

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.

Site #	City	Location	Phone #
4000	Adams	Adams Cnty Extension	608-339-4237
4007	Alma	Buffalo Cnty Courthouse	608-685-6256
4038	Antigo	Langlade Cnty Extension Ofc	715-627-6236
4050	Appleton	Outagamie Cnty UWEX	920-832-5121
4001	Ashland	Ashland Cnty Courthouse	715-682-7017
4069	Baldwin	St. Croix Cnty Ag Ctr	715-684-3301
4055	Balsam Lake	Polk Cnty Govt Bldg	715-485-8600
4064	Baraboo	Sauk Cnty UWEX	608-355-3250
4003	Barron	Barron Cnty UWEX	715-537-6250
4031	Black River Falls	Jackson Cnty Extension Ofc	715-284-4257
4009	Chilton	Calumet Cnty Courthouse	920-849-1450
4010	Chippewa Falls	Chippewa Cnty Courthouse	715-726-7950
4037	Darlington	LaFayette Cnty Ag Ctr	608-776-4820
4029	Dodgeville	Iowa Cnty UWEX	608-935-0391
4052	Durand	Pepin Cnty Govt Ctr	715-672-5214
4073	Eagle River	Vilas Cnty Courthouse	715-479-3648
4022	Eau Claire	Eau Claire Cnty UWEX	715-839-4712
4075	Elkhorn	Walworth Cnty UWEX	262-741-4951
4053	Ellsworth	Pierce Cnty Ofc Bldg	715-273-6781
4023	Florence	Florence Resource Ctr	715-528-4480 ext 49
4024	Fond du Lac	UWEX-Fond du Lac	920-929-3170
4005	Green Bay	Brown Cnty Ag. & Extension Center	920-391-4650
4028	Green Lake	Green Lake Cnty Courthouse	920-294-4032
4065	Hayward	Sawyer Cnty Courthouse	715-634-4839
4030	Hurley	Iron Cnty Courthouse	715-561-2695
4061	Janesville	Rock Cnty Courthouse	608-757-5690
4032	Jefferson	Jefferson Cnty UWEX	920-674-7296
4017	Juneau	Dodge Cnty Admin. Bldg	920-386-3790
4044	Keshena	Menominee Cnty Courthouse	715-799-4654
4035	Kewaunee	Kewaunee Cnty Courthouse	920-388-7141
4036	La Crosse	La Crosse Cnty UWEX	608-875-9620
4026	Lancaster	Grant Cnty UWEX	608-723-2125
4015	Madison	The Pyle Ctr	608-262-0753
4040	Manitowoc	Manitowoc Cnty UWEX	920-683-4169
4042	Marinette	Marinette Cnty Crthse	715-732-7510
4033	Mauston	Juneau Cnty UWEX	608-847-9329
4070	Medford	Taylor Cnty USDA Svc Ctr	715-748-3327

Site #	City	Location	Phone #
4021	Menomonie	UW-Stout	715-232-5239
4020	Menomonie	Dunn Cnty Ag Ctr	715-232-1636
4039	Merrill	Lincoln Cnty UWEX	715-536-0304
4027	Monroe	Green Cnty UWEX	608-328-9440
4043	Montello	Marquette Cnty Svcs Ctr	608-297-9153 ext. 3
4011	Neilsville	Clark Cnty Courthouse	715-743-5121
4048	Oconto	Oconto Cnty Courthouse	920-834-6845
4083	Oshkosh	Winnebago Cnty UWEX	920-232-1980
4058	Phillips	Price Cnty UWEX	715-339-2555
4051	Port Washington	Ozaukee Cnty Admin. Ctr	262-284-8288
4013	Portage	Columbia Cnty Annex Bldg	608-742-9688
4014	Prairie du Chien	Crawford Cnty UWEX	608-326-0223
4088	Reedsburg	Reedsburg Public Library	608-768-7323
4049	Rhineland	Oneida Cnty UWEX	715-365-2750
4060	Richland	Richland Cnty UWEX	608-647-6148
4054	River Falls	UW-River Falls	715-425-3256
4067	Shawano	Shawano Cnty Courthouse	715-526-6136
4068	Sheboygan Falls	Sheboygan UWEX	920-467-5740
4008	Siren	Burnett Cnty Govt Ctr	715-349-2151
4047	Sparta	Monroe Cnty UWEX	608-269-8722
4077	Spooner	Washburn Cnty UWEX	715-635-4444
4056	Stevens Point	Portage Cnty UWEX	715-346-1316
4018	Sturgeon Bay	Door Cnty-City Library	920-746-2261
4019	Superior	Douglas Cnty UWEX	715-395-1363
4072	Viroqua	Vernon Cnty Extension Ofc	608-637-5276
4004	Washburn	Bayfield Cnty Courthouse	715-373-6104
4080	Waukesha	Waukesha Cnty Admin Ctr	262-548-7770
4081	Waupaca	Waupaca Cnty Courthouse	715-258-6231
4041	Wausau	Marathon Cnty UWEX	715-261-1231
4082	Wautoma	Waushara Cnty Courthouse	920-787-0416
4045	West Allis	Milwaukee Cnty Extension	414-290-2430
4071	Whitehall	Trempealeau Cnty Crthouse	715-538-2311
4085	Wisconsin Rapids	Wood Cnty Courthouse	715-421-8440

