RESOLUTION TO ESTABLISH TOWNSHIP OFFICERS SALARY

This resolution is used when **HOLDING** AN ANNUAL MEETING.
A separate resolution must be adopted for each office (Attorney General Opinion 6422).

WHEREAS, MCL 41.95 authorizes the township board of _____ Township to determine the salaries for the offices of supervisor, clerk, treasurer, and trustee for fiscal year _____ by adopting a resolution at least 30 days prior to the township annual meeting of the electors; and

WHEREAS, the township board deems that an adjustment in the salary of the office of (*supervisor, clerk, treasurer OR trustee*) is warranted;

THEREFORE BE IT RESOLVED, that as of (*effective date in next fiscal year)*, the salary of the office of (*supervisor, clerk, treasurer OR trustee*) shall be as follows:

Supervisor: $_____ salary (not directly performing assessing)
$_____ salary if properly certified as assessor and directly performing assessing
OR:
Clerk: $_____ salary
OR:
Treasurer: $_____ salary

OR:
Trustee: $_____ *(If paid by salary. Per diem/per meeting compensation is NOT subject to the annual meeting.)*

BE IT ALSO RESOLVED, that this resolution shall be submitted to the electors at the annual meeting to be held on _____, at which time the electors may modify these amounts. Pursuant to MCL 41.95(7), such modification(s) that may be made by the electors cannot result in a reduction of salary during an official's term of office unless the responsibilities and requirements of that office are diminished, and the official agrees in writing to that reduction. In the event that the electors fail to act on this resolution, the officer shall be entitled to the salary as established in this resolution, in accordance with state law.

BE IT FURTHER RESOLVED, that this resolution, adopted on _____, is properly adopted by _____ Township Board at least 30 days prior to the annual meeting, as required by law.

The foregoing resolution offered by board member _____.
Supported by board member _____.
Upon a roll call vote, the following voted: ___Aye ___No.
The supervisor declared the resolution adopted.

_____, Clerk

NOTE: *This resolution uses* ***optional two-part salary language*** *that a board may choose to adopt. If a board does not use the two-part salary format, it should adopt a single, fixed salary per office.*

This resolution assumes that there is no salary compensation commission established by MCL 41.95(4).

Pursuant to MCL 41.95(7), such modification(s) that may be made by the electors cannot result in a reduction of salary during an official's term of office unless the responsibilities and requirements of that office are diminished, and the official agrees in writing to that reduction.

Revised by Michigan Townships Association Staff, September 2016