

Public WisLine 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 Co. UWEX	608-339-4237
4007 Alma	Buffalo Co. Crthse.	608-685-6256
4022 Altoona	Eau Claire Co. UWEX	715-839-4712
4038 Antigo	Langlade Co. UWEX	715-627-6236
4050 Appleton	Outagamie Co. UWEX	920-832-5122
4001 Ashland	Ashland Co. Crthse.	715-682-7017
4069 Baldwin	St. Croix Co. Ag Ctr.	715-531-1930
4055 Balsam Lake	Polk Co. UWEX	715-485-8600
4064 Baraboo	Sauk Co. UWEX	608-355-3250
4003 Barron	Barron Co. Govt. Center	715-537-6250
4031 Black River Falls	Jackson Co. UWEX	715-284-4257
4034 Bristol	Kenosha Co. UWEX	262-857-1945
4009 Chilton	Calumet Co. Crthse	920-849-1450, x5
4010 Chippewa Falls	Chippewa Co. Crthse.	715-726-7837
4025 Crandon	Forest Co. UWEX	715-478-7797
4037 Darlington	LaFayette Co. Crthse.	608-776-4820
4029 Dodgeville	Iowa Co. UWEX	608-935-0391
4052 Durand	Pepin Co. Govt. Ctr.	715-672-5214
4073 Eagle River	Vilas Co. Crthse.	715-479-3648
4075 Elkhorn	Walworth Co. UWEX	262-741-4951
4053 Ellsworth	Pierce Co. Ofc. Bldg.	715-273-6781
4023 Florence	Florence Resource Ctr.	715-528-4480 x 113
4024 Fond du Lac	Fond du Lac Co. UWEX	920-929-3170
4005 Green Bay	Brown Co. Ag. Ctr / UWEX	920-391-4651
4028 Green Lake	Green Lake Co. Crthse.	920-294-4032
4065 Hayward	Sawyer Co. Crthse.	715-638-3267
4030 Hurley	Iron Co. Crthse.	715-561-2695
4061 Janesville	Rock Co. Crthse.	608-757-5696
4032 Jefferson	Jefferson Co. UWEX	920-674-7296
4017 Juneau	Dodge Co. Admin. Bldg.	920-386-3790
4044 Keshena	Menominee Co. UWEX	715-799-4654
4035 Kewaunee	Kewaunee Co. Admin	920-388-7141
4036 La Crosse	La Crosse Co. Admin	608-785-9593
4062 Ladysmith	Rusk Co. Crthse.	715-532-2125
4026 Lancaster	Grant Co. UWEX	608-723-2125
4015 Madison	The Pyle Ctr.	608-262-0753
4040 Manitowoc	Manitowoc Co. UWEX	920-683-4168
4042 Marinette	Marinette Co. Crthse.	715-732-7510
4033 Mauston	Juneau Co. UWEX	608-847-9329
4070 Medford	Taylor Co. USDA Svc Ctr.	715-748-3327
4020 Menomonie	Dunn Co. Gov't Ctr.	715-232-1636
4039 Merrill	Lincoln Co. Svc Ctr	715-539-1072
4027 Monroe	Green Co. UWEX	608-328-9440
4043 Montello	Marquette Co. Svc Ctr	608-297-3141
4011 Neilsville	Clark Co. Crthse.	715-743-5121

4048 Oconto	Oconto Co. Crthse.	920-834-6845
4083 Oshkosh	Winnebago Co. UWEX	920-232-1970
4058 Phillips	Price Co. UWEX	715-339-2555
4051 Port Washington	Ozaukee Co. Admin. Ctr.	262-284-8288
4013 Portage	Columbia Co. Annex Bldg	608-742-9680
4014 Prairie du Chien	Crawford Co. UWEX	608-326-0223
4088 Reedsburg	Reedsburg Public Library	608-768-7323
4049 Rhinelander	Oneida Co. UWEX	715-365-2750
4060 Richland Ctr.	Richland Co. UWEX	608-647-6148
4054 River Falls	UW-River Falls	715-425-3256
4067 Shawano	Shawano Co. Crthse.	715-526-6136
4068 Sheboygan Falls	Sheboygan Co. UWEX	920-459-5900
4008 Siren	Burnett Co. Govt. Ctr.	715-349-2151
4047 Sparta	Monroe Co. UWEX	608-269-8722
4077 Spooner	Washburn Co. UWEX	715-635-4444
4056 Stevens Point	Ruth Gilfrey Center	715-346-1316
4018 Sturgeon Bay	Door Co./City Library.	920-746-2260
4019 Superior	Douglas Co. UWEX.	715-395-1363
4072 Viroqua	Vernon Co. UWEX	608-637-5276
4004 Washburn	Bayfield Co. Crthse.	715-373-6104, x0
4080 Waukesha	Waukesha Co. Admin Ctr.	262-548-7770
4081 Waupaca	Waupaca Co. Crthse.	715-258-6331
4041 Wausau	Marathon Co. UWEX	715-261-1232
4082 Wautoma	Waushara Co. Crthse.	920-787-0416
4045 Wauwatosa	Milwaukee Co. UWEX	414-256-4621
4079 West Bend	Washington Co. UWEX	262-335-4480
4071 Whitehall	Govt. Center	715-538-2311, x208
4085 Wisc Rapids	Wood Co. Crthse	715-421-8440

