

**Form 1**

**SCHEDULE OF REGULAR MEETINGS  
FOR \_\_\_\_\_ TOWNSHIP,  
\_\_\_\_\_ COUNTY, MINNESOTA**

The town board of \_\_\_\_\_ Township, \_\_\_\_\_ County, Minnesota holds its regularly scheduled board meetings on \_\_\_\_\_ [the second Tuesday of each month] \_\_\_\_\_ at \_\_\_\_\_ [7:00] \_\_\_\_\_ a.m./p.m. at the [town hall located at 123456 Town Hall Drive]

*0[If a quorum of the town board is likely to regularly attend meetings of other bodies such as the planning commission, fire board, etc., then it should list those meetings on this schedule:*

*A quorum or more of the town board may also attend the {Township Planning Commission} meetings regularly held on \_\_\_\_\_ [the third Tuesday of each month] \_\_\_\_\_ at \_\_\_\_\_ [7:00] \_\_\_\_\_ a.m./p.m. at the [town hall located at 123456 Town Hall Drive.]*

If the date of a regular meeting falls on a holiday or conflicts with an election, the meeting will be held in the following week on the same day, time, and place. If a regular town board meeting must be held at a different date, time, or place than indicated above, or if the town board decides to hold a special board meeting, notice of the meeting will be posted at the following public posting place[s] designated by the town board:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

A copy of this schedule shall be kept on file at the town’s primary office where its records are kept. This schedule shall remain in effect until changed by motion of the town board.

\_\_\_\_\_  
Town Clerk

**Form 2**

**ANNUAL POSTING OF REGULAR BOARD MEETINGS  
of the \_\_\_\_\_ TOWNSHIP TOWN BOARD OF SUPERVISORS  
FOR 20\_\_\_\_\_**

The town board of \_\_\_\_\_ Township, \_\_\_\_\_ County, Minnesota holds its regularly scheduled board meetings on \_\_\_\_\_ [the second Tuesday of each month] \_\_\_\_\_ at \_\_\_\_\_ [7:00] \_\_\_\_\_ a.m./p.m. at the [town hall located at 123456 Town Hall Drive]. If a meeting cannot be held as scheduled because it conflicts with a holiday or another day in which a meeting cannot be held, the meeting will be held the following week on the same day of the week, time, and place.

The following are the dates on which the regular board meetings are scheduled to occur in 20\_\_ and reflect any changes due to conflicts:

MONTH	MEETING DAY(S)
January	
February	
March	
April	
May	

June	
July	
August	
September	
October	
November	
December	

If a regular meeting cannot be held on the date, time, or place listed above, notice of the date, time, and place of when and where the meeting will be held will be posted at least three days before the day of the meeting.

Contact the town clerk at \_\_\_\_\_ with any questions.

**Form 3**

\_\_\_\_\_ Township  
 \_\_\_\_\_ County, Minnesota

**A RESOLUTION DESIGNATING THE  
 OPTIONAL HOLIDAY DAYS AS NOT HOLIDAYS**

**WHEREAS**, Minn. Stat. § 645.44, subd. 5 gives political subdivisions the option of determining whether Christopher Columbus Day (the second Monday in October) and the Friday after Thanksgiving will be holidays;

**WHEREAS**, no public business may be transacted on any holiday except the optional holiday days if the political subdivision designates them as not holidays;

**WHEREAS**, the town board determines there are already a significant number of holidays designated by statute;

**WHEREAS**, the town board determines it is in the public's interest to not further limit the days on which public business may be transacted;

**NOW, THEREFORE, BE IT RESOLVED**, that the town board of \_\_\_\_\_ Township, \_\_\_\_\_ County, Minnesota determines and hereby designates Christopher Columbus Day and the Friday after Thanksgiving are not holidays and so public business may be transacted thereon.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_.

\_\_\_\_\_  
 Town Chair

Attest: \_\_\_\_\_  
 Town Clerk

**Form 4**

\_\_\_\_\_ Township  
\_\_\_\_\_ County, Minnesota

**NOTICE OF A SPECIAL BOARD MEETING**

Notice is hereby given that the town board of \_\_\_\_\_ Township, \_\_\_\_\_ County, Minnesota will hold a special board meeting on \_\_\_\_\_, 20\_\_, at \_\_\_\_\_ a.m./p.m. at \_\_\_\_\_ for the purpose of

[provide a general description of the purpose(s) of the meeting].

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Town Clerk

Posted on:\_\_\_\_\_.

