

WISLINE PUBLIC SITES

Individual sites may not be available for every program. Please contact the site in your area well in advance of your program to verify room availability and directions.

4000	Adams	Adams County Extension	608-339-4237
4007	Alma	Buffalo County Courthouse	608-685-6256
4038	Antigo	Langlade County Extension Office	715-627-6236
4050	Appleton	Outagamie County UWEX	920-832-5121
4001	Ashland	Ashland County Courthouse	715-682-7017
4069	Baldwin	St. Croix County Ag Center	715-684-3301
4055	Balsam Lake	Polk County Center Building	715-485-8600
4064	Baraboo	Sauk County UWEX	608-355-3250
4003	Barron	Barron County Off Complex	715-537-6250
4031	Black River Falls	Jackson County Extension Office	715-284-4257
4009	Chilton	Calumet County Courthouse	920-849-1450
4010	Chippewa Falls	Chippewa County Courthouse	715-726-7950
4025	Crandon	Forest County Courthouse	715-478-2212
4037	Darlington	LaFayette County Ag Center	608-776-4820
4029	Dodgeville	Iowa County UWEX	608-935-0391
4052	Durand	Pepin County Government Center	715-672-5214
4073	Eagle River	Vilas County Courthouse	715-479-3648
4022	Eau Claire	Eau Claire County UWEX	715-839-4712
4075	Elkhorn	Walworth County UWEX	262-741-3186
4053	Ellsworth	Pierce County Office Building	715-273-3531 x6663
4023	Florence	Florence Resource Center	715-528-4480
4024	Fond du Lac	UWEX-Fond du Lac	920-929-3170
4005	Green Bay	Brown County Ag. & Extension Center	920-391-4610
4028	Green Lake	Green Lake County Courthouse	414-294-4032
4065	Hayward	Sawyer County Courthouse	715-634-4839
4030	Hurley	Iron County Courthouse	715-561-2695
4061	Janesville	Rock County Courthouse	608-757-5695
4032	Jefferson	Jefferson County UWEX	920-674-7296
4017	Juneau	Dodge County Admin. Building	920-386-3790
4044	Keshena	Menominee County Courthouse	715-799-4654
4035	Kewaunee	Kewaunee County Admin Bldg	920-388-7141
4036	La Crosse	La Crosse County UWEX	608-785-9593
4062	Ladysmith	Rusk County Courthouse	715-532-2151
4026	Lancaster	Grant County UWEX	608-723-2125
4015	Madison	The Pyle Center	608-262-1598
4040	Manitowoc	Manitowoc County UWEX	920-683-4169
4042	Marinette	Marinette County Courthouse	715-732-7510
4033	Mauston	Juneau County UWEX	608-847-9329
4070	Medford	Taylor County USDA Service Center	715-748-3327
4020	Menomonie	Dunn County Ag Center	715-232-1636
4021	Menomonie	UW-Stout	715-232-5239
4039	Merrill	Lincoln County UWEX	715-536-0304
4027	Monroe	Green County UWEX	608-328-9440
4043	Montello	Marquette County Services Center	608-297-9153, ext. 3
4011	Neilsville	Clark County Courthouse	715-743-5121
4048	Oconto	Oconto County Courthouse	920-834-6845
4083	Oshkosh	Winnebago County UWEX	920-232-1980
4058	Phillips	Price County UWEX	715-339-2555
4051	Port Washington	Ozaukee County Admin. Center	262-284-8288

4013	Portage	Columbia County Annex Building	608-742-9680
4014	Prairie du Chien	Crawford County UWEX	608-326-0223
4088	Reedsburg	Reedsburg Public Library	608-768-7323
4049	Rhineland	Oneida County UWEX	715-365-2750
4060	Richland	Richland County UWEX	608-647-6148
4054	River Falls	UW-River Falls	715-425-3256
4067	Shawano	Shawano County Courthouse	715-526-6136
4068	Sheboygan Falls	Sheboygan UWEX	920-467-5740
4008	Siren	Burnett County Government Center	715-349-2151
4047	Sparta	Monroe County UWEX	608-269-8722
4077	Spooner	Washburn County UWEX	715-635-4444
4056	Stevens Point	Portage County UWEX	715-346-1316
4018	Sturgeon Bay	Door County/City Library	920-746-2261
4019	Superior	Douglas County UWEX	715-395-1363
4072	Viroqua	Vernon County Extension Office	608-637-5276
4004	Washburn	Bayfield County Courthouse	715-373-6104
4080	Waukesha	Waukesha County Admin Center	262-548-7770
4081	Waupaca	Waupaca County Courthouse	715-258-6231
4041	Wausau	Marathon County UWEX	715-261-1231
4082	Wautoma	Douglas County Courthouse	920-787-0416
4045	West Allis	Milwaukee County Extension	414-290-2430
4079	West Bend	Washington County UWEX	262-335-4480
4071	Whitehall	Trempealeau County Courthouse	715-538-2311
4085	Wisconsin Rapids	Wood County Courthouse	715-421-8440

