

## Meeting Minutes Information

MTA website

### **Q. What information is required to be included in the minutes?**

Minutes are basically a record of actions taken by the township board. They are not meant to be a word-for-word record of the meeting. The basic statutory requirements for minutes are outlined in the [Open Meetings Act](#) (OMA), Public Act 267 of 1976 (MCL 15.261, *et seq.*).

“Each public body shall keep minutes of each meeting showing the date, time, place, members present, members absent, any decisions made at a meeting open to the public, and the purpose or purposes for which a closed session is held. The minutes shall include all roll call votes taken at the meeting. The public body shall make any corrections in the minutes at the next meeting after the meeting to which the minutes refer. The public body shall make corrected minutes available at or before the next subsequent meeting after correction. The corrected minutes shall show both the original entry and the correction.” (MCL 15.269)

The township board determines the format of its minutes, which are the record of the actions taken by the board, and the clerk is responsible for seeing that the township board minutes are prepared (MCL 41.66). Information over and above the requirements of the OMA and other statutes may be included in the format of the minutes, at the discretion of the township board.

According to MTA Legal Counsel, “[Meeting] minutes must, at a minimum, indicate the body which is meeting (e.g. township board, zoning board of appeals, planning commission, etc.); the date, time and location of the meeting; motions and resolutions made, supported and results of the motion; and any action taken by the body which is not specifically indicated in motions or resolutions. When a public body conducts a public hearing (always within a public meeting), the minutes should include the comments and arguments of those promoting or opposing a particular matter which is the subject of the public hearing and the fact that an opportunity to be heard was given to those present.”

One example of this is a hearing held to confirm a special assessment roll. MCL 41.726 requires a person objecting to the roll to file his or her objection in writing with the township clerk, but it is also important for the township to record in the minutes who appeared to protest so the township can demonstrate at any State Tax Commission proceedings that it provided the person an opportunity to be heard. Another example is noting in the March Board of Review meeting minutes when a taxpayer has appeared to appeal his or her assessment.

Also according to MTA Legal Counsel, “Although the minutes do not have to include a verbatim recitation of all statements made at the meeting, a record of the topics or issues addressed during a meeting and any motions made (whether carried or not) provides a complete description of the proceedings of the meeting. We also note that if the township board has adopted a policy of following the provisions of Robert’s Rules of Order, it requires the recordation of all motions (whether passed or not) in the meeting minutes. Finally, we note that an accurate record of all motions offered, and their disposition, can avoid future disagreements or questions concerning those motions.”

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### OPEN MEETINGS ACT (EXCERPT)

#### Act 267 of 1976

#### 15.269 Minutes.

##### Sec. 9.

(1) Each public body shall keep minutes of each meeting showing the date, time, place, members present, members absent, any decisions made at a meeting open to the public, and the purpose or purposes for which a closed session is held. The minutes shall include all roll call votes taken at the meeting. The public body shall make any corrections in the minutes at the next meeting after the meeting to which the minutes refer. The public body shall make corrected minutes available at or before the next subsequent meeting after correction. The corrected minutes shall show both the original entry and the correction.

(2) Minutes are public records open to public inspection, and a public body shall make the minutes available at the address designated on posted public notices pursuant to section 4. The public body shall make copies of the minutes available to the public at the reasonable estimated cost for printing and copying.

(3) A public body shall make proposed minutes available for public inspection within 8 business days after the meeting to which the minutes refer. The public body shall make approved minutes available for public inspection within 5 business days after the meeting at which the minutes are approved by the public body.

(4) A public body shall not include in or with its minutes any personally identifiable information that, if released, would prevent the public body from complying with section 444 of subpart 4 of part C of the general education provisions act, 20 USC 1232g, commonly referred to as the family educational rights and privacy act of 1974.