

WISLINE PUBLIC SITES

Individual sites may not be available for every program. Your registration confirmation will list the address where you are attending. If you register later than 10 days before the program, please phone the WisLine site to confirm that it is available.

Site #	City	Location	Phone #
4000	Adams	Adams Cty Extension	608-339-4236
4007	Alma	Buffalo Cty Courthouse	608-685-6256
4038	Antigo	Langlade Cty Ext Office	715-627-6236
4050	Appleton	Outagamie Cty UWEX	920-832-5121
4001	Ashland	Ashland Cty Courthouse	715-682-7017
4069	Baldwin	St. Croix Cty Ag Center	715-684-3301
4055	Balsam Lake	Polk Cty Govt. Building	715-485-8600
4064	Baraboo	Sauk Cty UWEX	608-355-3250
4003	Barron	Barron Cty UWEX	715-537-6250
4031	Black River Falls	Jackson Cty Ext Office	715-284-4257
4009	Chilton	Calumet Cty Courthouse	920-849-1450
4010	Chippewa Falls	Chippewa Cty Courthouse	715-726-7950
4025	Crandon	Forest Cty Courthouse	715-478-2212
4037	Darlington	LaFayette Cty Ag Center	608-776-4820
4029	Dodgeville	Iowa Cty UWEX	608-935-0391
4052	Durand	Pepin Cty Gov't Ctr	715-672-5214
4073	Eagle River	Vilas Cty Courthouse	715-479-3648
4022	Eau Claire	Eau Claire Cty UWEX	715-839-4712
4075	Elkhorn	Walworth Cty UWEX	262-741-3186
4053	Ellsworth	Pierce Cty Office Building	715-273-6781
4023	Florence	Florence Resource Center	715-528-4480 ext. 49
4024	Fond du Lac	UWEX-Fond du Lac	920-929-3170
4005	Green Bay	Brown Cty Ag & Ext Ctr	920-391-4610
4028	Green Lake	Green Lake Cty Courthouse	920-294-4032
4065	Hayward	Sawyer Cty Courthouse	715-634-4839
4030	Hurley	Iron Cty Courthouse	715-561-2695
4061	Janesville	Rock Cty Courthouse	608-757-5696
4032	Jefferson	Jefferson Cty UWEX	920-674-7296
4017	Juneau	Dodge Cty Admin Building	920-386-3790
4044	Keshena	Menominee Cty Courthouse	715-799-4654
4035	Kewaunee	Kewaunee Cty Courthouse	920-388-7141
4036	La Crosse	La Crosse Cty UWEX	608-875-9620
4062	Ladysmith	Rusk Cty Courthouse	715-532-2151
4026	Lancaster	Grant Cty UWEX	608-723-2125
4015	Madison	The Pyle Center	608-262-1598
4040	Manitowoc	Manitowoc Cty UWEX	920-683-4169
4042	Marinette	Marinette Cty Courthouse	715-732-7510
4033	Mauston	Juneau Cty UWEX	608-847-9329

Site #	City	Location	Phone #
4070	Medford	Taylor Cty USDA Serv Ctr	715-748-3327
4021	Menomonie	UW-Stout	715-232-5239
4020	Menomonie	Dunn Cty Ag Center	715-232-1636
4039	Merrill	Lincoln Cty UWEX	715-536-0304
4027	Monroe	Green Cty UWEX	608-328-9440
4043	Montello	Marquette Cty Services Ctr	608-297-9153 ext. 3
4011	Neilsville	Clark Cty Courthouse	715-743-5121
4048	Oconto	Oconto Cty Courthouse	920-834-6845
4083	Oshkosh	Winnebago Cty UWEX	920-232-1980
4058	Phillips	Price Cty UWEX	715-339-2555
4051	Port Washington	Ozaukee Cty Admin Center	262-284-8288
4013	Portage	Columbia Cty Annex Bldg	608-742-9680
4014	Prairie du Chien	Crawford Cty UWEX	608-326-0223
4088	Reedsburg	Reedsburg Public Library	608-768-7323
4049	Rhineland	Oneida Cty UWEX	715-365-2750
4060	Richland Center	Richland Cty UWEX	608-647-6148
4054	River Falls	UW-River Falls	715-425-3256
4067	Shawano	Shawano Cty Courthouse	715-526-6136
4068	Sheboygan Falls	Sheboygan UWEX	920-467-5740
4008	Siren	Burnett Cty Gov't Center	715-349-2151
4047	Sparta	Monroe Cty UWEX	608-269-8722
4077	Spooner	Washburn Cty UWEX	715-635-4444
4056	Stevens Point	Portage Cty UWEX	715-346-1316
4018	Sturgeon Bay	Door Cty/City Library	920-746-2261
4019	Superior	Douglas Cty UWEX	715-395-1363
4072	Viroqua	Vernon Cty Ext Office	608-637-5276
4004	Washburn	Bayfield Cty Courthouse	715-373-6104
4080	Waukesha	Waukesha Cty Admin Ctr	262-548-7770
4081	Waupaca	Waupaca Cty Courthouse	715-258-6231
4041	Wausau	Marathon Cty UWEX	715-261-1231
4082	Wautoma	Waushara Cty Courthouse	920-787-0416
4045	West Allis	Milwaukee Cty Extension	414-290-2430
4079	West Bend	Washington Cty UWEX	262-335-4480
4071	Whitehall	Trempealeau Cty Courthouse	715-538-2311
4085	Wisconsin Rapids	Wood Cty Courthouse	715-421-8440

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

WHAT IS A WISLINE?

A WisLine is a live teleconference offered by the University of Wisconsin-Extension. You pre-register by mail, fax or phone to attend at a public WisLine site convenient to you. The day of the program, you will go to a room set up for two-way sound communication. There is no visual presentation in these teleconferences, but you will receive a packet of printed materials that will be referred to throughout the program and that you can take home.

