

2022 Meeting Schedule and Council Deadlines

Agendas should be posted to the online meeting calendar by noon the Friday before the meeting takes place. Instructions for using and posting to the online meeting calendar can be found on the Information Technology agency intranet site on Employeeenet.

- ★ In order to comply with the Wisconsin Open Meetings law, the City Clerk's Office must physically post your agenda on the official bulletin board at least 24 hours before the start of a meeting. By posting the agenda the Friday before a meeting takes place, we provide Madison residents with time to arrange for transportation, childcare, or a language interpreter.
- ★ We require that you inform us directly if your agenda is finished within 48 hours of your meeting date so that we never have to cancel a meeting.
- ★ If an agenda is not posted by the City Clerk's Office on the official bulletin board at least 24 hours in advance, the meeting *cannot be held*.
- ★ Weekends are treated as one overnight time period for posting meetings – e.g. your Monday meeting that starts at 2:30pm must be posted by 2:30pm on the Friday before.

Section 33.01(10) of the Madison General Ordinances **prohibits scheduling meetings** on Election Days and during budget deliberations. Those dates in 2022 will be:

- Tuesday, February 15, 2022 (Spring Primary Election)
- Tuesday, April 5, 2022 (Spring Election)
- Tuesday, August 9, 2022 (Fall Primary Election)
- Tuesday, November 8, 2022 (Fall Election)
- Monday, September 12, 2022
(Finance Committee budget deliberations, no meetings after 4:30 p.m.)
- Tuesday, September 13, 2022
(Finance Committee budget deliberations, no meetings after 4:30 p.m.)
- Monday, September 26, 2022
(Finance Committee budget deliberations, no meetings after 4:30 p.m.)
- Monday, October 17, 2022
(Finance Committee budget deliberations, no meetings after 4:30 p.m.)
- Tuesday, October 18, 2022
(Finance Committee budget deliberations, no meetings after 4:30 p.m.)
- Monday, October 31, 2022
(Finance Committee budget deliberations, no meetings after 4:30 p.m.)
- Tuesday, November 15, 2022
(Council budget deliberations, other meetings must **adjourn** by 5:30 p.m.)
- Wednesday, November 16, 2022
(Council budget deliberations, other meetings must **adjourn** by 5:30 p.m.)
- Thursday, November 17, 2022
(Council budget deliberations, other meetings must **adjourn** by 5:30 p.m.)

The Council has also prohibited meetings for themselves and all BCCs for the following holidays:

New Year's Day	Saturday, January 1, 2022
Martin Luther King Jr. Day	Monday, January 17, 2022
Good Friday	Friday, April 15, 2022
*Please note that while the Council does not prohibit scheduling meetings on Good Friday, based on past practice we recommend that you avoid it.	
Passover (first two days and last two days)	Sunset Friday, April 15, through sunset Sunday, April 17, 2022, and sunset Thursday, April 21, through sunset Saturday, April 23, 2022
*Please note that the Council only identifies the first two days as <i>prohibited</i>. Based on past practice, we also recommend that you avoid the last two days of Passover.	
Eid al-Fitr	Sunset Monday, May 2 through sunset Tuesday, May 3
Memorial Day	Monday, May 30, 2022
Juneteenth	Sunday, June 19, 2022
Independence Day	Monday, July 4, 2022
Eid al-Adha	Sunset Saturday, July 9 through sunset Sunday, July 10
Labor Day	Monday, September 5, 2022
Rosh Hashanah	Sunset Sunday, September 25, through sunset Tuesday, September 27, 2022
Yom Kippur	Sunset Tuesday, October 4, through sunset Wednesday, October 5, 2022
Thanksgiving Day	Thursday, November 24, 2022
Ho-Chunk Day	Friday, November 25, 2022
Christmas Holiday	Saturday, December 24, and Sunday, December 25, 2022 (Monday, December 26 off)
New Year's Eve	Saturday, December 31, 2022

Please contact the City Clerk's Office at 266-4601 or meetings@cityofmadison.com with any questions or concerns.

