



Policy for In-person and Virtual Meetings

The Springdale Town Board will follow the guidelines below when scheduling and conducting meetings of the Town Board, the Plan Commission, and all other Town-authorized committees.

When “committee” is used in this document, it shall mean and include all committees, subcommittees, commissions, or other groups exercising delegated powers of the board.

1. All meetings of the board and committees shall be conducted in accord with the open meetings laws of the State of Wisconsin.
2. The board and committees may conduct public meetings in the following formats:
 - a. In-person – all members and the public attend in the same physical location. This is the preferred format for optimal communication.
 - b. Virtual – all board and committee members and the public attend via teleconferencing, video conferencing, or web conferencing without meeting at a physical location.
 - c. Hybrid – simultaneously held in-person and virtually.
3. Board and committee members are expected to attend meetings in person. A member must notify the chair prior to an in-person or hybrid meeting for an exception to attend virtually. The chair of the scheduled meeting may use their discretion to allow or disallow such virtual attendance.
4. Persons who have initiated an item on the agenda are expected to attend meetings in person to fully explain the purpose and intent of their request. Such persons may contact the Town chair or committee chair in advance of the scheduled meeting to request virtual attendance. The chair of the scheduled meeting may use their discretion to allow or disallow such virtual attendance.
5. When asked for input, the public may participate and provide public testimony in person or virtually.
6. Supervisors and committee members in attendance at a meeting virtually must have their camera turned on, if their device is equipped with one, for all votes.
7. In case of adverse weather or an emergency, the chair may declare that any board or committee meeting shall be held virtually and not at a physical location, with 24 hours’ notice and reasonable access to the public.

Adopted 3-0 by the Town Board on 6/21/2022