

2027 Meeting Schedule and Council Deadlines

If your agenda is **not** prepared in Legistar, e-mail your template-based agenda to meetings@cityofmadison.com by noon of the Friday before the meeting takes place. Your Legistar based agenda links will be sent to meetings@cityofmadison.com automatically, but the Friday deadline remains.

- ★ 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*.
- ★ Weekends are treated as one overnight time period for posting meetings – e.g. your Monday meeting that starts at 2:30pm must be posted by 2:30pm on the Friday before.

Section 33.01(10) of the Madison General Ordinances **prohibits scheduling meetings** on Election Days and during budget deliberations. Those dates in 2027 will be:

- Tuesday, February 16, 2027 (Spring Primary Election)
- Tuesday, April 6, 2027 (Spring Election)
- Monday, September 13, 2027
(Finance Committee budget deliberations, no meetings after 4:30 p.m.)
- Tuesday, September 14, 2027
(Finance Committee budget deliberations, no meetings after 4:30 p.m.)
- Monday, September 27, 2027
(Finance Committee budget deliberations, no meetings after 4:30 p.m.)
- Tuesday, October 12, 2027
(Finance Committee budget deliberations, no meetings after 4:30 p.m.)
- Wednesday, October 13, 2027
(Finance Committee budget deliberations, no meetings after 4:30 p.m.)
- Monday, October 25, 2027
(Finance Committee budget deliberations, no meetings after 4:30 p.m.)
- Tuesday, November 9, 2027
(Council budget deliberations, other meetings must **adjourn** by 5:30 p.m.)
- Wednesday, November 10, 2027
(Council budget deliberations, other meetings must **adjourn** by 5:30 p.m.)
- Thursday, November 11, 2027
(Council budget deliberations, other meetings must **adjourn** by 5:30 p.m.)

The Council has also prohibited meetings for themselves and all BCCs for the following holidays:

New Year's Day Friday, January 1

Martin Luther King Jr. Day Monday, January 18

Good Friday Friday, March 26

***Please note that while the Council does *not* prohibit scheduling meetings on Good Friday, based on past practice we **recommend** that you avoid it.**

Passover (first two and last two days) Sunset Wednesday, April 21, through sunset Friday, April 23, *and* sunset Tuesday, April 27, through sunset Thursday, April 29

***Please note that the Council only identifies the first two days as *prohibited*. Based on past practice, we also **recommend** that you avoid the last two days of Passover.**

Eid al-Fitr Sunset Tuesday, March 9 through sunset Wednesday, March 10

Memorial Day Monday, May 31

Juneteenth Friday, June 18

Eid al-Adha Sunset Sunday, May 16 through sunset Wednesday, May 19

Independence Day Sunday, July 4

Labor Day Monday, September 6

Rosh Hashanah Sunset Friday, October 1, through sunset Sunday, October 3

Yom Kippur Sunset Sunday, October 10 through sunset Monday, October 11

Thanksgiving Holiday Thursday, November 25

Ho-Chunk Day Friday, November 26

Christmas Holiday Friday, December 24 and Saturday, December 25

New Year's Eve Friday, December 31

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

2027 Legistar Deadlines for Common Council Agenda Items

Add CC Agenda Date

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.

Deadline for Finance Approval Workflow

All resolutions and ordinances must be reviewed by the Finance Department for a fiscal note. In the "Approval Tracking" tab, add your agency's budget analyst from the drop-down list in "Add Sequence" and click "Start." The Finance approval workflow must be started by 8am on the Legistar deadline day. This allows the budget analyst time to review and write fiscal notes before the Clerk's Office generates the agenda at 12pm.

Deadline for Clerk's Office Submittal Form

In addition to creating the file in Legistar with the correct meeting date, you should complete the Common Council submittal form:

<http://www.cityofmadison.com/EmployeeNet/legistar/CCItemsSubmittalForm.cfm>.

The Clerk's Office generates a submittal form report at 12pm noon on the Legistar deadline day, and double checks that each of the files listed on the report has pulled into the agenda. If you complete 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 at clmeetings@cityofmadison.com and copy your agency's budget analyst.

