

**CITY OF GRAND HAVEN**  
**GRAND HAVEN, MICHIGAN**

Procedures for Electronic Remote Meetings  
Adopted 4/20/20

Governor Whitmer issued Executive Order Number 2020-48 on Tuesday, April 14, 2020 to allow local government bodies (including their boards and commissions) to conduct remote meetings and expressly suspended compliance with section 3 of the Open Meetings Act to alleviate physical presence requirements in recognition of the threat imposed by the COVID-19 virus.

In order to comply with Executive Order 2020-48 and to best meet the intent of the Open Meetings Act, the City of Grand Haven shall:

Notify all known media outlets of all meetings at least 18 hours in advance of the meeting, and

Post the full agenda at least 18 hours before the meeting, with the complete packet received by the City Council or Board or Commission with all support documents available at [grandhaven.org](http://grandhaven.org), and

Live stream audio and video content on one of two separate streaming platforms with closed captioning capabilities available (You Tube and Facebook Live), and

Audio content may be broadcast live on Community Radio WAWL 103.5, and

The City Clerk shall accept written feedback at [lbrowand@grandhaven.org](mailto:lbrowand@grandhaven.org) to be publically shared at the beginning and end of every meeting during General Business Call to the Audience agenda item, and

Public may make comments via Facebook live text feed and such comments shall be read aloud at the beginning and end of every meeting during General Business Call to the Audience agenda item, and

Public may call in on the telephone at (616) 402-0815 at the beginning and end of every meeting during General Business Call to the Audience agenda items, and

All votes shall be taken by roll call to ensure all votes are heard and properly recorded, and

The City Clerk shall take complete minutes of all meetings of the City Council and minutes shall also be taken by the recording secretary of all boards or commissions meeting under this policy.

This policy may be amended at any time by the City Council in order to more completely comply with the Open Meetings Act and Executive Order 2020-48.