



## **Giving Notice for Electronic Meetings of Township Public Bodies under Public Act 228 of 2020 (Open Meetings Act)**

### **Notices for Electronic Meetings Must Include:**

Procedures by which the public is provided notice of the absence of the member and information about how to contact that member sufficiently in advance of a meeting of the public body to provide input on any business that will come before the public body. (MCL 15.263)

Subject to the requirements of MCL 15.263a, any scheduled meeting of a public body may be held as an electronic meeting under this section if a notice consistent with this section is posted at least 18 hours before the meeting begins.

Notice of a meeting of a public body **held electronically** must clearly explain all of the following:

- (a) Why the public body is meeting electronically.
- (b) How members of the public may participate in the meeting electronically. If a telephone number, internet address, or both are needed to participate, that information must be provided specifically.
- (c) How members of the public may contact members of the public body to provide input or ask questions on any business that will come before the public body at the meeting.
- (d) How persons with disabilities may participate in the meeting.

When, subject to MCL 15.263a, any member of the public body will be absent from an in-person meeting and participating electronically due to:

- Military duty,
- A medical condition, or
- A statewide or local state of emergency or state of disaster declared pursuant to law or charter by the governor or a local official or local governing body that would risk the personal health or safety of members of the public or the public body if the meeting were held in person

then the public body is required to adopt procedures by which the public is provided **notice of the absence** of the member and information about how to contact that member sufficiently in advance of a meeting of the public body to provide input on any business that will come before the public body. (MCL 15.263)

### **Notices for Electronic Meetings Must be Posted:**

Any **notice** of a meeting of a township public body is required by the OMA to be **posted** (“put up”) on the township’s notice board (window, wall, board).

*(Note that other laws may require a published, posted or mailed notice of a public hearing or other action to be included at a meeting. “Published” means published in a newspaper. The OMA does not require regular or special meeting notices to be published.)*

#### **Website:**

**IF** a public body directly or indirectly maintains an official website (“internet presence”) that includes monthly or more frequent updates of public meeting agendas or minutes, the public body must post advance notice of a meeting held electronically on a portion of the public body’s website that is fully accessible to the public, in addition to any other notices that may be required under the OMA. (MCL 15.263a)

The public notice on the website must be included on either the homepage or on a separate webpage dedicated to public notices for special (“nonregularly scheduled”) or electronic public meetings that is accessible through a prominent and conspicuous link on the website’s homepage that clearly describes its purpose for public notification of special (“nonregularly scheduled”) or electronic public meetings. (MCL 15.263a)

### **Special Meeting Notices (in-person or electronic):**

The OMA also requires that **special meeting** notices (meetings that are not on the regular meeting schedule) be posted at least 18 hours before the meeting in a prominent and conspicuous place at both the public body’s principal office.

#### **Website:**

**IF** the public body directly or indirectly maintains an official website (“internet presence”) that includes monthly or more frequent updates of public meeting agendas or minutes, then special meeting notices must also be posted on a portion of the website that is fully accessible to the public.

The public notice on the website must be included on either the homepage or on a separate webpage dedicated to public notices for special (“nonregularly scheduled”) public meetings and accessible via a prominent and conspicuous link on the website’s homepage that clearly describes its purpose for public notification of those special (“nonregularly scheduled”) public meetings. (MCL 15.265)

### **Agendas:**

**IF** an agenda exists for an **electronic** meeting held and **IF** the public body directly or indirectly maintains an official website (“internet presence”) that includes monthly or more frequent updates of public meeting agendas or minutes, the public body must make the **agenda** available to the public at least 2 hours before the electronic meeting begins on a portion of the website that is fully accessible to the public. This does not prevent the public body from amending the agenda at the meeting. (MCL 15.263a)

## Regular Meeting Schedule of Township Board Meetings

\_\_\_\_\_ Township  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

The \_\_\_\_\_ Township Board will meet on the following dates for the 20\_\_-20\_\_ year.

All meetings will begin at (time) and will take place at the  
\_\_\_\_\_ Township Hall, (address) (city) (state)

***(OR include for any electronic meetings:***

- ***The reason(s) the meeting is being held electronically***
- ***Link information for public to access electronic meeting via computer or phone***
- ***Contact information for any board member participating electronically)***

Monday, January 10	Monday, July 11
Monday, February 14	Monday, August 8
Monday, March 14	Monday, September 12
Monday, April 11	Monday, October 10
Monday, May 9	Monday, November 14
Monday, June 13	Monday, December 12

This notice is posted in compliance with the Open Meetings Act, Public Act 267 of 1976, as amended, (MCL 41.72a(2)(3)), and the Americans With Disabilities Act.

