

Rochester Hills Public Library Board of Trustees Meeting Procedures

The Board of Trustees for the Rochester Hills Public Library abide by the regulations set forth in the Open Meetings Act, PA 267 of 1976 (the "OMA"). The OMA was amended¹ in 2020 to provide additional regulations for electronic meetings. These procedures provide clarification on how the Rochester Hills Public Library Board of Trustees will conduct meetings.

1. The Board of Trustees has regular monthly meetings on the second Monday at 7:00 p.m. The May, June, July, August and September meetings begin at 8 p.m. The Board of Trustees meet at the main library or hold the meeting electronically. Additionally, the President may call a special meeting, or the Board may call a special meeting by request of a majority. The Board may call a closed meeting by a two-thirds (2/3rds) roll call vote of the members of the Board present at the meeting.
2. The meeting schedule is established at the annual meeting and is posted within the main library building and on the website. The President may cancel a regular meeting if there is insufficient business, an anticipated lack of a quorum, or a facility issue. The Board may also cancel a meeting by a majority vote of the board in accordance with the provisions of P.A. 267 of 1976, as amended.
3. Notice of the meeting and the agenda will be posted on the website homepage 18 hours before the start of the meeting. If an electronic meeting is convened, information on how to join the meeting will be included on the agenda.
4. The public is welcome to attend and public comments are scheduled at the beginning of the agenda. A monthly information packet is available for review on the library's website or in the library on the Friday before each meeting at the Adult Services' desk on the second floor of the library. If members of the public wish to attend in-person after 9:00 p.m. access is available at the entrance east of the drive-up window and loading dock. For further information, please call the library director at 248-650-7122.
5. The library will provide necessary, reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities upon one weeks' notice to the library by contacting the following:

Outreach Services
Rochester Hills Public Library
500 Olde Towne Road Rochester, MI 48307
248-650-7150, TDD 248-650-7153

¹ On October 16, 2020 Governor Gretchen Whitmer signed Senate Bill 1108 which amends the Open Meetings Act, PA 267 of 1976 to allow meetings of a public body to be held electronically or with remote participation under certain circumstances and to provide procedures and requirements for a meeting held that way. The law is retroactive to March 1, 2020 and expires after December 31, 2021.

6. A quorum for the transaction of business at any meeting shall consist of a majority of the members serving on the board. An affirmative vote of the majority of all members of the Board present at the time shall be necessary to approve any action before the Board (an individual roll call is not required for in-person or electronic meetings).
7. Electronic meetings² must be conducted in a way that allows two-way communication so that the members of the public body can all hear one another. A public body may use technology that allows members of the public to submit typed comments that can be shared with all the meeting participants to satisfy the requirements that members of the public must be allowed to address the meeting and be able to be heard by others. A physical place is not required for an electronic meeting.
8. If a member of the Board of Trustees is attending remotely³, they will provide a public announcement at the outset of the meeting (included in the meeting minutes), that include the member's physical location by stating the county, city, township, or village and state from which he or she is attending the meeting remotely.

A public body may not require a person to register or provide his or her name or other information as a condition of participating in an electronic meeting, or require a person to otherwise fulfill a condition for attendance.

Members of the public must be excluded from any closed sessions held in-person or electronically.

9. To contact the Board of Trustees, please use the form provided on the library website or official Board of Trustee email addresses. For more information, call the library director at 248-650-7122.

Adopted by the Board of Trustees: November 9, 2020

² Until December 31, 2020 (and retroactive to March 18, 2020), the public body may have an electronic meeting for any reason and members of the public body are considered present and in attendance at the meeting for all purposes.

³ From January 1, 2021 to December 31, 2021, a member of a public body may attend and participate in a public meeting virtually for any of the following reasons: military duty; a medical condition; or a statewide or local state of emergency or state of disaster declared pursuant to law or charter by the governor or a local official or local governing body that would risk the personal health or safety of members of the public or the public body if the meeting were held in person.