REGISTRATION INFORMATION

Information Only:	(608) 262-9960
Phone Registration:	(608) 262-0810
FAX Registration:	(608) 741-7416
Mail Registration:	



**WisLine Registrations
Dept. 111, Room 139
702 Langdon Street
Madison, WI 53706**

(Make check payable to: UW-Extension)

UW-Extension provides equal opportunities in employment and programming, including Title IX requirements.

ABOUT THIS SERIES

Don't miss an excellent opportunity to learn from the best.

This series allows you to get up to speed on the essentials of conducting governmental business.

WisLine Teleconference links speakers and participants across the state. Participants register for a convenient location listed on the adjacent panel. From each location, participants can ask questions and share ideas with speakers and participants throughout the state.

Written materials supplementing the topics will be sent to WisLine sites for participants who registered at least 10 days before each program. Late registrants will receive their materials within one week after the program. "Materials Only" requests will be sent to your given address. Cancellations must be received 10 days prior to the first session to receive a refund.

Audio cassettes of individual WisLine presentations may be purchased by calling (608) 262-4343 following the program. The order form is also available at:

http://www.uwex.edu/ics/wisline/tape_order_form.pdf

If you miss the WisLine program, you may register for the audio-streamed program at:

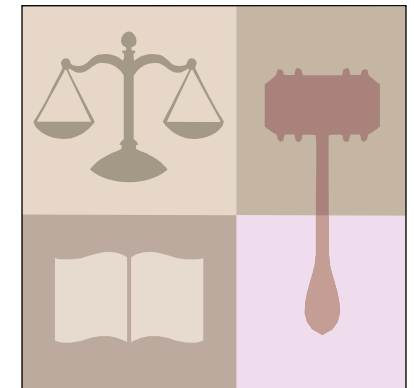
<http://cecommerce.uwex.edu/showcat.asp?id=106>

Then, scroll down and click on the program of your choice to purchase. Audiostream programs will be available approximately seven business days following the live WisLine program.



www.uwex.edu/lgc

BASICS OF OPEN GOVERNMENT AND PARLIAMENTARY PROCEDURE 2006



A collection of three WisLine program series:

-  **Understanding Open Government Laws**
-  **Minutes of Local Government Meetings**
-  **Parliamentary Procedure for Local Governments**

Sponsored by:

**UW-Extension Local Government Center
League of Wisconsin Municipalities
Wisconsin Counties Association
Wisconsin Towns Association
Wisconsin Municipal Clerks Association**

**BASICS OF OPEN GOVERNMENT AND
PARLIAMETARY PROCEDURE**
2006 WisLine Series

WisLine Location (see back panel) _____
Name _____
Address _____
City _____ Zip _____
Phone () _____
E-Mail Address _____
Government Unit _____

CHECK THE PROGRAM(S) YOU WISH TO ATTEND.
*Note that Minutes, Parliamentary and
Records Management have more than one session,
and the fee cannot be prorated.*

- \$60 Parliamentary Procedure for Local Governments (#1740-1) (includes Feb. 1, 8, 15, 22)
- \$15 Open Records Law (#1740-2) February 16
- \$45 Minutes Of Local Government Meetings (#1740-3) (includes March 1, 8, and 15)
- \$15 Open Meetings Law (#1740-4) March 23
- \$15 Ethics and Liability (#1740-5) April 5
- \$30 Records Management (#1740-6) (includes May 3 and 10)

**MATERIALS ONLY: Fee is same as above. Write
program number(s):** _____

Mail form and fee to:

WisLine Registrations
Dept. 111, Room 139
702 Langdon Street
Madison, WI 53706



Fax: 1-800-741-7416

Method of payment: VI MC AX

Credit card # _____

Cardholder's name _____ Exp. Date _____

Bill me Check enclosed

[Make check payable to UW-Extension]

The following information is used to enhance the programming
efforts of the UW-Extension and is optional.

