

[YOUR TOWNSHIP / CITY / VILLAGE]

[Mailing Address] · [City, MI ZIP] · [Phone] · [Website]
FOIA Coordinator: [Name] · [Email]

MEETING MINUTES

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

MEETING SUMMARY

Date: [Day, Date, Year]

Called to order: [Time]

Adjourned: [Time]

Location: [Location]

Members present: [Names, separated by commas]

Members absent: [Names, or "none"]

Also present: [Names and roles]

I. Call to Order

[Presiding officer name] called the meeting to order at [time]. The Pledge of Allegiance was recited.

II. Approval of Minutes

[Member name] moved to approve the minutes of the [previous meeting date] meeting as written.
[Member name] seconded. **Motion carried [vote, e.g. 5-0]; minutes approved.**

III. Public Comment

[Summary of comments received, including speaker names where consented to. If no comments received, state "No public comment was received."]

IV. Reports

[Summary of each report given, including officer/department name and key points.]

V. Old Business

[Each item: brief description, any motion made, mover/seconded, vote, and outcome.]

VI. New Business

[Each item: brief description, any motion made, mover/seconded, vote, and outcome.]

VII. Adjournment

[Member name] moved to adjourn at [time]. [Member name] seconded. **Motion carried; meeting adjourned.**

Minutes prepared by:

[Clerk / Secretary Name]

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

Approved at the meeting held on [Approval Date].