

*Welcome to*  
**Michigan Township  
 Government**



**W**hether you've been re-elected after years of service to your township or are one of the estimated 1,700 newly elected township officials, the Michigan Townships Association welcomes you to a new term of office. You are one of over 6,500 individuals who belong to Michigan's grassroots government.

*In Michigan, if you don't live in a city, you live in a township. According to the 2000 Census, more than four million residents—almost half of Michigan's population—live in one of Michigan's 1,242 townships.*

*To best serve residents, it is important that veteran and newly elected township officials understand township government's potential to shape, protect and support the character of their communities. This article will review the structure and functions of township government, emphasizing how township authority is defined and how it can benefit the citizens who call one of Michigan's 1,242 townships home.*

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### Township Authority is Granted by Law

There are two different kinds of townships—1,111 general law townships and 131 charter townships. As defined by the Michigan Constitution, each township has a governing board consisting of an elected supervisor, clerk, treasurer, and two or four trustees. Some have full-time staffs and provide a broad range of services, while others have no staff and are served by part-time officials.

All townships, regardless of how many people they serve or the amount of money in their budgets, share certain characteristics. This is because townships—like counties—are statutory governmental entities. Townships have only those powers expressly provided or fairly implied by state law. Townships may act only when a state law authorizes them to act. However, township government powers have grown over the years so that it is now difficult to discern the differences between townships, cities and villages.

State laws authorize townships to perform a wide variety of functions in two important categories: mandated and permissive activities. The Michigan Township Laws Recodified (MCL 41.1a-41.805) and the Charter Township Act (MCL 42.1-42.34) mandate and authorize many of a township's functions.

*Mandated functions* are activities that townships are required to perform. The three broadest mandated responsibilities are: assessment administration, election administration and tax collections, which are legally assigned as functions of the supervisor, clerk and treasurer, respectively.

In addition to these broad mandates,

there are other, narrower state requirements. Procedures for the township's financial administration, such as budgets, accounting, investments and deposits, are closely regulated by the state. Township meetings must comply with Michigan's Open Meetings Act (MCL 15.261-15.275), and township records must be stored and made available in conformance with specific laws such as the Freedom of Information Act (MCL 15.231-15.246).

Michigan townships enjoy the authority to offer a wide variety of additional programs and services. These activities are not mandated by state law, but are permitted by enabling legislation and are referred to as *permissive activities*.

For example, many people don't know that fire protection is not mandated by state law. A township may have a fire department, buy fire protection from another community, jointly own a fire department or offer no fire protection at all. However, fire protection is widely considered one of the most important functions offered by local governments.

Other public safety-related services, such as law enforcement and emergency medical services, are authorized but not required of township government. Land use management—specifically planning, zoning and construction code enforcement—is permitted by statute. If a township does not offer these services, the county or state may fill the void.

While it would be impossible to list all the services townships may perform and the requirements imposed on townships providing such services, virtually all traditional local government services can be performed by townships.

One traditional local government service that lies somewhat outside the authority of township government is road responsibilities, including road construction, maintenance, improvement and regulation. Since 1931, the responsibility for roads outside cities and villages has been delegated by

#### Township Supervisor's Statutory Duties

- Moderates board and annual meetings
- Chief assessing officer (if certified)
- Secretary to board of review
- Township's legal agent
- Maintains records of supervisor's office
- Responsible for tax allocation board budget (if applicable)
- Develops township budget
- Appoints some commission members
- May call special meetings
- May appoint a deputy

#### Township Clerk's Statutory Duties

- Maintains custody of all township records
- Maintains general ledger
- Prepares warrants for township checks
- Records and maintains township meeting minutes
- Keeps the township book of oaths
- Responsible for special meeting notices
- Publishes board meeting minutes (if taxable value is \$65 million or more, or a charter township)
- Keeps voter registration file and conducts elections
- Keeps township ordinances book
- Prepares financial statements
- Delivers tax certificates to supervisor and county clerk by September 30
- Shall appoint a deputy
- Shall post a surety bond

#### Township Treasurer's Statutory Duties

- Collects real and personal property taxes
- Receives receipts for township expenditures
- Issues township checks
- Deposits township revenues in approved depositories
- Invests township funds in approved investment vehicles
- Collects delinquent personal property tax
- Responsible for jeopardy assessments in collecting property tax
- Collects mobile home specific tax
- Issues and collects fees for dog licenses
- Shall appoint a deputy
- Shall post a surety bond

