



Administrative Policies and Procedures

Policy Title: Posting of Notices Agendas, Open Meetings Act Compliance and Recording Minutes	Policy Number: 105
Effective: February 25, 2020	
Supersedes: Replaced Administrative Policy #109 dated 9/92 – Posting of Notices – City Hall Bulletin Boards. Effective January 19, 2016.	
Approval:	Page 1 of 5

1.0 Purpose

To provide guidelines for:

- Compliance with the Michigan Open Meetings Act
- Recording minutes of meetings
- Posting notices and agendas for boards, commissions, and other bodies

2.0 Policy

It is the policy of the City that meetings and agendas of City of Ann Arbor boards, commissions, and other bodies of the City of Ann Arbor are posted and minutes are taken in compliance with Michigan’s Open Meetings Act (MCL 15.269). This policy does not include public bodies that are separate from the City of Ann Arbor under the Open Meetings Act, including but not limited to the Housing Commission, Downtown Development Authority, Employees’ Retirement System.

3.0 Minutes

3.1 When Minutes Must Be Taken

Minutes must be taken at all meetings of City bodies, including City Council, boards, commissions, and committees thereof, to the extent required by the Open Meetings Act. Committees of advisory boards are not required to keep minutes.

3.2 Contents of Minutes

Minutes must contain the following information:

- Date
- Time
- Place
- Members present and absent
- Decisions made at a meeting open to the public
- Purpose or purposes for which a closed session is held
- All roll call votes taken at the meeting

3.3 Steps for Creating and Filing Minutes

- (1) Minutes must be recorded on a template provided by the City Clerk or otherwise as directed by the City Clerk.
- (2) Draft minutes must be completed within 8 business days after the meeting to which they refer, and to the extent possible with current technology, must be made availability in draft form to the public via the City's tools for posting minutes on the web.
- (3) The body must make any corrections to the draft minutes at the next meeting. Both the original text and the subsequent corrections must be shown on the final minutes, e.g. with strikethroughs or underlining.
- (4) Corrections must be completed before the next following meeting.
- (5) Final minutes must be completed and published to the City's website within 5 business days after the meeting at which they are approved.
- (6) Once minutes are approved, the person preparing the minutes must submit the approved minutes to the City Clerk in electronic format for transmittal to City Council and the City Clerk file.

The City Clerk may direct how draft and final minutes are logged and made available to the public and how corrections are recorded. A body may prepare handwritten minutes on a form provided by the City Clerk only with the permission of the City Attorney and Service Area Administrator responsible for the body.

3.4 Closed Session Minutes

A separate set of minutes shall be taken for each closed session by the person responsible for keeping Closed Session minutes for the body. These minutes shall be taken by hand on a form provided by the City Clerk or otherwise as directed by the City Clerk. The minutes shall be sealed in an envelope and delivered to the City Clerk no later than the next business day following the closed session. The City Clerk shall retain the closed session minutes for one year and one day after approval of the minutes of the regular meeting at which the motion to enter closed session was approved.

Closed sessions of public bodies must be held in compliance with the Open Meetings Act.

4.0 Public Notices

4.1 Content of Notices

All City bodies shall provide public notice of regular and special meetings to the extent required by the Open Meetings Act. This notice must contain the following:

- Name, address, and telephone number of the body
- Meeting time, date, and place
- Date posted

Notices must be prepared on a template provided by the City Clerk or otherwise as directed by the City Clerk. See Attachments 1 and 2 for current notice templates.

4.2 Posting of Notices

All public notices must be physically posted on the first floor of City Hall and electronically on the City website via the City Clerk's Office prior to the meeting. Persons responsible for preparing public notices must submit notices for printing to the City Clerk's Office through the cityclerk@a2gov.org email and the City Clerk will post them. Electronic notices must be prepared and submitted as directed by the City Clerk.

