

Spartytville

100 N. Green Street

SAMPLE AGENDA FOR REMOTE MEETING

_____ Meeting

Date, 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.

Brief rationale for this remote meeting.

To view and/or participate in this meeting:

With 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).

Clear description of how to participate in the meeting.

With a phone: dial _____ (provide toll free, or local number) then wait for instructions and provide _____ (access number/name).

Follow bylaws and regular order of business. Some communities are finding they need modifications to public comment periods.

AGENDA:

1. Roll Call, Pledge of Allegiance, etc
2. Meeting Instructions: Meeting Procedure and Public Comment
3. Public Comment
4. New Business
 - A. Emergency Budget Amendments
5. Public comment
6. Adjourn Meeting

The Chairman explains clear rules of procedure for public comment and/or the reasons for use of "mute" features until public comment.

Agenda items are limited to those that cannot be postponed.

Prior to final public comment, repeat instructions again (rules, how they will be called on, etc.)