#### Township Trustee's Statutory Duties

- Township legislator, required to vote on all issues
- Responsible for township's fiduciary health
- Other duties as assigned by board

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*Board members, individually and collectively, have responsibility for the township's finances, which the laws call a fiduciary responsibility.*

state law to the county road commission. Townships may contribute money to pay for road projects, and townships, through their franchising powers, control the non-road use of public rights-of-way. The township board can negotiate with the county road commission to undertake desired projects, and some road commissions have permitted townships to directly manage road projects. Townships may also exercise some additional controls over roads such as billboard regulations.

#### Standards of conduct

As elected public officials, township board members must faithfully perform their official duties as authorized and limited by state law. Several acts and attorney general opinions limit the actions of township officials concerning incompatible public offices, conflict of interest and political activities.

MCL 41.96 authorizes township boards to assign additional non-statutory duties to township officers and to compensate them for those duties. For example, a township board member is expressly permitted by the Legislature to serve on the township zoning board of appeals. Township officials may also hold positions with another political entity. However, there are state statutes, court cases and attorney general opinions that affect an individual's ability to hold a township office and another position within the township or another political entity. "Incompatible public offices" occurs when a public official simultaneously holds two offices that result in: 1) the subordination of one public office to another, 2) the supervision of one public office by another or 3) a breach of duty of public office. The determination of whether the two offices are incompatible is made on a case-by-case basis.

With certain very limited exceptions, the law prohibits township board members from contracting with the township. In addition, township officials may not engage in a business transaction in which they may profit from their official position or authority, or confidential information. The law is not always clear about when a conflict of interest exists. Therefore, it is prudent to avoid situations where there is even the appearance of conflict of interest. To a great extent, Michigan law requires public officials to take the initiative in disclosing a potential conflict of interest before participating in decisions that could serve their own self-interests. Under most circumstances, public officials can avoid potential conflicts of interest by disclosing their conflicts, refraining from participating in any deliberations and abstaining from voting on the issue.

#### *Township Board Members are Responsible for the Township's Fiscal Health*

Board members, individually and collectively, have responsibility for the township's finances, which the laws call a fiduciary responsibility. Officials are responsible for protecting the township's assets. A strong accounting and financial reporting system must be in place. The board must annually adopt, monitor and amend when necessary a budget for most of the township's major funds. Expenditures must serve a valid public purpose and be authorized—either expressly or fairly implied—by law. All claims for financial payment to the township must be approved by the board. Township officials must also guard the physical assets of the township.

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## Public Acts Worth Knowing

Because townships only have the authorities expressly or fairly implied by statute, township officials must operate within the structures of a wide variety of public acts that govern township functions and activities. There is no way to list every act that impacts township government, but there are several statutes that all township officials should become familiar with to better serve their residents. The following acts authorize some of the most common township functions and services.

**MICHIGAN TOWNSHIP LAWS RECODIFIED (MCL 41.1a-41.805)**—A body of laws regarding general law township authority, officials, ordinances, public improvements, police and fire protection, and ambulance services.

**CHARTER TOWNSHIP ACT, Public Act 359 of 1947 (MCL 42.1-42.34)**—The authorizing statute for charter townships.

**UNIFORM BUDGETING AND ACCOUNTING ACT, Public Act 2 of 1968 (MCL 141.421-141.440a)**—Provides for uniform accounting and budgeting procedures applicable to townships and other governmental units.

**GENERAL PROPERTY TAX ACT, Public Act 206 of 1893 (MCL 211.1-211.157)**—Authorizes townships to assess property and collect taxes.

**MICHIGAN ELECTION LAW, Public Act 116 of 1954 (MCL 168.1-168.992)**—Outlines procedures for voter registration and conducting elections.

**TOWNSHIP ORDINANCES ACT, Public Act 246 of 1945 (MCL 41.181-41.187)**—Included as part of the Township Laws Recodified, this act authorizes townships to adopt non-zoning ordinances to secure the public health, safety and general welfare, and establish a township police department.

**PUBLIC IMPROVEMENT ACT, Public Act 188 of 1954 (MCL 41.721-41.738)**—Also part of the Township Laws Recodified, this act is one of several that authorize townships to conduct public improvement and is the most commonly used statute to establish special assessment districts.

