



Wisconsin Open Meetings Laws include two very basic requirements:

- 1) Public notice must be given for each meeting
- 2) All business must be conducted in open session, unless an exemption to this requirement exists

Notice Requirements:

- Notice of each meeting must be made available to the public, any member of the news media who submits a written request for notice and to the official newspaper or news media that is likely to give notice.
 - The chief presiding officer may fulfill the requirement of giving the public notice by posting it in a location that is likely to be seen by the public. The Wisconsin Attorney General recommends that notice be posted in at least 3 locations. For the purpose of the UWGB – Student Government Association, the recommended posting spots consist of:
 1. Designated spot within the SGA Offices
 2. On the official Student Government Website
 3. One more location
- The Notice must include the time, date, location and subject matter of the meeting including any consideration to move into closed session. The notice of closed session must include the specific nature of the business being discussed as well as the exemption under which the closed session is authorized by. For more information regarding business conducted in closed session, refer to Wis. Stat. § 19.85(1).
- Notice for all meetings must be given at least 24 hours in advance unless “good cause” exists to provide less than 24 hours of notice. If it is determined that “good cause” exists, notice should be given as soon as possible and is required to be given at least 2 hours in advance of the meeting.

The full version on Wisconsin Open Meetings Laws can be found at:

<http://www.doj.state.wi.us/AWP/OpenMeetings/2005-OML-GUIDE.pdf>