

# Torch Lake Township

## Meeting Notice Policy

(Approved by motion by the township board on December 15, 2020)

### Meeting Policy Index

	Page
Purpose.....	2
Definitions.....	3-4
Regularly Scheduled Meetings.....	5-6
Rescheduled Meetings.....	7
Special Meetings.....	6
Hearings and Public Information Meetings.....	7
Budget Hearing for next Fiscal Year.....	8
Annual Meeting of Electors.....	8
Board of Review Meetings.....	9
Cancelled Meetings.....	9
Appendix .....	10

# Torch Lake Township

## Meeting Notice Policy

### **Purpose**

This policy is meant to ensure that proper procedures and public notifications are followed for all meetings of the township board, planning commission, zoning board of appeals, board of review, including any sub committees, *ad hoc* committees, standing committees or advisory committees and boards given proprietary authority by the township board to function and advise for the township. It is further meant to guard against procedural violations of the Michigan Open Meetings Act, Act 267 of 1976 Sections 15.262 to 15.275. Except as allowed by law, all meetings held by elected officials and appointed members of township committees and boards are open to the public. The seven tables in this policy are the kinds of meetings that fall under this policy, and include the legally required meeting noticing steps as well as those steps requires by this policy. The tables include township officials responsible for the meeting noticing processes and additional information that is meant to help and organize the process.

Note: As of the date this policy was approved by the board, legal requirements for meeting noticing are printed in underlined italics and that part which is township policy is printed in the regular font.

### **Definitions**

**Annual Meeting of Electors**- is a legally required meeting in Torch Lake Township of the electors, who can use the meeting to present issues to the board for consideration

during the next fiscal year which begins on April 1st. It is held on the last Saturday in March unless another day is approved by the board. It includes an opportunity for the electors to approve wages for the next fiscal year for the elected officials.

**Annual Budget Hearing-** a public presentation of the proposed township budgets for the forthcoming fiscal year which includes the General Fund, the Fire District Fund, the EMS Fund, the Road Fund, the Liquor Enforcement Fund, and the Torch Bay Nature Preserve Fund. (See Appendix)

**Board of Review-** a yearly series of up to six meetings resulting in a finalization of the tax role. It is at the second and third meetings in March when property owners can present their findings as to their property assessments.

**Cancelled Meetings-** a meeting or hearing that is cancelled and is not rescheduled at the time of cancellation.

**Public Hearings and Public Information Meetings-** A hearing is legally required meeting at which the public is specifically invited to attend, to voice their thoughts and concerns about a proposed change in the zoning ordinance that is being considered by the planning commission or the township board. Such hearings are also legally required for all appeals to the zoning board of appeals. Public Information Meetings, unlike hearings, are not required by law, but relate to a specific area of township governance where a wide range of public input is needed for decision making and, by this policy, are required to have the same noticing requirements.

**Regularly Scheduled Meetings-** those meeting dates, times and meeting place that, by motion, are established at the first meeting in January for the next twelve month period or, if there is no meeting in January, they will be approved at the last meeting of the year prior to the next calendar year. This approved schedule is required by law and includes the township board, planning commission, zoning board of appeals, board of review and standing committees. All other committees and boards will establish their meeting schedule at their first meeting.

**Definitions** (continued)

**Rescheduled Meetings-** the rescheduling of a regularly scheduled meeting.

**Special Meetings-** an additional meeting that is not listed in the yearly approved schedule of regular meetings.

### **Regularly Scheduled Meetings**

Township Group	Monthly Meeting Day	Noticing Requirements	Noticing Responsibility	Additional Considerations
Township Board (Board)	The third Tuesday of the month and/or as listed - from	<u>Posted on web-site and on two township message boards.</u>	Prepared by the township Supervisor for the January	Reviewed at November or December meetings for the