## Public Acts Worth Knowing

**TOWNSHIP ZONING ACT, Public Act 184 of 1943 (MCL 125.271-125.310)**—Authorizes townships to establish zoning districts and adopt zoning ordinances.

**TOWNSHIP PLANNING ACT, Public Act 168 of 1959 (MCL 125.321-125.333)**—Provides for township planning and authorizes the creation of planning commissions and master plans.

**OPEN MEETINGS ACT, Public Act 267 of 1976 (MCL 15.261-15.275)**—Mandates that all meetings of a public body must be available to the general public, and all decisions of a public body must be made at a meeting open to the public.

**FREEDOM OF INFORMATION ACT, Public Act 442 of 1976 (MCL 15.231-15.246)**—Entitles the public to full and complete information regarding the affairs of government and the official acts of public officials and public employees.

**INCOMPATIBLE PUBLIC OFFICES ACT, Public Act 566 of 1978 (MCL 15.181-15.185)**—Prohibits holding incompatible offices.

**STANDARDS OF CONDUCT FOR PUBLIC OFFICERS AND EMPLOYEES, Public Act 196 of 1973 (MCL 15.341-15.348)**—Prescribes standards of conduct for public officers and employees.

**POLITICAL ACTIVITIES BY PUBLIC EMPLOYEES, Public Act 169 of 1976 (MCL 15.401-15.407)**—Regulates certain political activities by certain public employees.

**AMERICANS WITH DISABILITIES ACT OF 1990**—This federal statute mandates that employers may not use employment practices or policies that tend to discriminate based on an individual's disability, and that governmental agencies are required to provide accessibility to local services, programs and activities.

**LAND DIVISION ACT, Public Act 288 of 1967 (MCL 560.101-560.293)**—Regulates land planning and use.

### Township revenue sources

Townships exist to provide good government and services for their residents. These activities are funded with local, state and federal monies. Townships receive revenues from several sources including, but not limited to:

- **State shared revenues.**
- **Ad valorem property taxes** on real and personal property. Ad valorem taxes are based on the value of the property taxed. The property tax rate for townships is expressed in mills, which is the number of dollars per \$1,000 of taxable valuation.
- **Property tax administration fee.**
- **Special assessments.** A special assessment is a charge against property for a public improvement that confers a special benefit to that property different from the benefit enjoyed by the general public. Historically, special assessments have been used to raise revenue for constructing and maintaining local capital improvements such as water and sewer mains, street improvements and sidewalks. Over the past 30 years, special assessments have evolved into a financial resource for funding police and fire protection, garbage collection and similar municipal services.
- **User fees** for parks and recreation, burial permits and grave openings, fire departments, ambulance services, business licensing, fire inspections, trash pick-up and other services.
- **Administrative fees** for building permits and mechanical, electrical and related inspections, and planning and zoning requests.
- **Federal and state grants**, including grants for programs such as community development, land and water conservation, rural fire protection, clear water programs, recreation and tourism, and senior citizen services.
- **Ordinance violation fines.**
- **Water and sewer tap-in fees and user fees.**
- **Investments and interest earned.**
- **Cable television and utility franchise fees.**

### Township expenditures

Townships typically expend funds in areas such as salaries, fringe benefits, goods and services, and insurance, and for programs and services provided as part of the township's functions related to legislative,

assessing, tax collecting, elections, board of review, building inspection, ordinance enforcement, planning and zoning, public safety, and public utility.

It is important to note that, according to the Michigan Constitution, a municipality does not have the power to loan its credit for any private or public purpose, unless provided for by law. Even though it also states that the Constitution and statutes should be construed liberally in a township's favor, this does not mean that any expenditure would be supported by a state agency or the courts. Determining if an expenditure is lawful can be tricky. Essentially, a township may expend funds only for a public purpose and only if the Constitution or a statute provides specific authorization or necessarily implies authorization for the township to make the expenditure.

### The Uniform Budgeting and Accounting Act

The Uniform Budgeting and Accounting Act, Public Act 2 of 1968 (MCL 141.421-141.440a), was adopted to provide for uniform accounting and budgeting procedures applicable to townships as well as other units of government.

