

Sample Special, Reconvened, Emergency, or Rescheduled Meeting Notice

MEETING NOTICE

Title →

To comply with the Michigan Open Meetings Act (MCL 15.265):

Name of the public body,

The **Anytown Municipal Planning Commission**

address of principle office

c/o Anytown Municipality Planning Department

456 Seventh Street

→

Anytown, Michigan 49XXX

(Optional: phone, fax, email, web site)

Phone (XXX)722-0000, FAX (XXX)722-0001,

e-mail: plan@anytown.gov

Internet where meeting notices are posted: www.anytown.gov/plan.html

Type of meeting

→

will hold a special/reconvened/rescheduled/emergency [pick one] meeting of the **Anytown Municipality Planning Commission**

Name of meeting

Date & time of meeting

→

on **Wednesday April 23, 20XX:**

at **7pm**

Location of meeting

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In the **Anytown Municipal Hall**, 5435 Main Street, Anytown, Michigan.

Reasons why notice requirements were not met: **For emergency meetings only**

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[Insert here a list of specific explanation why circumstances necessitated the emergency public meeting: (generalized reasons explanations does not meet the explanation requirements, must be very specific): _____]

Americans with Disabilities Act (ADA) compliance

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Anytown Municipality will provide necessary reasonable auxiliary aids and services, such as hand signers for the hearing impaired, audio tapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting (and/or hearing) upon two weeks notice to Anytown Municipality. Individuals with disabilities requiring auxiliary aids or services should contact Anytown Municipality and leave a message which includes (1) who you are/how to contact you, (2) what meeting and date you wish to attend, (3) what aid you are requesting. Contact: Anytown Municipality Clerk, voice phone, (XXX)722-0000; U.S. mail, 456 Seventh Street, Anytown, Michigan 49XXX-XXXX; TDD phone, (XXX)722-0002; E-mail plan@anytown.gov.

Affidavit

(Original signed in your file (with minutes) and copy put on bulletin board(s))

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This notice was posted by _____ [name, title], to comply with Sections 4 and 5 of Michigan Open Meetings Act (MCL 15.265) at _____ [time], _____ [date] 20XX on the bulletin board outside the Planning Office and on the bulletin board outside the County Clerk's Office posted at least 18 hours prior to the start of the meeting.

I, _____ [name, title], certify that the foregoing notice has been posted as specified above in accordance with the Michigan Public Act (MCL 15.265) as amended.

_____, [title]

Sample of Meeting Notice for Posting Entire Year's Meetings

MEETING NOTICE

To comply with the Michigan Open Meetings Act (MCL 15.265):

The **Anytown Municipality Planning Commission**

c/o Anytown Municipality Planning Department

456 Seventh Street

Anytown, Michigan 49XXX

Phone (XXX)722-0000, FAX (XXX)722-0001,

e-mail: plan@anytown.gov

Internet where meeting notices are posted: www.anytown.gov/plan.html

will hold meetings of the Anytown Municipality Planning Commission the **third Wednesday of each month** on:

January 20, 20XX,

February 17, 20XX,

March 17, 20XX,

April 21, 20XX,

May 19, 20XX,

June 16, 20XX,

July 21, 20XX,

August 18, 20XX,

September 15, 20XX,

October 20, 20XX,

November 17, 20XX, and

December 15, 20XX.

All **starting at 7pm.**

In the **Anytown Municipal Hall**, 5435 Main Street, Anytown, Michigan.

Anytown Municipality will provide necessary reasonable auxiliary aids and services, such as hand signers for the hearing impaired, audio tapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting (and/or hearing) upon two weeks notice to Anytown Municipality. Individuals with disabilities requiring auxiliary aids or services should contact Anytown Municipality and leave a message which includes (1) who you are/how to contact you, (2) what meeting and date you wish to attend, (3) what aid you are requesting. Contact: Anytown Municipality Clerk, voice phone, (XXX)722-4575; U.S. mail, 415 Third Street, Anytown, Michigan 49XXX-XXXX; TDD phone, (XXX)722-0002; E-mail plan@anytown.gov.

This notice was posted by _____ [name, title], to comply with Sections 4 and 5 of Michigan Open Meetings Act (MCL 15.265 at ____ [time], _____ [date] 20XX on the bulletin board outside the Planning Office and on the bulletin board outside the County Clerk's Office posted at least 18 hours prior to the start of the meeting.

I, _____ [name, title], certify that the foregoing notice has been posted as specified above in accordance with the Michigan Open Meeting Act (MCL 15.265) as amended.

_____, [title]