**Form 5**

\_\_\_\_\_ Township  
\_\_\_\_\_ County, Minnesota

**NOTICE OF A REGULAR MEETING TO BE HELD AT A  
DIFFERENT TIME OR PLACE THAN INDICATED  
ON THE SCHEDULE OF REGULAR MEETINGS**

Notice is hereby given that the regular meeting of the \_\_\_\_\_ town board regularly scheduled for \_\_\_\_\_, 20\_\_ will instead be held on \_\_\_\_\_, 20\_\_ at \_\_\_\_\_ a.m./p.m. at the \_\_\_\_\_. The purpose of the meeting is to conduct the business that was scheduled for the town board's regular monthly meeting.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Town Clerk

Posted on:\_\_\_\_\_.

**Form 6**

\_\_\_\_\_ Township  
\_\_\_\_\_ County, Minnesota

**RESOLUTION ESTABLISHING AN ANNUAL EXPIRATION DATE FOR REQUESTS  
OF NOTICE OF SPECIAL MEETINGS**

**WHEREAS**, the Open Meeting Law provides an opportunity for a person to file a request for notice of special meetings (Minn. Stat. § 13D.04, subd. 2);

**WHEREAS**, public bodies are authorized to establish an expiration date for requests for notice of special meetings;

**WHEREAS**, in it is the interest of the town board to promote uniformity and reduce the administrative

burdens of handling and responding to requests for notice; and

**WHEREAS**, once an annual expiration date is established persons having filed a request for notice are given notice of an impending expiration and have the opportunity to renew their request;

**NOW, THEREFORE, BE IT RESOLVED**, that written requests for notice of special meetings made pursuant to the Open Meeting Law will expire on \_\_\_\_\_ each year.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_.

\_\_\_\_\_  
Town Chair

Attest: \_\_\_\_\_  
Town Clerk

### Form 7

### REQUEST FOR NOTICE OF SPECIAL MEETINGS

I, \_\_\_\_\_, hereby request notice of special meetings of the \_\_\_\_\_ [town board / city council] as is provided in the Minnesota Open Meeting Law (Minn. Stat. § 13D, subd. 2).

(check one of the following)

I wish to receive notice of all special meetings.

I wish to limit my request for notice to only those special meetings addressing the following subject(s):

\_\_\_\_\_  
\_\_\_\_\_

I understand that all requests for notice of special meetings automatically **expire** on [January 1] every year. No more than 60 days before the expiration date, I will be sent notice of the expiration and will be given an opportunity to renew my request. It is my responsibility to inform the public body if there is a change in my mailing address and I understand that if I fail to give notice of the change I may not receive notice of special meetings. I also understand that the public body may choose to publish notice of a special meeting once at least three days before the meeting as an alternate to mailing or otherwise delivering, including by electronic mail if available, notice to me of a special meeting.

Name \_\_\_\_\_

Address: \_\_\_\_\_

Sign: \_\_\_\_\_

Date: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Mail or return the form to:

\_\_\_\_\_  
\_\_\_\_\_

Date Received: \_\_\_\_\_

**Form 8**

**YOUR REQUEST FOR NOTICE OF SPECIAL MEETINGS IS ABOUT TO EXPIRE**

Date: \_\_\_\_\_  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

You are hereby notified that the written request you filed for notice of special meetings of the \_\_\_\_\_ will expire on \_\_\_\_\_. After the expiration date, you will no longer be mailed or otherwise delivered notice of special meetings. Public notice of special meetings will continue to be provided as required by law.

If you wish to renew your request notice of special meetings, you may do so by completing the enclosed request form and mailing it to the address indicated on the form.

If you have any question please feel free to contact:\_\_\_\_\_.

**Form 9**

\_\_\_\_\_ Township/City  
\_\_\_\_\_ County, Minnesota

**NOTICE OF A SPECIAL CLOSED BOARD MEETING**

Notice is hereby given that the town board/city council of \_\_\_\_\_, \_\_\_\_\_ County, Minnesota will hold a special closed board meeting on \_\_\_\_\_, 20 \_\_, at \_\_\_\_\_ a.m./p.m. at \_\_\_\_\_, for the purpose of [provide a specific description of the purpose(s) of the closed meeting.] This meeting will be closed to the public for the above stated purpose only.

**Form 10**

\_\_\_\_\_ Township/City  
\_\_\_\_\_ County, Minnesota

**NOTICE OF A SPECIAL MEETING**

Notice is hereby given that the (town board/city council of \_\_\_\_\_, \_\_\_\_\_ County, Minnesota will hold a special meeting on \_\_\_\_\_, 20 \_\_, at \_\_\_\_\_ a.m./p.m. at \_\_\_\_\_, for the purpose of [provide a general description of the purpose(s) of the meeting.]

After the above agenda items are discussed, the meeting will then be closed to the public for [provide a specific description of the purpose(s) of the closed meeting.]

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Town/City Clerk

Posted on: \_\_\_\_\_.