

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

Policy 171.1

Waunakee Community School District

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Consistent with the requirements of the Wisconsin Open Meetings Law, notice of meetings shall normally be given as follows for all regular and special meetings of the Board of Education, any subunit of the Board, and, unless otherwise specified by an official action of the Board, the other governmental bodies of the District that are subject to the Open Meetings Law:

1. As expressly required by any statute that is applicable to the specific body or specific meeting (e.g., the Board member notice requirements applicable to special meetings of the Board of Education); and
2. By communication from the chief presiding officer of the governmental body or such person's designee:
 - a. To the Editor of the *Waunakee Tribune* and to any other news media who have filed a written request to receive such meeting notices;
 - b. To the public by means of physical posting at (1) the WCSD Administration and Maintenance Center Office; and (2) each WCSD school building; and
 - c. Via supplemental notice as follows:
 - (1) Posting via a publicly-accessible page or link on the District's official website, located at www.waunakee.k12.wi.us;
 - (2) By posting on at least one of the District's social media accounts;
 - (3) By providing notice to the clerk or other designee of each municipality that is represented within the District's boundaries.
3. Timing of Meeting Notices: As a local, preferred standard, public notice of the meetings of the District governmental bodies covered by this policy (including the meetings of the Board of Education) shall normally be given at least 48 hours prior to the start of such meetings. However, the following exceptions may be made:
 - a. The presiding officer of a District governmental body may, upon a determination that doing so is in the best interests of the District, permit the issuance of a meeting notice, or the issuance of a substantively-amended notice, less than 48 hours but at least 24 hours prior to the start of the meeting.
 - b. If the presiding officer of a District governmental body determines that, for good cause, giving at least 24 hours notice prior to the start of a meeting of the body was impossible or impractical, shorter notice may be given, but never less than 2 hours in advance of the start of the meeting. The same standard shall apply to any substantive amendments to the notice of a meeting that are proposed to be posted/issued less than 24 hours prior to the start of the meeting.

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Whenever notice of a meeting is given less than 48 hours prior to the start of the meeting, the presiding officer of the meeting shall make a public statement at the start of the meeting explaining the need for an exception to the normal timing of the meeting notice.

Whenever less than 24 hours notice of a meeting is given, each member of the relevant governmental body may have an independent duty under the Open Meetings Law to assess the validity of the justification for exception to the normal timing of the meeting notice.

Through this policy, the Board is directing the provision of notice of meetings of District governmental bodies that normally will exceed the minimum requirements of the Open Meetings Law. However, provided that the notice for any meeting is sufficient to satisfy the Open Meetings law and any other specific statutory mandates that apply to the meeting, any lack of further supplemental notice for such meeting shall not prevent the meeting from taking place. In addition, to the extent consistent with the Open Meetings Law, nothing in this policy shall be construed to affect the authority of a District governmental body to (1) convene a lawful, non-contemplated closed session in connection with an otherwise-noticed subject matter; or (2) permit the meeting of a formal subunit of the body in accordance with section 19.84(6) of the state statutes.

This policy does not apply to the annual meetings of the electors of the District, to any special meeting of the District's electors, or to the meetings or gatherings of any groups of persons to which the notice requirements of the Wisconsin Open Meetings Law do not apply.

Legal References:

Wisconsin Statutes

[Section 19.84](#) [public notice of board 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:

WASB PRG 171.1 Sample Policy 1 (with substantial local modification)

Adoption/Revision Dates:

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4/22/91

March 1994

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