PA 2 requires the state treasurer to prescribe a uniform chart of accounts for all local units of similar size, function or service designed to fulfill the requirements of good accounting practices relating to general government. The official who by law or charter is charged with the responsibility for the financial affairs of the local unit shall ensure that the local unit accounts are maintained and kept in accordance with the chart of accounts.

The township board must establish a uniform chart of accounts and reports, and also provide annual financial reports and audits in accordance with the Uniform Budgeting and Accounting Act.

### Accounting procedures

The township treasurer and clerk are typically the two township board members most involved with the accounting function. Communication and coordination between the two offices is critical, and creates a system of financial "checks and balances."

For example, accounts approved by the township board must be filed and pre-

served by the township clerk. The clerk prepares and signs the warrant/order, and the original becomes a check after it is signed by the treasurer.

### Audits and reports

Township officials need periodic reports to assess their expenditures and revenues in relation to the budget. Interim financial reports usually consist of the balance sheet and revenue and expenditure reports for the period and the fiscal year to the current date. These reports are used to monitor and evaluate the township's current financial situation and to determine the financial viability of policy changes that will have a fiscal impact.

The township balance sheet shows assets, liabilities and fund equities. Assets are what the local government owns in cash and investments, and in receivables, which are monies owed to the local government but not yet received. Liabilities are what the township owes as current obligations, both to other entities and to other funds owned by the township. The third component is fund equity, which is the township's net worth. Townships typically have several balance sheets, one for each fund or group of accounts. Balance sheets are generally produced monthly or quarterly.

PA 2 requires that all township financial records, accounts and procedures must be audited annually by a certified public accountant selected by the township or by the state treasurer if the township fails to do so. The audit may be performed biennially in townships with fewer than 4,000 residents. The audit could be performed more often, if the township board desires. A copy of the audit report must be filed with the state treasurer within six months after the end of the fiscal year, subject to a 60-day maximum extension by the state treasurer upon a reasonable request.

### Budget and general appropriations act

PA 621 of 1978, which amended PA 2, requires each township to annually adopt a general appropriations act, which is defined as the township budget. The general appropriation resolution must set forth the total number of mills of ad valorem property taxes and the purposes for which those taxes are levied. It requires a balanced budget and formal amendments to the general appropriations act, if necessary, as soon

as the township board is aware that a deviation from the original appropriations act is necessary. The statute specifies the information required to be submitted to the township board for budget consideration and adoption. It further requires consistency with the uniform chart of accounts published by the Michigan Department of Treasury.

PA 621 states that, unless some other offi-

cial has been so designated, the supervisor or superintendent is considered the chief administrative officer for the development of the township budget.

### Fiscal year

The fiscal year of a general law township may be either April 1 to March 31, or July 1 to June 30. A charter township's fiscal year is either the calendar year, or April 1 to March 31.

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## Electors Share Legislative Powers at Township Annual Meetings

Among the unique characteristics of township governments in Michigan is the annual meeting of the township electors. Annual meetings are authorized by law to permit the electors to directly vote on certain specified matters. Charter townships may hold an annual meeting, but the Charter Township Act does not require them. Similarly, general law townships hold an annual meeting only if the township board passes a resolution to hold an annual meeting, or if the question of its re-establishment has been submitted to and approved by voters on a ballot question.

In a township that holds an annual meeting, the meeting must be held on the last Saturday in the township's fiscal year, at a time and place determined by the township board. However, Michigan statutes allow a majority of the board to change the date to another day in the last month of the fiscal year. A notice of the meeting time, date and location must be posted at least 18 hours prior to the meeting. If the annual meeting was reinstated by the voters, the annual meeting notice would be included in the notice of all regular township board meetings and posted within 10 days after the first township board meeting in each fiscal year.

Any township elector can vote at an annual meeting. An elector is anyone who is eligible to register to vote: a township resident for 30 days, who is at least 18 years old and a citizen of the United States. Township board members are also electors, so they can vote as well.

What can the electors do at an annual meeting? In times long past, electors had broad powers. However, as governance became more technical and the need for legal accountability increased, the Legislature transferred the power to make most decisions to the township board. Few powers remain for the electors at an annual meeting to exercise, however, the most notable are the power to establish salaries for elected board members, to put the question of increasing the number of trustees from two to four, limited ability to increase taxes and approval of district library contracts. Drain commissioners are also supposed to make a report at every annual meeting, but this is seldom, if ever, done.

