VOL. 41, NO. 1 - SEPTEMBER 2026

po0164.1

Vol. 41, No. 1 - September 2026 Revised MEETINGS

ADOPTED Sep 23, 2019

0164.1 - ~~REGULAR~~ MEETINGS

Regular Meetings

The Board shall hold a meeting at least once each month on a date and at a time and place determined annually by a resolution of the Board.

Posting of Regular Board Meetings

Within ten (10) days after the organizational Board meeting, the Board shall post at the Board office and in other locations considered appropriate by the Board, a notice listing the date, time, and place of each regularly scheduled meeting of the Board. If the District maintains an official website, the notice shall also be posted on a dedicated public-notice webpage on the District's website, or through a prominent and conspicuous link to that webpage on the District's homepage. The notice shall contain the name and address of the District and its telephone number.

The notice shall also contain the following statement:

"Upon request to the _____, the District shall make reasonable accommodation for a person with disabilities to be able to participate in this meeting."

Upon the written request of an individual, organization, firm, or corporation, and upon the requesting party's payment of a yearly fee of not more than the actual reasonable cost for printing and postage of each notice, the District shall send to the requesting party by first-class mail a copy of any notice required to be posted by the Open Meetings Act.

Public information bodies and the news media shall be entitled to receive these notices without charge.

Change in Schedule

If the Board decides to change its regular meeting schedule (e.g., moving a standing Tuesday meeting to a Wednesday), a new notice must be posted within three (3) days after the meeting where the change was made. This requirement also applies to dates, times, or places of previously scheduled meetings.

Special Meetings

Special meetings of the Board may be called by the President or by any two (2) members of the Board provided there is compliance with the notice provision of these Bylaws.

The notice for any special meeting shall include the date, time, and place of the meeting, the business to be transacted, and the name, address, and telephone number of the District.

In accordance with the Open Meetings Act:

1. **Physical Posting**: The notice shall be posted at the District's principal office and any other locations designated by the Board at least eighteen (18) hours prior to the meeting.

2. **Digital Posting**: If the District maintains an official website, the notice must also be posted on a public-notice webpage (or a prominent link) on that website for at least eighteen (18) hours before the meeting begins.

3. **Board Notification**: A copy of the notice shall be provided to each member of the Board.

Emergency Meetings

A Board may meet in an emergency session without the eighteen (18) hour notice only if there is a severe and imminent threat to the health, safety, or welfare of the public, and two-thirds (2/3s) of the members agree that a delay would be detrimental. This must be a roll call vote.

1. **Post-Meeting Disclosure**: Within forty-eight (48) hours of an emergency meeting, the Board must notify the County Board of Commissioners that the meeting occurred without the standard notice. The correspondence should include a copy of the public notice for the meeting and an explanation of the emergency circumstances that required the Board to meet without the standard notice.

2. **Paper Copies:** Paper copies of the notice (explaining the emergency) must be made available to the public during the meeting.

Electronic Participation by Board Members

Board members are generally required to be physically present to participate in a meeting and count toward a quorum. In accordance with **M.C.L. 15.263**, electronic participation (remote attendance) is permitted only under the following circumstances:

1. **Military Duty:** A Board member may participate and vote remotely if their absence is due to active military duty.

2. **ADA Accommodation:** As a reasonable accommodation under the Americans with Disabilities Act (ADA), a Board member with a qualified disability may be permitted to participate and vote remotely.

Meeting Recess

Any meeting of the Board may be recessed to another time and place. Any meeting which is recessed for more than thirty-six (36) hours shall be reconvened only after a notice stating the date, time, and place of the recessed meeting, as well as the name, address, and telephone number of the District has been posted on the front door of the Administrative Office Building , and on a prominent and conspicuous portion of the District's website, and such other place(s) as the Board may determine for at least eighteen (18) hours prior to the time the meeting is to be reconvened.

If the recessed meeting will involve remote participation by a Board member as expressly authorized by the Open Meetings Act or other applicable law, the notice must also include information on how the public may participate or contact the remote member.

Meeting Cancellation

Any meeting of the Board may be cancelled for appropriate purposes, which shall include, but not be limited to, inclement weather, lack of a quorum, or conflict with a special event relating to the District. If the cancelled meeting is a regular meeting, it must be rescheduled, following all notice requirements set forth above.

Disclosure Requirements

Any Board member participating remotely must, at the beginning of the meeting, announce for the record that they are attending remotely. Unless the absence is due to military duty, the member must specifically state the physical location (City/Township and State) from which they are attending. This information shall be included in the meeting minutes.

Public Attendance and Participation

The Board may, at its discretion, provide a digital platform for the public to observe and/or participate in meetings.

1. **Two-Way Communication:** If a meeting is held with remote participation options, the platform used must allow for two-way communication so that the public may hear the Board and the Board may hear public comments.

2. **Notice Requirements:** Digital notices for meetings with a remote component must be posted on the District's website homepage (or a conspicuous link therefrom) and must include instructions on how the public may participate and contact Board members to provide input.

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Legal

M.C.L. 15.251

M.C.L. 15.263

M.C.L. 15.264

M.C.L. 15.265

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