Thank you.

2022 Legistar Deadlines for Common Council Agenda Items

If you have a Legistar file that needs to appear on the next Council agenda, put the date of that Council meeting in the file's CC Agenda Date field, and enter the Legistar file number on the submittal form at <http://www.cityofmadison.com/Employeeenet/legistar/CCItemsSubmittalForm.cfm>. The Clerk's Office generates a submittal form report at noon on Legistar deadline day, and double checks that each of the files listed has pulled into the agenda. If you add a file to the submittal form after the noon deadline, the Clerk's Office will not see your submittal. If your file will not be ready for the agenda by the deadline listed below, contact the Clerk's Office directly.

Meeting Date	Time of Meeting	12 Noon Legistar Deadline
January 4, 2022	6:30 p.m.	December 29, 2022
January 18, 2022	6:30 p.m.	January 12, 2022
February 1, 2022	6:30 p.m.	January 26, 2022
February 22, 2022ⁱ	6:30 p.m.	February 16, 2022
March 1, 2022	6:30 p.m.	February 23, 2022
March 15, 2022	6:30 p.m.	March 9, 2022
March 29, 2022ⁱⁱ	6:30 p.m.	March 23, 2022
April 19, 2022	6:30 p.m.	April 13, 2022
May 10, 2022ⁱⁱⁱ	6:30 p.m.	May 4, 2022
May 24, 2022	6:30 p.m.	May 18, 2022
June 7, 2022	6:30 p.m.	June 1, 2022
June 21, 2022	6:30 p.m.	June 15, 2022
July 5, 2022	6:30 p.m.	June 29, 2022
July 19, 2022	6:30 p.m.	July 13, 2022
August 2, 2022	6:30 p.m.	July 27, 2022
September 6, 2022	6:30 p.m.	August 31, 2022
September 20, 2022	6:30 p.m.	September 14, 2022
October 11, 2022^{iv}	6:30 p.m.	October 5, 2022
October 18, 2022	6:30 p.m.	October 12, 2022
November 1, 2022	6:30 p.m.	October 26, 2022
November 15, 2022^v (2023 Budget Deliberations)	5:30 p.m.	NA – Budget Only
November 16, 2022 (2023 Budget Deliberations If needed)	5:30 p.m.	NA – Budget Only
November 17, 2022 (2023 Budget Deliberations If needed)	5:30 p.m.	NA – Budget Only
November 22, 2022	6:30 p.m.	November 16, 2022
December 6, 2022	6:30 p.m.	November 30, 2022

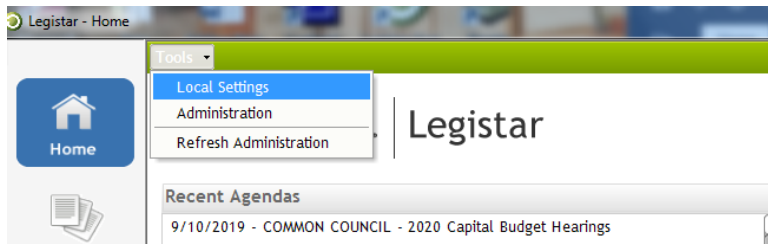
ⁱ Rescheduled due to Spring Primary Election – February 15, 2022; ⁱⁱ Rescheduled due to Spring Election – April 5, 2022;

ⁱⁱⁱ Rescheduled due to Eid al-Fitr – May 2-3, 2022; ^{iv} Rescheduled due to Yom Kippur – October 4-5, 2022;

