

	Effective Date:	10-01-2015
	Policy #:	G-29
	Supersedes:	09-12-2011
Subject: Refreshments and Meetings		Page: 1 of 1

PURPOSE

Occasionally requests are submitted from Bureaus to hold in-service training, public hearings, and board or commission meetings at locations outside of Lansing. These events usually involve overnight stays by employees.

State law provides that “a meeting of a state agency shall be held in a facility owned, leased, being purchased, or operated by this state, the federal government, a unit of local government, or a state supported institution, college or university, unless the chief executive officer of the state agency, in writing, authorizes a different location” — [MCLA 18.1217 \(2\)](#). State agency is defined by law as a “department, board, commission, office, agency, authority, or other unit of state government” [MCLA 18.1115 \(5\)](#).

POLICY

Meetings

Exception requests to hold meetings at sites other than called for in [MCLA 18.1217\(2\)](#) require prior approval from the appropriate Deputy Director

Refreshments

Refreshments other than coffee, tea, or pop, will not be paid for with appropriated funds when meetings involve only staff members of the Department of Licensing and Regulatory Affairs (LARA).