2025 Meeting Schedule and Council Deadlines

If your agenda is **not** prepared in Legistar, e-mail your template-based agenda to <u>meetings@cityofmadison.com</u> by noon of the Friday before the meeting takes place. Your Legistar based agenda links will be sent to <u>meetings@cityofmadison.com</u> 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 2025 will be:

- Tuesday, February 18, 2025 (Spring Primary Election)
- Tuesday, April 1, 2025 (Spring Election)
- Monday, September 8, 2025 (Finance Committee budget deliberations, no meetings after 4:30 p.m.)
- Tuesday, September 9, 2025 (Finance Committee budget deliberations, no meetings after 4:30 p.m.)
- Monday, September 29, 2025 (Finance Committee budget deliberations, no meetings after 4:30 p.m.)
- Monday, October 13, 2025 (Finance Committee budget deliberations, no meetings after 4:30 p.m.)
- Tuesday, October 14, 2025 (Finance Committee budget deliberations, no meetings after 4:30 p.m.)
- Monday, October 27, 2025 (Finance Committee budget deliberations, no meetings after 4:30 p.m.)
- Tuesday, November 11, 2025 (Council budget deliberations, other meetings must **adjourn** by 5:30 p.m.)
- Wednesday, November 12, 2025 (Council budget deliberations, other meetings must **adjourn** by 5:30 p.m.)
- Thursday, November 13, 2025 (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	Wednesday, January 1
Martin Luther King Jr. Day	Monday, January 20
Good Friday *Please note that while the Council does <i>not</i> prohil practice we recommend that you avoid it.	Friday, April 18 bit scheduling meetings on Good Friday, based on past
Passover (first two and last two days)	Sunset Saturday, April 12, through sunset Sunday, April 13, <i>and</i> sunset Saturday, April 19, through sunset Sunday, April 20
*Please note that the Council only identifies the first practice, we also recommend that you avoid the la	
Eid al-Fitr	Sunset Saturday, March 29 through sunset Sunday, March 30
Memorial Day	Monday, May 26
Juneteenth	Thursday, June 19
Eid al-Adha	Sunset Friday June 6 through sunset Sunday June 7
Independence Day	Friday, July 4
Labor Day	Monday, September 1
Rosh Hashanah	Sunset Monday, September 22, through sunset Wednesday, September 24
Yom Kippur	Sunset Wednesday, October 1, through sunset Thursday, October 2
Thanksgiving Holiday	Thursday, November 27
Ho-Chunk Day	Friday, November 28
Christmas Holiday	Wednesday, December 24 and Thursday, December 25
New Year's Eve	Wednesday, December 31

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

2025 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/Employeenet/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 <u>after</u> 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	Meeting Time	Noon Legistar Deadline
1/14/2025	6:30pm	1/8/2025
1/28/2025	6:30pm	1/22/2025
2/11/2025	6:30pm	2/5/2025
2/25/2025	6:30pm	2/19/2025
3/11/2025	6:30pm	3/5/2025
3/25/2025	6:30pm	3/19/2025
4/15/2025	Noon & 6:30pm	4/9/2025
5/6/2025	6:30pm	4/30/2025
5/20/2025	6:30pm	5/14/2025
6/3/2025	6:30pm	5/28/2025
6/17/2025	6:30pm	6/11/2025
7/1/2025	6:30pm	6/25/2025
7/15/2025	6:30pm	7/9/2025
8/5/2025	6:30pm	7/30/2025
9/2/2025	6:30pm	8/27/2025
9/16/2025	6:30pm	9/10/2025
10/7/2025	6:30pm	10/1/2025
10/28/2025	6:30pm	10/22/2025

Meeting Date	Meeting Time	Noon Legistar Deadline
11/11/2025	5:30pm	NA - budget only
11/12/2025	5:30pm	NA - budget only
11/13/2025	5:30pm	NA - budget only
11/25/2025	6:30pm	11/19/2025
12/9/2025	6:30pm	12/3/2025
12/ 5/ 2025	0.50pm	12/3/2023

Entering Meeting Dates into Legistar

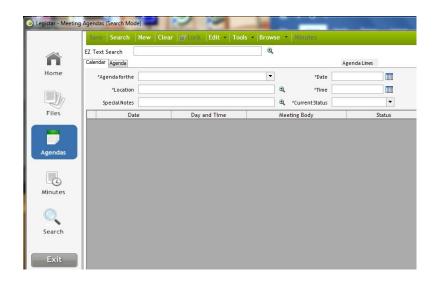
1. Go to Local Settings under Tools at the top of your Legistar home screen.



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.

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3. Go to Agendas in Legistar.



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iles	Date	Day and Time		Meeting Body	Status	Comments
_	September, 2018 (29)					
	9/13/2018	Thu - 5:00 PM	BOARD OF	HEALTH FOR MADISON AND	Draft	
	9/13/2018	Thu - 5:00 PM	EQUAL OPP	ORTUNITIES COMMISSION	Draft	
ndas	9/13/2018	Thu - 4:30 PM	FINANCE CO	IMMITTEE	Draft	Please note this meeting will be taking place in room 35
nuas	9/13/2018	Thu - 2:00 PM	ERLANGER,	JEFFREY CLAY, CIVILITY	Draft	
	9/13/2018	Thu - 8:30 AM	TASK FORC	ON STRUCTURE OF CITY	Draft	
	9/12/2018	Wed - 6:30 PM	HISTORIC P	RESERVATION PLAN	Cancelled	
0	9/12/2018	Wed - 4:30 PM	FINANCE CO	MMITTEE	Draft	Please note this meeting will be taking place in room 35
nutes	9/11/2018	Tue - 7:30 PM	FINANCE CO	IMMITTEE	Draft	Please note this meeting will be taking place in room 20
	9/6/2018	Thu - 5:00 PM	MADISON P	UBLIC LIBRARY BOARD	Approved	
	9/6/2018	Thu - 5:00 PM	PUBLIC MAI	RKET DEVELOPMENT	Approved	
	9/6/2018	Thu - 5:00 PM	COMMUNIT	OEVELOPMENT BLOCK	Cancelled	
	9/6/2018	Thu - 4:30 PM	SOLID WAS	E ADVISORY COMMITTEE	Approved	
arch	9/6/2018	Thu - 4:30 PM	ROOM TAX	COMMISSION	Approved	
	9/6/2018	Thu - 12:30 PM	URBAN FOR	ESTRY TASK FORCE	Approved	
	9/6/2018	Thu - 12:00 PM	MADISON'S	CENTRAL BUSINESS	Draft	
İxit	9/5/2018	Wed - 6:30 PM	BOARD OF	PARK COMMISSIONERS	Approved	
AIC	9/5/2018	Wed - 5:30 PM	MADISON A	RTS COMMISSION	Amended	Katie Ryan will participate via phone
	9/5/2018	Wed - 5:30 PM	TRIANGLE A	ND MONONA BAY	Approved	
	9/5/2018	Wed - 5:30 PM	MADISON F	DOD POLICY COUNCIL	Approved	

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.

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

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	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	61	