BOR Organization Meeting

**Thursday, March 2, 2023 @11:00AM**

BIC Center, 2nd Floor

26215 Main St Beaver Island, MI 49782

**DRAFT AGENDA**

I. Call the meeting to order (Roll Call)

II. Agenda

1. Additions
2. Approval

III. Introductions

1. Assessor
2. BOR

IV.  Swearing in of the BOR

V.  Safety Review

     a.  Alert Sheriff's Office About meeting dates, location and times.

     b.  Availability of Cell phones

     c. Identification of Exits

VI. Election of Chair for 2023

 a.  Role of the Chair

* 1. Call meetings to order, calling for motions and votes and all other actions necessary to open, run and close a meeting.
	2. Assure an orderly conduct during the meeting and OMA guidelines apply
	3. To see that orders and procedures are adopted
	4. To conduct official duties on behalf of the Board (e.g., administer oaths and sign documents).
	5. Introduction of Board members to those appearing before the BOR
	6. Statement about when the BOR will make their decisions and a reminder that this is done in accordance with OMA guidelines and those appealing assessments are welcome to attend
	7. Confirmation that all appeals will receive a response, i.e., a formal written communication regarding any decision.
	8. Confirm the right to appeal to the Michigan Tax Tribunal

   b. Review: Role of the Secretary

1.  The township supervisor shall act as the BOR secretary

2.  If the supervisor is unable to attend, the committee elects one of their members to serve as Secretary.

3. The Secretary of the Board of Review is required to keep the minutes. Minutes and documentation must be filed with the Clerk of the local unit of government. MCL 211.33.

4. What is required to be included in the minutes of the Board of Review?

a.  Date, time, and place of meetings.

b.  Members present and members absent and notation of any correspondence received.

c.  A log should be kept that identifies the hearing date, the petition number, the petitioner’s name, the parcel number, type of appearance, type of appeal and action of the Board of Review.

d.  Actual hours in session should be recorded daily, and time of daily adjournments recorded. Date and time of closing of the final March Board of Review session should be recorded. Who keeps the minutes and documentation?

 5. Ensure required postings are done in accordance with the established guidelines + update Township website

c. Review Alternate Duties

1.  An alternate member may be called to perform the duties of a regular member of the Board of Review in the absence of a regular member.

2.  An alternate member may also be called to perform the duties of a regular member of the Board of Review for the purpose of reaching a decision in which a regular member has abstained because of a conflict of interest.

VII. Assessor

 a. Turns over Assessment Roll

 b. Other

VIII. BOR Meeting Dates (Vote Required)

  a.  Proposed March Meeting Dates for Appeals:

  1. March 13, Monday (3:00 pm - 9:00 pm)

  2. March 14, Tuesday (9:00 am - 3:00 pm)

1. March14 Voting on All appeals after 12 Noon

ii.  March 14 Signing Appeal Documents by all BOR members once voting is concluded.

b.   Time Limit Per Protest (Vote Required)

c. Appeal Format

1.  Introduction of Board

2.  Rights of Appeal

3.  Swearing in Appellant

4.  Appellant Presentation/Submission of Supporting Documents

5.  Board Q/A and Appellant Responds

6.  Notification of date. time and location when public vote taken (March 14, after 1pm)

IX. Public Comment (General)

X. Adjourn will reopen on March 13 @ 3:00 pm-9:00pm at the BIC Center, 2nd Floor.