Townships holding annual meetings must follow a specific procedure to adopt salaries. Thirty days before the annual meeting, the township board adopts a resolution that tentatively establishes salaries for elected board members. The electors at the annual meeting can subsequently approve, modify or reject the resolution. However, the electors cannot reduce salaries during a term of office. In townships that do not have an annual meeting, the township board sets salaries for board members.

If a township has a population of at least 5,000 persons or has at least 3,000 registered voters, the electors at an annual meeting can vote to place the question on the ballot at an election to increase the number of trustees from two to four.

—Larry Merrill, MTA Executive Director

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## *The Board is the Legislative Body of the Township*

All official actions and pronouncements of the township board take the form of motions and resolutions, or ordinances.

### **Motions and resolutions**

Matters pertaining to day-to-day township functions and internal affairs are generally handled by motions or resolutions. A motion is a simple action taken by the township board, usually by voice vote and recorded in the meeting minutes. A board member can request a roll-call vote for a motion, but it is not required.

“Resolution” means the official action of the township board in the form of a motion. A resolution is accomplished with a roll-call vote and is normally recorded in a more formal manner than a motion. Resolutions are usually recorded with a number and title, and may include “Whereas” clauses that explain the reason(s) for the resolution and state the action taken or recommended by the board in the form of “Now, therefore, be it resolved that ...”

Several statutes require that specific actions of the township board be accomplished by resolution. For example, MCL 41.95(1) requires that township officials’ salaries be set by resolution. Other actions that require a resolution and roll-call vote include, *but are not limited to* ordinance adoption, setting the annual meeting and regular township meeting dates, selling public improvement bonds, establishing a special assessment district, ballot questions and incorporating as a charter township.

The Charter Township Act provides that “legislation of a charter township shall be by ordinance or by resolution. A resolution shall be limited to matters required or permitted to be done by resolution by this act or by state or federal law and to matters pertaining to the internal affairs or concerns of the township government. Any other act of the township board, and any act imposing a sanction for the violation of the act, shall be by ordinance.”

### **Ordinances**

An ordinance is an expression of the board’s legislative authority on more permanent matters; it is a township law. PA 246 of 1945, the Township Ordinances Act (MCL 41.181-41.187), authorizes “township boards to adopt ordinances and regulations

*Townships adopt ordinances to cover a wide variety of situations affecting the welfare and character of the community.*



to secure the public health, safety and general welfare; to provide for the establishment of a township police department; to provide for policing of townships by the county sheriff; to provide for the publication of ordinances; to prescribe powers and duties of township boards; and to provide sanctions.”

A township’s ability to enact a specific ordinance on any given subject depends on whether the Legislature has enacted a statute conferring the authority upon townships. Fortunately, various statutes authorize township ordinances on a wide variety of subjects covering most facets of municipal government.

Townships adopt ordinances to cover a wide variety of situations affecting the welfare and character of the community. An ordinance is required to put in place land use or building requirements, local traffic laws and many types of more permanent rules for the community to follow. Ordinances can be adopted on such topics as dismantled cars, adult entertainment, fences, junkyards, littering, mobile homes, nuisance abatement, outdoor gatherings and recycling, to mention just a few.

Ordinances differ from motions and resolutions in that there are essentially no statutory guidelines for adopting motions or resolutions. The ordinance enabling statutes, however, do require certain formalities for adopting an ordinance, and these formalities differ with the type of ordinance involved. Also, the Charter Township Act imposes specific additional

requirements for enacting an ordinance in a charter township.

All townships are authorized to adopt non-zoning, police power ordinances regulating the public health, safety and general welfare of persons and property under PA 246 of 1945. Charter townships are also authorized to adopt non-zoning ordinances under the Charter Township Act.

PA 184 of 1943, the Township Zoning Act (MCL 125.271-125.310), enables townships to adopt zoning ordinances. A zoning ordinance regulates land use based on the division of the township into zones. For example, a township zoning ordinance may limit the placement of multiple-unit residences to certain zones, and agricultural activity may be assigned to other zones, according to a master plan. Zoning ordinances might also regulate the size and type of fences in a residential zone.

The township must enforce its ordinances, and may employ and establish a police department with full power to enforce township ordinances and state laws. If state laws are to be enforced, a township must have a law enforcement unit or may contract with the county sheriff, state police or other law enforcement agency to provide police protection for the township.

