

## RESOLUTION 2015-06-08

### ONTWA TOWNSHIP CASS COUNTY MICHIGAN

#### RESOLUTION TO ADOPT BOARD AGENDA TRANSPARENCY POLICY

**WHEREAS** Ontwa Township does not yet have a policy for board agenda items; and

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

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

The Ontwa Township Board of Trustees has adopted the following:

#### **Board Agenda Transparency Policy**

**Purpose:** To ensure that: 1) the Board is both transparent to the other board members and to the general public; 2) the Board is informed on important topics before taking action thereon; and 3) the public is given sufficient notice to allow them to participate in the decision process.

---

The Board hereby agrees that the following guide the agenda of the Township board meetings:

Policy:

- Deadline for agenda items is 1:00 pm on the Wednesday, prior to the meeting.
- Agenda items that do not have necessary backup information will not be included on the agenda.
- Agenda items added after the deadline or at the meeting shall be for informational purposes only. Any such item that requires voted action shall not be voted on at the same meeting and may instead be placed on the agenda of the next board meeting.
- Time sensitive items that require board action may be added late by a majority vote of the Board and only if a delay would cause undue hardship or would increase cost to the township. *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 if at least two board members agree to submit it for inclusion.

- The agenda and board packet will be posted on the township's web page by noon on Friday, prior to the meeting.
- All Board votes shall be on agenda items only.
- Any vote on policy shall be by resolution and roll-call vote. Policy items are generally not considered time-sensitive.

Moved by Clerk McNaughton

Supported by Trustee Mroczek

Roll Call Vote: Yeas : Bossler, Christensen, McNaughton, Gilliam, Mroczek, Duck, Marchetti

Nays : 0

The Supervisor declared the motions carried and the resolution duly adopted on the 8th day of June, 2015.

I, Teri McNaughton, 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 June 8, 2015, and said meeting was announced and conducted consistent with Michigan's Open Meeting Act.



---

Teri McNaughton  
Ontwa Township Clerk