

2020 Meeting Schedule and Council Deadlines

E-mail agendas to meetings@cityofmadison.com by noon the Friday before the meeting takes place. If your agenda is prepared in Legistar, e-mail your public meeting link (begins with "https://madison.legistar.com...") to meetings@cityofmadison.com.

- ★ In order to comply with the Wisconsin Open Meetings law, the City Clerk's Office must physically post your agenda on the official bulletin board at least 24 hours before the start of a meeting. By posting the agenda the Friday before a meeting takes place, we provide Madison residents with time to arrange for transportation, childcare, or a language interpreter.
- ★ If an agenda is not posted by the City Clerk's Office on the official bulletin board at least 24 hours in advance, the meeting *cannot be held*.

Section 33.01(10) of the Madison General Ordinances **prohibits scheduling meetings** on Election Days and during budget deliberations. Those dates in 2020 will be:

- Tuesday, February 18, 2020 (Spring Primary Election)
- Tuesday, April 7, 2020 (Spring Election)
- Tuesday, August 11, 2020 (Fall Primary Election)
- Tuesday, November 3, 2020 (Presidential Election)
- Tuesday, September 8, 2020
(Finance Committee budget deliberations, no meetings after 4:30 p.m.)
- Wednesday, September 9, 2020
(Finance Committee budget deliberations, no meetings after 4:30 p.m.)
- Monday, September 21, 2020
(Finance Committee budget deliberations, no meetings after 4:30 p.m.)
- Monday, October 12, 2020
(Finance Committee budget deliberations, no meetings after 4:30 p.m.)
- Tuesday, October 13, 2020
(Finance Committee budget deliberations, no meetings after 4:30 p.m.)
- Monday, October 26, 2020
(Finance Committee budget deliberations, no meetings after 4:30 p.m.)
- Tuesday, November 10, 2020
(Council budget deliberations, other meetings must **adjourn** by 5:30 p.m.)
- Wednesday, November 11, 2020
(Council budget deliberations, other meetings must **adjourn** by 5:30 p.m.)
- Thursday, November 12, 2020
(Council budget deliberations, other meetings must **adjourn** by 5:30 p.m.)

In order to facilitate public participation, we recommend that you **avoid** scheduling any meetings on the following days and/or evenings:

New Year's Day	Wednesday, January 1, 2020
Martin Luther King Jr. Day	Monday, January 20, 2020
Good Friday	Friday, April 10, 2020
Passover (first two days and last two days)	Sunset Wednesday, April 8, through sunset Friday, April 9, 2020, <i>and</i> sunset Thursday, April 16, through sunset Friday, April 17, 2020
Memorial Day	Monday, May 25, 2020
Independence Day	Saturday, July 4, 2020
Labor Day	Monday, September 7, 2020
Rosh Hashanah	Sunset Friday, September 18, through sunset Sunday, September 20, 2020
Yom Kippur	Sunset Sunday, September 27, through sunset Monday, September 28, 2020
Thanksgiving Holiday	Thursday, November 26 and Friday, November 27, 2020
Christmas Holiday	Thursday, December 24, and Friday, December 25, 2020
New Year's Eve	Thursday, December 31, 2020

Please contact the City Clerk's Office at 266-4601 or meetings@cityofmadison.com with any questions or concerns.

Thank you.

2020 Legistar Deadlines for Common Council Agenda Items

If you have a Legistar file that needs to appear on the next Council agenda, put the date of that Council meeting in the file's CC Agenda Date field, and enter the Legistar file number on the submittal form at <http://www.cityofmadison.com/Employeeenet/legistar/CCItemsSubmittalForm.cfm>. The Clerk's Office generates a submittal form report at noon on Legistar deadline day, and double checks that each of the files listed has pulled into the agenda. If you add a file to the submittal form **after** the noon deadline, the Clerk's Office will not see your submittal. If your file will not be ready for the agenda by the deadline listed below, contact the Clerk's Office directly.

