

A M E N D E D

POLICY #2

BOARD OF COUNTY ROAD COMMISSIONERS  
OF THE COUNTY OF ST. CLAIR

SUBJECT: Policy on Signing Letters

AMENDED: February 15, 2000

Effective with the adoption of this amendatory policy, the following written communication procedures will be followed:

General Agency Correspondence

1. Correspondence originating from the Road Commission to the County Board of Commissioners will be signed by the Commission Chairperson.
2. Correspondence originating from the Road Commission to another commission will be signed by the Commission Chairperson.
3. Administrative correspondence to all agencies will be signed by the Managing Director.
4. Operations correspondence to any agency, i.e., townships, cities, etc. will be signed by the Managing Director.

Financial & Technical Correspondence

1. Accounting/financial and human resources correspondence will be signed by the Director of Internal Services.
2. Technical correspondence to the Michigan Department of Transportation (MDOT) will be signed by the Director of Engineering.
3. Traffic and safety correspondence will be signed by the Director of Engineering.
4. Bridge correspondence will be signed by the County Highway Engineer.

Prior to the dispatch of foregoing items, the Managing Director will be responsible to ensure correspondence has been reviewed.

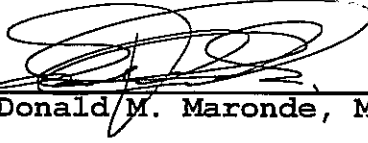
Commission Correspondence

All incoming correspondence received at the Road Commission office which is addressed to a specific Commissioner shall be date stamped and forwarded to the Executive Secretary UNOPENED. The Executive Secretary will open the correspondence, date stamp and send a copy at once, by FAX or mail, to that Commissioner. In the event the correspondence requires response, the Commission will direct staff if a response on behalf of the Commissioner is desired. In the event the Commissioner prepares a self-response, a copy of the response will be provided to the Road Commission for record keeping purposes.



---

Leonard Hool, Chairman



---

Donald M. Maronde, Managing Director

Adopted: 04-27-77  
Amended: 09-11-79  
Amended: 02-25-98  
Amended: 10-06-98  
Amended: 04-06-99