

CALHOUN COUNTY  
BOARD OF COMMISSIONERS  
POLICY STATEMENT 105

SUBJECT: DETERMINATION, AMENDMENT, AND APPLICABILITY OF POLICIES

| DATE APPROVED: APRIL 7, 2011

EFFECTIVE: IMMEDIATELY

REPLACES: POLICY NO. 105, 110, AND 115

The Board of Commissioners has adopted this and the following Board of Commissioner Policy Statements (collectively referred to herein as “Board Policies”) to govern the management and operation of Calhoun County. These Board Policies are authorized by MCL §46.11(m) which authorizes the Board of Commissioners to establish rules and regulations for the management of the interest and business concerns of Calhoun County in all matters not otherwise provided for by law. The Board of Commissioners shall have the final authority to adopt, reject or waive all Board Policies and any other rules and regulations for the management and operation of Calhoun County government. Amendment and revisions of Board Policies shall become effective immediately upon approval by the Board of Commissioners, unless otherwise stated in the resolution adopting said Board Policy.

Calhoun County Elected Officials and appointed Department Heads, (referred to herein collectively as “Department Heads”)<sup>1</sup>, are encouraged to make recommendations for modifications of Board Policies to the Administrator/Controller, in writing, for consideration by the Board of Commissioners. Department Heads are expected to be knowledgeable of and responsible for the implementation and execution of all pertinent policies and procedures within their respective departments.

Intra-departmental procedures may be adopted by a Department Head for a specific department so long as there is no conflict with Federal law, State law, or with these Board Policies. The Calhoun County Courts have adopted separate policies which apply to their employees. Copies of any inter-departmental procedures should be provided to the Administrator/Controller to be placed on file.

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<sup>1</sup> As used in these Board Policies, the term “Department Heads” refers collectively to both elected and appointed Calhoun County officials. If only one or the other is referenced, the terms “Elected Official” or “Appointed Department Head” will be used.