A schedule (calendar) of regular meetings must be posted within 10 days after the first meeting of a body each calendar or fiscal year. Individual notices are not required for each meeting once the regular schedule is posted, unless otherwise required by law. Changes to the schedule of regular meetings must be posted within 3 calendar days after the meeting at which the change is made.

Special meetings are any meeting that is not listed on an annual schedule of regular meetings and must be posted at least 18 hours before the meeting. Requests for posting special meetings should be made as soon as possible, but must be made at least 2 full business days prior to the meeting (e.g. Monday meetings need to be provided to cityclerk@a2gov.org by Thursday).

Notices that are required to be published elsewhere, such as in a newspaper will require additional advance time. The City Clerk should be consulted as soon as possible to ensure such notice is properly posted and published.

Notices that fail to comply with these requirements by the deadlines provided will not be posted and the meeting will not be allowed to proceed at the discretion of the City Clerk.

5.0 Agendas

Meeting agendas provide City bodies with a basic template to follow for conducting business in a timely and efficient manner. Agendas also provide the public with advance information on the business to be conducted at the meeting. Staff liaisons should consult their body's bylaws for specific guidelines on agenda order and creation.

When an agenda is created for a City body in advance of a meeting, the agenda must be published on the City's website using the City's current technology and software for creating and publishing agendas. Persons responsible for publishing agendas should publish the agenda at least two days in advance of the meeting unless otherwise directed by the City Administrator or applicable resolution, ordinance, bylaws, or other law.

6.0 Absence of Member Due to Military Duty

When a member of a City body will be absent due to military duty, support staff for that body should consult with that member to determine if they will participate in upcoming meetings of the body and if so, arrange for the absent member to participate and vote with two-way communication. Staff should consult with the City Information Technology Service Unit for assistance as necessary. When preparing meeting notices for meetings where the member will be absent, staff must include a statement that the member will be absent and include information about how to contact the member. Previously posted notices for meetings where the member will be absent also must be updated with this information as soon as practicable after staff is informed of the member's absence.

ATTACHMENT #1
NOTICE OF ANNUAL MEETING SCHEDULE FORMAT



CITY OF ANN ARBOR MEETING NOTICE

Insert Council/Commission/Committee Name Meeting Dates

All Meetings Will be Held in Insert Room of the Guy C. Larcom Jr. City Hall Building,
301 E. Huron St. at Insert Time a.m./ p.m.

Month Date, Year	Month Date, Year	Month Date, Year
Month Date, Year	Month Date, Year	Month Date, Year
Month Date, Year	Month Date, Year	Month Date, Year
Month Date, Year	Month Date, Year	Month Date, Year

Name of City Contact Person
City Service Area
Address
Contact Phone Number
Contact Email Address
Posted: Insert Date Posted

All persons are encouraged to participate in public meetings. Accommodations, including sign language interpreters, may be arranged by contacting the City Clerk's office at 734.794.6140; via email to: cityclerk@a2gov.org; or by written request addressed and mailed or delivered to:

City Clerk's Office
301 E. Huron St.
Ann Arbor, MI 48104

Requests made with less than two business days notice may not be able to be accommodated.

ATTACHMENT #2
NOTICE OF SPECIAL OR NONREGULAR MEETING FORMAT



CITY OF ANN ARBOR MEETING NOTICE

NOTICE OF SPECIAL OR NONREGULARLY SCHEDULED MEETING

Insert Council/Commission/Committee Name

The City of Ann Arbor Insert City Council/Commission/Committee Name will meet at Insert Time a.m. / p.m. in the Insert Room of the Guy C. Larcom Jr. City Hall Building, 301 E. Huron St., on Insert Day of Week, Date, for the purpose of discussing Insert Topic(s) and any other business that the body deems necessary.

Name of City Contact Person

City Service Area

Address

Contact Phone Number

Contact Email Address

Posted: Insert Date Posted

All persons are encouraged to participate in public meetings. Accommodations, including sign language interpreters, may be arranged by contacting the City Clerk's office at 734.794.6140; via email to: cityclerk@a2gov.org; or by written request addressed and mailed or delivered to:

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