



LEGAL SERVICES DEPARTMENT

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TO: Ron Mc Donald, Valley Transit General Manager
Members of the Fox Cities Transit Commission

FROM: Amanda K. Abshire, Assistant City Attorney

DATE: August 3, 2017

RE: Open meetings

Immediately following our previous Fox Cities Transit Commission meeting on July 12, 2017, I was asked to draft a brief explanation detailing Wisconsin's Open Meetings Law and the Commission's obligation to comply with it.

Policy¹

The legislature has declared that it is the state policy to:

1. Enable the public to have "the fullest and most complete information regarding the affairs of government as is compatible with the conduct of government business."
2. Ensure that meetings of governmental bodies are held in places reasonably accessible to the public.
3. Ensure that such meetings are open to the public unless otherwise expressly provided by law.

Governmental Bodies

A governmental body includes a "state or local agency, board, commission, committee, council, department of public code corporate and politic created by constitution, statute, ordinance, rule or order."²

The Fox Cities Transit Commission is created by ordinance, and as such, is considered a governmental body that must comply with open meeting requirements.

Meeting

A meeting occurs whenever members convene for the purpose of conducting governmental business and the number of members present is sufficient to determine the body's course of action³.

¹ Wis. Stat. §19.81

² Wis. Stat. §19.82(1)

³ Id.