigators** - Finally, for the various institutions on the demand side (universities, workforce development, etc), a mechanism should be devised to provide navigators who would be prepared to walk candidates through the resource hub. For those candidates that need the "warm hand-off," a navigator would be present to give them needed instruction in the necessary steps to apply.

Project Selection

The Committee strongly encourages proposals that respond to the components detailed above. Proposals with broad reach geographically (within the seven counties of southwest Michigan) are welcome. Scoring criteria will include: other sources of funding leveraged, encouragement of regional collaboration, long-term sustainability of the project (applicants should expect that RPI funding will be a one-time event), diverse partners involved in the project, and organizational capacity.

The total funding available in this round of awards is approximately $110,000.

Proposals shall include all of the following:

1. Summary
    a. Brief summary of the project (limited to two paragraphs)
2. Project Description
    a. Describe the project, the need(s) it intends to alleviate and the communities and/or populations it will serve or positively impact.
    b. Describe how the project will accomplish the aforementioned purpose.
    c. List the counties in which the project will take place.
    d. Reference best or new practices from which your project may have been derived (if applicable).
    e. Limited to three pages
3. Organizational Description
    a. Briefly describe the organization(s) that will complete the work outlined in the proposal

        i. Outline relevant experience, organizational structure, team who will work on the project, and other information you may deem appropriate
        ii. Describe the ability and capacity of the organization(s) to complete the project
    b. *Limited to two pages* – may attach project team member biographies, resumes/CVs, or other relevant personnel information in an appendix
4. Conflicts of Interest
    a. Briefly discuss any potential conflicts of interest.
5. Partners
    a. List all partners who will have an active role in the project and describe their role in the proposed project
        i. The partners may be those with whom you will collaborate for data, information, contacts, or other aspects of the project
        ii. Including partners in your proposal will help clarify the breadth of involvement your proposal
    b. Limited to one page

6. Project Timeline
    a. Provide a timeline for each activity enumerated in the Project Description
7. Budget
    a. Create a table with categories of expenditures that will be funded by the requested funding, how much funding will be required for each category, and how much of that funding will come from the RPI funding request
    b. See example below:

Expenditure Category	RPI Request	Funds from other sources	Total
Wage/Salaries	$8,000	$16,000	$24,000
Fringe	$2,000	$4,000	$6,000
Indirect	$1,000	$2,000	$3,000
Equipment	0	0	0
Travel	$750	$1,500	$2,250
Materials	$250	$500	$750
Totals	$12,000	$24,000	$36,000

8. Project Breakdown
    a. Create a table that divides the proposal into its various components and their corresponding costs.
    b. Where possible, prioritize each component (on a 1 to 5 scale - 1=low; 5=high) and its associated cost. See example below:

Project Component	Component Cost	Component Priority
Phase 1:Inventory	$4,000	2
Phase 2:Assessment	$2,750	3
Phase 3:Acquisition	$9,500	5
Phase 4: Installation	$4,000	5

Proposal Format:

Please submit proposals in a commonly used 11 point font (Arial, Calibri, Times New Roman, etc.). Please also use 1" margins.

Proposal Submission:

Submit an electronic version of the proposal to John Egelhaaf at egelhaafj@swmpc.org before 3:00 pm, September 14, 2018. Staff and the review subcommittee will field questions and comments regarding the RFP prior to 5:00 pm, September 4; direct all questions to John Egelhaaf (269-925-1137 x1512 or via email).

Staff will post changes to the projection selection process or timeline on the RPI webpage, www.smpcregion3.org/regionalprosperity.