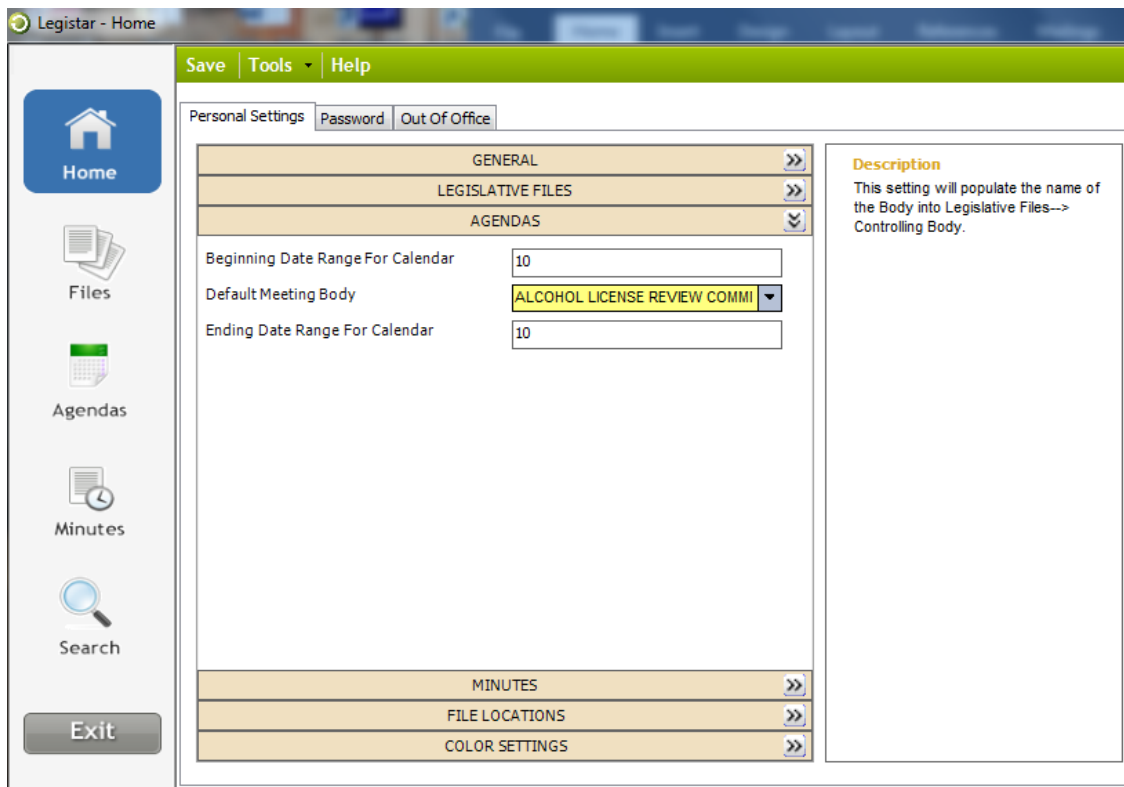
^v Rescheduled due to General Election – November 8, 2022

Entering 2022 Meeting Dates into Legistar

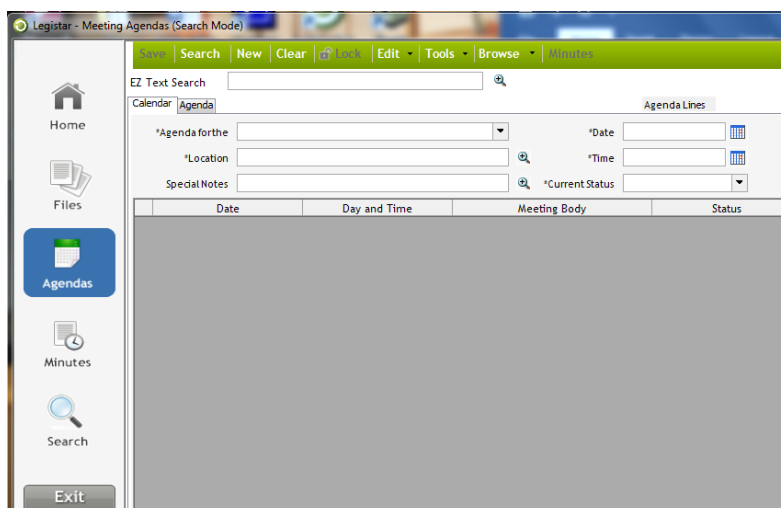
1. Go to Local Settings under Tools at the top of your Legistar home screen.



