

Proposed Meeting Rules

Introduction

As permitted by Michigan Public Act 267 of 1976 (Open Meetings Act), these rules provide for an orderly meeting while minimizing the possibility of the meeting being disrupted.

The meeting room of this public body is defined as a combination of a physical portion and a virtual portion. ~~This public body offers access to both portions of this meeting room to fulfill its statutory obligations of this public body to hold meetings that are "open to the public and held in a place available to the general public." (MCL 15.263)~~ The physical portion of the meeting room is at 304 E Grand River, Howell, MI 48843. The virtual portion of the meeting room is Zoom, or similar virtual meeting providers, as provided in the meeting's notice.

1. Public Seating:

- a. Seating for the general public in the meeting room of this public body is on a first-come, first-serve basis.
- b. This public body will not reserve specific seats for members of the general public.
- c. For any given meeting, seating capacity may be reduced due to factors outside the control of this public body. These factors include, but are not limited to, Orders from the Michigan Department of Health and Human Services, Executive Orders from the Michigan Governor, etc.
- d. Citizens desiring a specific seat in the meeting room (such as a front-row seat) are encouraged to arrive early.

2. Seating Capacity:

- a. Members of the general public desiring a physical seat in the meeting room are encouraged to arrive early.
- b. Constrained only by physical space, standing room only accommodations will be provided for overflow crowds along with a mechanism to participate in public comment.
- c. If standing room only capacity is exceeded, citizens will be encouraged to attend and participate in the virtual portion of the meeting room using Zoom or other virtual means.

3. Public Comment Period:

- a. There will be at least one public comment period during this meeting. Under most circumstances there will be two public comment periods, one toward the beginning of the meeting and one toward the end.
- b. All citizens wishing to address this public body will be provided with up to three minutes to speak. If there are two public comment periods, citizens will be provided up to three minutes during each period.
- c. This public comment period is not intended to be a dialogue between the citizens and this public body, rather it is an opportunity for the citizens to present information of importance to this public body.
- d. Prior to addressing this public body, each citizen is required to provide their name and address for the record.

Relevant Excerpts from Act 267 of 1976 (Open Meetings Act)

15.262 Definitions.

Sec. 2. As used in this act:

(a) "Public body" means any state or local legislative or governing body, including a board, commission, committee, subcommittee, authority, or council, that is empowered by state constitution, statute, charter, ordinance, resolution, or rule to exercise governmental or proprietary authority or perform a governmental or proprietary function; a lessee of such a body performing an essential public purpose and function pursuant to the lease agreement; or the board of a nonprofit corporation formed by a city under section 4o of the home rule city act, 1909 PA 279, MCL 117.4o.

(b) "Meeting" means the convening of a public body at which a quorum is present for the purpose of deliberating toward or rendering a decision on a public policy, or any meeting of the board of a nonprofit corporation formed by a city under section 4o of the home rule city act, 1909 PA 279, MCL 117.4o.

(c) "Closed session" means a meeting or part of a meeting of a public body that is closed to the public.

(d) "Decision" means a determination, action, vote, or disposition upon a motion, proposal, recommendation, resolution, order, ordinance, bill, or measure on which a vote by members of a public body is required and by which a public body effectuates or formulates public policy.

15.263 Meetings, decisions, and deliberations of public body; requirements; attending or addressing meeting of public body; COVID-19 safety measures; tape-recording, videotaping, broadcasting, and telecasting proceedings; accommodation of absent members; remote attendance; rules; exclusion from meeting; exemptions.

Sec. 3. (1) All meetings of a public body must be open to the public and must be held in a place available to the general public. All persons must be permitted to attend any meeting except as otherwise provided in this act. The right of a person to attend a meeting of a public body includes the right to tape-record, to videotape, to broadcast live on radio, and to telecast live on television the proceedings of a public body at a public meeting. The exercise of this right does not depend on the prior approval of the public body. However, a public body may establish reasonable rules and regulations in order to minimize the possibility of disrupting the meeting.