

NOTICE OF MEETING

COMMISSIONS:	Select	BOARDS:	Select	COMMITTEES:	Select
Beautification		<i>Board of Canvassers</i>		Building Authority	
CDBG Citizens' Advisory		<i>Board of Review</i>		Cable TV <u>ad hoc</u>	
Citizens Recreation	XXX	<i>Community Enhancment Fund Advisory Board</i>		Compensation & Evaluation	
Community Tree		<i>Construction Board of Appeals</i>		Construction	
Historical		<i>Pension Board</i>		Detroit City Airport	
Local Officers' Compensation		<i>Downspout Board of Appeals</i>		Finance	
Insurance				Fireworks	
Planning				Judicial Liaison	
Senior Citizens				Mack Ave Business	
				Public Relations	

PUBLIC INVITED: IN ACCORDANCE WITH PUBLIC ACT 267 OF 1976 (OPEN MEETINGS ACT), ALL MEMBERS OF THE GROUP SELECTED ABOVE, AS WELL AS THE GENERAL PUBLIC, ARE INVITED TO ATTEND THE FOLLOWING MEETING:

DATE: Feb. 10, 2004 **TIME** 7:00 p.m.

PLACE: Conference Room, City Hall, 20025 Mack

Regular meeting (X) or Re-scheduled Regular Meeting ()

AGENDA OF MEETING

1. Roll Call
2. Approval of Minutes: Meeting of January 13, 2004
3. City Council Report
4. Winterfest Thank You's
5. Party in the Park
6. New Business

City Council Meeting:
 Feb. 2 Babcock
 Feb. 23
 Mar. 1 Morkut
 Mar. 15

Submitted by: C. Kummer **Office Held:** Rec. Scty **Telephone** 343-2470

City Clerk's office to process posting – see reverse side.

INSTRUCTIONS TO FULFILL POSTING REQUIREMENTS UNDER P.A. 267 OF 1976 (OPEN MEETINGS ACT):

All public meetings must have public notice in accordance with the following instructions:

REGULAR MEETING: For regular meetings of the public body, there shall be posted within 10 days after the first meeting of said body in January a notice stating the dates, times and place of its regular meetings.

A copy of the Notice of Meeting and Agenda for each regular meeting is to be presented to the City Clerk's office at least two days before the scheduled regular meeting. Such is made available to the public and is also posted.

CHANGE IN REGULAR MEETING DATE: If the regular meeting dates are changed, there shall be posted within 3 days of the meeting (to be changed) a public Notice of Rescheduled Meeting and Agenda, stating the new dates, times and place of the rescheduled regular meeting.

Submit Notice of Rescheduled Meeting and Agenda within 3 days to the City Clerk's office for posting.

ALL MEETINGS OF A PUBLIC BODY SHALL BE OPEN TO THE PUBLIC AND SHALL BE HELD IN A PLACE AVAILABLE TO THE GENERAL PUBLIC.

All decisions of a public body shall be made at a meeting open to the public.

No decisions may be made prior to a public meeting.

A person shall not be required, as a condition to attend a meeting of a public body, to register or otherwise provide a name or other information.

All deliberations of a public body constituting a quorum of its members shall take place at a meeting open to the public.

RESPONSIBILITY OF COMMISSION/BOARD/COMMITTEE TO DO THE FOLLOWING:

NOTICE OF MEETING & AGENDA: Submit a prepared Notice of Meeting and Agenda to the City Clerk, along with envelopes addressed to Commission/Board/Committee members. The City Clerk will mail out the Notice of Meeting & Agenda.

MINUTES: Submit a copy of the approved (or "immediately certified") minutes of the meeting to the City Clerk who will submit same to the City Council of Grosse Pointe Woods at the next regular meeting.

RECORD KEEPING: The City Clerk's office will retain at City Hall copies of the following for each Commission:

- Notice of Meetings & Agenda
- Minutes – Permanent Records
- General Correspondence

POSTING REQUIREMENTS: The City Clerk's office will fulfill posting requirements in accordance with the law as follows: Distribute 11 copies:

- 1c - City Administrator – internal mail box
- 2c - City Hall internal public bulletin boards – City Clerk ofc to post
- 6c - Exterior bulletin boards – DPS fulfills posting (use Cert. of Posting)
- 1c - Original to Agenda folder in File Dr. #22
- 1c - City Website – give to IT dept for posting to website

For further information, telephone the City Clerk's Office at 343-2440.