

TOP TEN OPEN MEETINGS PROBLEMS/QUESTIONS

Department and Division Head Meeting

February 6, 2012

1. Meeting? What Meeting?

Walking Quorums, Negative Quorums, Email and Chance Social Gatherings. Review City Attorney Opinion 04-001 (copy attached) and at: <http://www.cityofmadison.com/attorney/documents/2004opinions/2004-001.pdf>

2. Committee? What Committee?

May be formed by statute, ordinance, resolution, rule or order.

3. Agenda? What Agenda?

May not take up items not included in the public notice. Treatment of Public Comments portion of the agenda.

4. Notice? What Notice?

24 hour notice required “unless for good cause such notice is impossible or impractical.” It is never impossible or impractical (“emergency”).

5. Posting? What Posting?

Clerk’s office does the posting. Be sure to give them time when you send them your agenda. If not posted timely, no meeting.

6. Meeting? What Meeting? (#2)

The *Badke* notice when a possible quorum at another meeting; tours or other information-gathering.

7. Closed Session? What Closed Session?

Failure to use when appropriate may make entire topic open to public records inquiry.

8. Closed Session? What Closed Session? (#2)

Purposes to be set forth; reconvening in open session; placing at bottom of agenda.

9. Conference Call? What Conference Call?

May be used for a meeting, so long as public has same access and the notice of the meeting indicated that a conference call would be used.

10. Minutes? What Minutes?

Need to reflect official action; we do not recommend much more than that. Same applies to closed sessions. Meetings may be recorded by others.

-Michael P. May
City Attorney