
Chapter: **ADMINISTRATION**
Title: **INCLEMENT WEATHER / MCCMH BOARD MEETINGS AND BOARD
COMMITTEE MEETINGS - CANCELLATION / POSTPONEMENT**

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Current Approval Date: 06/12/2025

Proposed by: Traci Smith 06/12/2025
Chief Executive Officer Date

Approved by: Al Lorenzo 06/12/2025
County Executive Office Date

I. ABSTRACT

This policy establishes the standards of Macomb County Community Mental Health (MCCMH), an official agency of the County of Macomb, for the cancellation/postponement of its Board meetings or its Board Committee meetings due to forecast or existent inclement weather.

II. APPLICATION

This policy shall apply to all MCCMH Board members, Executive Staff, and the administrative/management staff who attend meetings of the Board or its Committees.

III. POLICY

It is the policy of MCCMH that its Board meetings or its Board Committee meetings may be cancelled or postponed if inclement weather is forecast or existent which would make traveling unsafe.

IV. DEFINITIONS

Inclement Weather

Weather conditions which are so severe as to create unsafe conditions for travel. This may include snow, severe rain/windstorms, tornadoes, etc.

V. STANDARDS

- A. The Chairperson of the MCCMH Board, or the Chairperson of a Board Committee, shall have the authority to cancel or postpone a Board meeting or a Board Committee meeting due to forecast or existent inclement weather.
- B. Notification of the decision to cancel or postpone a Board meeting or Board Committee meeting due to inclement weather shall be made, as soon as possible, to each Board member,

Executive Staff, or administrative/management staff who is expected to attend the meeting, by the Chief Executive Officer's Executive Secretary.

VI. PROCEDURES

- A. Each member of the MCCMH Board, Executive Staff, and MCCMH administrative/management staff who regularly attend meetings of the Board or its Board Committees, shall:
 - 1. Provide the MCCMH Executive Secretary with his/her home and work telephone numbers, cell phone number, pager number, and/or e-mail address(s) where he/she can be reached.
 - 2. The names and locating information of another person(s) who might be able to reach him/her in the event that he/she cannot be reached at the above numbers/e-mail address(s).
 - 3. In the event that the Board member or staff member plans to be at an alternate number not previously disclosed to the Executive Secretary, and severe weather conditions are forecast or existent, he/she shall have the personal responsibility to call the Executive Secretary to secure information pertaining to cancellation or postponement of a meeting due to inclement weather.
- B. Upon determining that a Board meeting or Board Committee meeting shall be cancelled or postponed due to inclement weather, the Chairperson of the MCCMH Board, or Board Committee shall contact the MCCMH Chief Executive Officer/Executive Secretary who shall ensure that all Board members and staff members who are expected to be in attendance are notified of the cancellation/postponement.
- C. The Executive Secretary shall make contact with Macomb County's local television and radio stations to request them to inform the public of the cancellation of a public Board meeting or Board Committee meeting due to inclement weather.
- D. The Executive Secretary shall also make available on his/her voicemail a centralized message announcing the cancellation or postponement of a meeting due to inclement weather.

VII. REFERENCES / LEGAL AUTHORITY

Macomb County Personnel Manual, §3.5 Inclement Weather Day Policy

VIII. EXHIBITS

None.