



**Dane County**  
**Cities & Villages Association**

## **Effective Electronic Public Meetings**

As part of the DCCVA Annual Meeting at 5:30 p.m. on Wednesday, May 12, 2021, the Dane County Cities and Villages Association will host a presentation that will cover the basics to keep your electronic meeting compliant with the Wisconsin open meeting law.

The presenters for this 45-minute session are: Paul M. Ferguson, Assistant Attorney General, Wisconsin Department of Justice, Office of Open Government, and Andrew T. Phillips, Attorney, von Briesen & Roper, S.C., outside general counsel for the Wisconsin Counties Association.

Assistant Attorney General Ferguson will address the basics of conducting effective public meetings and will cover the following:

- Purpose of the open meetings law
- Past and current DOJ guidance on conducting remote meetings
- DOJ advisories regarding conducting open meetings during the pandemic
- An overview of the types of open meetings law inquiries DOJ has received during the pandemic
- Best practices

Attorney Phillips will discuss the practicalities of how local governments can best follow the state guidelines for electronic meetings and will cover the following:

- Meeting notices
- Practical pointers – running the meeting
- Closed sessions in a virtual environment
- Practical pointers – closed session