Meeting Date	Meeting Time	Legistar Deadline
		8am for Fiscal Notes 12pm for Submittal form
1/12/2027	6:30pm	1/6/2027
1/26/2027	6:30pm	1/20/2027
2/9/2027	6:30pm	2/3/2027
2/23/2027	6:30pm	2/17/2027
3/16/2027	6:30pm	3/10/2027
3/30/2027	6:30pm	3/24/2027

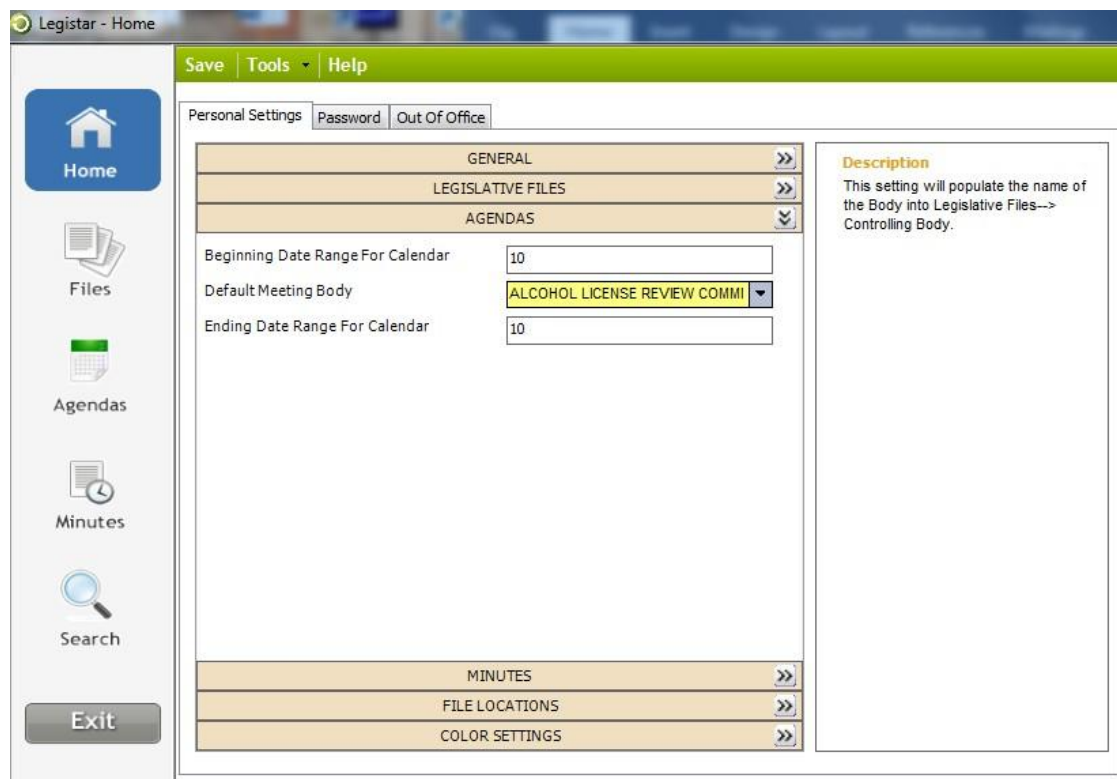
Meeting Date	Meeting Time	Legistar Deadline 8am for Fiscal Notes 12pm for Submittal form
4/20/2027	Noon & 6:30pm	4/14/2027
5/4/2027	6:30pm	4/28/2027
5/18/2027	6:30pm	5/12/2027
6/1/2027	6:30pm	4/26/2027
6/15/2027	6:30pm	6/9/2027
7/6/2027	6:30pm	6/30/2027
7/20/2027	6:30pm	7/14/2027
8/3/2027	6:30pm	7/28/2027
9/7/2027	6:30pm	9/1/2027
9/21/2027	6:30pm	9/15/2027
10/5/2027	6:30pm	9/29/2027
10/19/2027	6:30pm	10/13/2027
11/9/2027	5:30pm	NA - budget only
11/10/2027	5:30pm	NA - budget only
11/11/2027	5:30pm	NA - budget only
11/23/2027	6:30pm	11/17/2027
12/7/2027	6:30pm	12/1/2027

