
Virtual Meeting Resources

UWM Secretary of the University's Office



Notice Meetings

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.

Noticing a meeting:

<https://uwm.edu/secu/open-meetings/>

<https://uwm.edu/news/faculty-staff/submissions/open-meetings/>

Location: give the link or link to the agenda with the Teams link

Setting Up a Teams Meeting

From Calendar -
New Event

The screenshot displays the Microsoft Outlook 'New Event' form. The event title is 'Department Meeting'. The date is set to 8/12/2020, and the time is 4:00 PM to 4:30 PM. The 'All day' toggle is turned off. The 'Repeat' option is set to 'Never'. There is a field for 'Search for a room or location' with a 'Teams meeting' toggle turned on. The 'Remind me' option is set to '15 minutes before'. A description box is present at the bottom with icons for adding attachments, images, emojis, and links. On the right, a calendar view for Wednesday, August 12, 2020, shows a green bar for the 4:00 PM - 4:30 PM slot with the text '4:00 PM - 4:30 PM You are available'.

Submissions: Open Meetings

Use this form to submit an open meeting notice, per state law. If it's possible that someone else will post the same meeting, please avoid duplication by checking the listings before you post: <https://uwm.edu/news/category/open-meeting-notices/>

Committee or Group *
Please avoid acronyms and abbreviations; this should be meaningful to the general public.

Meeting Date *

Meeting Time *
 :

Location *

Provide physical location or conference call/teleconference connection information. Note: If you are providing a link to an online teleconference, be sure to include the actual link address.

Purpose of Meeting *

Guidelines for Teams Meetings

(From Faculty Senate – May 7, 2020)

1. JOIN TEAMS MEETING

[Click here to join the meeting via Teams.](#)

You can also join through the [Microsoft Teams app](#) or by calling in at: +1 414-253-8850 and entering Conference ID: 601 944 820#.


2. MUTE MICROPHONE & DISABLE CAMERA

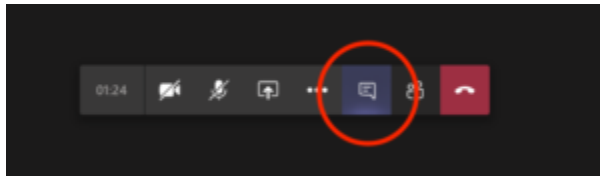
When you join the meeting, please remember [to disable your camera and mute your microphone.](#)

3. ACCESS DOCUMENTS

Documents will **not** be displayed during the meeting. [Click here to view the meeting materials.](#) The draft minutes from the April 16, 2020 were distributed to the senate via email.

4. SUBMIT COMMENTS & QUESTIONS

Use the [Raise your hand](#)  feature to ask a question or make a comment. Comments and questions may also be submitted using the Chat feature which will be moderated continually throughout the meeting. At the end of their presentation, the current presenter will respond verbally to as many questions as time allows in the order they are received. Access the Chat feature by clicking this symbol in Teams



When called on, **remember to un-mute your microphone. Please do not use the Chat feature for anything but indicating that you have a comment or question.**

5. ROLL CALL

The roll will be called by voice during item II on the agenda. **Remember to un-mute your microphone during roll call.** If you miss roll call, please send an email during the meeting time containing your name, department, and division to the Secretary of the University's Office: secofunv@uwm.edu.

6. VOTING

Voice votes will be taken for business items. **Remember to un-mute your microphone while voicing your vote.**

Polling software will be used for the SSEA and Rules elections. You will receive your ballot via email during the meeting.

7. TECHNICAL DIFFICULTIES

If you experience any technical difficulties during the meeting (audio/visual issues, unable to access chat, frozen screen, etc.), please try exiting and re-entering the meeting.

For more resources on using Microsoft Teams, please visit: <https://uwm.edu/o365/about-teams/>

Ways to Vote

Voice vote, raise hand, Microsoft Forms ballot, Qualtrics ballot, roll call if requested

How to Go into Closed Session

Motion to go into closed session. Note the time.

Participants who should not be present leave the meeting— either check in the participant list and make sure they have left or set up another Teams meeting. Most people check the participant list. Remember not to use chat function during closed session.

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. More details on using Qualtrics on the next page.

Qualtrics Voting –
For votes requiring a signed ballot
<https://uwm.edu/qualtrics/>

If you've never used Qualtrics, you'll need to contact the UWM Help Desk to have a UWM Qualtrics account created for you. Contact the UWM Help Desk via phone at 414-229-4040 or via the online [Get Tech Help web portal](#). Please allow one business day for individual account requests to be processed.