	February to the next January and includes the Annual Meeting of the Electors. <u>Approved by motion at the first meeting in January.</u>	(See Appendix).	meeting agenda. Approved by motion by the board.	January meeting agenda.
Planning Commission (PC)	The second Tuesday of the month and/or as listed- from February to the next January. <u>Approved by motion- at the first meeting in January.</u> It is a study item at the organizational meeting in November or December.	<u>Posted on website and on two township message boards</u>  (See Appendix).	Prepared by Planning Commission Chair for the January meeting. Approved by motion by the planning commission. Posted by the Zoning Administrator.	Will be reviewed at November or December meeting for the January meeting agenda. <u>Required, by law, to meet four times per year.</u>

**Regularly Scheduled Meetings (continued)**

Township Group	Monthly Meeting Day	Noticing Requirements	Noticing Responsibility	Additional Considerations
Zoning Board of Appeals (ZBA)	The second Wednesday of the month. <u>Schedule four meetings per year,</u> including an organizational meeting in	<u>Posted on website and on two township message boards.</u>  (See Appendix).	Prepared by ZBA Chair. Approved by motion by the ZBA. Posted by the Zoning Administrator	Approved at the November organizational meeting for the next calendar year.

	November.			
Other Committees and Boards	The number and frequency of meetings of a <b>standing committee</b> will be determined by the board. <b>Ad hoc committees</b> will determine a meeting schedule at the first meeting.	<u>Posted on web-site and on two township message boards.</u>  (See Appendix).	Prepared by the committee chair with the help of the supervisor or his or her designee. Posted by the Supervisor or his or her designee.	

**Rescheduling of Regular Meetings**

Township Group	Initiation of Change	Noticing Requirements	Noticing Responsibility
Board	Approved, by motion, at a regularly scheduled Meeting of the board, commission or committee.	<u>Within 3 days of the meeting at which the change was made, stating the new times, dates and places</u> <u>The notice must be posted on the web-site and on the township message boards.</u>  (See Appendix).	For the board, the township supervisor.
Planning Commission			For the PC and the ZBA, the committee chair in conjunction with the Zoning Administrator
Zoning Board of Appeals			
All Other Committees			For other committees, the committee chair with the help of the Supervisor or his or her designee.

**Special Meetings**

Township Group	Initiation of Change	Noticing Requirements	Noticing Responsibility
Board	Called for by the supervisor	<u>Eighteen hours before the special meeting, it is posted on the web-site and on the township message boards.</u>  (See Appendix).	<u>The township Clerk</u> or as designated to the Supervisor.
ZBA and all other Committees	Called for by the Chair.		ZBA Chair in conjunction with the Zoning Administrator. ----- Called for by the committee Chair with help of the Supervisor
Planning	<u>Can be called for</u>		<u>Special meetings must be noticed in</u>

Commission	<u>by the chair or by written request from two members of the commission to the secretary.</u>	<u>writing to the other members of the commission 48 hours before the meeting. Posted 18 hours on web site and township message boards.</u> (See Appendix).	conjunction with the Zoning Administrator
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**Public Hearings and Public Information Meetings**

Township Group	Initiation	Noticing Requirements	Noticing Responsibility
Board	<u>Required by law for 1) Before approval by the PC, all Zoning Ordinance Changes, Special Use Permits, PUDs and PRDs 2) and may be legally requested at the board level and, (3) Required for all appeals to the Zoning Board of Appeals.</u>	<u>Noticed in a newspaper of general circulation 15 days prior to the hearing date. Notice must be mailed to all properties within 300 feet if the hearing is related to a specific property, including the owner of the subject property. The notice must be posted on the web-site and on the township message board(s) 15 days prior to the hearing or meeting.</u>  (See Appendix).	Supervisor for the board.
Planning Commission			The Zoning Administrator.
Zoning Board of Appeals			Committee Chair with the help of the Supervisor or his or her designee
All Other Committees			Committee Chair with the help of the Supervisor or his or her designee.

