

[YOUR TOWNSHIP / CITY / VILLAGE]

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

FOIA Coordinator: [Name] · [Email]

MEETING AGENDA

[Board / Council Name] · [Day, Date, Year] · [Time] · [Location]

I. Call to Order

- Roll call
- Pledge of Allegiance

II. Approval of Minutes

- Minutes of the [previous meeting date] regular meeting

III. Public Comment (first round)

Members of the public are invited to address the [Board / Council] on any matter within its jurisdiction. Comments are limited to [N minutes] per speaker.

IV. Reports

- [Officer / Department] report
- [Officer / Department] report
- Treasurer's report

V. Old Business

- [Item description / motion under consideration]
- [Item description]

VI. New Business

- [Item description / proposed action]
- [Item description]

VII. Public Comment (second round)

VIII. Adjournment

Supporting materials referenced in this agenda are available at [Office Address] during regular business hours and at [Township Website / Portal URL]. Persons with disabilities needing accommodations should contact the [Title] at [Phone] or [Email] at least [N] business hours in advance.