The \_\_\_\_\_ Township Board will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio recordings of printed materials being considered at the meeting, to individuals with disabilities at the meeting or public hearing upon \_\_\_ day notice to the \_\_\_\_\_ Township Board. Individuals with disabilities requiring auxiliary aids or services should contact the Township Board by writing or calling the following: *(List the name, title and telephone number of the contact person; usually the township clerk.)*

Posted on: (date) \_\_\_\_\_  
Township Clerk Signature: \_\_\_\_\_

A copy of this notice is on file in the Clerk's Office, located at:  
\_\_\_\_\_

***Sample Notes:*** *This notice must be posted at a prominent and conspicuous place at the township office within 10 days after the first meeting of the board for its fiscal or calendar year, so that it is visible to the public for the entire time it is posted. If there is a change in the schedule of regular meetings of a public body, the amended schedule must be posted within 3 days after the meeting at which the change is made, and it must be posted at least 18 hours prior to the time of the next meeting on the schedule. If the township maintains a website that is updated at least monthly with meeting agendas or minutes, this notice must also be posted on that website at least 18 hours prior to the time of the meeting. (MCL 15.265)*

## Special Meeting Notice

\_\_\_\_\_ Township Board  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

Meeting Date: \_\_\_\_\_  
Meeting Time: \_\_\_\_\_  
Meeting Location: \_\_\_\_\_ Township Hall, (address) (city) (state)

***(OR include for any electronic meetings:***

- ***The reason(s) the meeting is being held electronically***
- ***Link information for public to access electronic meeting via computer or phone***
- ***Contact information for any board member participating electronically***

Purpose(s) of Meeting: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This notice is posted in compliance with the Open Meetings Act, Public Act 267 of 1976, as amended, (MCL 41.72a(2)(3)), and the Americans With Disabilities Act.

The \_\_\_\_\_ Township Board will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio recordings of printed materials being considered at the meeting, to individuals with disabilities at the meeting or public hearing upon \_\_\_\_ day notice to the \_\_\_\_\_ Township Board. Individuals with disabilities requiring auxiliary aids or services should contact the Township Board by writing or calling the following: *(List the name, title and telephone number of the contact person; usually the township clerk.)*

Posted on: (date) \_\_\_\_\_  
Township Clerk Signature: \_\_\_\_\_

A copy of this notice is on file in the Clerk's Office, located at:  
\_\_\_\_\_

***Sample Notes:*** *This notice must be posted at a prominent and conspicuous place at the township office, so that it is visible to the public for the entire time it is posted, at least 18 hours prior to the time of the meeting. If the township maintains a website that is updated at least monthly with meeting agendas or minutes, this notice must also be posted on that website at least 18 hours prior to the time of the meeting. (MCL 15.265)*

**NOTICE OF TOWNSHIP BOARD MEETING  
TO BE HELD ELECTRONICALLY  
\_\_\_\_\_ TOWNSHIP  
\_\_\_\_\_ COUNTY, MICHIGAN**

To: The residents and property owners of \_\_\_\_\_ Township, \_\_\_\_\_ County, Michigan, and any other interested parties.

Please take notice that a meeting of the \_\_\_\_\_ Township Board will be held on \_\_\_\_\_, 2020 at 6:00 p.m. by electronic remote access; see attached agenda.

Electronic remote access, in accordance with Michigan law, will be implemented in response to COVID-19 social distancing requirements and limitations on the number of individuals in a meeting hall.

The public may participate in the meeting through Zoom access by computer and smart phone using the following link:

**<https://us02web.zoom.us/XXXXXXXXXXXXXXXXXXXXXXXXXXXX>  
Meeting ID: 000 000 0000  
Password: 0000**

***The public may also participate by calling into the below toll-free number:000 853 0000 US  
Toll-free***

Members of the public will only be able to speak at the meeting during the public comment portion of the meeting and such comment will be limited to three minutes per person. To provide for orderly public comment, a person wishing to speak during public comment must state their name and request to be recognized by the Township Supervisor. The Supervisor will recognize all persons wishing to speak during public comment.

If, prior to the meeting, members of the public have certain questions or wish to provide input on any business that will be addressed at the meeting then such persons may contact the Township Board members through \_\_\_\_\_, Township Clerk, by email to \_\_\_\_\_, or by mail at: \_\_\_\_\_

***The Township will provide necessary reasonable auxiliary aids and services to individuals with disabilities upon 72 hours advance notice by contacting Norm Kellogg, Township Clerk, by email, phone, or mail at the below.***

\_\_\_\_\_  
Township, Clerk  
Street Address  
City, MI Zip  
Phone: (000) 000-0000  
Email: \_\_\_\_\_

\_\_\_\_\_ TOWNSHIP  
\_\_\_\_\_ COUNTY, MICHIGAN

NOTICE OF PLANNING COMMISSION MEETING  
TO BE HELD ELECTRONICALLY

TO: THE RESIDENTS AND PROPERTY OWNERS OF THE TOWNSHIP OF \_\_\_\_\_,  
\_\_\_\_\_ COUNTY, MICHIGAN, AND ALL OTHER INTERESTED PERSONS:

Please take notice that a regular meeting of the \_\_\_\_\_ Township Planning Commission will be held on \_\_\_\_\_, 2020 at 6 p.m. by electronic remote access and will include the items on the attached agenda.

