

**RESOLUTION #2016-12-12.3  
ONTWA TOWNSHIP  
CASS COUNTY MICHIGAN**

**RESOLUTION FOR AGENDA POLICY**

**WHEREAS**, the current Township Board of Trustees desires to have a board agenda policy.

**NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:**

The Ontwa Township Board of Trustees has adopted the following:

**Board Agenda Policy**

Purpose: To ensure the Board and general public be informed on important topics before township meetings.

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The Board hereby agrees to the following guide for the agenda of the Township Board meetings:

**Policy:**

- Deadline for agenda items is 1:00 pm on the Wednesday, prior to the meeting.
- Time sensitive items that require board action may be added late by a majority vote of the Township Board. Effort will be made to notify all board members of any potential additions or changes.
- An Ontwa Township resident may request that an item be placed on the agenda. The request must be in writing (email is acceptable) to the Clerk no later than 10 days before the board meeting. The resident shall provide any applicable information or documentation to the Clerk by the Wednesday prior to the board meeting. The item shall be added to the agenda.
- The agenda will be posted on the township's web page on Friday, prior to the meeting.
- All Board votes shall be on agenda items only.

Motion made by Meryl Christensen, seconded by Dan Stutsman to adopt the foregoing resolution

Upon roll call vote, the following voted yeas: 7.

The following voted nays: 0.

The Supervisor declared the motion carried and the resolution duly adopted on the 12<sup>th</sup> day of December, 2016.

I, Tina VanBelle, Clerk of Ontwa Township, do hereby certify that the foregoing resolutions were adopted by the Ontwa Township Board of Trustees at the regular meeting held on December 12, 2016, and said meeting was announced and conducted consistent with Michigan's Open Meeting Act.



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Tina VanBelle  
Ontwa Township Clerk