

[YOUR TOWNSHIP / CITY / VILLAGE]

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

FOIA Coordinator: [Name] · [Email]

NOTICE OF SPECIAL MEETING

Posted pursuant to MCL 15.265(4) — Open Meetings Act

PUBLIC NOTICE IS HEREBY GIVEN that a special meeting of the [Board of Trustees / City Council / Other governing body] of [Your Township / City / Village] will be held on:

MEETING DETAILS

Date: [Day of week, Month Date, Year]

Time: [Start Time, e.g. 7:00 PM]

Location: [Meeting Location, e.g. Township Hall, 123 Main Street]

Purpose of the meeting

The purpose of this special meeting is: [Brief description of the matter(s) to be discussed. Be specific. Examples: "To consider and act upon the [year] water main bond ordinance" · "To review and approve the revised [department] budget for the remainder of the fiscal year" · "To conduct a public hearing on the proposed [zoning amendment]."]

The agenda for this meeting is attached and is also available at [Office Address] and [Township Website / Portal URL]. Members of the public may attend and address the [Board / Council] during the public-comment portion of the meeting in accordance with the body's public-participation rules.

Posting confirmation

This notice was posted at [Posting Location, e.g. the principal office of the public body] and at [Other required postings, e.g. township website] on [Posting Date and Time], at least 18 hours before the start of the meeting in compliance with MCL 15.265(4).

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

[Clerk / Secretary Name]

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