Meeting Date	Time of Meeting	12 Noon Legistar Deadline
January 7, 2020	6:30 p.m.	December 30, 2019 ⁱ
January 21, 2020	6:30 p.m.	January 15, 2020
February 4, 2020	6:30 p.m.	January 29, 2020
February 25, 2020 ⁱⁱ	6:30 p.m.	February 19, 2020
March 3, 2020	6:30 p.m.	February 26, 2020
March 17, 2020	6:30 p.m.	March 11, 2020
March 31, 2020 ⁱⁱⁱ	6:30 p.m.	March 25, 2020
April 21, 2020	6:30 p.m.	April 15, 2020
May 5, 2020	6:30 p.m.	April 29, 2020
May 19, 2020	6:30 p.m.	May 13, 2020
June 2, 2020	6:30 p.m.	May 27, 2020
June 16, 2020	6:30 p.m.	June 10, 2020
July 14, 2020 ^{iv}	6:30 p.m.	July 8, 2020
July 21, 2020	6:30 p.m.	July 15, 2020
August 4, 2020	6:30 p.m.	July 29, 2020
September 1, 2020	6:30 p.m.	August 26, 2020
September 15, 2020	6:30 p.m.	September 9, 2020
October 6, 2020	6:30 p.m.	September 30, 2020
October 20, 2020	6:30 p.m.	October 14, 2020
November 10, 2020 – Budget Only	5:30 p.m.	N/A – Budget Only
November 11, 2020 – Budget Only	5:30 p.m.	N/A – Budget Only
November 12, 2020 – Budget Only	5:30 p.m.	N/A – Budget Only
November 17, 2020	6:30 p.m.	November 11, 2020
December 1, 2020	6:30 p.m.	November 23, 2020 ^v

ⁱ Legistar deadline is two days earlier than usual, due to New Year's Eve and New Year's Day

ⁱⁱ Rescheduled due to Spring Primary Election: February 18, 2020

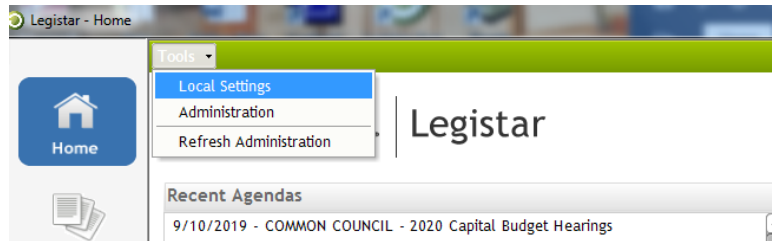
ⁱⁱⁱ Rescheduled due to Spring Election: April 7, 2020

^{iv} Rescheduled from July 7, 2020

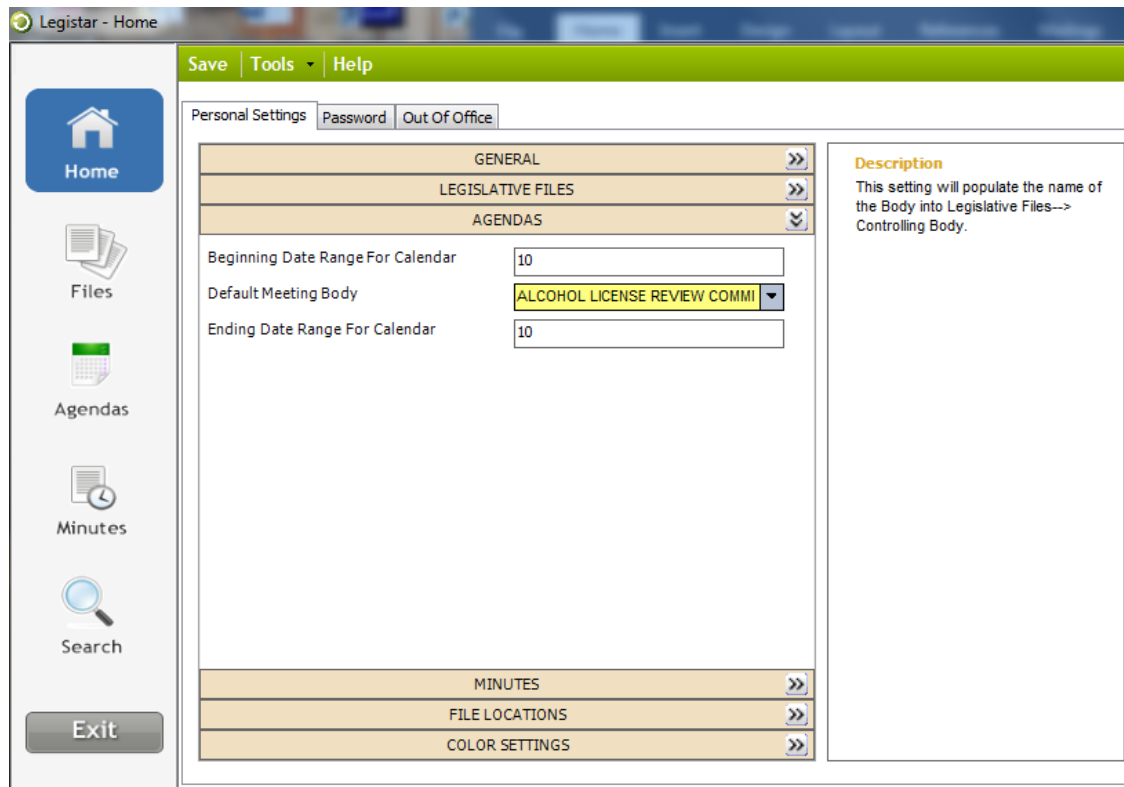
^v Council agenda will be prepared two days earlier than usual, due to Thanksgiving

