

MINUTES

Minutes shall be kept of each meeting, whether such meeting is open or closed. Minutes shall contain the following information: date, time, place of meeting; the members present and the members absent; a record of all actions taken by the Board including those persons who moved and supported motions; the purposes for which closed meetings are called; all roll call votes and an indication of how each Board member has voted on an issue unless the action is unanimous; a reference to reports presented; a reference to items discussed when no action is taken; and a listing of persons making comments at the public comment session along with the topic or topics discussed.

In the event a closed session is held, minutes shall also be taken but these minutes are not available to the public and may only be disclosed by order of a court. Minutes of closed sessions must be retained for one year and one day after approval of the minutes of the regular meeting at which the closed session was approved.

The minutes of the open meetings of public bodies are public record open to public inspection and shall be available at an address designated on the posted public notice. Also, copies of the minutes shall be available to the public at the reasonable copying cost. Proposed minutes of open meetings shall be available within eight (8) business days after the meeting to which the minutes refer. Approved minutes shall be available for public inspection within five (5) business days after the meeting at which the minutes are approved by the public body.

Approved:

LEGAL REF: MCL 380.11 *et seq.*; 380.1201; 380.1202; 15.269; AG Opinion #6353

*Adopted April 19, 1982
Revised October 6, 2008*