

[YOUR TOWNSHIP / CITY / VILLAGE]

[Mailing Address] · [City, MI ZIP] · [Phone] · [Website]

FOIA Coordinator: [Name] · [Email]

ANNUAL SCHEDULE OF REGULAR MEETINGS

[Calendar Year] · Posted pursuant to MCL 15.265(2)

Pursuant to the Michigan Open Meetings Act, MCL 15.261 et seq., notice is hereby given of the regular meeting schedule of the [Board of Trustees / City Council / Other governing body] of [Your Township / City / Village] for the calendar year [Year].

All meetings are open to the public and will be held at [Meeting Location, e.g. Township Hall, 123 Main Street, [City], MI [ZIP]] beginning at [Start Time, e.g. 7:00 PM] unless otherwise indicated. Meetings are accessible to persons with disabilities; please contact the [Title, e.g. Township Clerk] at [Phone] or [Email] at least [N] business days in advance to request accommodations.

REGULAR MEETING DATES

January [Day], [Year]

February [Day], [Year]

March [Day], [Year]

April [Day], [Year]

May [Day], [Year]

June [Day], [Year]

July [Day], [Year]

August [Day], [Year]

September [Day], [Year]

October [Day], [Year]

November [Day], [Year]

December [Day], [Year]

Special meetings may be called from time to time. Public notice of all special meetings will be posted at the [Meeting Location] and on [Township Website / Portal URL] at least 18 hours in advance, pursuant to MCL 15.265(4).

Agendas, minutes, and supporting materials for all meetings are available for public inspection at [Office Address] during regular business hours, and posted to [Township Website / Portal URL].

[Clerk / Secretary Name]

[Title], [Your Township / City / Village]