Sample Special, Reconvened, Emergency, or Rescheduled Meeting Notice

MEETING NOTICE

To comply with the Michigan Open Meetings Act (MCL 15.265):

The **Anytown Municipal Planning Commission**
c/o Anytown Municipality Planning Department
456 Seventh Street
Anytown, Michigan 49XXX
Phone (XXX)722-0000, FAX (XXX)722-0001,
e-mail: plan@anytown.gov

Internet where meeting notices are posted: [www.anytown.gov/plan.html](http://www.anytown.gov/plan.html)

Anytown Municipality will provide necessary reasonable auxiliary aids and services, such as hand signers for the hearing impaired, audio tapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting (and/or hearing) upon two weeks notice to Anytown Municipality. Individuals with disabilities requiring auxiliary aids or services should contact Anytown Municipality and leave a message which includes (1) who you are/how to contact you, (2) what meeting and date you wish to attend, (3) what aid you are requesting.

Contact: Anytown Municipality Clerk, voice phone, (XXX)722-0000; U.S. mail, 456 Seventh Street, Anytown, Michigan 49XXX-XXXX; TDD phone, (XXX)722-0002; E-mail plan@anytown.gov.

This notice was posted by [name, title], to comply with Sections 4 and 5 of Michigan Open Meetings Act (MCL 15.265) at [time], [date] 20XX on the bulletin board outside the Planning Office and on the bulletin board outside the County Clerk’s Office posted at least 18 hours prior to the start of the meeting.

I, [name, title], certify that the foregoing notice has been posted as specified above in accordance with the Michigan Public Act (MCL 15.265) as amended.

__________________________, [title]
MEETING NOTICE

To comply with the Michigan Open Meetings Act (MCL 15.265):

The Anytown Municipality Planning Commission
c/o Anytown Municipality Planning Department
456 Seventh Street
Anytown, Michigan  49XXX
Phone (XXX)722-0000, FAX (XXX)722-0001,
e-mail: plan@anytown.gov
Internet where meeting notices are posted: www.anytown.gov/plan.html

will hold meetings of the Anytown Municipality Planning Commission the third Wednesday of each month on:

- January 20, 20XX,
- February 17, 20XX,
- March 17, 20XX,
- April 21, 20XX,
- May 19, 20XX,
- June 16, 20XX,
- July 21, 20XX,
- August 18, 20XX,
- September 15, 20XX,
- October 20, 20XX,
- November 17, 20XX, and
- December 15, 20XX.

All starting at 7pm.

In the Anytown Municipal Hall, 5435 Main Street, Anytown, Michigan.

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This notice was posted by _______ [name, title], to comply with Sections 4 and 5 of Michigan Open Meetings Act (MCL 15.265 at ___ [time], _____ [date] 20XX on the bulletin board outside the Planning Office and on the bulletin board outside the County Clerk’s Office posted at least 18 hours prior to the start of the meeting.

I, ___________ [name, title], certify that the foregoing notice has been posted as specified above in accordance with the Michigan Open Meeting Act (MCL 15.265) as amended.

_________________________, [title]