
Section 2: Meetings

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2.1 Schedule of Regular Meetings

- A. The Township Board shall meet every month at a regularly scheduled time.
- B. The Clerk shall propose the schedule of regular meetings for the calendar year with input from members of the Township Board.
- C. The schedule of meetings shall be adopted by the Board of Trustees no later than January 1 of each calendar year.
- D. The schedule of meetings shall be posted at the Township office, published in the designated newspaper or other printed publication, and appear on the Township's web site.
- E. Regular meetings may be cancelled or postponed due to the certain lack of quorum, inclement weather, or other extraordinary situation.
 - 1. The Supervisor shall notify all officials, trustees, and employees who are expected to be present when a meeting has been cancelled.
 - 2. The Clerk shall post the cancellation notice at the township office.
- F. The date of a regular meeting may be rescheduled by agreement of all trustees and shall be posted at least three days in advance.

2.2 Special Meetings

- A. A Special Meeting of the Board shall be held when urgent business needs immediate action, when the majority of the Board agrees to address a specified matter, or to inform Board members of an important, pressing situation.
- B. Special meetings of the Township Board may be called by the Supervisor, at the request of 2 members of the Board of Trustees, or when scheduled at a regularly scheduled meeting when a purpose for the meeting has been identified.
- C. The Special Meeting Notice shall be posted by the Clerk at least 18 hours before the meeting and satisfy the requirements of the Open Meetings Act.
- D. The purpose of the Special Meeting shall be stated on the Special Meeting Notice. Other agenda items may be considered if all trustees are present.

2.3 Agendas

- A. Township Board members and employees may request to have an item placed on the agenda by notifying the Township Supervisor at least 7 days prior to the meeting.
- B. The Supervisor should make the proposed agenda available to trustees 5 days prior to scheduled meetings of the Board.
- C. The final proposed agenda shall be made available to every Township Board member, along with all supporting documentation and correspondence addressed to the Township Board, at least 24 hours prior to the Township Board meeting.
- D. When a need to place an item on the agenda arises after the deadline, the item may be added to the agenda by consent of the Township Board when the agenda is considered for adoption.
- E. The agenda shall be adopted by majority vote of Township Board members.
- F. A business item or report may be considered out of the written agenda's order to be more convenient for individuals participating in the meeting.

2.4 Order of Business

- A. Call to order
- B. Pledge of Allegiance
- C. Public comments
- D. Correspondence
- E. Approval of meeting agenda
- F. Approval of minutes of the previous meeting
- G. Financial Reports
 1. Budget Report and Actions
 2. Treasurer's Report and Actions
 3. Approval of Bills
 4. Other
- H. Reports
 1. Road Commission
 2. Cemetery
 3. Zoning
 4. Fire
 5. Planning Commission
 6. Workshops and Conference Reports
 7. Other Committees
- I. Unfinished business
- J. New business
- K. Announcements
 1. Upcoming meetings
 2. Events
 3. Other
- L. Trustee comments
- M. Adjournment

2.5 Public Comments

- A. At each Township Board meeting, there shall be an opportunity for Public Comment at the beginning of the meeting.
- B. Citizens may speak for up to 3 minutes. Individuals requesting a longer period of time in advance, will be permitted at the discretion of the Chairperson and with the consent of the trustees. The Chairperson may limit the Public Comment period to a total of 12 minutes.
- C. The purpose of the Public Comment period is to provide citizens with an opportunity to express opinions and concerns. It is not a time to resolve individual or personal complaints that have not been properly presented to the appropriate official or employee.
- D. Individuals who wish to speak during the Public Comment must submit a "Request to Speak" form to the Chairperson prior to the meeting being called to order.
- E. Members of the public may comment only during the public comment portion of the meeting unless recognized by the Chairperson.
- F. Specific answers to a citizen's questions need not be given by the Chair or other Township officials during Public Comment period but, will be addressed by appropriate officials or employees after the meeting.
- G. In addition to the above mentioned public comment period, the Chair or the Township Board members may permit limited public comment for particular agenda items.
- H. Public comments shall be directed to and through the Chairperson.
- I. All public comments shall be related to and relevant to the business and functions of the Township.
- J. No citizen can transfer, reserve or delegate any public comment time to any other person.
- K. Any citizen desiring to make a public comment shall be requested to first state their name and address for the record.

2.6 Minutes

- A. The proceedings of each meeting shall be recorded by the clerk.
- B. If the clerk is not attending the meeting, a secretary pro tem shall be elected by the Board.
- C. The minutes shall include a summary of each agenda item, associated official actions, consensus statements, follow up activities and other pertinent information.
- D. The (unapproved) minutes are required to be available to the public for review within eight business days of the meeting. Minutes should be clearly labeled "unapproved" until the minutes have been officially adopted by the Board.
- E. Individuals and media organizations requesting to automatically receive unapproved and/or adopted minutes shall complete a FOIA request each fiscal year.
- F. Minutes should be approved by motion and adopted at the next meeting with or without corrections to affirm their accuracy.
- G. The approved minutes are required to be available within five business days of adoption by the Board of Trustees.
- H. Official signed copies of adopted minutes should be kept at the township office in a secure place. Copies of adopted minutes should be kept in chronological order and be readily available for public inspection.

2.7 Chairperson

- A. It is the duty of the Supervisor to serve as Chairperson at Township Board Meetings.
- B. If the Supervisor is absent or unable to chair a particular meeting of the Township Board, Trustees shall elect a chair pro tem.
- C. The Chairperson shall preside at the meeting, preserve order, and decide all questions of order and procedure.
- D. All rulings of the chairperson are subject to appeal by any trustee and may be overruled by a vote of a majority of the Township Board members present (including the Chairperson).

2.8 Adjournment

- A. Any member may propose to close a meeting by moving to adjourn.
- B. The Chairperson shall announce the adjournment of a meeting following the adoption of the motion to adjourn the meeting.
- C. The Chairperson may adjourn a meeting by declaration in the event of public disorder or an emergency situation.