

AGENDA # K.3
Scio Township Board of Trustees
Approval of Regular Meetings of the Scio Township Board of Trustees for 2024

FOR MEETING DATE OF: November 14, 2023

PREPARED ON: November 9, 2023; updated
November 13, 2023

PREPARED BY: Jessica Flintoft

SUBMITTED BY: Clerk

ITEM TYPE: Possible Action

BACKGROUND:

Annually, the Township Board adopts a schedule of its Regular Meeting dates for the coming year.

Rule 2.1 of the Rules of Order states:

"The Township Board shall adopt a schedule of its Regular Meeting dates and work session meetings (which will be for discussion only) for the upcoming calendar year by not later than December 31st of the current year. Changes to the Regular Schedule shall not be made except upon the approval of a majority of the board members elected and serving."

The proposed schedule of Regular Meeting dates for 2023 conforms with these requirements, and aligns with how we have long prepared proposed annual calendars for Board adoption. Kristy Aiken, Office Coordinator, has considered Election Dates; Township Holidays; and major Christian, Hindu, Jewish, and Muslim holidays in preparation of this proposed calendar. Not reflected on this calendar are days that the Township Hall offices close early, per Personnel Handbook: Good Friday and New Year's Eve.

Further, this proposed schedule incorporates meeting dates required for budget development, with Regular Meeting of February 29th planned to be dedicated to budget development. Also, March 5th is slated for hearings on both proposed budget and fire annual fire assessment.

Last, the proposed schedule accounts for fact that it is 2024, and seven Township officers will be sworn in on November 20th at noon.

With the exception of November 20th meeting which is proposed to start at noon, all other meetings are proposed to start at 7:00pm.

RECOMMENDATION: Office Coordinator, Manager, and Clerk recommend approval.

MODEL MOTION: To adopt attached proposed Regular Meeting Schedule for the Board of Trustees for calendar year 2024, and that changes to the Regular schedule shall not be made except upon the approval of a majority of the Board members elected and serving.

ATTACHMENTS:

[proposed calendar Board 2024 Meeting Dates corrected.pdf](#)