

Series 2000 Bylaws

2500 Board Meetings and Open Meetings Act Compliance

2501A-F-3 Electronic Board Meeting Notice

Directions [Delete directions and notes in document before posting]: At least 18 hours before an electronic Board meeting, the Superintendent or designee must prominently post this notice. If the District has an internet presence that includes at least monthly updates of public meeting agendas or minutes, this notice must be included on a portion of its website that is fully accessible to the public either on the District's homepage or on a separate webpage dedicated to public notices for non-regularly scheduled or electronic public meetings that is accessible through a prominent and conspicuous link on the District's website homepage. The link must clearly describe its purpose for public notice of non-regularly scheduled or electronic public meetings. If the electronic meeting is a special meeting, the special meeting posting requirements contained in MCL 15.265 must also be satisfied. For Board meetings at which significant board action is anticipated (e.g., related to the sale of property, approval of contracts, or adoption of bond or finance documents) consider completing an Affidavit of Website Posting.

Choose Option A (Wholly Electronic) or Option B (Hybrid) and delete option not chosen:

Option A – Wholly Electronic Meeting

The [District Name] Board of Education will hold a [regular/special] Board meeting on [Day of the Week], [Month] [Calendar Day], [Year].

The meeting will be held wholly electronically. The public may attend and participate virtually using this link: [insert telephone number, internet address, virtual meeting address, or other information needed to participate].

The Board of Education is holding a *wholly electronic* Board meeting because (select all that apply):

- The meeting will be held before March 31, 2021 and the Board of Education is either required by state or local order or chooses to conduct a remote Board meeting.
- The meeting will be held on or before December 31, 2021 and all Board members will be physically absent due to one or more of the following:
 - Military duty;
 - A medical condition;
 - A statewide state of emergency or disaster is declared pursuant to law, charter, or local ordinance and convening a meeting in a physical location would risk the personal health or safety of the Board or the public; or
 - A local state of emergency or disaster is declared pursuant to law, charter, or local ordinance that affects an area where the Board typically holds its meetings and convening a meeting in the physical location would risk the personal health or safety of the Board or the public.
- All Board members will be physically absent due to military duty.

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Members of the public may contact any Board member in advance of the meeting to provide input or ask questions about business that will come before the Board by [insert individual Board member contact information (e.g. email addresses)].

OPTIONAL: The following Board members will be participating remotely: [insert names]. Information is included above on how to contact these board members in advance of the meeting to provide input or ask questions about any business coming before the Board.

Any person with a disability requiring special accommodations to participate in this meeting should contact the Superintendent's office at [insert contact information].

Option B – Hybrid Meeting

The [District Name] Board of Education will hold a [regular/special] Board meeting on [Day of the Week], [Month] [Calendar Day], [Year].

The meeting will be held both electronically and in person. One or more Board members will be participating in the Board meeting remotely because of (select all that apply):

- Military duty.
- A medical condition and the meeting will be held on or before December 31, 2021.
- A statewide state of emergency or disaster is declared pursuant to law, charter, or local ordinance and the Board member's in-person attendance at a physical meeting would risk the personal health or safety of the Board members or the public and the meeting will be held on or before December 31, 2021.
- A local state of emergency or disaster is declared pursuant to law, charter, or local ordinance that affects an area in which the Board member resides and the Board member's in-person attendance at a physical meeting would risk the personal health or safety of the Board members or the public and the meeting will be held on or before December 31, 2021.

The public may attend and participate virtually using this link: [insert telephone number, internet address, virtual meeting address, or other information needed to participate]. The public may also attend and participate in person, subject to attendance limits and applicable social distancing and mitigation requirements, at [insert physical location of the meeting].

To the extent feasible, members of the public attending the Board meeting in-person must adhere to social distancing and mitigation measures required by the District or by local or state public health orders to prevent the spread of COVID-19, including maintaining at least 6 feet of distance from anyone outside that person's household.

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Members of the public may contact any Board member in advance of the meeting to provide input or ask questions about business that will come before the Board by [insert individual Board member contact information (e.g. email addresses)].

OPTIONAL: The following Board members will be participating remotely: [insert names]. Information is included above on how to contact these board members in advance of the meeting to provide input or ask questions about any business coming before the Board.

Any person with a disability requiring special accommodations to participate in this meeting should contact the Superintendent's office at [insert contact information].