Follow this link to the Survey:
[Take the Survey](#)

Or copy and paste the URL below into your internet browser:

https://milwaukee.qualtrics.com/jfe/form/SV_4Ouh3F5SSUN83mR?Q_DL=8o11YZW5qgTVn4Z_4Ouh3F5SSUN83mR_MLRP_6A2ivt5mdg7HrxP&Q_CHL=email



This is a screenshot of the UWM Qualtrics interface. At the top, it says "UWM'S FREE WEB-BASED SURVEY INSTRUMENT (Powered by Qualtrics)". Below this, there are three features listed with red checkmarks in boxes: "Create Surveys", "Store Data", and "Build Reports". To the right of these features is a collage of various Qualtrics software icons and interface elements, including "My Surveys", "Create Survey", "Edit Survey", "Distribute Survey", "View Results", "Print", "Survey Link", "Email Survey", "Email History", "Social Media", "In-Page Popups", and "Website Feedback".

This block contains three buttons. On the left is a large yellow button with a white arrow pointing right, the text "SIGN IN" in large black letters, and "Login" in smaller black letters below it. To the right of this are two smaller, rounded rectangular buttons with black outlines and white backgrounds. The top one says "LEARN MORE" and the bottom one says "GET STARTED".

How it works: Set up the ballot in Qualtrics; a link is sent to the members; click on it and the ballot opens; when a committee member votes, types their name on the ballot and submits, it sends an email to the chair's inbox; no one else can see the vote. The Chair tallies the votes. The Chair saves the ballots.

Sample Qualtrics Ballot

The image shows a sample ballot form. At the top is a yellow banner with the University of Wisconsin-Milwaukee logo. Below the banner, the text reads "Sample Candidate". The main text of the ballot is: "To the motion to recommend Associate Professor John Smith for promotion to the rank of Professor in the Department of Anthropology, in the College of Letters and Science, I vote:". There are three radio button options: "Yes", "No", and "Abstain". Below these options is a text input field labeled "Voting Member's Name". At the bottom right of the form is a yellow "Submit" button.

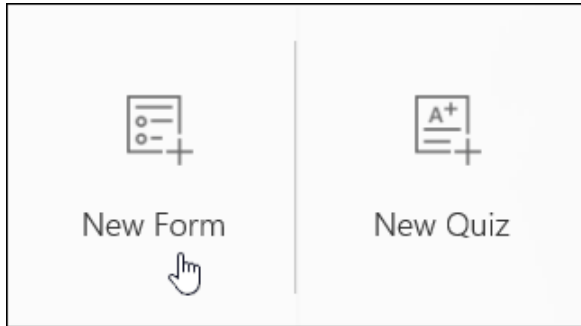
Microsoft Forms

For votes requiring a signed ballot

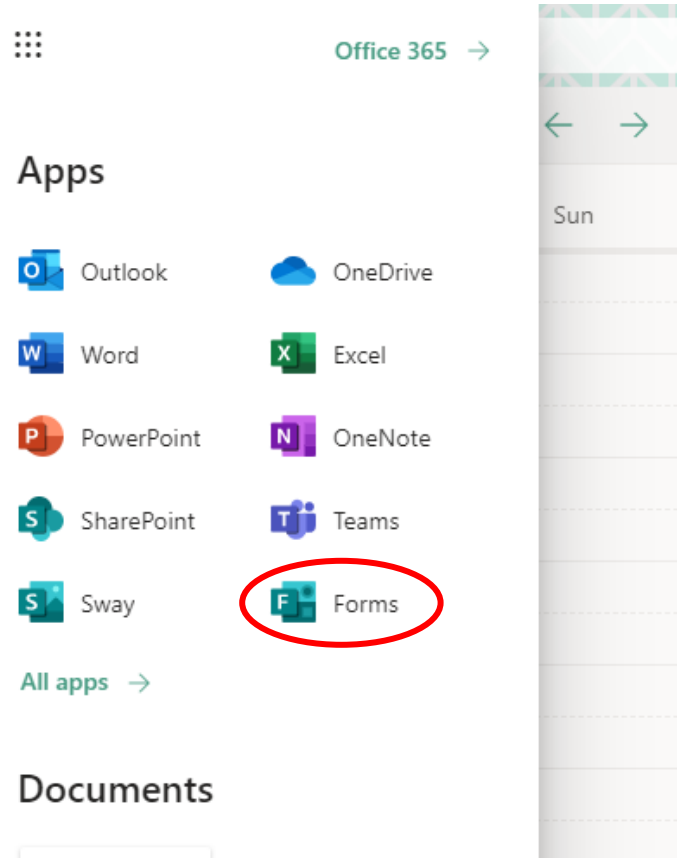
<https://forms.office.com/>

Similar to Qualtrics, Microsoft Forms can be used for signed ballots. Access Microsoft Forms at the link above or by navigating to the app in Office 365.

