

**City of Grosse Pointe Woods  
20025 Mack Plaza  
Grosse Pointe Woods, Michigan 48236**

**NOTICE OF MEETING**

<b>COMMISSIONS:</b>	<b>X</b>	<b>COMMITTEES:</b>	<b>X</b>	<b>BOARDS:</b>	<b>X</b>
Beautification Advisory		Building Authority		Board of Canvassers	
Citizens' Recreation		Cable TV Ad Hoc		Board of Review	
Community Tree	<b>X</b>	Compensation & Evaluation		Construction Board of Appeals	
Historical		Construction		Community Enhancement Fund Advisory	
Local Officers Compensation		Finance		Downspout Board of Appeals	
Planning		Fireworks		Pension	
Senior Citizens'		Judicial Liaison			
		Mack Ave Business Study			
		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: 4/06/05    TIME: 7:30 p.m.    PLACE: Conference Room, City Hall, 20025 Mack**

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

**AGENDA OF MEETING**

No regular Community Tree commission meeting will be held April 06.2005. On this date at 7:30 pm. the Tree Commission will conduct a Memorial Tree Ceremony in the Community Center at City Hall, 20025 Mack Avenue.

**Submitted by:**

**Office Held:**

**Telephone:**

**TURN OVER....**

<p>City Clerk's office to process posting – see reverse side.</p>
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## **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.**