Entering Meeting Dates into Legistar

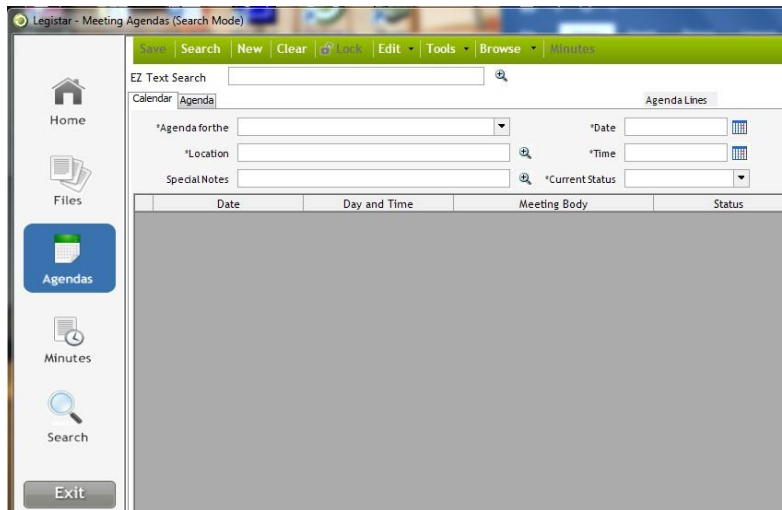
1. Go to Local Settings under Tools at the top of your Legistar home screen.



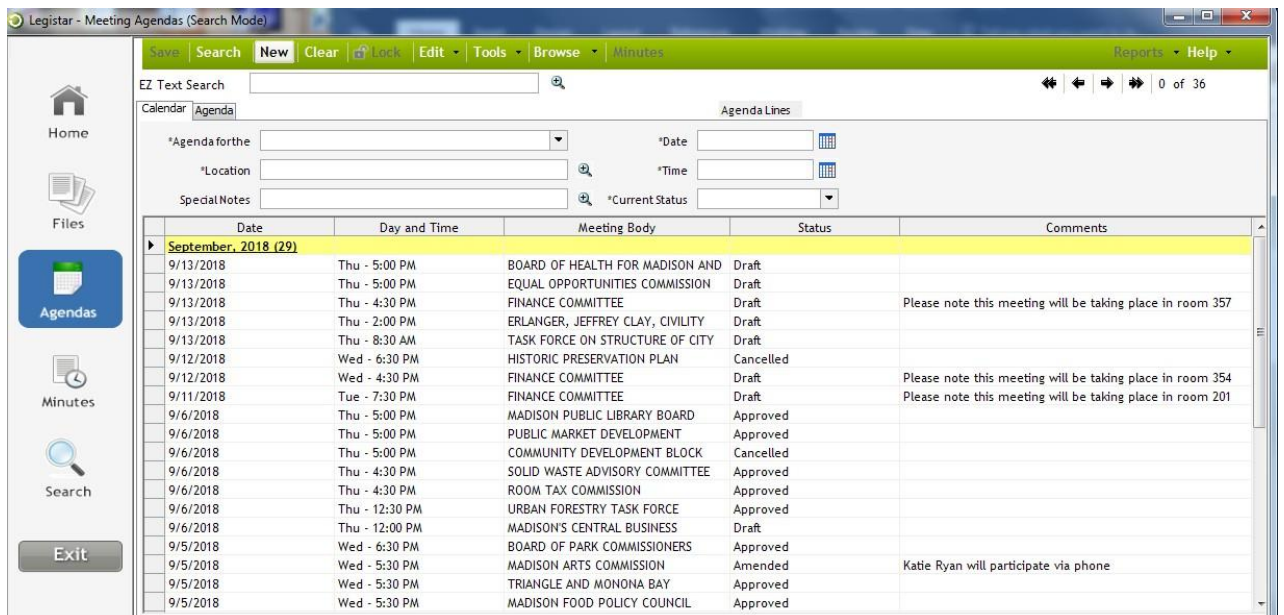
2. Under the Personal Settings tab, expand your options under Agendas and make sure your Default Meeting Body is your committee. If you need to change the Default Meeting Body, select your committee from the drop-down menu and click Save at the top of the screen.