Project Selection Criteria:

Project will be scored and evaluated based on the following criteria and weighting:

Total Points	*Criteria*	Project Scores
20	**How well does the project articulate an actionable strategy for coordination among the major regional actors in the field?**	
	Clearly Stated & Action is Realistic = 20	
	Clearly Stated & Action is Mostly Realistic = 15	
	Less Clear & Action Only Partly Realistic = 10	
	Not Clear & Action Only Partly Realistic = 5	
20	**Will the project result in a single system that links providers and candidates for internships & apprenticeships?**	
	Yes = 20	
	Mostly, but not Completely = 10	
	Only Partially = 5	
15	**Does the proposal lay out a clear and actionable strategy to build awareness of the resource hub?**	
	Yes = 15	
	Mostly, But Pieces are Missing = 10	
	Only Somewhat = 5	
15	**Does the proposal explain how its fellow stakeholders will establish navigators to help walk candidates through the resource hub?**	
	Yes = 15	
	Mostly, But Pieces are Missing = 10	
	Only Somewhat = 5	
10	**Potential for 7-County Coverage**	
	Certain "yes" = 10	
	Most, Not All = 8	
	About Half = 5	
	Clearly Less Than Half = 0 to 5	
10	**Is there additional funding or other assets expected beyond the RPI award?**	
	1:1 Or Greater Match = 10	
	Some But Less than 1:1 = 5	
10	**Organizational Capacity**	
	Ability & Capacity Clearly Stated = 10	
	Capacity Stated But Questions Remain = 5	
100	**Total Points**	0

Key Dates:

The overall proposal timeline will follow the following schedule:

August 10	Request for Proposal Distributed
September 4	Deadline for questions and comments regarding the RFP
September 14	**Proposals Due**
September 16-28	Proposal Selection Subcommittee reviews projects
October 4	Region 8 Prosperity Committee awards funding
October 26	Contract(s) Executed

Proposal are due by the close of business on **September 14**. Please email your replies to egelhaafj@swmpc.org. If you need additional information, contact can be made at the same email address or at (269) 925-1137 x1512.

Sincerely,

K. John Egelhaaf, AICP
Executive Director
Southwest Michigan Planning Commission

RPI REGION 8 PROSPERITY COMMITTEE

DRAFT BYLAW CHANGES FOR CONSIDERATION

Document is based on the existing bylaws. Language to be considered is indicated within text boxes. Text boxes are shown alongside the existing language. Existing language to be considered for replacement has been lined out.

SOUTHWEST MICHIGAN PROSPERITY COMMITTEE BY-LAWS

ARTICLE I DEFINITIONS

SECTION 1: Definitions

A. FISCAL YEAR - ~~October 1 through September 30.~~

QUORUM – January 1 through December 30

B. METROPOLITAN PLANNING ORGANIZATION (MPO) – As defined in 23 Code of Federal Regulations 450.104; including the Battle Creek Area Transportation Study, the Kalamazoo Area Transportation Study, the Niles-Buchanan-Cass Area Transportation Study, and the Twin Cities Area Transportation Study.

~~C. QUORUM – Greater than 50% of the Committee membership.~~

QUORUM – Members present, joining by telephone, and via virtual meeting applications.

D. REGIONAL PLANNING COMMISSION – as defined by Act 281 of 1945; including the Southcentral Michigan Planning Council and Southwest Michigan Planning Commission

E. REGION 8 - Geographic area defined by the counties of Berrien, Branch, Calhoun, Cass, Kalamazoo, St Joseph, and Van Buren.

F. SIMPLE MAJORITY – Greater than 50% of the committee members present at a meeting.

G. SOUTHWEST MICHIGAN PROSPERITY COMMITTEE (COMMITTEE) – The governing and policy body of the Regional Prosperity Initiative in Region 8

H. ~~REPRESENTATIVE~~ - ~~A person appointed to the Region 8 Prosperity Committee.~~

MEMBER – A person appointed to the Region 8 Prosperity Committee.

ARTICLE II MEMBERS

SECTION 1: Membership Composition

A. The Committee shall be composed of members representing the following sectors:
   a. Adult Education
   b. Economic Development
   c. Higher Education
   d. MPO
   e. Regional Planning
   f. Transportation
   g. Workforce Development
   h. Representatives from additional sector may be appointed by the Committee (see Section 2 (c))

B. Committee Membership:

   ~~a. Each of the following sectors will have three representatives:~~

Each of the following sectors will have a minimum of three members:

i. Adult Education
ii. Economic Development
iii. Higher Education
iv. Transportation
v. Workforce Development

~~b. Each of the following sectors will have two representatives:~~
i. Regional Planning
ii. MPO

Each of the following sectors will have a minimum of two members.

