

**CABLE TOWN BOARD POLICY REGARDING TOWN BOARD MEETING MINUTES**

**Open Meeting Minutes:**

Wis. Stat. 60.33(2)(a) provides that the town clerk is responsible for keeping a "full record of the town board's proceedings." Minutes may be taken by the clerk or deputy clerk. Should both the clerk and deputy clerk be absent from a meeting, the chair shall appoint someone to take minutes. There is no statutory requirement for town board meetings to be drafted within a certain amount of time.

Town board meeting minutes are the official record of the proceedings of the Town Board. Minutes can be used in a court of law. Minutes must record the *substance* of what occurred at the meeting per Wis. Stat. 985.01(6). This means a simple summary in order to create a meaningful history. The minutes shall also include *Robert's Rules of Order* recommendations: 1) type of meeting; 2) name of governing body; 3) date, time and place of meeting; 4) members of governing body present; 5) approval of minutes of previous meeting; 6) all main motions; and 7) time of adjournment. Draft minutes shall be sent to the Town Board within two weeks of the meeting, unless there is a special meeting or work meeting prior to that time. Then the minutes shall be submitted to the board prior to the special meeting or work meeting. The minutes shall be approved at the next properly convened meeting of the town board. Any corrections, additions or amendments to the minutes by board members shall be noted at the time of approval and included in the motion of approval.

**Elector Meetings/Public Hearings:**

Pursuant to Wis. Stat. 60.15, minutes of the annual meeting and special elector meetings must be drafted within five (5) days of the meeting.

**Closed Meeting Minutes:**

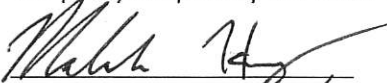
Minutes of closed meetings must state: 1) reason for convening into closed session and statutory provision authorizing the closed session stated by the chairperson; 2) results of a roll call vote taken on the motion to go into closed session; 3) time the board convened in closed session; 4) time it reconvened in open session; and 5) those in attendance. Closed meeting minutes shall be prepared in time for approval at the next properly convened town board meeting.

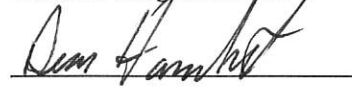
**Posting Minutes:**

All minutes shall be approved by the town board prior to posting publicly. Anyone wishing to review draft minutes is welcome to stop in the clerk's office to review them once they are written. When Town Board meeting minutes are approved, they shall be posted on the town website the day after approval.

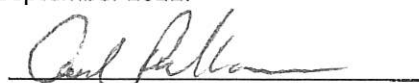
**Retention:** All minutes are kept as a permanent record.

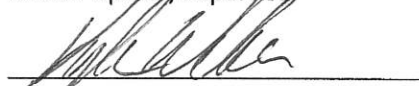
This policy adopted by the Town Board of Cable this 21<sup>st</sup> day of September 2022.

  
Malcolm Haag, Chairman

  
Dean Hambrecht, Supervisor

  
Tony Merrill, Supervisor

  
David Popelka, Supervisor

  
Kyle Weber, Supervisor

ATTEST:   
Bobbi McCauley, Clerk/Treasurer