

# LAKE TOWNSHIP

## Huron County, Michigan

### TOWNSHIP BOARD MEETINGS POLICY

#### 1.0 Board Meeting Notices

The township clerk is responsible for all regular, special and rescheduled township board meeting notice requirements in conformance with the Open Meetings Act and other state laws.

The township clerk shall be responsible for seeing that notice of the time, place and reason(s) for any **special** meeting of the township is given to each township board member either in person or by leaving a written notice at the member's address or place of residence, at least 24 hours prior to the meeting time.

If at any time the clerk is unable, unavailable or unwilling to post a special meeting, the deputy clerk shall be responsible for the posting and notifications. If neither clerk nor deputy clerk is available to post the meeting, the responsibility shall be placed on the Supervisor to post the notice in compliance with state law.

#### 2.0 Regular Board Meeting Agenda

The township clerk shall prepare the agenda and board packet at least three days prior to every township board meeting. Business items intended for board action may be placed on the agenda by any board member before or during the meeting. As a courtesy to the clerk, agenda items should be requested at least four days prior to the meeting. When a need to place an item on the agenda arises after the deadline, the business item may be added to the agenda by general consent of the board.

Copies of resolutions, policies, and background information helpful to board members shall normally accompany the agenda.

A copy of the proposed agenda shall be delivered or made available to every board member, along with all supporting documentation and correspondence addressed to the township board at least three days prior to the board meeting.

The proposed agenda shall be approved by majority vote following the roll call of board members at each board meeting. The agenda shall conform to the following format.

1. Call to order
2. Pledge to the flag
3. Roll call
4. Approval of meeting agenda
5. Guest Speaker(s)
6. Approval of minutes
7. Reports from board officers
8. Correspondence
9. Public hearing(s), if lawfully posted
10. Petitions
11. Old business
12. New business
13. Payment of bills
14. Brief public comment
15. Adjournment

The **total** time allotted for guest speakers shall not exceed 30 minutes. If more than one speaker is scheduled, the time allotted to each of them shall be equal portions of the 30 minutes.

Public comments shall be brief and not to exceed five minutes.

### **3.0 Special Board Meeting Notice/Agenda Considerations**

A special meeting may be called in compliance with MCL 41.72a.

The purpose(s) for which a special meeting is called shall be stated in the special meeting notice.

If all township board members are present at a special meeting of the township board, then the board may add any lawful business to the special meeting agenda.

If any township board member is not present at a special meeting of the township board, then the business shall be limited to the purpose(s) in the special meeting notice. No other agenda items may be added.

### **4.0 Board Correspondence**

Board members shall receive with the board packet a copy of any written correspondence that was addressed to the board **requesting board action** at a regularly scheduled meeting. A motion may be made to consider the request under new business. If no motion is made to consider the request, the correspondence will be received and filed.

Informational written correspondence that does not require board action shall be summarized and copies shall be available to board members at the board meeting.

Correspondence that will not be read aloud at a meeting:

1. Magazine or newspaper articles
2. Internet news postings
3. Reports prepared by persons or firms that have no association with the township.
4. Unsigned/anonymous letters
5. Any correspondence that contains personal attacks against board members.
6. Any correspondence that contains personal attacks against township residents or property owners

### **5.0 Board Member Meeting Conduct**

If a quorum of the township board is present, a board meeting shall be called to order promptly at the time announced for the meeting.

Each board member shall fully participate in board meetings by doing the following:

- Prepare for board meetings by reading their packets ahead of time in order to fully participate in discussions
- Help the chair keep meeting moving
- Limit remarks to issue being considered
- Ask questions for clarification
- Respect colleagues' rights
- Refrain from interrupting other speakers
- Listen courteously and attentively to all public discussions before the board
- Raise concerns and objections at a meeting, rather than after
- Criticize constructively and in private
- Vote with a clear audible voice

## **6.0 Chairing Board Meetings**

All board members will be treated with equal dignity and respect, and board members shall have equal access to speak and to make motions.

The moderator is charged with ensuring that the will of the board majority prevails on decisions, while giving board members who hold to a minority view an adequate opportunity to present their positions to other board members.

The moderator will keep discussions focused on the agenda items.

The moderator will relinquish the gavel when he or she has a personal conflict of interest or is sufficiently conflicted on an issue that impartiality cannot be assured.

The moderator will maintain proper decorum among board members and the public audience.

The Moderator will:

- Open the meeting at the specified time.
- Restate audience questions
- Apply time limits consistently
- Recognize and deal with procedural objections
- Protect members and staff from verbal attack unrelated to official duties
- Keep track of amendments to motions
- Restate motions before they are voted upon
- Call recesses during long meetings
- Reconvene at specified time
- Adjourn the meeting

## **7.0 Board Member Conflict of Interest**

A township board member shall vote audibly upon all matters that require a vote of the township board unless the board member has a conflict of interest.

If a township board member has a conflict of interest regarding a matter on which the township board is required to vote, the board member will disclose that interest, and the township board member shall recuse him- or herself, and refrain from participation in all deliberations, discussions and voting on that matter.

## **8.0 Public Participation**

Members of the public shall have an opportunity, under Public Comment, to address the board for no more than five minutes on any matter (other than personal attacks unrelated to job performance or personal attacks against a resident or property owner). They must abide by the township policy for participation at a meeting. Participants are not required to state their name and address.

Name-calling and insults will not be tolerated and will constitute a breach of the peace which will enable the moderator to eject the violator from the meeting.

## **9.0 Minutes**

The clerk shall ensure that minutes of board meetings record:

- Time, date and place of the meeting
- Board members present and absent
- Decisions made by the board at a meeting open to the public
- Roll-call votes taken at the meeting
- The purpose or purposes for which a closed session is held

In addition to the minutes contents listed above that are required by the Michigan Open Meetings Act, the minutes shall list persons (if identified) who addressed the board under general public comment periods and the topic of their remarks. Topics presented by persons who have chosen to withhold their name shall be also be listed.

The contents of minutes shall reflect the collective will of the township board as expressed in official board decisions. Minutes shall not include personal comments or opinions of individuals unless authorized by a two-thirds vote of the township board members present. The minutes are not to be editorialized to reflect personal opinions of either board members or public participants.

The board shall make any corrections in the minutes at the next meeting after the meeting to which the minutes refer. Corrected minutes shall be available to the board at or before the next subsequent meeting after correction or within eight business days after the meeting to which the corrections refer, whichever comes first. The corrected minutes shall show both the original entry and the correction.