Entering 2020 Meeting Dates into Legistar

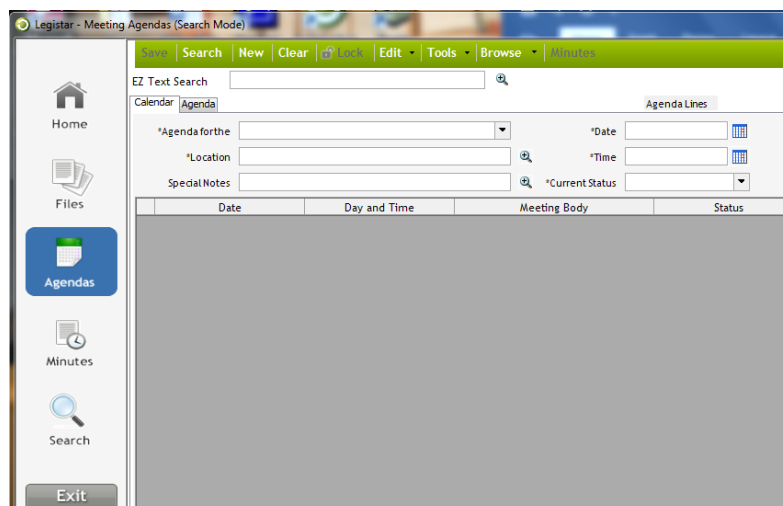
1. Go to Local Settings under Tools at the top of your Legistar home screen.



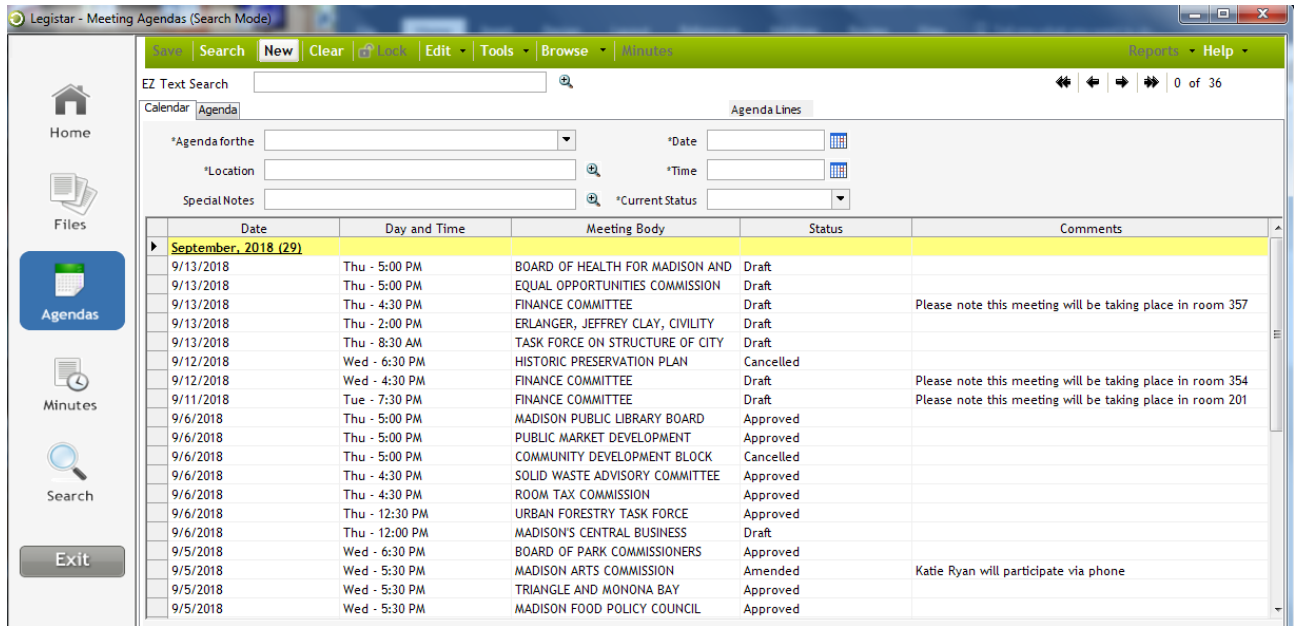
2. Under the Personal Settings tab, expand your options under Agendas and make sure your Default Meeting Body is your committee. If you need to change the Default Meeting Body, select your committee from the drop-down menu and click Save at the top of the screen.



