Colleagues:

Please review the attached for details on conducting legally compliant meetings by teleconference, video conference or other virtual format, including Microsoft Teams.

All meetings must be noticed with the date, time, location, and purpose of the meeting to provide an opportunity for the public to attend and observe.
Meetings that are not held in a physical location must still provide a means for the public to listen or observe. The attached memo describes the options that will satisfy the WI Open Meetings law requirements.

**Handling Written Ballots During a Virtual Meeting**

If a committee is meeting virtually and voting by written ballot is required, committee members may scan or take a photo of their physical ballot and email or otherwise electronically send it back to the committee member collecting such ballots; provided that, the ballots are received during the meeting and the results of the vote are announced at the meeting before it adjourns. Further, all ballots/votes must be able to be attributed to a particular committee member. If they are not, the ballot may be determined to be a secret ballot. Wisconsin Statute §19.88 provides that “no secret ballots may be utilized to determine any election or other decision of a governmental body except the election of officers of such body in a meeting.”

Qualtrics may also be utilized for voting purposes; provided that, the question and response are structured in such a way that each vote is attributable to a particular person, voting happens during the meeting, and the results are announced at such meeting.

If you have questions please contact the Secretary of the University at mailto:secofunv@uwm.edu

Trudy R. Turner, PhD
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