



## COUNCIL ACTION SUMMARY SHEET

**MEETING DATE:** April 20, 2026

**TOPIC:** Proposal – Council Training on Meeting Decorum

**BACKGROUND BRIEF:** I recently became aware of a training session that was made available to members of the Orion Township Board of Trustees focused on meeting decorum. This training was conducted by their Township Attorney's Firm and covered specific topics including:

- Public Hearings, Why Does Procedure Matter at a Public Meeting?
- Tips For a Successful Public Meeting
- OAG (Office of the Attorney General) Opinions on Public Comment Rules
- The Board May Not...
- Public Hearing Vs. Public Comment
- Procedure to Pass and Amend a Motion (Basic Robert Rules of Order)
- What is Included in a Motion?
- The Open Meetings Act (OMA), 1976, PA 267
- Intent of the Act
- A Meeting is Subject to the OMA if...
- The OMA & EX Parte Contact
- Permissible reasons to go into Closed Session
- Procedures to Go into Closed Session
- Use of e-mail or other electronic communications during an open meeting

I feel it would be beneficial for our council to receive similar training not only to make us more aware of requirements of our council positions, but to also insure our meetings and actions during meetings are correct, ethical, and lawful.

**SUMMARY OF POREVIOUS COUNCIL ACTION:** None

**FINACIAL IMPACT:** We may incur some legal fees

**RECOMMENDED MOTION:** Motion dependent on council discussion and direction