


CITY COMMISSION POLICY

GRAND RAPIDS  MICHIGAN	NUMBER: 200-01	HISTORY	
	DATE: April 30, 1974	FILE #	DATE
	FILE NUMBER: 26879	44398	12/04/84
	DEPARTMENT: ATTORNEY'S		

SUBJECT: THE OPEN MEETINGS ACT – 1976 PA 267, AS AMENDED

PURPOSE: To identify the policies, practices, and procedures to be employed by the City Commission and all City staff with regard to the Open Meetings Act.

POLICY:

1. All meetings of the Grand Rapids City Commission at which a quorum is present and for which the purpose is to deliberate toward or render a decision on a matter of public policy shall be open to the public and otherwise in compliance with the Open Meetings Act.
2. A 2/3 roll call vote of members elected or appointed and serving shall be required to call a closed session for the following purposes:
 - a. To consider the purchase or lease of real property up to the time an option to purchase or lease that real property is obtained.
 - b. To consult with its attorney regarding trial or settlement strategy in connection with specific pending litigation, but only if an open meeting would have a detrimental financial effect on the litigating or settlement position of the public body.
 - c. To review the specific contents of an application for employment or appointment to a public office if the candidate requests that the application remain confidential. However, all interviews by a public body for employment or appointment to a public office shall be held in an open meeting pursuant to this act.
 - d. To consider material exempt from discussion or disclosure by state or federal statute.

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3. A majority vote of members elected or appointed and serving shall be required to call a closed session for the following purposes:
 - a. To consider the dismissal, suspension, or disciplining of, or to hear complaints or charges brought against, or to consider a periodic personnel evaluation of, a public officer, employee, staff member, or individual agent, if the named person requests a closed hearing. A person requesting a closed hearing may rescind the request at any time in which case the matter at issue shall be considered thereafter only in open sessions.
 - b. To consider the dismissal, suspension, or disciplining of a student if the public body is part of the school district, intermediate school district, or institution of higher education which the student is attending, and if the student or the student's parent or guardian requests a closed hearing.
 - c. For strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement if either negotiating party requests a closed hearing.
 - d. Partisan caucuses of members of the state legislature.
4. Separate minutes shall be taken by a designated secretary, which shall be retained by that person, and not be available to the public. Except where disclosure is required by the act, these minutes shall be destroyed one year and one day after approval of the minutes of the regular meeting at which the closed session was approved.
5. It shall be the policy of the Grand Rapids City Commission to reasonably identify the specific purpose for which any closed session is called.
6. It shall be the policy of the Grand Rapids City Commission to limit all conversations in a closed session to matters which are directly related to its subject matter and the permissible purpose for which it was called.