

CITY OF SWARTZ CREEK, MICHIGAN

ZONING BOARD OF APPEALS – RULES OF PROCEDURE: MARCH 2009

attendance. The minutes of a public hearing shall include an identification of each member of the public who spoke and a summary of their comments. All communications, actions, and resolutions shall be attached to the minutes. The official records shall be deposited with the City Clerk when they become available.

5. OPEN MEETINGS AND FREEDOM OF INFORMATION PROVISIONS

- 5.1 All meetings of the ZBA shall be opened to the public and held in a place available to the general public.
- 5.2 All deliberations and decisions of the ZBA shall be made at a meeting open to the public.
- 5.3 A person shall be permitted to address a hearing of the ZBA under the rules established in section 3.5, and to address the ZBA concerning non-hearing matters under the rules established in Section 3.8 to the extent that they are applicable.
- 5.4 A person shall not be excluded from a meeting of the ZBA except for breach of the peace, committed at the meeting.
- 5.5 All records, files, publications, correspondences, and other materials are available to the public for reading, copying, and other purposes as governed by the Freedom of Information Act.
- 5.6 All meetings shall be recorded using a audio cassette or similar medium if practical.

6. AMENDMENTS

These rules may be amended by the ZBA by a concurring vote pursuant to subsection 3.7, during any regular meeting, provided that all members have received an advanced copy of the proposed amendments at least 3 days prior to the meeting at which such amendments are to be considered.

THESE BY-LAWS AND RULES OF PROCEDURES ARE ADOPTED ON THE

18th March, 2009

Ron Smith
ZBA Secretary