~~C. Non-Voting Members~~

~~a. The meeting participants who represent one of the sectors referenced above but were not selected to act as a member of the Committee shall be non-voting members~~

All participants would be considered members.

D. Alternates

a. A Committee member may send another member of their organization's staff as an alternate
b. If a Committee member is absent and did not send an alternate from their organization, a non-voting member from the sector of the absent voting member may vote

SECTION 2: Appointment of ~~Representatives~~

[Generally replace the references to "representatives" with "members."]

A. The Committee is solely responsible for appointing ~~representative~~. The Committee may receive recommendations from staff on specific sector or individuals.

B. Sectors Required to be Represented:
a. Adult Education
b. Economic Development
c. Higher Education
d. Transportation
e. Workforce Development

C. Sector not required but approved by the Committee
a. Private Business
b. K-12 Education
c. Local Government
d. Regional Planning Agencies
e. Metropolitan Planning Organizations
f. Rail Transit
g. Air Transit
h. Logistics
i. Emergency Management
j. Health Care
k. Foundations

~~D. Each Regional Planning Agency and each MPO not incorporated into a regional planning agency may appoint one representative (a total of four)~~

Each Regional Planning Agency and each MPO not incorporated into a regional planning agency may appoint a minimum of four members.

E. The Committee may add sectors from outside the aforementioned sectors
   a. The Committee must approve additional sectors with a simple majority vote
   b. The Committee may determine the number of ~~representatives~~ from each additional sector through a simple majority vote.

[Generally replace the references to "representatives" with "members."]

SECTION 3: Term of Office

~~A. Committee members are appointed by a majority of the Committee for one year terms. Committee membership for the following year is established at the last meeting of the fiscal year.~~

Committee members are appointed by the Committee for one year terms. Committee membership for the following year is established at the last meeting of the fiscal year.

ARTICLE III COMPENSATION

SECTION 1: The Committee shall not pay compensation to members of the Committee except for actual expenses authorized by the Committee incurred in their role as representatives of the Committee.

ARTICLE IV PURPOSE AND FUNCTION

SECTION 1: The Committee is a voluntary organization organized to achieve the RPI Region 8 vision: Southwest Michigan is recognized as a region where successful, thriving, and innovative people, businesses, and communities prosper through sustainable practices and collaborative development.

SECTION 2: The Committee exists to achieve the goals and objectives in its prosperity plan.

SECTION 3: The Committee may have such additional purposes as may be provided by law.

SECTION 4: The Committee shall make an annual report of its activities to the Executive Office of the Governor, and make that report available publicly.

ARTICLE V OFFICERS

SECTION 1: The officers of this Committee shall be:

A. A Chairperson who shall execute any agreements and issue correspondence on behalf of the Committee. The Chairperson or officer acting in his/her stead shall have exclusive signatory power.

B. A Vice Chairperson who shall function in the same capacity as the Chairperson in the case of the Chairperson's absence or inability to act.

B. A Secretary whose duties shall be to function in the same capacity as Chairperson in the case of the Chairperson's and Vice Chairperson's absence or inability to act, and to recommend to the Committee a correct copy of minutes of any meeting at which RPI Region 8 Prosperity Committee business shall have been transacted, and such other duties as are usual to the office.

SECTION 2: The officers of the Committee shall be elected each year for a one-year term by the Committee from the voting members, at the first meeting of the fiscal year, or at such times as vacancies may occur.

ARTICLE VI PERSONNEL

SECTION 1: The Committee may utilize the regional planning commission personnel as staff as it deems necessary for its work, and may hire such consultants for part-time or full-time service as may be necessary for the execution of its responsibilities.

ARTICLE VII MEETINGS

SECTION 1: The regular meetings of the Committee shall be held as prescribed by the Committee and adopted at the first meeting of the fiscal year. Special meetings may be held as required, subject to judgment of the Chairperson, or in the absence of the Chairperson by the Vice Chairperson, or by staff.

Staff shall attend all meetings and keep a written record of all business conducted at meetings

SECTION 2: Staff shall notify the Committee members of the date and location of each meeting no less than seven (7) days prior to the date set for the meeting.

