

PUBLIC NOTIFICATION OF BOARD MEETINGS AND MEETINGS OF OTHER GOVERNMENTAL BODIES OF THE SCHOOL DISTRICT

Policy 171.1

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Consistent with the requirements of the Wisconsin Open Meetings Law, notice of meetings shall be given as follows for all meetings of the School Board, any subunit of the Board, and, unless otherwise specified by an official action of the Board or the applicable governmental body, the other governmental bodies of the school district:

1. As expressly required by any statute that is applicable to the specific body or specific meeting; and
2. By communication from the chief presiding officer of the governmental body or such person's designee:
 - a. To the news media who have filed a written request for such notice;
 - b. To the District's official newspaper; and
 - c. To the public by means of placing a copy of the meeting notice on an Internet site maintained by the District and posting a copy of the notice in the following public place(s): District, High School, and Elementary Main Office.]

If it is necessary to amend any meeting notice that has already been issued, notice of the amendment(s) should normally be given in the same manner as the original notice, but at least in conformance with minimum applicable statutory requirements.

Any meeting notice used to establish compliance with the Open Meetings Law shall be given at least 24 hours prior to the commencement of the meeting, unless for good cause such notice is impossible or impractical, in which case shorter notice may be given, but in no case may the notice be provided less than two (2) hours in advance of the meeting.

The Open Meetings Law notice of a meeting, rather than any separately prepared agenda document, ultimately determines the scope of the subject matter that a governmental body and its members may lawfully address at any meeting and, except for any non-contemplated closed session permitted under the Open Meetings Law, the manner in which such subject matter may be lawfully addressed. Accordingly, it is important for each individual member of the body that is holding the meeting to familiarize himself/herself with the content of the governing notice and to raise timely objections to any deviations from such notice that may arise during the course of a meeting.

Legal References:

Wisconsin Statutes

[Section 19.84](#) [public notice of board meetings, contemplated closed sessions, and public comment periods]

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[Section 19.85](#) [closed sessions and limitations on reconvening in open session]
[Chapter 985](#) [legal notices and official newspapers]

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