

**POLICY REGARDING ELECTRONIC DELIVERY  
OF SPECIAL MEETING NOTICES**

**Rule 1. B.     Special Meetings**

The mayor or Council president may call special meetings by written notice to each Council member and the mayor. The notice shall be delivered to all Council members either personally, electronically to those who have consented to electronic delivery of notices from the City, or left at their usual abode, at least twenty-four (24) hours before the meeting, unless for good cause a twenty-four hour notice is impossible or impractical. In that case, a shorter notice may be given, but the notice may not at any time be provided less than six (6) hours in advance of the meeting. The notice shall specify the time, place, and purpose of the meeting. Attendance by any Council member is a waiver of any defect of notice.<sup>1</sup>

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<sup>1</sup>Like regular meetings, notice to the public and news media must also be given in accordance with the requirements of open meetings law.

**ADOPTED BY THE COMMON COUNCIL: May 14, 2013**

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S:\Clerks Office\Policies Procedures and Emergency Plans\ELECTRONIC DELIVERY.pdf

LASERFICHE:\Stoughton\Policies Procedures and Emergency Plans\Electronic Delivery

**CITY OF STOUGHTON**  
**Electronic Delivery of Special Meeting Notices Consent Form**

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NAME: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

I hereby consent, as authorized by my signature on this document, to receiving notice of special meetings, via electronic means, to the email address noted above.

\_\_\_\_\_  
SignatureDate

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