



LEGISTAR TIPS: FIND FILES, MEETINGS, AND AGENDAS



Use the Legistar legislative management system to locate legislative files, meeting dates, and agendas. Click a heading below for detailed instructions, or click the link to go directly to the online resource.

- [Find Files in Legistar](#) (click for more instructions)
- Click to go directly to the online [Legislation search](#)

- [Find Council Meetings in Legistar](#) (click for more instructions)
- Click to go directly to the online [Common Council Meeting](#) listing

- [Find Meetings in Legistar](#) (click for more instructions)
- Click to go directly to the online [Meeting search](#)

- [Find Agendas in Legistar](#) (click for more instructions)
- Click to go directly to the online [Meeting search](#)

It is important to note that Legistar “remembers” your selection when you are in a tab, and there are more options in each tab than are highlighted in these instructions. It is possible to follow the instructions and have different information display that what is outlined in the instructions. When using these instructions, if your window looks different from what the instructions provide, carefully review your selections against the picture provided to make sure the selections match.



LEGISTAR TIPS: FIND FILES, MEETINGS, AND AGENDAS

FIND FILES IN LEGISTAR

1. Open Legistar: <https://madison.legistar.com/Legislation.aspx>
2. The **Legislation** tab loads

3. Enter information to search for a file:
 - **File number search:** Enter a file number in the **Search** field
 - **Text search:** Enter a phrase or other text in the **Search** field

Troubleshooting

If the search gives no results (“no records found”) or too many results, you can adjust the search settings as described below.

- Check what the **Year** field is set to.
TIP: For specific file number searches, generally start by setting this to **All Years**. For text searches, it may be helpful to set the field to a specific year to limit the search, if this information is known.
- Check what the (legislative file) **Type** field is set to.
TIP: For specific file number searches, generally start by setting this to **All Types**. For text searches, it may be helpful to set the field to a specific file type to limit the search, if this information is known.
- Check which options have been selected.
TIP: For specific searches, generally start by keeping the default settings of just **file #** and **text** selected. The more boxes you check, the more (and perhaps seemingly random) the results you will get back.
The **attachments** and other **info** check boxes are best left blank unless you there are known lower-level details associated with a file that might be contained only in those Legistar fields of a file.
- Try an **Advanced search** to set multiple, specific parameters and yield better results.



LEGISTAR TIPS: FIND FILES, MEETINGS, AND AGENDAS

FIND COMMON COUNCIL MEETING TIMES

1. Open Legistar: <https://madison.legistar.com/MainBody.aspx>
2. The **Common Council** tab loads

The screenshot shows the Legistar interface for the Common Council. The 'Date' dropdown is set to 'This Month'. The table below lists two meetings for 2/28/2023.

Date	Time	Location	Meeting Details	Agenda	Agenda Packet	Minutes	Watch
2/28/2023	6:30 PM	210 Martin Luther King, Jr. Blvd. Room 201 (City-County Building)	Meeting details	Not available	Not available	Not available	Not available
2/27/2023	6:30 PM	210 Martin Luther King, Jr. Blvd. Room 201 (City-County Building)	Meeting details	Agenda	Not available	Not available	Not available

3. The default setting lists meetings in the current month
 - Click **Date** to change the month or year meetings to display
 - Scroll down and select **This Year** (or select the numeric year) to get a list of all of the meetings for the year

FIND MEETINGS IN LEGISTAR

1. Open Legistar: <https://madison.legistar.com/Calendar.aspx>
2. The **Meetings** tab loads

The screenshot shows the Legistar Meetings page. The 'Date' dropdown is set to 'This Month'. The table below lists 59 records, including various boards and commissions.

Boards, Commissions and Committees	Date	Time	Location	Meeting Details	Agenda	Agenda Packet	Minutes	Watch
COMMON COUNCIL	2/28/2023	6:30 PM	210 Martin Luther King, Jr. Blvd. Room 201 (City-County Building)	Meeting details	Not available	Not available	Not available	Not available
PLAN COMMISSION	2/27/2023	5:30 PM	Virtual Meeting	Meeting details	Not available	Not available	Not available	Not available
WATER UTILITY BOARD	2/27/2023	4:30 PM	119 E. Olin Ave.	Meeting details	Not available	Not available	Not available	Not available
SUSTAINABLE MADISON COMMITTEE	2/27/2023	2:00 PM	Meetings held at various library locations. Sustainability Plan Update Working Group	Meeting details	Not available	Not available	Not available	Not available
DISABILITY RIGHTS COMMISSION	2/23/2023	5:00 PM	Virtual Meeting	Meeting details	Not available	Not available	Not available	Not available
MADISON PUBLIC LIBRARY BOARD	2/23/2023	5:00 PM	Meadowridge Library, 5726 Raymond Rd.	Meeting details	Not available	Not available	Not available	Not available
HOUSING STRATEGY COMMITTEE	2/23/2023	5:00 PM	Virtual Meeting	Meeting details	Not available	Not available	Not available	Not available
POLICE CIVILIAN OVERSIGHT BOARD	2/23/2023	5:00 PM	Virtual	Meeting details	Not available	Not available	Not available	Not available

3. The default selection shows all meetings for the current month. Scroll down through the list to locate a meeting in the current month. The time and location are shown.



