

**TOWNSHIP OF SCIO
BOARD OF TRUSTEES
POLICY
REQUIRING SCIO TOWNSHIP BOARDS,
COMMITTEES, AND COMMISSIONS
TO FOLLOW THE REQUIREMENTS OF THE
OPEN MEETINGS ACT REGARDLESS
OF WHETHER REQUIRED BY LAW**

I hereby certify that the Township of Scio Board of Trustees *Policy Requiring Scio Township Boards, Committees, and Commissions to Follow the Requirements of the Open Meetings Act Regardless of Whether Required by Law* was adopted by the Board of Scio Township at its Regular Meeting held on January 9, 2024



Jessica M. Flintoft, Township of Scio Clerk

**POLICY REQUIRING SCIO TOWNSHIP BOARDS,
COMMITTEES, AND COMMISSIONS TO
FOLLOW THE REQUIREMENTS OF THE OPEN MEETINGS ACT
REGARDLESS OF WHETHER REQUIRED BY LAW**

1. **PURPOSE:** The purpose of this policy is:

1.1 Ensure that all Scio Township boards, committees and commissions subject to the Michigan Open Meetings Act (MCL 15.261 et seq) ("OMA") are familiar with its requirements and remain in compliance with the OMA.

1.2 Require any Scio Township board, committee, or commission that is not subject to the OMA by law to follow all provisions of the OMA as if required by law as set forth in this policy.

2. **AUTHORITY:**

The Scio Township Board of Trustees.

3. **BACKGROUND:**

Some, but not all of Scio Township's boards, committees, and commissions are public bodies subject to the Open Meetings Act. It is the intent and directive of the Scio Township Board of Trustees that all Scio Township boards, committees, and commissions conduct business with the same transparency as required by the OMA.

4. **APPLICATION:**

4.1 This policy applies to all boards, committees, and commissions of Scio Township created by ordinance, resolution, or motion of the Board of Trustees.

4.2 This policy does not apply to committees or sub-committees of advisory bodies to the Board of Trustees, advisory committees with no formal charge by the Board of Trustees, or committees or working groups established by the Township Manager.

4.3 The Township Manager may determine that this policy does not apply to a committee when the Manager determines the body does not fall under the intent of this policy.

5. **POLICY:**

5.1 It is the policy of the Township of Scio, that each board, committee, and commission in Scio Township created by ordinance, resolution, or motion of the Board of Trustees conduct business as if each is subject to the terms and requirements of the Open Meetings Act.

5.2. All bodies subject to this policy shall publish meeting schedules, conduct meetings as if subject to the OMA, employ closed sessions only as and under circumstances permitted by the OMA, and keep minutes that, at a minimum, comply with the OMA.

5.3 The Township Clerk shall, in October of each year, provide each body subject to this policy with information regarding the Open Meetings Act. The information shall include a copy of the OMA. The information may be provided by electronic means.

6. COMPLIANCE:

6.1 The chair of each body subject to this policy shall ensure the body complies with this policy.

6.2 This policy does not create a legal duty beyond the requirements of the Open Meetings Act. A violation does not subject the body or its members to civil or criminal liability. A violation is a violation of Scio Township policy only.

6.3 Any board, commission, or committee member subject to this policy may seek guidance from the Township Manager or Township Clerk and, with approval of the Township Manager, the Township Attorney.