~~**SECTION 3:** A simple majority of the members shall constitute a quorum. No business shall be considered without the presence of a quorum, except to adjourn or recess. Any formal action must be made by a simple majority of the Committee members present with a quorum unless otherwise designated in these bylaws.~~

The members present in person, by telephone, and by virtual meeting applications shall constitute a quorum. No business shall be considered without the presence of a quorum, except to adjourn or recess. Any formal action must be made by a simple majority of the Committee members present unless otherwise designated in these bylaws.

SECTION 4: At least one regular meeting shall be scheduled every month.

SECTION 5: In accordance with the Open Meetings Act, Public Act 267 of 1976, as amended, and other applicable statutes, members of the public are encouraged to attend all open public meetings and to address the public body at that meeting.

SECTION 6: All regular meetings are open to the public and meeting notices are available through the RPI Region 8 website or that of the Southcentral Michigan Planning Council or the Southwest Michigan Planning Commission. Special meetings may be public or closed in accordance with the Open Meetings Act, Public Act 267 of 1976, as amended. At any closed meeting, the Committee may designate or invite any member of its staff to be present if it so desires.

SECTION 7: The Annual Meeting shall be the first meeting of the fiscal year.

SECTION 8: The Committee may, by majority vote at a public meeting, designate a different day for any regularly occurring meeting as specified above.

SECTION 9: Committee members present at a regular meeting or a duly called special meeting may adjourn such meeting in the event a quorum is not present. Future meeting notification shall be as specified in these Bylaws.

SECTION 10: All regular and special meetings of the Committee shall be conducted in accordance with procedures as set forth in the Merriam-Webster *New Roberts Rules of Order*, subject to the discretion of the chair or facilitator.

ARTICLE VIII FINANCIAL CONSIDERATIONS

SECTION 1: To achieve the goals and objectives of the Committee and to meet concomitant financial needs, state grant programs may be utilized to the fullest extent possible.

ARTICLE IX ADOPTION OF PLANS

SECTION 1: For the adoption of Plans, or any substantial amendment thereof, an affirmative vote of a majority of the full membership of the Committee shall be required.

[Add to the last sentence of existing language in Article IX, Section 1] Voting is permitted by members who are physically present, those participating by telephone, and those participating via virtual meeting applications. Members present but electing to abstain from voting will not have their abstention counted when considering if a majority has been taken.

ARTICLE X AMENDMENTS

SECTION 1: The Bylaws may be amended by a majority vote of the full membership of the Committee at any regular meeting. Any proposed amendment to the Bylaws shall be submitted to the membership at least seven (7) days prior to such meeting.

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ARTICLE XI FUNDING AWARDS

SECTION 1: For the award of funds to projects meeting Committee goals, an affirmative vote of a majority of the full membership of the Committee shall be required. Voting is permitted by members who are physically present, those participating by telephone, and those participating via virtual meeting applications. Members present but electing to abstain from voting will not have their abstention counted when considering if a majority has been taken.

Michigan RPI Region Voting Policies

RPI Region	Bylaws?	Comments	Quorom	Notes/Vote Required
1A	Yes	Collaborative		WPPDR presides, WUP collaborative only votes to update Prosperity Plan. No officers, no rules of order.
1B	Yes	Council	Majority of Total Membership	Majority of those present. Major items approved by CUPPAD Exec. Committee.
1C	No	Collaborative	Any # present.	REDAC (RPI) is a subcommittee of EUP Board. Simple majority of those present at any meeting.
2	Yes	Prosperity Board		
3	No ("operating procedures")	Collaborative	>50% of sectors must be present at a meeting	Simple majority of members present. Plans or amendments require vote of majority of full membership.
4	No	Collaborative		"Minor" decisions made at executive committee level. "Major" decisions (budget & funding) made by full committee.
5	No	Collaborative		No chair. Only major items voted upon. No formal requirements for voting thresholds.
6	No	Collaborative		
7	No	Collaborative		Combine CEDS & CDC (LEAP) w/RPI into a single process. RPI subset meets 1-3 times annually. Relay findings to big group which formally votes.
8	Yes	Collaborative		
9	No	Collaborative		A 9-member management team meeting bi-monthly. No formal rules of procedure.
10		Collaborative		