LEGISTAR TIPS: FIND FILES, MEETINGS, AND AGENDAS

CHANGE MEETING SETTINGS TO SEE DIFFERENT MEETINGS

You can change the settings in the **Meetings** tab to see different meetings and times.

The screenshot shows the Legistar interface with the 'Meetings' tab selected. Two red arrows point to the 'This Month' dropdown menu and the 'All Boards, Commissions and Committees' dropdown menu. Below the search area is a table of meeting records.

Boards, Commissions and Committees	Date	Time	Location	Meeting Details	Agenda	Agenda Packet	Minutes	Watch
COMMON COUNCIL	2/28/2023	6:30 PM	210 Martin Luther King, Jr. Blvd. Room 201 (City-County Building)	Meeting details	Not available	Not available	Not available	Not available
PLAN COMMISSION	2/27/2023	5:30 PM	Virtual Meeting	Meeting details	Not available	Not available	Not available	Not available
WATER UTILITY BOARD	2/27/2023	4:30 PM	119 E. Olin Ave.	Meeting details	Not available	Not available	Not available	Not available
SUSTAINABLE MADISON COMMITTEE	2/27/2023	2:00 PM	Meetings held at various library locations. Sustainability Plan Update Working Group	Meeting details	Not available	Not available	Not available	Not available
DISABILITY RIGHTS COMMISSION	2/23/2023	5:00 PM	Virtual Meeting	Meeting details	Not available	Not available	Not available	Not available
MADISON PUBLIC LIBRARY BOARD	2/23/2023	5:00 PM	Meadowridge Library, 5726 Raymond Rd.	Meeting details	Not available	Not available	Not available	Not available
HOUSING STRATEGY COMMITTEE	2/23/2023	5:00 PM	Virtual Meeting	Meeting details	Not available	Not available	Not available	Not available
POLICE CIVILIAN OVERSIGHT BOARD	2/23/2023	5:00 PM	Virtual	Meeting details	Not available	Not available	Not available	Not available

Follow the instructions below to see the meeting times for a specific group.

- Click the **All Boards, Commissions and Committees** drop down list to select a specific group. This drop down list is very long; the bottom part of the list includes groups that are no longer active, which is indicated by a lighter color as well as the text (inactive) at the end of the group title.
- Click **This Month** to change the time setting; select **This Year** (or select the numeric year) to see all of the meetings for the group for the current year.

NOTE: Common Council meetings are available from either the Common Council tab or the Meetings tab. In the example below, I have selected the **Meetings** tab and selected **COMMON COUNCIL** from the drop down list.

The screenshot shows the Legistar interface with the 'Meetings' tab selected. The search filters are set to 'This Year' and 'COMMON COUNCIL'. The table below shows a list of meetings for the Common Council throughout the year 2023.

Boards, Commissions and Committees	Date	Time	Location	Meeting Details	Agenda	Agenda Packet	Minutes	Watch
COMMON COUNCIL	12/5/2023	6:30 PM	210 Martin Luther King, Jr. Blvd. Room 201 (City-County Building)	Meeting details	Not available	Not available	Not available	Not available
COMMON COUNCIL	11/21/2023	6:30 PM	210 Martin Luther King, Jr. Blvd. Room 201 (City-County Building)	Meeting details	Not available	Not available	Not available	Not available
COMMON COUNCIL	11/16/2023	5:30 PM	210 Martin Luther King, Jr. Blvd. Room 201 (City-County Building)	Meeting details	Not available	Not available	Not available	Not available
COMMON COUNCIL	11/15/2023	5:30 PM	210 Martin Luther King, Jr. Blvd. Room 201 (City-County Building)	Meeting details	Not available	Not available	Not available	Not available
COMMON COUNCIL	11/14/2023	5:30 PM	210 Martin Luther King, Jr. Blvd. Room 201 (City-County Building)	Meeting details	Not available	Not available	Not available	Not available
COMMON COUNCIL	11/7/2023	6:30 PM	210 Martin Luther King, Jr. Blvd. Room 201 (City-County Building)	Meeting details	Not available	Not available	Not available	Not available
COMMON COUNCIL	10/17/2023	6:30 PM	210 Martin Luther King, Jr. Blvd. Room 201 (City-County Building)	Meeting details	Not available	Not available	Not available	Not available
COMMON COUNCIL	10/3/2023	6:30 PM	210 Martin Luther King, Jr. Blvd. Room 201 (City-County Building)	Meeting details	Not available	Not available	Not available	Not available
COMMON COUNCIL	9/19/2023	6:30 PM	210 Martin Luther King, Jr. Blvd. Room 201 (City-County Building)	Meeting details	Not available	Not available	Not available	Not available
COMMON COUNCIL	9/5/2023	6:30 PM	210 Martin Luther King, Jr. Blvd. Room 201 (City-County Building)	Meeting details	Not available	Not available	Not available	Not available
COMMON COUNCIL	8/1/2023	6:30 PM	210 Martin Luther King, Jr. Blvd. Room 201 (City-County Building)	Meeting details	Not available	Not available	Not available	Not available
COMMON COUNCIL	7/25/2023	6:30 PM	210 Martin Luther King, Jr. Blvd. Room 201 (City-County Building)	Meeting details	Not available	Not available	Not available	Not available
COMMON COUNCIL	7/11/2023	6:30 PM	210 Martin Luther King, Jr. Blvd. Room 201 (City-County Building)	Meeting details	Not available	Not available	Not available	Not available
COMMON COUNCIL	6/20/2023	6:30 PM	210 Martin Luther King, Jr. Blvd. Room 201 (City-County Building)	Meeting details	Not available	Not available	Not available	Not available
COMMON COUNCIL	6/6/2023	6:30 PM	210 Martin Luther King, Jr. Blvd. Room 201 (City-County Building)	Meeting details	Not available	Not available	Not available	Not available



