

**CHARTER TOWNSHIP OF WATERFORD  
OAKLAND COUNTY, MICHIGAN**

**RESOLUTION ESTABLISHING ELECTRONIC REMOTE MEETING PROCEDURES**

**RECITALS:**

A. As amended by Public Act 228 of 2020 that took effect October 16, 2020, the Open Meetings Act (OMA) allows remote electronic meetings of public bodies if there is a statewide or local state of emergency that would risk the personal health or safety of members of the public or the public body if the meeting were held in person.

B. On December 9, 2020, the Board of Trustees adopted a Resolution Declaring and Confirming Coronavirus Local State of Emergency that declared that holding in person meetings of Township boards, commissions, committees, and other public bodies would risk the personal health or safety of members of the public or the public body.

C. This Resolution is adopted to establish procedures for holding electronic remote meetings by all Township boards, commissions, committees, and other public bodies, **referred to in the Resolution as the “Board”** as authorized and required by the OMA.

**IT IS THEREFORE RESOLVED** that the following procedures shall apply to and be followed for all electronic remote meetings of Township boards, commissions, committees, and other public bodies from January 1, 2021, through December 31, 2021.

1. An electronically-held meeting shall be conducted in a manner that permits two-way communication so that members of the Board can hear and be heard by one another, and so that public participants can hear members of the Board and heard by both the Board and other public participants during the audience comment period. The Township may use technology to facilitate typed audience comments submitted by members of the public participating in the electronically-held meeting that shall be read to or shared with members of the Board and other participants.

2. As permitted by the OMA, a physical place is not required for an electronically-held meeting. Members of the Board and members of the public participating electronically in a meeting that occurs in a physical place are considered present and in attendance at the meeting for all purposes. For a meeting at which Board members are physically absent due to military duty or a medical condition and are being accommodated by remote participation, all other Board members must be physically present at the meeting to be able to participate.

3. In addition to any other notice required by the OMA, advance notice of an electronically-held meeting shall be posted on a portion of the Township’s website that is fully accessible to the public. The public notice must be included on either the Township’s home page or a separate webpage dedicated to public notices for non-regularly scheduled or electronically-held public meetings that is accessible through a prominent and conspicuous link on the Township’s website

home page and that clearly describes its purpose for public notification of non-regularly scheduled or electronically-held public meetings.

4. Any scheduled meeting of the Board may be held as an electronic meeting as permitted by the OMA if a notice consistent with this Resolution is posted at least 18 hours before the meeting begins. Any notice of the meeting of the Board held electronically must clearly contain all of the following:

- (a) Why the Board is meeting electronically;
- (b) How members of the public may participate in the meeting electronically (if a telephone number, internet address of both are required to participate, that information must be provided in the notice);
- (c) How members of the public may contact members of the Board to provide input or ask questions on any business that will come before the Board at the meeting; and
- (d) How persons with disabilities may participate in the meeting.

5. If an agenda exists for an electronically-held meeting of the Board, the Township shall, on a portion of its website that is fully accessible to the public, make the agenda of the meeting available to the public at least two (2) hours before the meeting begins. This publication of the meeting agenda does not prohibit subsequent amendment of the agenda at the meeting.

6. A member of the Board who anticipates his or her absence from a Board meeting due to the circumstances set forth in the OMA and this Resolution may request accommodation of such absence to permit OMA remote participation in and voting on Board business by two-way telephonic or video conferencing communication. A Board member who desires to attend a meeting by telephonic or video conferencing shall inform the Township Supervisor, or the designee of the Township Supervisor, at least 24 hours before the meeting so as to permit any necessary technology to be put in place to accommodate participation of the absent member.

7. Board members attending a meeting by telephonic or video conferencing may fully participate in the meeting, including voting and attendance in any closed session of the Board. A Board member participating by telephonic or video conferencing is not permitted to chair the meeting unless all Board members are participating by telephonic or video conferencing.

8. Any member of the Board attending a meeting remotely must publicly announce at the outset of the meeting (which shall be included in meeting minutes) that the member is in fact attending the meeting remotely. If the member is attending the meeting remotely for a purpose other than for military duty, the member's announcement must identify the member's physical location by stating the city, township, village, or county and the state from which he or she is attending the meeting remotely.

9. Members of the general public otherwise participating in an electronically-held meeting of the Board are excluded from participation in a closed session of the Board that is held electronically provided that the closed session is convened and held in compliance with the requirements of the Open Meetings Act applicable to closed sessions.

10. During Board meetings conducted electronically, members of the public attending the meeting, once recognized by the chair, shall identify themselves. Comments by the public will be limited in the same manner as provided for audience comment for non-electronic meetings to three minutes for each speaker unless the time is extended by the chair or by vote of the Board. Comments by the public during meetings held electronically will be limited to the Public Comment portion of the meeting.

11. For any meeting held electronically, or where any member is participating by telephone conferencing or video conferencing, all votes taken (except for a vote to adjourn) shall be roll call votes.

### CERTIFICATION

I hereby certify that this Resolution was adopted by the Charter Township of Waterford Board of Trustees at a regular meeting on December 9, 2020.

Charter Township of Waterford

12-10-2020  
Date

Kim Markee  
Kim Markee, Township Clerk