

[YOUR TOWNSHIP / CITY / VILLAGE]

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

FOIA Coordinator: [Name] · [Email]

CLOSED-SESSION MEETING MINUTES

[Board / Council Name] · [Day, Date, Year] · Pursuant to MCL 15.267, 15.268, 15.269

CONFIDENTIAL — RESTRICTED ACCESS

These minutes are maintained separately from the public-session minutes and are not subject to disclosure under the Freedom of Information Act, except by order of a court pursuant to MCL 15.243(1)(a) and MCL 15.267(2). Storage and handling must comply with the public body's adopted retention policies.

Authorization to enter closed session

At the regular meeting on [Date], at [Time], [Mover Name] moved that the [Board / Council] enter closed session pursuant to MCL 15.268([letter, e.g. (h)]) for the purpose of [Brief, statutorily-permitted purpose, e.g. "considering material exempt from disclosure under MCL 15.243(1)(g) — attorney-client privilege regarding pending litigation in [case caption]"].

[Seconder Name] seconded. **Roll-call vote: [list each member by name and vote]. Motion carried [vote count, e.g. 4-1] by 2/3 roll-call vote as required by MCL 15.267(1).**

Closed session — discussion summary

The closed session began at [Time]. Present: [list members and any authorized attendees, e.g. legal counsel].

[Substantive summary of discussion, sufficient to demonstrate that the body remained within the statutorily authorized purpose. Avoid disclosing attorney-client privileged content; reference materials by exhibit number where appropriate.]

Return to open session

The [Board / Council] returned to open session at [Time]. No formal action was taken in closed session. [If applicable: Action taken in open session is recorded in the public-session minutes for this meeting.]

[Clerk / Secretary Name]

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