



634 State Road 19 PO Box 37, Marshall, WI 53559  
www.townofmedina.org

## RESOLUTION 2018-06

### TOWN OF MEDINA, DANE COUNTY, WISCONSIN

A Resolution detailing Town Board Meeting Preparation and Notification Procedures for the Town of Medina, Wisconsin, adopted by a two-thirds majority of the entire membership of the Town Board.

BE IT RESOLVED by the Town of Medina as follows:

Whereas the Town Board has determined that the procedures outlined below serve the citizens of the Town to assure functional Town Board meetings therefor this resolution outlining these procedures is adopted until these procedures are included in the Town of Medina Administrative Ordinance.

### **PROCESS FOR BOARD MEETING PREPARATION AND NOTIFICATION**

***This process should be codified in the Administrative Ordinance.***

***Clarification on Emergency Meetings and Special Meetings should be outlined in the ordinance.***

***When an emergency meeting is declared, the Statutory Notification of the agenda (2 Hours) will apply.***

***When a special meeting is declared with less than seven days' notice, the agenda will be posted as soon as possible, but not less than the 24 hours as required by statute.***

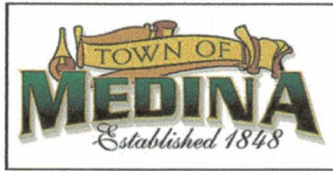
***Documentation for agenda items must be submitted to the Town Clerk prior to posting and placed on the town web site.***

***The time schedule below applies to monthly board meetings or special board meetings declared at least seven days prior to the special meeting.***

---

***Date of Meeting***

***Seven Days Prior to Meeting - Deadline for Requests to Have Items on Agenda***



634 State Road 19 PO Box 37, Marshall, WI 53559  
www.townofmedina.org

***Seven Days Prior to Meeting – Documentation\* for Agenda Items Must be Submitted to the Town Clerk Including any Agenda Item Summary Information***

***Seven Days prior to the Meeting a Written Report Shall be Submitted for Administrative Agenda Items; Clerk, Treasurer, Highway, EMS/Fire, Committees, etc.***

***By Noon Six Days Prior to Meeting – Town Chair Reviews Agenda with the Town Clerk***

***Six Days Prior to Meeting - Post Agenda (Town Garage, townofmedina.org), Email Agenda to Courier, Notify Board of Posting and Place Agenda Documentation\* on Web Site***

***Example: Meeting on First Wednesday of Month***

***On the Wednesday Prior - Agenda Items Established and Documentation\* Supplied to Clerk***

***By Noon on the Prior Thursday - Chair and Clerk Complete Final Review of Agenda***

***On the Thursday Prior - Posting and Notification of Agenda with Documentation\****

***Documentation\* – Any agenda item under Old, New or Other Business that has Documentation to be reviewed by the Town Board members must be supplied to the Town Clerk for distribution. Administrative agenda items will be distributed as available. Draft minutes are to be placed on web site six days prior to the monthly board meeting.***

**Adopted: June 6, 2018**

Chairman Todd Weinberger

Attest: Town Clerk Ron Jacobson