

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

Policy 171.1

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To the extent required by the Open Meetings Law, notice of the meetings of the School Board and other governmental bodies of the District shall be given as follows:

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 to **all** of the following:
 - 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 one of the methods expressly authorized within the Open Meetings Law.

Notice of a meeting issued for purposes of compliance with the Open Meetings Law shall be given at least as far in advance of the commencement of the meeting as is minimally required under state law

If it is necessary to amend any meeting notice that has already been issued in a manner that is material to the requirements of the Open Meetings Law, 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.

Designation of Posting Locations: Any time the method used for giving notice of a meeting "to the public" under the Open Meetings Law involves posting a physical copy of the notice in one or more public places, the applicable presiding officer or such officer's designee shall use the following locations unless otherwise approved or directed by the Board:

1. If posting the notice in fewer than three public locations (e.g., in combination with placing the notice on the applicable governmental body's Internet site), the notice shall normally be posted at least at *[insert a primary posting location]*. However, if the primary location identified in this paragraph is closed or insufficiently accessible, a physical copy of the meeting notice shall be posted at least at *[insert an alternate posting location]*.
2. If posting the notice in three or more public locations to establish compliance with the Open Meetings Law, the notice shall normally be posted at least at the primary and alternate locations identified in the previous paragraph and at *[insert a third location]*. However, if any of the three normal public posting locations is closed or insufficiently accessible, the first location to be substituted for any such unavailable location shall be *[insert a fourth posting location]*.

Unless otherwise directed by a decision of the Board, the applicable presiding officer or such officer's designee may select any additional alternate posting location(s) that may be needed due to any additional closure or accessibility issue.

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Legal References:

Wisconsin Statutes

- [Section 19.82](#) [definitions of terms used in the Open Meetings Law]
- [Section 19.83](#) [meetings of governmental bodies, generally]
- [Section 19.84](#) [notice of meetings, contemplated closed sessions, and public comment periods]
- [Section 19.85](#) [closed sessions and limitations on reconvening in open session]
- [Chapter 985](#) [legal notices and official newspapers]

Cross References:

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