Sex: Female Male

Birthdate: Mo. ____ Day ____ Yr ____

Heritage: African Am Asian/Pacific Islander

Am Indian/Alaskan Native Hispanic/Latino

White/Other

Occupational: Public Administration (Govt.) Other

**UNDERSTANDING
OPEN GOVERNMENT LAWS**

\$15 per session

Except May 3 and 10, \$30 includes both

Time: 2:30 p.m. - 4:20 p.m.

Thursday, February 16, 2006 - Open Records Law (#1740-2). Learn the requirements of the open records law and find out about pending cases and proposed legislative changes. *Claire Silverman, League of Wisconsin Municipalities; Carol Nawrocki, Wisconsin Towns Association; and Maureen Flanagan from the Office of the Attorney General.*

Thursday, March 23, 2006 - Open Meetings Law - (#1740-4). Basic statutory requirements of the open meetings law and current case law. *Claire Silverman, League of Wisconsin Municipalities; Carol Nawrocki, Wisconsin Towns Association; and Bruce Olsen, Office of the Attorney General.*

Wednesday, April 5, 2006 - Ethics and Liability of Local Government Officials - (#1740-5). Learn what ethics and liability laws apply to local officials as they conduct government business. *Jim Schneider, Local Government Center; Tom Harnisch, Wisconsin Towns Association; and Jonathan Becker, State Ethics Board.*

Wednesday, May 3 and May 10, 2006 - Records Management (#1740-6). Two-part program covers what is a public record, requirements for retention, and filing systems to manage your local government's records. *Virginia Fritsch, Wisconsin Historical Society; Nancy Kunde, UW-Madison Records Manager; and Harold Coltharp, Department of Administration.*

UW-Extension provides equal opportunities in employment or programming, including Title IX requirements.

**MINUTES OF
LOCAL GOVERNMENT MEETINGS**

(#1740 - 3)

\$45 (includes March 1, 8, and 15, 2006)

Time: 3:00-4:20 p.m.

How much detail should minutes contain? What information must be included and should not be included in minutes? How can minutes be made easier to read? How should we handle minutes of closed sessions?

These and other questions are frequently asked by local government minute-takers. Although there are few legal requirements that govern the content of minutes, we offer suggestions that have proved helpful to those who prepare minutes and those who use them.

In addition to the WisLine discussions, we provide many examples that are adapted from actual minutes. We also encourage participants to raise specific questions both during as well as between sessions via e-mail and telephone. *Larry E. Larmer, Local Government Center.*

March 1, 2006 Purpose of Minutes
Format Options
March 8, 2006 Content of Minutes
March 15, 2006 Editing
Corrections and Approval
Preservation and Access
Minutes as Public Records

RECOMMENDED READING:



for both Minutes and
Parliamentary Procedure
WisLines: *A Guide to Parliamentary Procedure for Local Governments in Wisconsin*, by
Larry E. Larmer

Send a separate \$25 check made
payable to: UW-Extension.

Mail to: **Local Government Center
610 Langdon Street, Rm. 229
Madison, WI 53703**

**PARLIAMETARY PROCEDURE
FOR LOCAL GOVERNMENTS**

(#1740-1)

\$60 (includes February 1, 8, 15, and 22, 2006)

Time: 3:00-4:20 p.m.

This program series will provide a basic understanding of the traditional rules of procedure that local government officials use in the conduct of meetings. Material is organized around four basic principles that will address many of the more frequently asked questions about Parliamentary Procedure, such as:

- ◆ Where do I turn when I have a problem?
- ◆ What powers can the chairperson assume?
- ◆ When can the chairperson vote?
- ◆ What constitutes a meeting?
- ◆ What can you do without a quorum?
- ◆ What are appropriate forms of voting?
- ◆ When is more than a majority vote required to pass a motion?
- ◆ When are specific motions out of order?
- ◆ How can you reconsider a decision?

We provide handout materials, use many examples and, as always, encourage participation. *Larry E. Larmer, Local Government Center.*

February 1, 2006 -- Principle of Parliamentary Authority. The relationships among statutes, court decisions, organizational rules, and Robert's Rules of Order - Newly Revised.

February 8, 2006 -- Principle of a Meeting. Issues about notice, quorum and attendance.

February 15, 2006 -- Principle of Majority Rule. Ownership of motions, seconding a motion, and when more than a majority is required.

February 22, 2006 -- Principle of Order. Rules of precedence among motions, and details.