

Twin Lakes Protection & Rehabilitation District Meeting Agenda and Minutes Procedure

AGENDAS:

1. Agenda created for meeting (be sure to include date, time, location, committee name, topics [discussion and possible action of.....], dates of minutes to be approved, and legal description)
"NOTICE IS HEREBY GIVEN THAT A MAJORITY OF THE VILLAGE BOARD MAY BE PRESENT AT THIS MEETING TO GATHER INFORMATION ABOUT A SUBJECT OVER WHICH THEY HAVE DECISION MAKING RESPONSIBILITY. THIS CONSTITUTES A MEETING OF THE VILLAGE BOARD PURSUANT TO STAT EX REL BADKE VS. GREENDALE VILLAGE BOARD, 173 WIS 2D 553, 494 NW 2D 408 (1993), AND MUST BE NOTICED AS SUCH. THE BOARD MAY TAKE FORMAL ACTION AT THIS MEETING."
2. Send agenda to Village (viloftwinlakes@charterinternet.com) or drop off agenda at Village Hall 3 days to 1 week prior to the meeting
3. Request receipt for agenda and keep hardcopy of receipt on file
4. Send agenda to Stephanie Darling of Darling Software (stephanie_darling@yahoo.com)

MINUTES:

1. Compose draft minutes.
2. (OPTIONAL): If you choose to have them proof read by Lynne Hellman (member of the Communication Committee), provide her an electronic copy no later than 1 week before your meeting (ckjhellman@juno.com). She will return them to you with all the spelling and grammar corrected.
3. Take the draft minutes to your meeting
4. Approve the draft minutes
5. Send the approved minutes to the Village (viloftwinlakes@charterinternet.com) or drop them off at your convenience
6. Request a receipt for the approved minutes and keep hardcopy of receipt on file
7. Send the approved minutes to Stephanie Darling of Darling Software (stephanie_darling@yahoo.com)