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.

Legistar - Meeting Agendas (Edit Record Mode)

Save Search New Clear Lock Edit Tools Browse Minutes Reports Help

EZ Text Search

Calendar Agenda

*Agenda for the COMMON COUNCIL *Date 9/4/2018

*Location 210 Martin Luther King, Jr. Blvd. *Time

Special Notes *Current Status

Date	Day and Time	Meeting Body	Status	Comments
9/6/2018	Thu - 5:00 PM	PUBLIC MARKET DEVELOPMENT		
9/6/2018	Thu - 5:00 PM	COMMUNITY DEVELOPMENT BLOC		
9/6/2018	Thu - 5:00 PM	MADISON PUBLIC LIBRARY BOARD		
9/6/2018	Thu - 4:30 PM	SOLID WASTE ADVISORY COMMITTEE		
9/6/2018	Thu - 4:30 PM	ROOM TAX COMMISSION		
9/6/2018	Thu - 12:30 PM	URBAN FORESTRY TASK FORCE		
9/6/2018	Thu - 12:00 PM	MADISON'S CENTRAL BUSINESS		
9/5/2018	Wed - 6:30 PM	BOARD OF PARK COMMISSIONERS		
9/5/2018	Wed - 5:30 PM	MADISON FOOD POLICY COUNCIL		
9/5/2018	Wed - 5:30 PM	MADISON ARTS COMMISSION		
9/5/2018	Wed - 5:30 PM	TRIANGLE AND MONONA BAY	Approved	
9/5/2018	Wed - 5:00 PM	EDUCATION COMMITTEE	Cancelled	
9/5/2018	Wed - 5:00 PM	TRANSPORTATION COMMISSION	Cancelled	
9/5/2018	Wed - 4:45 PM	JOINT CAMPUS AREA COMMITTEE	Cancelled	Cancelled due to Lack of Agenda Items
9/5/2018	Wed - 4:30 PM	BOARD OF PUBLIC WORKS	Approved	
9/5/2018	Wed - 4:30 PM	URBAN DESIGN COMMISSION	Approved	
9/5/2018	Wed - 3:30 PM	PERSONNEL BOARD	Amended	
9/5/2018	Wed - 10:00 AM	STREET USE STAFF COMMISSION	Approved	
9/4/2018	Tue - 6:30 PM	COMMON COUNCIL	Approved	
9/4/2018	Tue - 6:30 PM	COMMON COUNCIL	Draft	

Choose Date

January 2019

Su Mo Tu We Th Fr Sa

30 31 1 2 3 4 5

6 7 8 9 10 11 12

13 14 15 16 17 18 19

20 21 22 23 24 25 26

27 28 29 30 31 1 2

3 4 5 6 7 8 9

9/4/2018 11:32:15 AM Today

6. Click Save at the top of the screen. Repeat this process for each of your meeting dates.
7. 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.

Legistar - Meeting Agendas (Edit Record Mode)

Save Search New Clear Lock Edit Tools Browse Minutes Reports Help

EZ Text Search

Calendar Agenda

*Agenda for the COMMON COUNCIL

*Location 210 Martin Luther King, Jr. Blvd.

Special Notes

Date	Day and Time	Meeting Body	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 - 4:30 PM			
9/6/2018	Thu - 4:30 PM	ROOM TAX COMMISSION	Approved	
9/6/2018	Thu - 12:30 PM	URBAN FORESTRY TASK FORCE	Approved	
9/6/2018	Thu - 12:00 PM	MADISON'S CENTRAL BUSINESS	Draft	
9/5/2018	Wed - 6:30 PM	BOARD OF PARK COMMISSIONERS	Approved	
9/5/2018	Wed - 5:30 PM	MADISON FOOD POLICY COUNCIL	Approved	

Tools

- Security Log
- Spell
- Change Meeting Date/Time
- Fix Line Numbers
- Delete Multiple Lines
- Error Log
- Work Style
- Lock
- Create Resolution From
- Copy File
- Refresh
- Standard Paragraph F8
- Assign File Id's
- Undo File Id Assignment
- Refresh Administration
- Delete Published Agenda From Calendar
- Attach File To Selected Records
- Batch Delete Meetings