# Examples of Electronic Meeting Notices

## NOTICE OF REGULAR 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 regular meeting of the Township Board will be held on

, , 2020 at p.m. by electronic remote access.

Electronic remote access, in accordance with the Michigan Governor’s [Executive Order 2020-154](https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705-535099--,00.html), will be implemented in response to COVID-19 social distancing requirements and Michigan Governor’s EOs [2020-183](https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705-540568--,00.html) and [2020-153](https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705-535105--,00.html). The public may participate in the meeting through Zoom access by computer and smart phone using the following link:

The public may also participate by calling into the below toll-free number:

Members of the public will only be able to speak during the public comment portion of the meeting and such comment 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 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

. A copy of the meeting material may be found on the link on the Township’s

homepage at .

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

, Township Clerk

, MI

Phone ( ) -

Email @ .com

## NOTICE OF SPECIAL 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 special meeting of the Township Board will be held on

, , 2020 at p.m. by electronic remote access for the purpose of consideration of issues specified in the attached agenda.

Electronic remote access, in accordance with the Michigan Governor’s [Executive Order 2020-154](https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705-535099--,00.html), will be implemented in response to COVID-19 social distancing requirements and Michigan Governor’s EOs [2020-183](https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705-540568--,00.html) and [2020-153](https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705-535105--,00.html). The public may participate in the meeting through Zoom access by computer and smart phone using the following link:

The public may also participate by calling into the below toll-free number:

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 . A copy of the meeting material may be

found on the link on the Township’s homepage at .

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

, Township Clerk

, MI

Phone ( ) -

Email @ .com

## NOTICE OF SPECIAL TOWNSHIP BOARD MEETING AND PUBLIC HEARING 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 special meeting/public hearing of the Township Board will be held on , , 2020 at p.m. by electronic remote access for the purpose of consideration of issues specified in the attached agenda.

Electronic remote access, in accordance with the Michigan Governor’s [Executive Order 2020-154](https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705-535099--,00.html), will be implemented in response to COVID-19 social distancing requirements and Michigan Governor’s EOs [2020-183](https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705-540568--,00.html) and [2020-153](https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705-535105--,00.html). The public may participate in the meeting/public hearing through Zoom access by computer and smart phone using the following link:

The public may also participate by calling into the below toll-free number:

Members of the public will only be able to speak during the public hearing and public comment portions of the meeting/public hearing and such comments will be limited to three minutes per person during each opportunity to speak. To provide for orderly public participation, a person wishing to speak must state their name and request to be recognized by the Township Supervisor. The Supervisor will recognize all persons wishing to speak during the public hearing and public comment. If, prior to the meeting/public hearing, members of the public have certain questions or wish to provide input on any business that will be addressed at the meeting/public hearing then such persons may contact the Township Board members through , Township Clerk, by email to , or by mail at

. A copy of the meeting material may be found on the link on the Township’s

homepage at .

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

, Township Clerk

, MI

Phone ( ) -

Email @ .com

TOWNSHIP

COUNTY, MICHIGAN

## NOTICE OF REGULAR PLANNING COMMISSION MEETING AND PUBLIC HEARING ON SPECIAL LAND USE REQUEST 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/public hearing of the Township Planning Commission will be held on , , 2020 at p.m. by electronic remote access for the purpose of consideration of issues specified in the attached agenda.

Electronic remote access, in accordance with the Michigan Governor’s [Executive Order 2020-154](https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705-535099--,00.html), will be implemented in response to COVID-19 social distancing requirements and Michigan Governor’s EOs [2020-183](https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705-540568--,00.html) and [2020-153](https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705-535105--,00.html). The public may participate in the meeting/public hearing through Zoom access by computer and smart phone using the following link:

The public may also participate by calling into the below toll-free number:

Members of the public will only be able to speak during the public hearing and public comment portions of the meeting/public hearing and such comments will be limited to three minutes per person during each opportunity to speak. 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 the public hearing and public comment. If, prior to the meeting/public hearing, members of the public have certain questions or wish to provide input on any business that will be addressed at the meeting/public hearing then such persons may contact the Planning Commissioners through , Township Clerk, by email

to , or by mail at . A copy of the meeting material may be

found on links on the Township’s homepage at , including the application

for the special land use and site plan and the Township Zoning Ordinance/Map/Land Use Plan.

Ross 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

, Michigan

Phone

Email @

## NOTICE OF SPECIAL BOARD MEETING

**SEWER AND WATER AUTHORITY TO BE HELD ELECTRONICALLY**

**, MI**

Please take notice that a special meeting of the Sewer and Water Authority Board will be held on , , 2020 at a.m. by electronic remote access for the purpose of consideration of issues specified in the attached agenda.

Electronic remote access, in accordance with the Michigan Governor’s [Executive Order 2020-154](https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705-535099--,00.html), will be implemented in response to COVID-19 social distancing requirements and Michigan Governor’s EOs [2020-183](https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705-540568--,00.html) and [2020-153](https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705-535105--,00.html). The public may participate in the meeting through Zoom access by computer and smart phone using the following link:

The public may also participate by calling into the below toll-free number:

Members of the public will only be able to speak during 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 Board 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 Board members by contacting , County Sewer and Water Authority Administrator, by

email to or by mail at the below address. A copy of the meeting material may be found on

the link on the Authority’s homepage at [www.](http://www/) [\_](https://www.southcountysewerandwater.com/)

The Authority will provide necessary reasonable auxiliary aids and services to individuals with disabilities at the meeting upon reasonable advance notice by contacting , Sewer and Water Authority Administrator, by email, phone, or mail as provided below.

## [Include contact info and address block]