

Types of Meetings, now adopted, were requested on 10/9/2025 Board Meeting.

As a Resolution it is added to the By-Laws

In Michigan, a 501(c)(3) nonprofit organization holds several types of official meetings, primarily determined by the organization's bylaws and the Michigan Nonprofit Corporation Act. These meetings can include an organizational meeting, board meetings, and member meetings.

Organizational meeting

The first and most important meeting is the initial organizational meeting of the board of directors. This meeting is necessary to complete the formation of the nonprofit corporation and includes tasks such as:

- Approving the bylaws.
- Adopting the conflict of interest policy.
- Electing directors and appointing officers.
- Passing other resolutions, such as authorizing the opening of a bank account.

Board of directors meetings

The board of directors is responsible for governing the corporation and holds regular and special meetings to conduct business.

- Regular board meetings: These can be held as prescribed in the organization's bylaws, with no notice required for directors who receive the meeting schedule in advance. While state law does not specify a minimum frequency, many boards meet quarterly or monthly.
- Special board meetings: These meetings are for specific, urgent purposes and require notice to be given to all directors as specified in the bylaws.

- Remote meetings: Michigan law permits directors to participate in meetings via conference calls or other remote communication, as long as all participants can hear one another.
- Actions without a meeting: The board can also conduct business by obtaining the unanimous written consent of all directors, removing the need for a formal meeting.

Member meetings

Nonprofits that have a voting membership are required to hold member meetings.

- Annual member meeting: The purpose of this mandatory meeting is to elect directors and conduct other business. It must be held on the date specified in the bylaws.
- Special member meeting: These meetings can be called by the board of directors or by a written petition from a sufficient number of members, typically at least 10%.

Committee meetings

The board of directors may delegate specific responsibilities to committees, which then hold their own meetings. Participation in a committee meeting may also occur through remote communication.

Important

- Bylaws are key: Our bylaws govern the specific procedures, frequency, and notice requirements for its meetings. They must comply with Michigan law but can be more restrictive.
- Not public: We are not a government entity, our board meetings are generally not required to be open to the public.

- Recordkeeping: Proper recordkeeping, including detailed meeting minutes, is a basic rule for all nonprofits and is crucial for good governance.

Approval Record

The policy above was reviewed and approved by the Board of Directors on: December 18, 2025

Date Approved: December 18, 2025

Motion By: Henry Jordan

Seconded By: Robert Opsahl

Vote: ☐ Approved ☒ Not Approved ☐ Approved With Corrections

Recorded In Minutes of: EOY Board of Directors Meeting December 18, 2025

Certification by Secretary

I hereby certify that the above policy reflects the true and accurate policy approved by the Board of Directors.

Signature: _____

Printed Name: Bernadette Opsahl

Title: Board Secretary

Date: December 18, 2025