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

Nonprofit Organization
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University of Wisconsin-Extension
Cooperative Extension Service
Local Government Center
610 Langdon Street, Rm. 229
Madison, WI 53703-1104

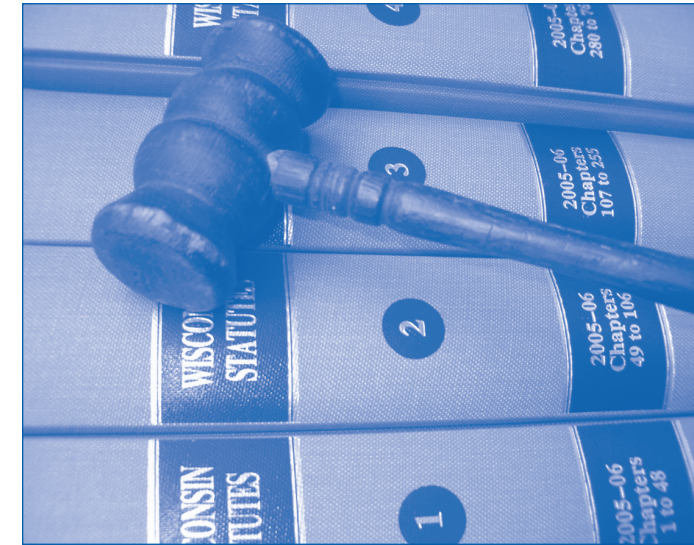


Local Government CENTER

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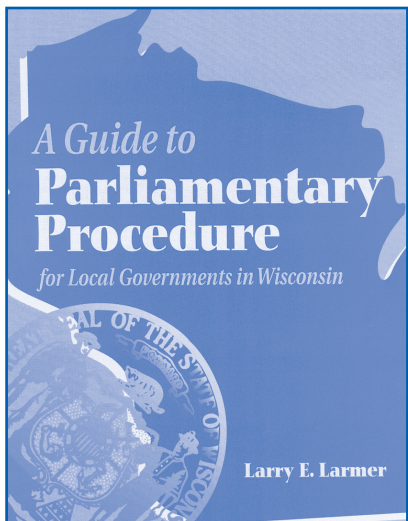
OPEN GOVERNMENT AND PARLIAMENTARY PROCEDURE

A WisLine Teleconference Series
2011-2012



Sponsored by:

**UW-Extension's Local Government Center
League of Wisconsin Municipalities
Wisconsin Counties Association
Wisconsin Towns Association**



A Guide to Parliamentary Procedure for Local Governments by Larry Larmer may also be purchased separately from the Local Government Center for \$40.

What is a WisLine?

A WisLine is a live teleconference offered by the University of Wisconsin-Extension. Register by mail, fax or phone to attend at a public WisLine site convenient to you. You will receive a packet of printed materials that will be referred to throughout the program.

If you cannot attend the live session, you have the option to purchase a materials bundle. These are available in one of two formats:

- a CD recording of the program and a copy of the printed materials
- an online audiostream and PDF of the materials

Please visit our website for more information:
<http://lgc.uwex.edu/WisLines/index.html>

This series of programs is designed to keep local government officials up to date on recent and ongoing issues that affect their communities. Each session will provide ample opportunity for participant questions and comments. Programs will be moderated by UW-Extension's Local Government Center Staff.

If you have a disability and desire accommodations, please advise us when you register. Requests are confidential.

Parliamentary Procedure for Local Governments

February 9, 16, 23, and March 1, 2012 (Thursdays), 3-4:20 pm. (#1783-4)
Presented by Professor Larry Larmer, UW-Madison Professor Emeritus and Edgewood College, Local Government Center Outreach Specialist.

