

Notice of Annual Meeting and Election of Officers

Notice is hereby given to the qualified voters of _____Township, County of _____, State of Minnesota that the Annual Election of Town Officers and Annual Town Meeting will be held on Tuesday, March __, 20__. In case of inclement weather, the meeting and election may be postponed until the third Tuesday in March (include date) and if inclement weather also postpones the election and meeting on the third Tuesday they shall be held on (Board must set a date within 30 days following the third Tuesday in March)

The Election Poll hours will be open from ___ to ___, at which time the voters will elect:
(List of offices to be filled)

(List all propositions-questions)

The Board of Canvass will meet on _____, _____ at ___ P.M to certify the official election results.

The Annual Meeting will commence at ___ A.M./P.M. to conduct all necessary business prescribed by law.

(Add agenda items if so desired. If the board intends to seek a motion for a later starting time for State elections, that intent must be included in this section of the notice pursuant to Minn. Stat. § 204C.05)

The Annual Election and Meeting will be held at the following location:

(Name of Building)

(Address of Building)

The town board of supervisors intends to ask the township electors to recess the meeting until a later day, so that the township can try to conduct the annual meeting fully in-person later this year, when conditions related to COVID-19 may have improved.

Town Clerk, Town of Date:

Annual Meeting Script:

1. Convene the meeting; the clerk calls the meeting to order.
2. Elect a moderator.
3. “Because of COVID-19 pandemic, this meeting poses some health risks to those gathered in person and there may be some of our community who do not feel safe attending or comfortable participating by remote means. This meeting will be more difficult to manage with voters trying to participate online or by telephone. However, the voters do not need to complete the Annual Meeting tonight. Instead, we ask the voters to recess or continue this meeting to a time later this year, before September 1. A recessed or continued meeting essentially ‘pauses’ the meeting. It does not close, conclude, or adjourn the meeting, but it ‘stops’ the meeting for time and sets out to resume the meeting at the voted-upon time, day, and place. The voters may pause this meeting until this summer, when we are more likely to be able to meet in person with fewer public health concerns.”

“If the voters agree to this plan, we ask for a motion to continue the meeting to (INSERT DATE, TIME, AND PLACE), to resume this Annual Meeting. Will anyone make this motion?”

4. Wait for someone to make the motion. Voters may have discussion, but it may be difficult to carry on discussion. Voters may limit debate and call for a vote by motion supported by a simple majority vote. (Remember Roberts Rules or similar does not apply!)
5. **If passed**, the meeting for the day has concluded, **do not adjourn the meeting**. The moderator says, “Thank you for starting this meeting. The meeting is not finished, and will be continued until DATE, TIME, at PLACE. We will reconvene at that time.” No more business should be conducted. NO MOTION TO ADJOURN SHOULD BE MADE OR PASSED!
6. **If not passed**, the meeting continues.

RESOLUTION TO CONDUCT THE ANNUAL MEETING REMOTELY

WHEREAS, Minnesota Statutes 365.51 requires townships to conduct an annual meeting of the electors on the second Tuesday in March,

WHEREAS, the COVID-19 Pandemic has made it difficult and unsafe to conduct large in-person meetings,

WHEREAS, The Minnesota Governor has declared a peacetime emergency due to COVID-19 under Minnesota Statutes Chapter 12,

WHEREAS, Minnesota Statutes 13D.021 allows meetings subject to the open meeting law to be conducted remotely during an emergency declared under Minnesota Statutes Chapter 12,

WHEREAS, Minnesota Statutes 365.51 provides the township board the powers to declare the location of the annual meeting,

NOW THEREFORE BE IT RESOLVED, _____ Township board will hold the 2021 annual township meeting through electronic means compliant with Minnesota Statutes 13D.021.

Adopted this _____ day of _____, 20__.

By the _____ Town Board

Attested to by:

Town Board Chair

Town Clerk

Local Board of Audit Options and Basic Outline:

1. Conduct the board as normal, in-person:
 - a. The clerk and treasurer prepare the required reports:
 - b. Original receipts and disbursements are prepared to be reviewed:
 - c. The meeting must be properly noticed (5 days posted notice of the time, day, location, and purpose. 5 days includes the day of posting and day of meeting):
 - d. The supervisors conduct the meeting by reviewing all of the proper materials, comparing and contrasting the original materials against the clerk's and treasurer's reports:
 - e. After the meeting's conclusion, the clerk and treasurer complete the financial report and post it at the annual meeting location at least 30 minutes before the meeting.
2. Conduct the meeting partially remote:
 - a. The clerk and treasurer prepare their reports:
 - b. The original receipts and disbursements are prepared; part of this can include scanning documents to provide to the supervisors not in-person:
 - c. The meeting must be properly noticed (5 days posted notice of the time, day, location, and purpose, 5 days includes the day of posting and day of meeting), include that some supervisors may participate remotely:
 - d. Utilize cameras or share the digital copies on the screen for the supervisor's as possible.
 - e. If cameras are not possible, still provide copies, either digitally or physically, to the supervisors meeting remotely:
 - f. During the review, be very clear about what is being reviewed to ensure all supervisors are reviewing the same piece of information:
 - g. After the meeting's conclusion, the clerk and treasurer complete the financial report and post it at the annual meeting location at least 30 minutes before the meeting.
3. Conduct the meeting fully remote:
 - a. The clerk and treasurer prepare reports:
 - b. The original receipts and disbursements are prepared; part of this can include scanning documents to provide to the supervisors not in-person:
 - c. The meeting must be properly noticed (5 days posted notice of the time, day, location, and purpose, 5 days includes the day of posting and day of meeting), include that some supervisors may participate remotely:
 - d. Utilize cameras or share digital copies openly on the meeting application, it is unlikely that the board can properly conduct a fully remote meeting without the ability to use cameras:
 - e. Physical copies are still likely helpful for quick reference and marking up purposes:
 - f. During the review, be very clear about what is being reviewed to ensure all supervisors are reviewing the same piece. If possible, it may be prudent to share any digital copies of the materials on the meeting application:
 - g. After the meeting's conclusion, the clerk and treasurer complete the financial report and post it at the annual meeting location at least 30 minutes before the meeting.