

Emergency Meetings:

Public bodies may hold emergency sessions without a written notice or time constraints if the public health, safety or welfare is severely threatened and if two-thirds of the body's members vote to hold the emergency meeting.

Individual Notification of Meetings by Mail:

Any citizen can request that public bodies put them on a mailing list so that they are notified in advance of all meetings. Section 6 of the new law states that:

"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 reasonable estimated cost for printing and postage of such notices, a public body shall send to the requesting party by first-class mail, a copy of any notice required to be posted . . ."

In addition, upon written request, public bodies are required to send free notices of meetings to newspapers, radio and television stations at the same time that they are required to post those notices.

Closed Meetings:

The law provides for closed meetings in a few specified circumstances. In order for a public body to hold a closed meeting, two-thirds of its members must vote affirmatively in a roll call. Also, the purpose for which the closed meeting is being called has to be stated in the meeting when the roll call is taken.

Closed meetings may be called without a two-thirds vote for the following reasons:

- (1) considering the dismissal, suspension or disciplining of, or to hear complaints or charges brought against a public officer, employee, staff member or individual when the person requests a closed hearing;
- (2) considering the dismissal, suspension or disciplining of a student of a public school when the student or guardian requests a closed hearing;
- (3) strategy and negotiation sessions necessary in reaching a collective bargaining agreement when either party requests a closed hearing; and
- (4) partisan caucuses of the State Legislature.
- (5) for a compliance conference the department of commerce conducts under MCL §333.16231, concerning an investigation of certain licensed medical professionals.
- (6) to conduct searches for a university president, until the board has narrowed the search to 5 candidates.

Other reasons a public body may hold a closed meeting are:

- (1) to consider the purchase or lease of real property;
- (2) to consult with its attorney about trial or settlement strategy in pending litigation, but only when an open meeting would have detrimental financial effect on the public body's position;
- (3) to review the contents of an application for employment or appointment to a public office when the candidate requests the application to remain confidential. However, all interviews by a public body for employment or appointment to a public office have to be conducted in an open meeting; and
- (4) to consider material exempt from discussion or disclosure by state or federal statute.

Minutes of a Meeting:

Minutes must be kept for all meetings and are required to contain:

- (1) a statement of the time, date and place of the meeting;
- (2) the members present as well as absent;
- (3) a record of any decisions made at the meeting and a record of all roll call votes; and
- (4) an explanation for the purpose(s) if the meeting is a closed session.

Except for minutes taken during a closed session, all minutes are considered public records, open for public inspection, and must be available for review as well as copying at the address designated on the public notice for the meeting.

Proposed minutes must be available for public inspection within 8 business days after a meeting. Approved minutes must be available within 5 business days after the meeting at which they were approved.

Corrections in the minutes must be made no later than the next meeting after the meeting to which the minutes refer. Corrected minutes must be available no later than the next meeting after the correction and must show both the original entry and the correction.