Other learning options, available a few days after the live WisLine, at \$20 per air date:

- Purchase a "materials bundle" containing the printed matter and an audio CD or cassette (your choice) of the live broadcast. Visit:

www.uwex.edu/lgc/materials

- Purchase an online "audiostream" which presents sound and written materials on your computer, equipped with speakers or headphones and an Internet connection. Visit:

www.uwex.edu/lgc/stream

- For more information on these options, visit

www.uwex.edu/lgc/wislines

or call (608) 262-9960.

- Please do not order materials bundles or audiostreams using this brochure. This brochure is for registrations at the live WisLine only.

Photo credit: Robert Korth, UW-Extension Lakes Program



Open Government and Parliamentary Procedure

A WisLine Teleconference Series 2007

- ★ *Open Records Law*
- ★ *Open Meetings Law*
- ★ *Minutes of Meetings*
- ★ *Records Management*
- ★ *Parliamentary Procedure*
- ★ *Ethics and Conflicts of Interest*



Sponsored by:

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

REGISTRATION FORM

Participation in an active WisLine session includes the written materials. Multi-session programs cannot be subdivided. Materials will be sent to the site if you register at least 10 days prior, or to your address if you register late. Cancellations must be received 10 days prior in order to receive a refund.

For other learning options available a few days after the live WisLine, see the other side of this brochure.

REGISTRATION FORM 1745

2007 - WisLine Teleconference Series

USE THIS FORM ONLY FOR LIVE ATTENDANCE.

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

Check programs you wish to attend:

- March 8, 15, 22, 29: Parliamentary Procedure (\$69)
- April 11: Ethics and Conflicts of Interest (\$18)
- April 12, 19, 26: Minutes of Local Govt Mtgs (\$54)
- May 31: Open Meetings Law (\$18)
- June 14: Open Records Law (\$18)
- June 21 and 28: Records Management (\$36)

Mail form and fee to:

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

Or register by fax: (800) 741-7416; or
phone: (608) 262-0810, using credit card for payment.

For questions only (no registration): (608) 262-9960

Method of payment: Visa MC Am Exp

Credit Card # _____

Cardholder's name _____ Exp. Date _____

Bill Me Check Enclosed

Make check payable to UW-Extension.

PARLIAMENTARY PROCEDURE FOR LOCAL GOVERNMENTS

March 8, 15, 22, and 29, 2007 (Thursdays), 3:00-4:20 p.m. (#1745-6) – Four-session program, \$69.00

This program series will provide a basic understanding of the traditional rules of procedure that local government officials use in the conduct of meetings. Each program is organized around one of the 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 materials, use many examples and, as always, encourage participation. *Larry E. Larmer, Local Government Center.*

March 8, 2007 – Principle of Parliamentary Authority. The relationships among statutes, court decisions, organizational rules, and Robert's Rules of Order - Newly Revised.

March 15, 2007 – Principle of a Meeting. Issues about notice, quorum and attendance.

March 22, 2007 – Principle of Majority Rule. Ownership of motions, seconding a motion, and when more than a majority is required.

March 29, 2007 – Principle of Order. Rules of precedence among motions, and details.

MINUTES OF LOCAL GOVERNMENT MEETINGS

April 12, 19, and 26, 2007 (Thursdays), 3:00-4:20 p.m. (#1745-5) – Three-session program, \$54.00

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?

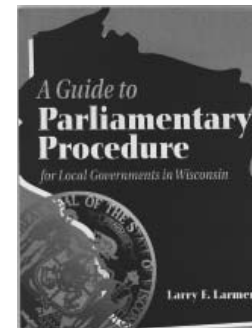
These and other questions are frequently asked by local government minute-takers. Although there are few legal requirements that govern the content of minutes, we offer suggestions that have proved helpful to those who prepare minutes and those who use them.

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.*

April 12, 2007 – Purpose of Minutes; Format Options

April 19, 2007 – Content of Minutes

April 26, 2007 – 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 \$30 check, made payable to UW-Extension, to:

Local Government Center
610 Langdon Street, Rm. 229
Madison, WI 53703

UNDERSTANDING OPEN GOVERNMENT LAWS

April 11, 2007 (Wednesday), 2:30 - 4:20 p.m. **ETHICS AND CONFLICTS OF INTEREST OF LOCAL GOVERNMENT OFFICIALS** (#1745-3) – Learn what ethics and conflict of interest laws apply to local officials as they conduct government business. *Jim Schneider, Local Government Center, and Jonathan Becker, State Ethics Board.* \$18.00

May 31, 2007 (Thursday), 2:30 - 4:20 p.m. **OPEN MEETINGS LAW** (#1745-2) – Basic statutory requirements of the open meetings law and current case law. *Claire Silverman, League of Wisconsin Municipalities; Carol Nawrocki and Tara Fermanich, Wisconsin Towns Association; and Bruce Olsen, Office of the Attorney General.* \$18.00



June 14, 2007 (Thursday), 2:30 - 4:20 p.m. **OPEN RECORDS LAW** (#1745-1) – 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 and Tara Fermanich, Wisconsin Towns Association; and Maureen Flanagan from the Office of the Attorney General.* \$18.00

June 21 and 28, 2007 (Thursdays), 2:30 p.m.-4:20 p.m. **RECORDS MANAGEMENT** (#1745-4) – Two-session program covers what a public record is, requirements for retention, and filing systems to manage your local government's records. *Virginia Fritzsich, Wisconsin Historical Society; Nancy Kunde, UW-Madison Records Manager; and Harold Coltharp, Department of Administration.* \$36.00