Create a New Form by clicking the “New Form” button.



Much like Qualtrics, set up the ballot ([Click here to duplicate the sample ballot below](#)) then distribute the link to members by clicking the “Share” button on the top right corner of your screen. As members submit their votes, the results will update in the Response tab. Click the “More Details” button under question 1 to see the individual responses.



Sample Microsoft Forms ballot

Sample Candidate

Hi Carolyn, when you submit this form, the owner will be able to see your name and email address.

1. To the motion to recommend Associate Professor John Smith for promotion to the rank of Professor in the Department of Anthropology, in the College of Letters and Science, I vote:

Yes

No

Abstain

2. Voting Member's Name

Office of General Counsel Tomas L. Stafford | 608-265-5319 | tstafford@uwsa.edu Senior System Legal Counsel 1844 Van Hise Hall, 1220 Linden Drive Madison, WI 53706 website: <https://www.wisconsin.edu/general-counsel/> Quinn Williams Noah Brisbin Wade Harrison Kristin Johnson Jennifer Sloan Lattis Matthew J. Lind Tomas L. Stafford

To: Chancellors, Provosts, and Chief Business Officers
From: Tomas L. Stafford Senior System Legal Counsel
Date: March 17, 2020
Re: Guidance on the Wisconsin Open Meetings Law and Coronavirus

In light of the ongoing coronavirus pandemic and the need to avoid in-person group meetings, advice has been requested on conducting legally compliant open meetings by teleconference, videoconference, or another virtual format.

The basic legal requirements for an open meeting held by teleconference, videoconference, or another virtual format under the Wisconsin's Open Meetings law are the same as those for the face-to-face meetings routinely conducted at University of Wisconsin campuses, namely public notice of the time, location, and subject matter of the meeting, and opportunity for the public to attend and observe the meeting. The key difference with a public meeting format that is not face-to-face is that the meeting body must provide the public with an effective means to observe the meeting that is the equivalent of being present in the room for a face-to-face open meeting.

When conducting a meeting by telephone conference call, the University has typically included in the meeting notice information about a room location open to the public, generally on-campus, where the public can attend and listen to the meeting through a conference speaker phone. For example, teleconference meetings of the UW System Board of Regents use a room in Van Hise Hall where the meeting convener is located with a speaker phone, and where the public can be present. Similarly, for a public meeting conducted through videoconference or other virtual formats, the meeting notice would typically include a room location where the public may observe the meeting through a videoconference monitor.

However, recognizing that we are trying to reduce gatherings on campus at this time, if technically feasible, an alternative approach would be to include in the open meeting notice the dial-in information for a teleconference so that the public can attend the meeting by calling in. Similarly, for meetings using videoconferencing or other virtual platforms, a university could include a link in the meeting notice so that anyone may join and view the virtual open meeting. This alternative approach would not include a physical, on-campus location for the meeting. A template virtual open meeting notice is enclosed. This seems sufficient to satisfy the requirements of the Open Meetings law.

In any event, appropriate measures need to be taken to ensure the security of the University's computer systems if utilized and to ensure that the meeting body retains control of a virtual meeting. For example, if a meeting body will go into closed session, it needs to be able to determine who is participating in the meeting at any given point in time in order to maintain confidentiality during the closed portion of the meeting. Some technologies like WebEx allow you to see who is still on the line. If those technologies are not available, another option is to use two call-in numbers for committees that plan to go into closed session. One call-in number would be for the open session. After the committee votes to go into closed session, the committee would end that call, and then use the second call-in number to conduct the closed session. Without the appropriate safeguards in place, conducting an entirely telephonic or other virtual meeting that includes a closed session may not be feasible.

Finally, please note that posting meeting notices online at an appropriate location on the University's website is sufficient. Staff are not required to post notices on bulletin boards or in other physical locations on campus as has been past practice.

If you have questions about conducting an open meeting by teleconference, videoconference, or another virtual format, please contact your campus legal office or the Office of General Counsel.

Encl.

Cc (w/encl.): Cabinet Office of General Counsel Attorneys Joely Urdan Ray Taffora
Nancy Lynch
Donna McGee