Virtual Open Meetings Script

How can I conduct legally compliant open meetings by teleconference, videoconference, or another virtual format? I want to make sure we are following Wisconsin’s Open Meetings Law.

Open Meetings law has the same requirements, whether you are meeting in-person, or virtually. Here are some quick reminders on what those requirements are:

* Public notice of the time, location, and subject matter of the meeting (I.e. Agenda posting)
* Ensuring the opportunity for the public to attend and observe the meeting

How can I ensure the public is able to attend and observe the meeting?

* Include the dial-in information for the teleconference in the open meeting notice. Remember to include the meeting ID number and passcode, if necessary. That way, members of the public can join by calling in.
* For meetings using videoconferencing technology or other virtual platforms, members of the public can attend by clicking the meeting link in the open meeting notice to join using their preferred device such as a computer, tablet, or smart phone.

Speaking of open meeting notices, UW System has provided a template you can use for virtual meeting notices. You can find this template by visiting the [UW-Whitewater Open Meetings Law webpage](https://www.uww.edu/adminaffairs/compliance/open-meeting-law) or contacting the Quality Assurance Improvement Manager. Post the meeting notice online at an appropriate location on the University’s website. Staff are not required to post notices on bulletin boards or in other physical locations on campus, which has been past practice for in-person meetings.

What else do I need to know?

* Make sure you are using university-supported technology platforms for these virtual meetings.
* Make sure the meeting body retains control of a virtual meeting. For example, if you go into closed session, confidentiality must be maintained during the closed portion of the meeting. An easy solution for this situation would be to use two different call-in numbers or links – one for open sessions, and another, separate one for closed sessions. Make sure the appropriate safeguards are in place when conducting meetings that have open and closed session components.

Who can I contact if I have additional questions about conducting an open meeting using teleconference or other virtual formats?

Contact iCIT if you have specific technology-related questions or concerns by submitting a ticket with the Help Desk. You can contact your friendly campus Quality Assurance Improvement Manager for assistance with policy-specific questions.