

WISCONSIN OPEN MEETINGS LAW OVERVIEW

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General Requirements

- Meetings must be held in a publicly accessible location (including disabled public)
- Meetings must be preceded by notice (even for closed meetings)
 - No less than 24 hours notice
 - No less than two hours notice in emergency situations (there are no emergency situations)
- Meetings must be open to the public

Notice Requirements

- Notice must provide:
 - Time, Date, Place
 - Subject Matter (stated sufficient enough to identify topic to average person) BE EXPLICIT NOT VAGUE OR GENERAL!!!
Wisconsin Supreme Court – More controversial the item – the more explicit the item description
 - Do Not Include General Headings Such as – Updates, New Items, Action Items, Information Items, Announcements

Social gatherings & Chance Meetings

Permissible under following conditions—

- not an attempt to circumvent public meetings law
- Business of the public body does not get discussed nor acted upon
- If a quorum or more present – will be presumed to have held a meeting and burden of proof shifts to body to prove that a meeting did not occur