Electronic remote access, in accordance with Michigan law, will be implemented in response to COVID-19 social distancing requirements and limitations on indoor meeting numbers. The public may participate in the meeting through Zoom access by computer and smart phone using the following link:

<https://us02web.zoom.us/j/XXXXXXXXXXXXXXXXXXXXXXXXXXXX>

Meeting ID: 000 000 0000  
Password: 0000

The public may also participate by calling into the below toll-free number:  
000 853 0000 US Toll-free Password: 0000

Members of the public will be able to speak during the public comment portion of the meeting and such comments will be limited to three minutes per person. To provide for orderly public participation a person wishing to speak must state their name and request to be recognized by the Planning Commission Chairperson. The Chairperson will recognize all persons wishing to speak during public comment.

If, prior to the meeting, members of the public have certain questions or wish to provide input on any business that will be addressed at the meeting then such persons may contact the Planning Commissioners through \_\_\_\_\_, \_\_\_\_\_ Township Clerk, by email to \_\_\_\_\_, or by mail at: \_\_\_\_\_.

\_\_\_\_\_ Township will provide necessary reasonable auxiliary aids and services at the meeting to individuals with disabilities upon 72 hours advanced notice to the Township. Individuals with disabilities requiring auxiliary aids or services should contact the Township Clerk by email, phone, or mail at the below.

\_\_\_\_\_ Township Planning Commission  
By: \_\_\_\_\_, Chairperson

\_\_\_\_\_ Township, Clerk  
Street Address \_\_\_\_\_  
City, MI \_\_\_\_\_  
Phone 000-000-0000  
Email \_\_\_\_\_

\_\_\_\_\_ TOWNSHIP  
\_\_\_\_\_ COUNTY, MICHIGAN

NOTICE OF PLANNING COMMISSION MEETING  
AND PUBLIC HEARING ON ZONING ORDINANCE TEXT AMENDMENTS  
TO BE HELD ELECTRONICALLY

TO: THE RESIDENTS AND PROPERTY OWNERS OF THE TOWNSHIP OF \_\_\_\_\_,  
\_\_\_\_\_ COUNTY, MICHIGAN, AND ALL OTHER INTERESTED PERSONS:

Please take notice that a regular meeting of the \_\_\_\_\_ Township Planning Commission will be held on \_\_\_\_\_, 2020 at 6 p.m. by electronic remote access and will include the following:

1. A public hearing on proposed text amendments to the \_\_\_\_\_ Township Zoning Ordinance regarding outdoor furnaces including a new definition in Section 2.2 and a new regulatory Section 18.7.
2. Such other and further matters as may properly come before the Planning Commission.

Electronic remote access, in accordance with Michigan law, will be implemented in response to COVID-19 social distancing requirements and limitations on indoor meeting numbers. The public may participate in the meeting through Zoom access by computer and smart phone using the following link:

<https://us02web.zoom.us/j/XXXXXXXXXXXXXXXXXXXXXXXXXXXX>

Meeting ID: 000 000 0000  
Password: 0000

The public may also participate by calling into the below toll-free number:  
000 853 0000 US Toll-free Password: 0000

Members of the public will be able to speak during the public comment portion of the meeting and such comments will be limited to three minutes per person. To provide for orderly public participation a person wishing to speak must state their name and request to be recognized by the Planning Commission Chairperson. The Chairperson will recognize all persons wishing to speak during public comment.

If, prior to the meeting, members of the public have certain questions or wish to provide input on any business that will be addressed at the meeting then such persons may contact the Planning Commissioners through \_\_\_\_\_, \_\_\_\_\_ Township Clerk, by email to \_\_\_\_\_, or by mail at: \_\_\_\_\_.

The proposed text amendments and the \_\_\_\_\_ Township Zoning Ordinance/Map/Land Use Plan may be examined at the Township Hall by contacting the \_\_\_\_\_ Township Clerk during regular business hours on regular business days maintained by the Township offices from and after the publication of this Notice and until and including the day of the meeting.

\_\_\_\_\_ Township will provide necessary reasonable auxiliary aids and services at the meeting to individuals with disabilities upon 72 hours advanced notice to the Township. Individuals with disabilities requiring auxiliary aids or services should contact the Township Clerk by email, phone, or mail at the below.

\_\_\_\_\_ Township Planning Commission  
By: \_\_\_\_\_, Chairperson

\_\_\_\_\_ Township, Clerk  
Street Address \_\_\_\_\_  
City, MI \_\_\_\_\_  
Phone 000-000-0000  
Email \_\_\_\_\_