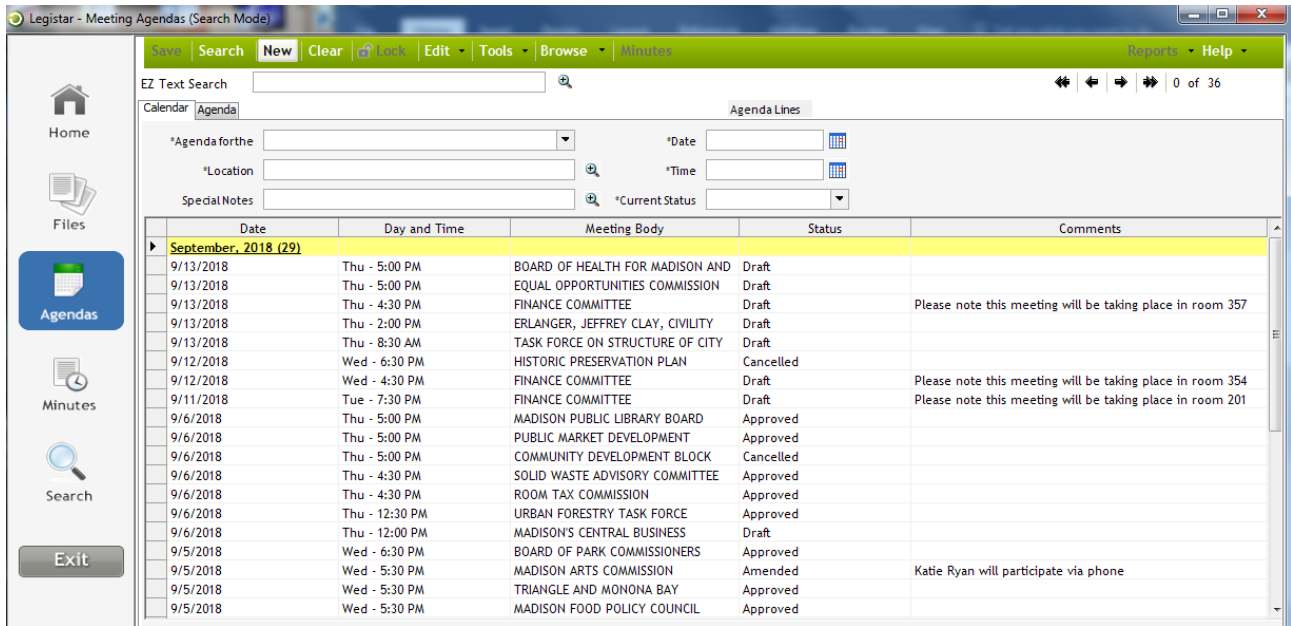
2. Under the Personal Settings tab, expand your options under Agendas and make sure your Default Meeting Body is your committee. If you need to change the Default Meeting Body, select your committee from the drop-down menu and click Save at the top of the screen.



