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

Prior Approval Date: N/A
Current Approval Date: 3/24/04

Approved by Board Action: _____
Executive Director Date

I. Abstract

This policy establishes the standards of the Macomb County Community Mental Health Board (MCCMH) 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 the MCCMH Board that its Board meetings or its Board Committee meetings may be cancelled or postponed in the event that inclement weather is forecast or existent which would make traveling unsafe.

IV. Definitions

A. Inclement Weather
Inclement weather includes weather conditions which are so severe as to create unsafe conditions for travel; this may include snow, severe rain/wind storms, 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 Executive Director's Executive Secretary.

MCCMH MCO Policy 5-008

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VI. Procedures

- A. Each member of the MCCMH Board, Executive Staff, and MCCMH administrative/management staff who regularly attends 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; and
 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 Administrative 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 Executive Director/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 her voice mail a centralized message announcing the cancellation or postponement of a meeting due to inclement weather.

VII. References / Legal Authority

- A. Macomb County Personnel Manual, §3.5 Inclement Weather Day Policy

VIII. Exhibits

- A. None.