The township board may provide in a township ordinance a sanction for violating the ordinance. The board may also adopt an ordinance that designates a violation of the ordinance as a civil or munic-

ipal civil infraction and provides a civil fine for that violation.

MTA has a variety of sample township ordinances on its Web site: [www.michigantownships.org](http://www.michigantownships.org). Click on "Information," then "Sample Documents" for a list. These ordinances are available as a guideline for the types of items that may be included in an ordinance. If you do not have Internet access or would like to submit a sample ordinance, call MTA at (517) 321-6467.

### **Township Business Revolves Around Meetings**

Attending and voting at meetings is a function that all township board members share, with all township actions and decisions made within the framework of a meeting. As a result, it is imperative that all township board members be knowledgeable of the procedural and statutory requirements for scheduling, noticing, conducting and recording meetings.

Several statutes govern township meetings, including, but not limited to, the Michigan Township Laws Recodified, the Charter Township Act and the Open Meetings Act. Many other acts mandate noticing, publishing and recording requirements for specific types of meetings, such as budget public hearings, hearings to adopt or amend ordinances, and hearings to establish special assessment districts, and different statutory boards and commissions. The authorizing statute should always be consulted for specific meeting requirements.

The Open Meetings Act (OMA) provides requirements over and above those pertaining to a particular board or public body. Under the act, the township must precede all board meetings with public notice. This applies even when the board does not intend to make final decisions. Any time a quorum of the board is present (three members of a five-member board, four members of a seven-member board) and the board is deliberating, discussing or making decisions, the board must comply with the provisions of the OMA. The act requires keeping minutes, allowing the public to speak and prohibits the board from going into a closed session, except for very narrow purposes. MTA recommends that township officials have a copy

of the OMA accessible at every meeting and refer to it often.

### **Meeting procedures**

The board should develop its own meeting procedures for putting items on the agenda, sending material out to board members before the meeting and handling public participation. While many townships adopt *Robert's Rules of Order*, some boards function less formally. How much formality is observed at board meetings depends on the image the board wishes to project, the complexity of the issues it faces and how much disagreement there is among board members. There is nothing wrong with disagreement—in fact, it is a sign the board is viable and all board members are actively involved in resolving issues. However, disagreements need to be aired in a non-personal manner that avoids hard feelings.

### **Voting at board meetings**

Under the oath of office, all elected township officials are required to support the constitutions of the United States and the state of Michigan, and faithfully discharge the duties of their offices according to the best of their ability. As members of the township board, elected officials should vote on all issues upon which a vote is required, unless there is a conflict of interest or other proper legal reason for abstaining.

Charter township board members may not abstain from voting without the unanimous consent of the other board members present. The only time a charter township board member does not need consent to abstain is when that member desires to be appointed to fill a township board vacancy.

Every member of a township board, including the supervisor, votes at board meetings. Votes may be taken by either voice or roll-call vote; secret ballots cannot be used for any vote. No statute specifies the order in which votes must be cast. There are no special voting requirements for the supervisor—he or she can make and second motions and is not required to vote last. ■

### **MTA is Ready to Serve You!**

*Need more information about your duties as a township official? Want to know the latest about what's happening at the Capitol? Interested in attending an educational seminar near you? Learn more about all that the Michigan Townships Association offers for township officials at [www.michigantownships.org](http://www.michigantownships.org), or contact MTA via mail: PO Box 80078, Lansing, MI 48908; phone: (517) 321-6467; fax: (517) 321-8908; or e-mail: [administration@michigantownships.org](mailto:administration@michigantownships.org).*