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

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

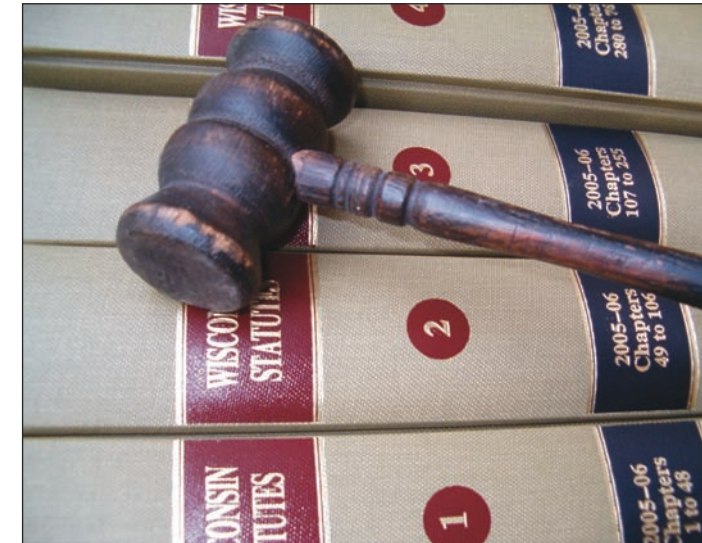
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University of Wisconsin-Extension
Local Government Center
610 Langdon Street, Room 229
Madison, WI 53703



Open Government and Parliamentary Procedure WisLine Teleconference Series 2008



Sponsored by:
UW-Extension Local Government Center
League of Wisconsin Municipalities
Wisconsin Counties Association
Wisconsin Towns Association

REGISTRATION FORM #1762

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 next column of this brochure.

REGISTRATION FORM 1762
2008 - 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:

- Open Meetings Law, March 12 (\$20)
- Ethics and Conflicts of Interest, March 27 (\$20)
- Parliamentary Procedure, April 1, 8, 15, and 22 (\$75)
- Open Records Law, April 17 (\$20)
- Minutes of Local Government Meetings, April 29, May 1, and May 6 (\$55)

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.

UNDERSTANDING OPEN GOVERNMENT LAWS

March 12, 2008 (Wednesday), 2:30 - 4:20 p.m. **OPEN MEETINGS LAW (#1762-1)**—Basic statutory requirements of the open meetings law and current case law. *Claire Silverman, League of Wisconsin Municipalities; Carol Nawrocki and Lee Turonie, Wisconsin Towns Association; and Bruce Olsen, Office of the Attorney General.* \$20.00

March 27, 2008 (Thursday), 2:30 - 4:20 p.m. **ETHICS AND CONFLICTS OF INTEREST (#1762-2)**—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.* \$20.00

April 17, 2008 (Thursday), 2:30 - 4:20 p.m. **OPEN RECORDS LAW (#1762-4)**—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 Lee Turonie, Wisconsin Towns Association; and Maureen Flanagan from the Office of the Attorney General.* \$20.00

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 \$25 per air date:

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

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

For more information on these options, visit lgc.uwex.edu/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.

PARLIAMENTARY PROCEDURE FOR LOCAL GOVERNMENTS (#1762-3)

April 1, 8, 15, and 22 (Tuesdays), 3:00-4:20 p.m. Four-session program, \$75.00.

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.*

April 1, 2008 – **Principle of Parliamentary Authority.** The relationships among statutes, court decisions, organizational rules, and Robert's Rules of Order - Newly Revised.

April 8, 2008 – **Principle of a Meeting.** Issues about notice, quorum and attendance.

April 15, 2008 – **Principle of Majority Rule.** Ownership of motions, seconding a motion, and when more than a majority is required.

April 22, 2008 – **Principle of Order.** Rules of precedence among motions, and details.



MINUTES OF LOCAL GOVERNMENT MEETINGS (#1762-5)

April 29, 2008 (Tuesday), May 1, 2008 (Thursday), and May 6, 2008 (Tuesday) 3:00-4:20 p.m. Three-session program, \$55.00.

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 29, 2008 – **Purpose of Minutes; Format Options**

May 1, 2008 – **Content of Minutes**

May 6, 2008 – **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

