



ETF GOVERNING BOARDS

BOARD MEETING PUBLIC NOTICE PROTOCOL

Open Meetings Law requires that the board chair 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 board chair may give notice of a meeting to the public by posting the notice in one or more places likely to be seen by the public. The Attorney General has recommended posting notices at three different locations within the jurisdiction of the governmental body. Alternatively, the board chair may give notice to the public by paid publication in a news medium likely to give notice in the jurisdiction area the body serves. [Wisconsin Open Meeting Laws: A Compliance Guide, Pg.10 \(August 2007\)](#).

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

- 1) ETF will post notice in the following places: the Hill Farms bulletin board; the State Capitol bulletin board; on ETF's website; and on the Wisconsin Public Notice Website, if available.
- 2) ETF will provide the notice to members of the media who submit a written request for the notice through the online email and notice system utilized by the State of Wisconsin.
- 3) ETF will provide copies of the notice to the Wisconsin State Journal, which is the official state newspaper. The Wisconsin State Journal will post the notice at their discretion. *Martin v. Wray*, [473 F. Supp. 1131](#) (1979).

For ETF internal use:

Approved by Board Chair*	Deferred Compensation Board Chair Reviewed or Revised	Group Insurance Board Chair Reviewed or Revised	Retirement Board Chairs (ETF, TR, WR) Reviewed or Revised
9/2/2009	9/2/2009		9/20/18