

**Please note the following guidelines below. Visit the** [**Wisconsin Open Meetings Law Practice Directive and Procedure**](https://www.uww.edu/adminaffairs/compliance/practice-directives-and-procedures#:~:text=Practice%20Directives%20and%20Procedures%20are,encouraging%20transparency) **for more information. The template begins on Page 2.**

* **Scope.** Wisconsin’s Open Meeting Law (WOML) requires each meeting of a government body to be preceded by public notice in accordance with [Wis. Stat. § 19.83 (1)](http://docs.legis.wisconsin.gov/statutes/statutes/19/V/83/1). Meeting Notices and their posting are the primary responsibility of the government body, including those circumstances when local news media needs to be alerted (as needed). Government bodies will be required to post meeting notices on the centralized Open Meetings Law website (and at least 3 standard physical posting places on campus) for easy access.

**Note:** **Academic departments and their subunits** are not required to comply with statutory notice requirements, but must “provide meeting notice which is reasonably likely to apprise interested persons, and news media who have filed requests for such notice."

* Manner of giving notice. The chief presiding officer or chairperson of the government body or their designee must give notice of the meeting to the public at least 24 hours before the meeting in accordance with the following:
	1. Post in at least three (3) different physical locations on campus.
	2. Posted to the appropriate UW-Whitewater webpages.
	3. Provide written notice of the meeting to news media who have submitted a written request for notice. According to Wis. Stat. § 19.84 (5), departments and their subunits need only “provide meeting notice which is reasonably likely to apprise interested persons, and news media who have filed requests for such notice.” UW-Whitewater’s official newspaper/publication for posting is the Janesville Gazette. Contact UMC directly with any specific questions about contacting the Janesville Gazette.
* When notice must be given. The chief presiding officer or his or her designee *must provide notice of every meeting at least 24 hours before the meeting begins*. A shorter notice period is possible but should not be attempted without advice of counsel.

Resources

* [UW-Whitewater Open Meetings Law webpage](https://www.uww.edu/adminaffairs/compliance/open-meeting-law)
* [UW System Wisconsin Open Meetings Law webpage](https://www.wisconsin.edu/general-counsel/legal-topics/open-meetings-law/)
* [Wis. Stats. §§ 19.81-19.98](https://docs.legis.wisconsin.gov/statutes/statutes/19/V/81)
* [Department of Justice Compliance Guide](https://www.doj.state.wi.us/office-open-government/office-open-government)



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# (Governmental Body Name Here) Agenda

**Date**: Day of Week, Month DD, YYYY

**Time**: HH:MM (a.m./p.m.) – HH:MM (a.m./p.m.)

**Location**: Room #, Building Name and/or Webex Link/Dial-In #

## Item Title (Name of Presenter, Title if applicable).

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Adjournment.