



Assuring Quorums and Notification of Absences

Memorandum

To: The Michigan Independent Citizens Redistricting Commission (MICRC)

From: Suann Hammersmith, Executive Director *SDH*

Date: July 13, 2021

Because of the importance of conducting business in a timely and efficient manner, as well as assuring that costs of meetings, funded by taxpayer dollars, are managed prudently, it is important to assure that MICRC meetings have a quorum and that Commissioners notify MICRC and MDOS of absences.

If You are Going to be Absent

Going forward, Commissioners will be sent a meeting invitation to each meeting and asked to RSVP regarding your attendance. Please reply promptly, especially if you will be absent, so the staff can plan appropriately. You may also email Sara Martinez, MICRC Executive Assistant, at MartinezS9@michigan.gov; Sarah Reinhardt, MDOS staff at ReinhardtS@michigan.gov and me at HammersmithS@michigan.gov to inform us of your absence.

If You Are Eligible to Attend Remotely

Under the Open Meetings Act (OMA), you may attend meetings remotely through December 31, 2021, for any of the following circumstances: military service, a medical condition (as defined in the OMA), or a declared statewide or local state of emergency or disaster. If you are unable to attend in person due to one of these circumstances, please make every effort to attend via Zoom, and as soon as you know that you will be attending remotely, please make the required notification pursuant to the *MICRC Remote and Hybrid Meeting Policies and Procedures* (Policy). The Policy requires email notification to the following: Secretary@michigan.gov; Redistricting@michigan.gov; ReinhardtS@michigan.gov. Please also forward this notification to the MICRC Executive Assistant at MartinezS9@michigan.gov and me at HammersmithS@michigan.gov. You may utilize the following language for notification:

Dear Secretary Benson:

This email serves as my written notification required under the MICRC Remote and Hybrid Meeting Policies and Procedures. Please be advised that, pursuant to Section 3(2) of the Open Meetings Act, I will be attending the in-person MICRC _____ (meeting/public hearing) on _____ (date) remotely due to _____ (military duty or a medical condition).

If You Will Arrive Late or Leave Early

If you are able to give notice at least a day before the meeting, please email Sara Martinez, MartinezS9@michigan.gov; Sarah Reinhardt, ReinhardtS@michigan.gov; and me, HammersmithS@michigan.gov.

If You have an Emergency

If you experience an emergency and need to arrive late or leave early or quickly, please notify Sarah Reinhardt at ReinhardtS@michigan.gov, and as a courtesy to MICRC Commissioners and staff, please put this in the social chat.

Thank you for your courtesy and commitment to assuring that we will have a quorum when we meet, or will receive prior notification to plan appropriately, should a meeting have to be cancelled or shortened.