



UNIVERSITY of WISCONSIN - EAU CLAIRE

Department Name • 105 Garfield Ave, Eau Claire, WI 54702 • (715) ###-####

Meeting Notice

As per Wis. Stat. § 19.84(5), public notice is hereby given that the *<Personnel Body>* for the Department of *<Department>* will meet on *<Date>* at *<Time>* in *<Building/Room>* for the purpose of conducting the following business.

- I. Convene in open session.
- II. Review credentials and consider the formation of a recommendation on *<Personnel Action>* for *<Candidate>*. For this business, it is anticipated that the meeting will move into closed session as permitted under Wis. Stat. § *<Citation>* for this agenda item. *<Notice>*
- III. Reconvene in open session.**
- IV. Consider motion recommending *<Personnel Action>* for *<Candidate>*.
- V. Adjournment

Notes

- When the *<Personnel Action>* is “tenure,” the *<Citation>* is 19.85(1)(b). In this case, the *<Notice>* should read “*<Candidate>* has the right to request the meeting remain in open session.” If the candidate does request that the meeting be held in open session, then according to UW System Legal, that meeting and all subsequent meetings concerning tenure for this candidate must be held in open session. In such a case, the entire second sentence of II should be replaced with “For this business, the meeting will be held in open session as per the request of *<Candidate>*.”
- For other personnel actions (e.g., “reappointment to the *nth* year”), the *<Citation>* is 19.85(1)(c). In this case, the *<Notice>* should be removed (i.e., there is no notice in this case).
- Notice must be posted 24 hours in advance of the meeting.
- Minutes of the meeting must reflect all motions (as moved and seconded, and whether the motion passed or failed) and any roll call votes (names and votes). A roll call vote must be taken and recorded if any member of the committee requests a roll call vote.

Protocols

To move into closed session,

- The committee chair should say, “I will now entertain a motion to reconvene in closed session to review credentials and to consider the formation of a recommendation on *<personnel action>* for *<Candidate>*.”
- The minutes must record the motion as moved and seconded.
- The minutes must record the vote of each member on the motion to move into closed session. When the vote is unanimous, noting such along with a list of members present is sufficient.
- If the motion to move into closed session is passed, the committee chair should ask all visitors to leave the room except those invited to stay by the committee itself.

To reconvene in open session,

- The committee chair must open the door to the room and announce that the meeting is now in open session.
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