**Annual Budget Hearing**

Township Group	Initiation	Noticing Requirements	Noticing Responsibility
Township Board	Township Board	<u>Noticed in newspaper six days prior to the meeting. Includes date, time and place. Posted six days prior to meeting on township website and township message boards. There are additional newspaper noticing requirements.</u> (See Appendix).	Supervisor  <u>A public hearing is required before the budget can be adopted.</u>

**Annual Meeting of the Electors**

Township Group	Initiation	Noticing Requirements	Noticing Responsibility	Additional Considerations
Board	<u>Historically required by law in Torch Lake Township and is included in the schedule of regular meetings approved in January. By the board.</u>	<u>Noticed along with yearly posting of regular board meetings. Also, posted on website and on township message boards.</u>  (See Appendix).	Prepared by the township Supervisor for the January meeting agenda. Approved by motion by the board	Reviewed at November or December meetings for the January meeting agenda. Is held on the last Saturday in March unless, by board motion, is held on another date in March

**Board of Review Meetings**

Required Meetings under Michigan Law	When	Posting Responsibility	Additional Considerations
<u>Organizational Meeting.</u>	<u>First Tuesday following the first Monday in March</u>	Supervisor. <u>Noticed in three consecutive issues of a newspaper of general circulation, the website, and the township message board(s) no less than one week in advance of the organizational meeting.</u>	
<u>March BOR (first meeting) AM Meeting with Property Owners</u>	<u>Second Monday in March from 9:00 AM to 3:00 PM.</u>		<u>By motion, the board can change the first meeting to the Tuesday or the Wednesday of the same week.</u>
<u>(second meeting) PM Meeting with Property Owners</u>	<u>Any day in the same week from 3:00 PM to 9:00 PM.</u>		
<u>July BOR</u>	<u>Tuesday following the</u>	Supervisor.	



<u>Tuesday following the third Monday in July</u>	<u>third Monday</u>	<u>Posted on the website and the township message board(s) one week in advance of the meetings.</u>	<u>By motion, the board can change the meeting to another day but in the same week.</u>
<u>December BOR</u> <u>Tuesday following the second Monday in December</u>	<u>Tuesday following the second Monday</u>		

**Cancelled Meetings**

Township Group	Initiation of Change	Noticing Requirements	Noticing Responsibility	Additional Considerations
Board	Supervisor or designee.	<b><u>If practical:</u></b> Web site, and on the Community Services Building (township hall) door.	Supervisor or designee.	May be initiated any time before the beginning of a meeting up to the time the meeting was to begin. It may be cancelled due to inclement weather and other emergencies, lack of a quorum, lack of enough business to conduct and, other matters determined by the Chair.
Planning Commission	Chairpersons		Chairpersons	
Zoning Board of Appeals				
Other Committees and Boards		<b><u>If not practical:</u></b> Note on township hall door		

**Appendix**

**Township Message Boards**

All meetings and hearings must be noticed on a township message board. There are five locations in the township where there are message boards. The law does not require more than one message board posting. **At a minimum, all meeting/hearing notices must be posted on the message board located at the Community Services Building.** Except for the yearly list of regular scheduled meetings, it is up to the Supervisor or his or her designee for the Board and, the Chair or his or her designee for each committee or board to determine how many of the message boards will be used for meeting noticing. Under this policy, all regularly scheduled meetings for the year will be posted on two of the message boards.

The location of the township message boards are as follows:

1. Community Services Building, 2355 N. US 31, Kewadin, Michigan 49648. Located on both sides of the main entrance.
2. US Post Office, 12037 Baker Street, Eastport, Michigan 49627 (across from the old township hall). Located inside the entry on the right hand side.

### **Annual Budget Hearing**

It requires a notice in a newspaper of general circulation a minimum of six days prior to the meeting that includes the date, time and place of the meeting and the following statement in 11-point type: **“The property tax millage rate proposed to be levied to support the proposed budget will be the subject of the hearing.”** The notice must also state a place where the budget is available for public inspection.