

Spartyville

**100 N. Green Street
Spartyville, Michigan
1-517-555-2345
www.spartyville.gov**

PUBLIC NOTICE OF REMOTE MEETING

Spartyville Board of Commissioners

Date, Meeting Type (Council, Committee, Board), Time

Due to the novel Coronavirus emergency, this meeting will be held remotely and in compliance with the _____ County (City, Village, Township) emergency procedures resolution and Governor Whitmer’s Executive Orders 2020-15 and 2020-21. This meeting is open to the public.

Rationale for this remote meeting.

Public that wish to view or participate can do so by using one of the following methods:

To access by computer or smart phone: access through clicking or copy-pasting this link into a browser (like google) _____ (link) _____ (pass code or special access number/name or both).

Clear description of how to participate in the meeting.

To access the meeting by phone: dial _____ (provide toll free, or local number) then wait for instructions and provide _____ (access number/name).

- Agendas and meeting packets are available: <https://www.SpartyvilleCounty.org/agenda-packets>
- Minutes from previous meetings: <https://www.SpartyvilleCounty.org/BOCminutes>
- Additional instructions on how to access the meeting: <https://www.SpartyvilleCounty.org/RemoteMeeting>
- Public Hearing Materials: <https://www.SpartyvilleCounty.org/publichearing>

Provide links to agendas, packets, minutes (provide materials online that would otherwise be provided in a face-to-face meeting) advance of a meeting on paper (or e-mailed to the press, for example). Provide this online, if a website is available. Minimally, e-mail the notice and packet to the media.

If you require assistance due to a disability or need additional information, please contact _____ (name, phone, e-mail) within 48-hours of the meeting.

The limitations of a remote meeting may introduce challenges here, continue to be responsive to requests for accommodation.

NOTE: The decision making body can choose to provide more detail on meeting content in the notice, such as specific agenda items. This is not required by the Open Meetings Act—nor is it prohibited. Consider the potential benefits of added transparency when conducting remote participation meetings.