

[YOUR TOWNSHIP / CITY / VILLAGE]

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

FOIA Coordinator: [Name] · [Email]

NOTICE OF RESCHEDULED MEETING

Posted pursuant to MCL 15.265 — Open Meetings Act

PUBLIC NOTICE IS HEREBY GIVEN that the regular meeting of the [Board of Trustees / City Council] of [Your Township / City / Village], originally scheduled for:

ORIGINALLY SCHEDULED

[Original Day, Date, Year] at [Original Time]

has been rescheduled to:

NEW DATE AND TIME

Date: [New Day, Date, Year]

Time: [New Start Time]

Location: [Location]

The reason for rescheduling is: [Brief reason, e.g. holiday observance, lack of quorum, weather, conflict with other public-body meeting].

This notice was posted at [Posting Location] and at [Township Website / Portal URL] on [Posting Date and Time]. The agenda for the rescheduled meeting will be posted at the same locations and is available upon request.

Persons with disabilities needing accommodations to attend this meeting should contact the [Title] at [Phone] or [Email] at least [N] business hours in advance.

[Clerk / Secretary Name]

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