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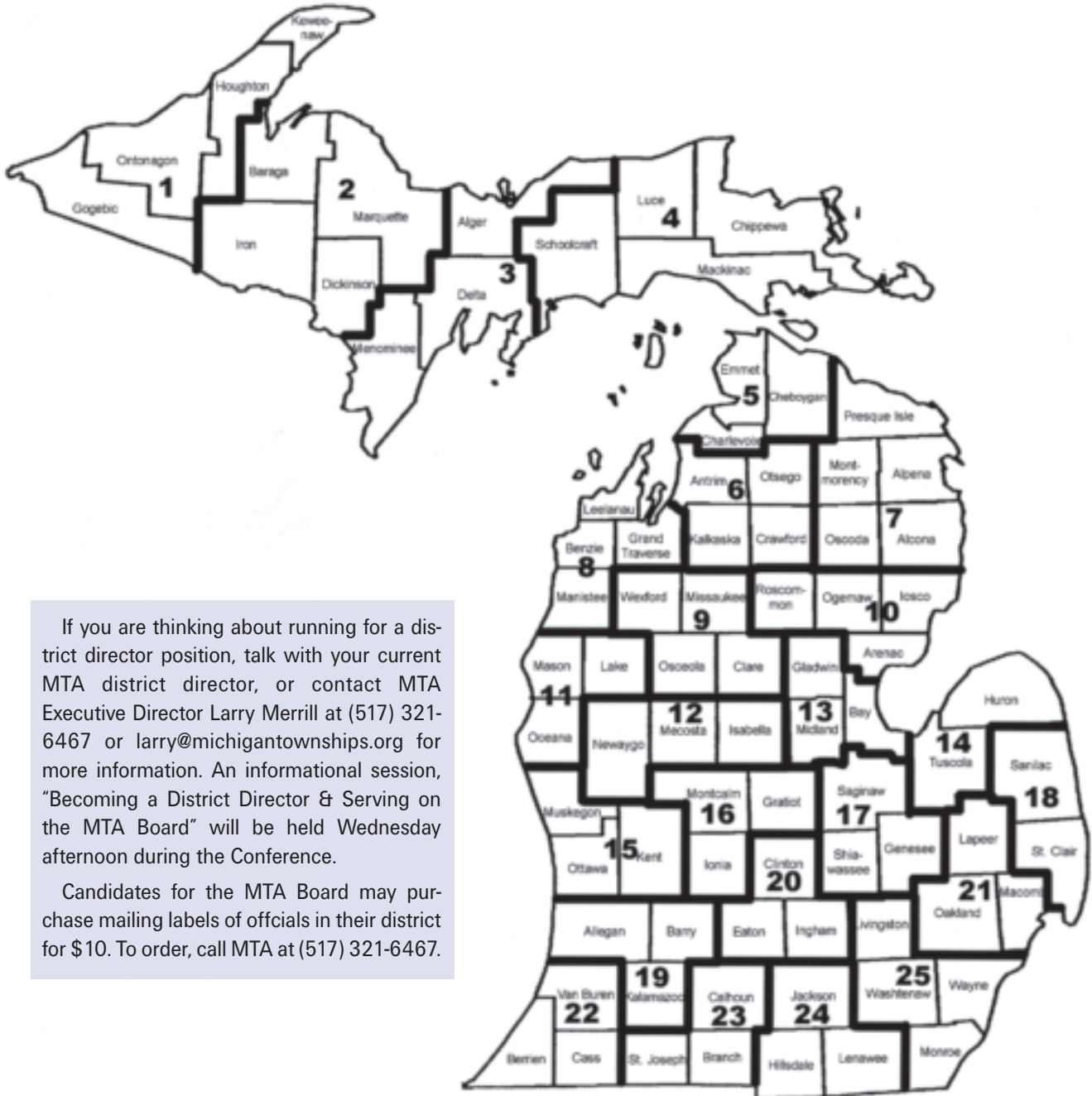
# New Directors to be Elected at MTA Conference

On January 27, 2005, MTA's dramatic district restructuring will go into effect. Rather than the previous 19 MTA districts, the state will be divided into 25 districts, each with one district director, comprised of three to five counties, with 48 to 65 townships in each district. (See the map below to find your township's district.) Only elected officials of member townships are eligible for election to the MTA Board.

District directors will be elected at caucuses held on Thursday, January 27, during MTA's Annual Conference in Detroit. You do not need to be registered for the Conference to participate in the caucuses, but only elected officials from member townships may cast their vote for district director.

Consult the on-site Conference program booklet for room locations for the district caucus elections. Remember that your vote is your voice! ■

## MTA District Map Effective January 27, 2005



If you are thinking about running for a district director position, talk with your current MTA district director, or contact MTA Executive Director Larry Merrill at (517) 321-6467 or [larry@michigantownships.org](mailto:larry@michigantownships.org) for more information. An informational session, "Becoming a District Director & Serving on the MTA Board" will be held Wednesday afternoon during the Conference.

Candidates for the MTA Board may purchase mailing labels of officials in their district for \$10. To order, call MTA at (517) 321-6467.