

**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 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)

Town Clerk, Town of                      Date:

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

## **Resolution Establishing the Second Alternate Date for the 20\_\_ Annual Meeting of the Electors**

**WHEREAS**, the Township holds an Annual Meeting of the Electors on the Second Tuesday in March each year, pursuant to Minnesota Statutes Chapter 365.51, subdivision 1;

**WHEREAS**, Township Day [Year] is to be held on [Month] [Day], [Year];

**WHEREAS**, the Township may postpone the Annual Meeting to the Third Tuesday in March, if inclement weather would make it difficult or hazardous for voters to attend the Annual Meeting;

**WHEREAS**, the Third Tuesday in March [Year], called here the First Alternate Date, is [Month] [Day], [Year];

**WHEREAS**, Minnesota Statutes § 365.51, subdivision 1, states, in part:

Prior to providing notice of the election and meeting, the town board shall by resolution set another date for the meeting and election within 30 days of the third Tuesday in March on which the meeting and election shall be held if bad weather forces postponement of the meeting and election on the third Tuesday in March.

**WHEREAS**, the Township Board must establish a second alternate date for the Township's Annual Meeting;

**NOW, THEREFORE, BE IT RESOLVED**, the Township Board establishes [Month] [Day], [Year], as the Second Alternate Date for the Township Annual Meeting.

\_\_\_\_\_  
Township Chairperson

Attested to by:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Township Clerk