

## CONWAY TOWNSHIP POLICY No. 19

### REMOTE PARTICIPATION IN MEETINGS FOR MEMBERS ABSENT DUE TO MILITARY DUTY

The Conway Township Board desires to set up procedures allowing remote participation in meetings for members of a public body who are absent as a result of military duty, pursuant to the Open Meetings Act ("OMA"), MCL 15.263(2). Accordingly, the Conway Township Board hereby adopts the following policy in compliance with the OMA:

#### A. **Definitions.**

1. "Military Duty" means training and service performed by an inductee, enlistee, reservist, or any entrant into a temporary component of the armed forces of the United States, and time spent reporting for and returning from such training and service, or if rejection occurs, from the place of reporting, pursuant to a lawful order.
  2. "Public Body" includes but is not limited to the Township Board, Planning Commission, and Zoning Board of Appeals.
- B. Any member of a public body who will be absent from a meeting due to military duty shall notify the Township Clerk, Chairperson of the public body, if applicable, of the intended absence and affected dates sufficiently in advance of the meeting to allow the public to provide input on any business that will come before the public body, along with an email address and telephone number where that member can be reached during the absence from the meeting for military duty. The notice shall be provided no later than 48 hours before the meeting.
- C. Upon notification of the absence, the Township Clerk shall post a notice of the affected meeting, which shall include a notification to the public of the name of the member who will be absent due to military duty and that the member may be contacted by written message submitted to the Township Clerk.
- D. The member of the public body who will be absent from a public meeting due to military duty shall be permitted to participate in, and vote on, business before the public body in a manner determined by the Clerk or Chairperson, if applicable, to ensure 2-way communication wherever feasible, ideally utilizing a form of teleconferencing whenever possible.
- E. The means of communication must be reliable and not likely to interfere with the progress of the meeting. The public must be able to hear the participation of the remote member.
- F. Any voting of the public body when a member is attending remotely in accordance with these procedures shall be by roll call. The member in remote attendance shall not count towards a quorum. A member in remote attendance shall not conduct the meeting.
- G. A member in remote attendance pursuant to this Policy shall be paid for meeting attendance.

I, Elizabeth Whitt, Conway Township Clerk, hereby certify that this administrative Conway Township Policy No. 19 was approved by a regular meeting of the Conway Township Board on \_\_\_\_\_, 2020.

\_\_\_\_\_ Elizabeth Whitt, Conway Township Clerk