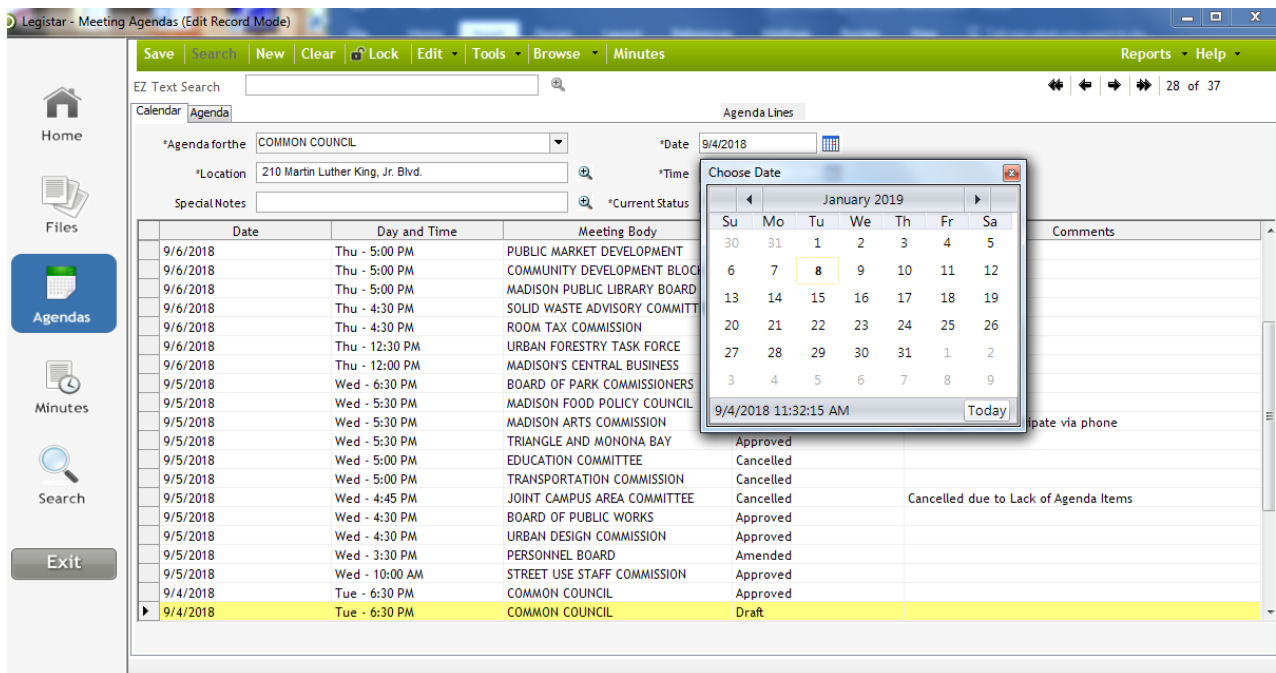
3. Go to Agendas in Legistar.



4. Select New at the top of the screen.



5. Your default committee, meeting time, and meeting location will appear at the top of the screen, for today's date. Change the meeting date in the date field at the top of the screen.



6. Click Save at the top of the screen. Repeat this process for each of your 2020 meeting dates.

- If you need to change a meeting date and time that you have already saved in Legistar, you can only do so by highlighting the meeting in the Agendas screen and selecting Change Meeting Date/Time from the Tools drop-down menu.

The screenshot shows the Legistar Meeting Agendas (Edit Record Mode) interface. The 'Tools' dropdown menu is open, and the 'Change Meeting Date/Time' option is highlighted. The main table displays a list of meetings with columns for Date, Day and Time, Status, and Comments.

Date	Day and Time	Status	Comments
January, 2019 (1)			
1/8/2019	Tue - 6:30 PM		
September, 2018 (29)			
9/13/2018	Thu - 5:00 PM		
9/13/2018	Thu - 5:00 PM		
9/13/2018	Thu - 4:30 PM		
9/13/2018	Thu - 2:00 PM		
9/13/2018	Thu - 8:30 AM		
9/12/2018	Wed - 6:30 PM		
9/12/2018	Wed - 4:30 PM		
9/11/2018	Tue - 7:30 PM		
9/6/2018	Thu - 5:00 PM		
9/6/2018	Thu - 5:00 PM		
9/6/2018	Thu - 5:00 PM		
9/6/2018	Thu - 4:30 PM		
9/6/2018	Thu - 4:30 PM		
9/6/2018	Thu - 12:30 PM	Approved	ROOM TAX COMMISSION
9/6/2018	Thu - 12:30 PM	Approved	URBAN FORESTRY TASK FORCE
9/6/2018	Thu - 12:00 PM	Draft	MADISON'S CENTRAL BUSINESS
9/5/2018	Wed - 6:30 PM	Approved	BOARD OF PARK COMMISSIONERS
9/5/2018	Wed - 5:30 PM	Approved	MADISON FOOD POLICY COUNCIL