

BY-LAWS FOR
CLIFFORD LAKE, LAKE IMPROVEMENT BOARD

Clifford Lake, Lake Improvement Board, Douglass Township, Montcalm County, Michigan established per the provisions of Inland Lake Improvement Act of 1994 as amended (Part 309 of Public Act 451, public Acts of 1994).

The following have been adopted as the by-laws of said Clifford Lake, lake Improvement Board and shall remain in effect until changed or rescinded by this Board:

1. Regular meetings of the Clifford Lake, Lake Improvement Board, Douglass Township, Montcalm County, Michigan, shall be held at the office of the Montcalm County Drain Commission on the 2nd Wednesday of January, March, June, and September at 4:00 p.m.
2. Special meetings may be called by the chairperson of the Clifford Lake, Lake Improvement Board, or any two members thereof, by servicing on the other members a written notice of the day, time, and place of such special meeting. At least one (1) week notice and not more than two (2) weeks notice shall be required for such special meetings.

Service of the notices for a special meeting shall be by:

- a. delivering the notices to the members personally at least seven (7) days before such meeting is to take place; or
- b. leaving the same at the member's residence with some adult person of the household at least seven (7) days before such meeting is to take place; or
- c. depositing the same in a government mail receptacle, enclosed in a sealed envelope plainly addressed to each member at his or her last known home address, at least seven (7) days before such meeting is to take place.

Service as above prescribed may be made by a member of the Clifford Lake, Lake Improvement Board, the Secretary of the Board, or any employee of the Clifford Lake, Lake Improvement Board.

3. The time and place of all regularly scheduled and special meetings of the Clifford Lake, Lake Improvement Board shall be posted at the Montcalm County Drain Commission office as well as at the Montcalm County Court House.
4. A Standard Agenda for the Clifford Lake, Lake Improvement Board will be established annually at its January meeting.
5. Officers of the Clifford Lake, Lake Improvement Board will be elected annually at its January meeting.
6. All meetings of the Clifford Lake, Lake Improvement Board shall be taped, and said tapes shall be retained by the Montcalm County Drain Commission office for the duration of the project(s).
7. Approval of bills, all changes to Clifford Lake, Lake Improvement Board approved treatment programs, contract modifications or any other changes to board responsibilities,

shall only be decided upon at a Clifford Lake, Lake Improvement Board meeting at which at least a quorum is present.

8. The Clifford Lake, Lake Improvement Board shall abide by the Open Meetings Act.
9. The Clifford Lake, Lake Improvement Board shall retain legal counsel whenever a contract is prepared or there is a dispute or misunderstanding regarding any statute.
10. All correspondence regarding Clifford Lake, Lake Improvement Board information or requests shall be sent forthwith to all Clifford Lake, Lake Improvement Board members and the Douglass Township Clerk.
11. All property owners affected by Clifford Lake, Lake Improvement Board decisions requiring public hearings shall be notified of said decisions by First Class Mail. A proof of publication indicating the names and addresses of all property owners notified of the hearings will be prepared and kept on file by the Drain Commission. Any mail returned as undeliverable shall be held on file until the appeal process expires.
12. By-laws may be amended by a majority of the Clifford Lake, Lake Improvement Board members at any meeting of the board provided that the proposed amendment was read at the preceding meeting.
13. The finances of the Clifford Lake, Lake Improvement Board will be administered by the Montcalm County Drain Commission Office. Said office will provide the board with financial summaries at each of its meetings as well as an annual review of the Clifford Lake, Lake Improvement Board's financial status for its January organizational meeting.
14. All resolutions or parts of resolutions in conflict with this resolution are hereby rescinded.

Ayes: Members

Marilyn Enness
Roger Waldron
Sandra Kimball
Franz Mogdis

Nays: Members

None

Motion declared adopted on November 12, 1997
Amended September 10, 2003

Secretary of Clifford Lake Board _____
Donald E. Cooper