

Board Public Notice Protocol

(Approved by Deferred Compensation Board Chair: 09/02/2009)

The Open Meetings Law requires that the chief presiding officer of a governmental body, or the officer's designee, give notice of each meeting of the body to: (1) the public, (2) any members of the media who have submitted a written request for notice and (3) the official state newspaper. Wis. Stat. §19.84 (1).

According to the Attorney General, the chief presiding officer may give notice of a meeting to the public by posting the notice in one or more places likely to be seen by the general public. Generally, the Attorney General has recommended posting notices at three different locations within the jurisdiction of the governmental body. Alternatively, according to the Attorney General, the chief presiding officer may give notice to the public by paid publication in a news medium likely to give notice in the jurisdiction area the body serves.

ETF will comply with the Open Meetings Law in the following ways:

- 1) ETF will post notice in the following places: ETF bulletin board at front entrance at Badger Road office; SWIB bulletin board at SWIB's Wilson Street office; at State Capitol bulletin board where other such notices are posted; on ETF internet site homepage (under What's New, "Upcoming Board Meeting Notice"); and on Wisconsin.gov, the general internet portal to Wisconsin State government, if available.
- 2) ETF will give notice to media who submit a written request for the notice. ETF will keep track of all such requests and give a meeting notice to any member of the media who has submitted a written request for a notice.
- 3) ETF will provide copies of the notice to the Wisconsin State Journal. The Board Liaison will fill out an affidavit indicating that she mailed the notice to the WSJ and file copies with the materials for that meeting.