LEGISTAR TIPS: FIND FILES, MEETINGS, AND AGENDAS

FIND AGENDAS IN LEGISTAR

You can change the settings in the Meetings tab to see different meetings and times.

Legistar provides agendas in 2 formats (when the agenda is available).

- **Meeting Details** provides text within an embedded table format
- **Agenda** provides a PDF file of the agenda

To locate an agenda, use the instructions provided in this document for finding the meeting (either Common Council meeting, or other meetings listed under Boards, Commissions and Committees). The example below includes the list of COMMON COUNCIL meetings.

Boards, Commissions and Committees	Date	Time	Location	Meeting Details	Agenda	Agenda Packet	Minutes	Watch
COMMON COUNCIL	12/5/2023	6:30 PM	210 Martin Luther King, Jr. Blvd. Room 201 (City-County Building)	Meeting details	Not available	Not available	Not available	Not available
COMMON COUNCIL	11/21/2023	6:30 PM	210 Martin Luther King, Jr. Blvd. Room 201 (City-County Building)	Meeting details	Not available	Not available	Not available	Not available
COMMON COUNCIL	11/16/2023	5:30 PM	210 Martin Luther King, Jr. Blvd. Room 201 (City-County Building)	Meeting details	Not available	Not available	Not available	Not available
COMMON COUNCIL	11/15/2023	5:30 PM	210 Martin Luther King, Jr. Blvd. Room 201 (City-County Building)	Meeting details	Not available	Not available	Not available	Not available
COMMON COUNCIL	11/14/2023	5:30 PM	210 Martin Luther King, Jr. Blvd. Room 201 (City-County Building)	Meeting details	Not available	Not available	Not available	Not available
COMMON COUNCIL	11/7/2023	6:30 PM	210 Martin Luther King, Jr. Blvd. Room 201 (City-County Building)	Meeting details	Not available	Not available	Not available	Not available
COMMON COUNCIL	10/17/2023	6:30 PM	210 Martin Luther King, Jr. Blvd. Room 201 (City-County Building)	Meeting details	Not available	Not available	Not available	Not available

In this example, no agendas appear.

Click the **Date** column to reverse the calendar order of the meetings.

Boards, Commissions and Committees	Date	Time	Location	Meeting Details	Agenda	Agenda Packet	Minutes	Watch
COMMON COUNCIL	1/3/2023	6:30 PM	210 Martin Luther King, Jr. Blvd. Room 201 (City-County Building)	Meeting details	Agenda	Not available	Minutes	Watch
COMMON COUNCIL	1/13/2023	6:30 PM	210 Martin Luther King, Jr. Blvd. Room 201 (City-County Building)	Meeting details	Not available	Not available	Not available	Not available
COMMON COUNCIL	1/17/2023	6:30 PM	210 Martin Luther King, Jr. Blvd. Room 201 (City-County Building)	Meeting details	Agenda	Not available	Minutes	Watch
COMMON COUNCIL	2/7/2023	6:30 PM	210 Martin Luther King, Jr. Blvd. Room 201 (City-County Building)	Meeting details	Agenda	Not available	Not available	Not available
COMMON COUNCIL	2/28/2023	6:30 PM	210 Martin Luther King, Jr. Blvd. Room 201 (City-County Building)	Meeting details	Not available	Not available	Not available	Not available
COMMON COUNCIL	2/22/2023	6:30 PM	210 Martin Luther King, Jr. Blvd. Room 201 (City-County Building)	Meeting details	Not available	Not available	Not available	Not available

In the above example, agenda information is available for 3 meetings.

- Click **Meeting details** to see agenda details in a table.
The information in this format can be downloaded into a spreadsheet.
- Click **Agenda** to see the agenda in a paginated pdf format.
This format is ideal for printing.