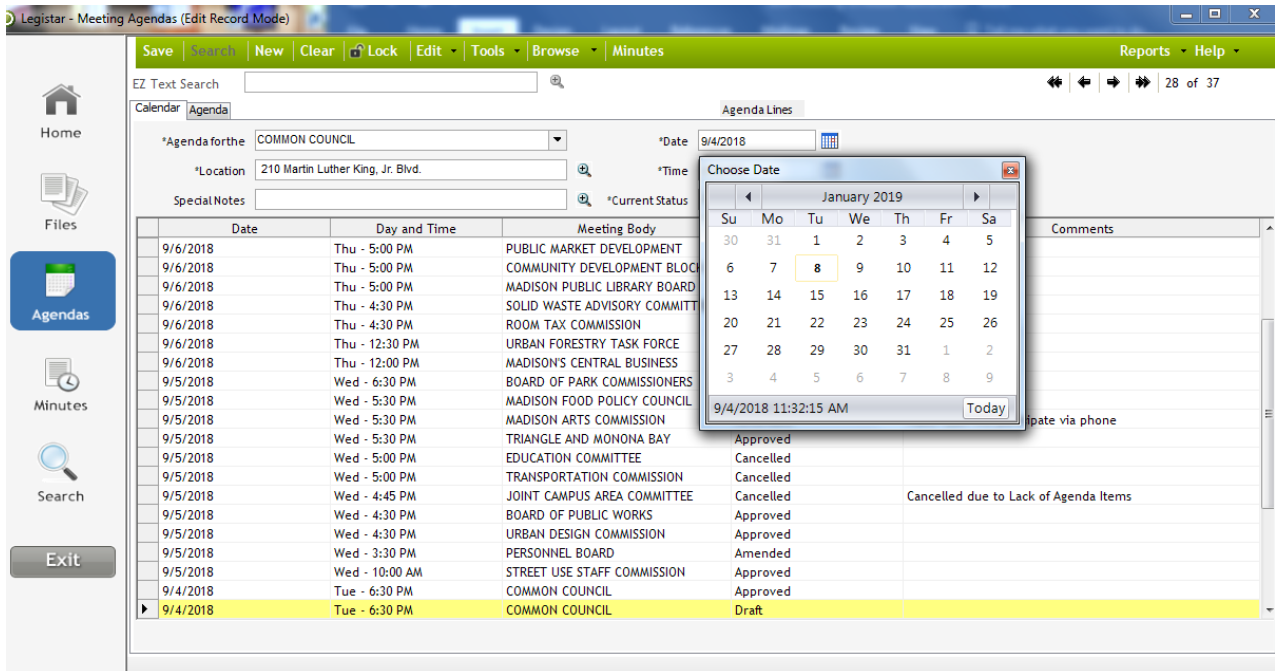
3. Go to Agendas in Legistar.



4. Select New at the top of the screen.



5. Your default committee, meeting time, and meeting location will appear at the top of the screen, for today's date. Change the meeting date in the date field at the top of the screen.



6. Click Save at the top of the screen. Repeat this process for each of your 2022 meeting dates.

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- If you need to change a meeting date and time that you have already saved in Legistar, you can only do so by highlighting the meeting in the Agendas screen and selecting Change Meeting Date/Time from the Tools drop-down menu.

The screenshot shows the Legistar Meeting Agendas (Edit Record Mode) interface. The 'Tools' menu is open, and the 'Change Meeting Date/Time' option is highlighted. The main table displays a list of meetings with columns for Date, Day and Time, Status, and Comments.

Date	Day and Time	Status	Comments
January, 2019 (1)			
1/8/2019	Tue - 6:30 PM		
September, 2018 (29)			
9/13/2018	Thu - 5:00 PM		
9/13/2018	Thu - 5:00 PM		
9/13/2018	Thu - 4:30 PM		
9/13/2018	Thu - 2:00 PM		
9/13/2018	Thu - 8:30 AM		
9/12/2018	Wed - 6:30 PM		
9/12/2018	Wed - 4:30 PM		
9/11/2018	Tue - 7:30 PM		
9/6/2018	Thu - 5:00 PM		
9/6/2018	Thu - 5:00 PM		
9/6/2018	Thu - 5:00 PM		
9/6/2018	Thu - 4:30 PM		
9/6/2018	Thu - 4:30 PM		
9/6/2018	Thu - 4:30 PM		
9/6/2018	Thu - 12:30 PM	Approved	
9/6/2018	Thu - 12:30 PM	Approved	
9/6/2018	Thu - 12:00 PM	Draft	
9/5/2018	Wed - 6:30 PM	Approved	
9/5/2018	Wed - 5:30 PM	Approved	