This four-program course provides a basic understanding of the traditional rules of procedure that local government officials use when conducting meetings. Each program is organized around basic principles and will address many of the more frequently asked questions about parliamentary procedure, such as:

- Where do I turn when I have a problem with meeting procedures?
- What powers and authority can the chairperson assume?
- When can the chairperson vote?
- What can you do without a quorum?
- What are appropriate forms of voting?
- When is more than a majority required to take action?
- How can previous decisions be reconsidered?
- What should the minutes of meetings contain?

Course materials are provided and include the book *A Guide to Parliamentary Procedure for Local Governments* by Larry Larmer. Specific examples are used throughout the course, and, as always, participation is encouraged.

February 9 - Principle of Parliamentary Authority

February 16 - Principles of A Meeting and Majority Rule

February 23 - Principle of Order

March 1 - Minutes of Local Government Meetings

OPEN GOVERNMENT AND PARLIAMENTARY PROCEDURE

2011-12 WisLine Teleconference Series

Understanding Open Government Laws

January 19, 2012 (Thursday), 2-4 pm.
OPEN MEETINGS LAW (#1783-1) - Discover the basics of Wisconsin's Open Meetings Law from a panel of attorneys recognized as the "go-to" sources on this topic. Includes discussion of cases and opinions interpreting and applying the law. *Presented by Claire Silverman, League of Wisconsin Municipalities; Carol Nawrocki and Lee Turonie, Wisconsin Towns Association; and Bruce Olsen, Office of the Attorney General.*

January 26, 2012 (Thursday), 2-4 pm.
PUBLIC RECORDS LAW (#1783-2) - Learn the requirements of Wisconsin's Public Records Law and the court and attorney general opinions applying it from a seasoned panel of attorneys. *Presented by Claire Silverman, League of Wisconsin Municipalities; Carol Nawrocki and Lee Turonie, Wisconsin Towns Association; and Mary Burke, Office of the Attorney General.*

February 2, 2012 (Thursday), 2-4 pm.
ETHICS AND CONFLICTS OF INTEREST (#1783-3) - Discover the ethics and conflict of interest laws that apply to local officials as they conduct government business. *Presented by Philip Freeburg, Local Government Center Law Educator, and Jonathan Becker, State Ethics Board.*

WisLine Registration Form - Series #1783

Want to attend the live WisLine session? You can register by phone, at **608-262-0810**, by fax, at **800-741-7416**, or by mailing this form to: WisLine Registrations, Dept. 111, Room 139, 702 Langdon St, Madison, WI, 53706.

Session materials will be sent to the site you select if you register at least **10 days prior** to the event, or to your address if you register late. We cannot guarantee materials available on the day of the program for late registrations. **Cancellations** must be received 10 days prior to the program to receive a refund.

Single Session: \$20
Parliamentary Procedure: \$80 (includes book)

Can't make it? Order a **Materials bundle** for sessions in this series. These can be ordered via the phone numbers and address above.

Single Session: \$28 (includes CD of live session and printed materials)
Parliamentary Procedure: \$100 (includes book)

Questions? Contact the LGC at 608-262-9961.

WisLine Location: _____	Live	Bundle
Name: _____		
Address: _____		
City: _____		Zip: _____
Phone: (____) _____	<input type="checkbox"/>	<input type="checkbox"/>
Email: _____	<input type="checkbox"/>	<input type="checkbox"/>
Gov't Unit: _____	<input type="checkbox"/>	<input type="checkbox"/>
Payment Information		
Live session: \$20 each \$80 for PP series	<input type="checkbox"/>	<input type="checkbox"/>
Materials bundles: \$28 each, \$100 for PP series	<input type="checkbox"/>	<input type="checkbox"/>
Total: _____	<input type="checkbox"/>	<input type="checkbox"/>
Method: <input type="checkbox"/> Credit Card <input type="checkbox"/> Check (enclosed)	Parliamentary Procedure Course	
<i>(please make checks payable to UW Extension)</i>		
Credit Card Type: <input type="checkbox"/> Visa <input type="checkbox"/> MC <input type="checkbox"/> Amex	2/9: Parliamentary Authority	
CC #: _____	2/16: Meetings & Majority Rule	
Cardholder Name: _____	2/23: Principle of Order	
Exp Date: _____	3/1: Minutes	
	Single Sessions	
	(\$20 live program, \$28 bundle):	
	1/19: Open Meetings Law	
	1/26: Public Records Law	
	2/2: Ethics and Conflicts of Interest	