

Open Meetings Act Policy

I. Purpose.

The Open Meetings Act (OMA) is a state law that requires that meetings of public bodies be open to the public except in certain specific, limited situations where the law authorizes the public body to close a meeting. OMA also provides that the public must be given advance notice of the time, place and subject matter of the meetings of public bodies. This is to ensure that the public has access to information about government and its decision-making process. Meetings of the Ecorse Public Library Board (“Board”) shall be noticed and held in compliance with the Michigan Open Meetings Act which is 1976 PA 267, MCL 15.261 through 15.275.

II. Meeting Schedule and Agendas.

A schedule of regular Board meetings shall be posted at the beginning of each fiscal year and shall state the regular dates, times, and places of such meetings. This schedule shall be posted on the Ecorse Public Library’s (“Library”) website, as well as in the Library. Board meeting agendas will be distributed to Board members and posted for the public as required by the Michigan Open Meetings Act. Agendas shall be posted on the Library’s website, as well as on Library property.

III. Organization of and Rules Governing Board Meetings

The Library cooperates with representatives of print and broadcast media and with other members of the public who wish to make either video or audio recordings of public meetings so long as said recordings neither disrupt a meeting, nor violate the rights of the members of the Board, witnesses, or the public. The President of the Board may impose additional rules or limitations on recording as necessary to preserve the decorum of the meeting and avoid disruption of the meeting.

The following rules to govern public comments during meetings of the Board:

- Members of the public who attend meetings of the Board and wish to make a comment must do so during the Public Comment section of the agenda.
- Members of the public who wish to speak during Public Comment must sign in with their name and address.

- Members of the public who wish to speak during Public Comment must limit their comments to no more than three (3) minutes in length.

The Board is responsible for updating policies and procedures relating to Board meetings.

IV. Meeting Minutes

Board meeting minutes will be made available for public inspection and posted on the Library's website within five (5) calendar days after the minutes are approved by the Library Board. Typically, the minutes are approved at the next board meeting. Any minutes from meetings that are open to the public that have been posted on the Library's website shall remain posted on the website in accordance with OMA.

Approved by the Board of Trustees March 9, 2026