

# 2024 Meeting Schedule and Council Deadlines

If your agenda is **not** prepared in Legistar, e-mail your template-based agenda to [meetings@cityofmadison.com](mailto: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](mailto: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 2024 will be:

- Tuesday, February 20, 2024 (Spring Primary Election)
- Tuesday, April 2, 2024 (Spring Election & Presidential Primary Election)
- Tuesday, August 13, 2024 (Fall Primary Election)
- Tuesday, November 5, 2024 (Fall Election)
- Monday, September 16, 2024  
(Finance Committee budget deliberations, no meetings after 4:30 p.m.)
- Tuesday, September 17, 2024  
(Finance Committee budget deliberations, no meetings after 4:30 p.m.)
- Monday, September 30, 2024  
(Finance Committee budget deliberations, no meetings after 4:30 p.m.)
- Monday, October 14, 2024  
(Finance Committee budget deliberations, no meetings after 4:30 p.m.)
- Tuesday, October 15, 2024  
(Finance Committee budget deliberations, no meetings after 4:30 p.m.)
- Monday, October 28, 2024  
(Finance Committee budget deliberations, no meetings after 4:30 p.m.)
- Tuesday, November 12, 2024  
(Council budget deliberations, other meetings must **adjourn** by 5:30 p.m.)
- Wednesday, November 13, 2024  
(Council budget deliberations, other meetings must **adjourn** by 5:30 p.m.)
- Thursday, November 14, 2024  
(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	Sunday, January 1
Martin Luther King Jr. Day	Monday, January 15
Good Friday	Friday, March 29
<b>*Please note that while the Council does <i>not</i> prohibit scheduling meetings on Good Friday, based on past practice we <b>recommend</b> that you avoid it.</b>	
Passover (first two and last two days)	Sunset Monday, April 22, through sunset Wednesday, April 24, <i>and</i> sunset Sunday, April 28, through sunset Tuesday, April 30
<b>*Please note that the Council only identifies the first two days as <i>prohibited</i>. Based on past practice, we also <b>recommend</b> that you avoid the last two days of Passover.</b>	
Eid al-Fitr	Sunset Tuesday, April 9 through sunset Wednesday, April 10
Memorial Day	Monday, May 27
Juneteenth	Wednesday, June 19
Eid al-Adha	Sunset Sunday June 16 through sunset Monday June 17
Independence Day	Thursday, July 4
Labor Day	Monday, September 2
Rosh Hashanah	Sunset Wednesday, October 2, through sunset Friday, October 4
Yom Kippur	Sunset Friday, October 11, through sunset Saturday, October 12
Thanksgiving Holiday	Thursday, November 28
Ho-Chunk Day	Friday, November 29
Christmas Holiday	Tuesday, December 24, and Wednesday, December 25
New Year's Eve	Sunday, December 31

Please contact the City Clerk's Office at 266-4601 or [meetings@cityofmadison.com](mailto:meetings@cityofmadison.com) with any questions or concerns.

## 2024 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/Employeeenet/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 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.

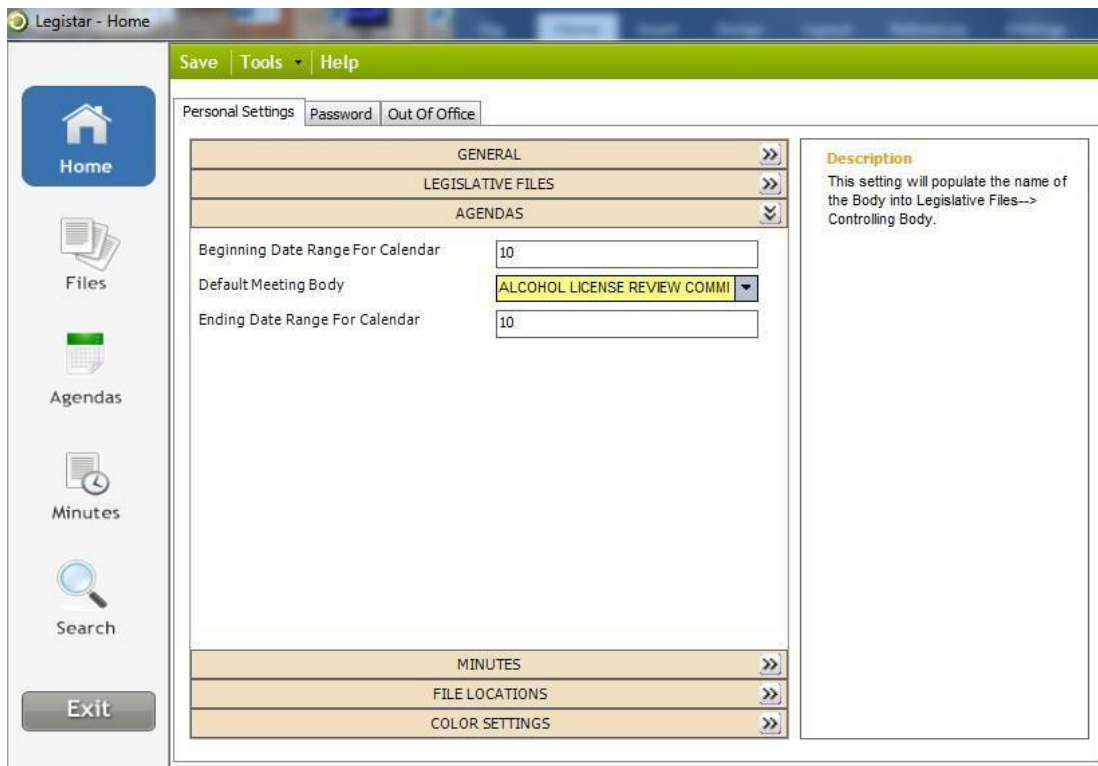
Meeting Date	Meeting Time	Noon Legistar Deadline
1/9/2024	6:30pm	1/3/2024
1/23/2024	6:30pm	1/17/2024
2/13/2024	6:30pm	2/7/2024
3/5/2024	6:30pm	2/28/2024
3/19/2024	6:30pm	3/13/2024
4/16/2024	6:30pm	4/10/2024
5/7/2024	6:30pm	5/1/2024
5/21/2024	6:30pm	5/15/2024
6/4/2024	6:30pm	5/29/2024
6/18/2024	6:30pm	6/12/2024
7/2/2024	6:30pm	6/26/2024
7/16/2024	6:30pm	7/10/2024
8/6/2024	6:30pm	7/31/2024
9/10/2024	6:30pm	9/4/2024
9/24/2024	6:30pm	9/18/2024
10/8/2024	6:30pm	10/2/2024
10/29/2024	6:30pm	10/23/2024
11/12/2024	5:30pm	NA - budget only
11/13/2024	5:30pm	NA - budget only
11/14/2024	5:30pm	NA - budget only
11/26/2024	6:30pm	11/20/2024
12/10/2024	6:30pm	12/4/2024

# Entering Meeting Dates into Legistar

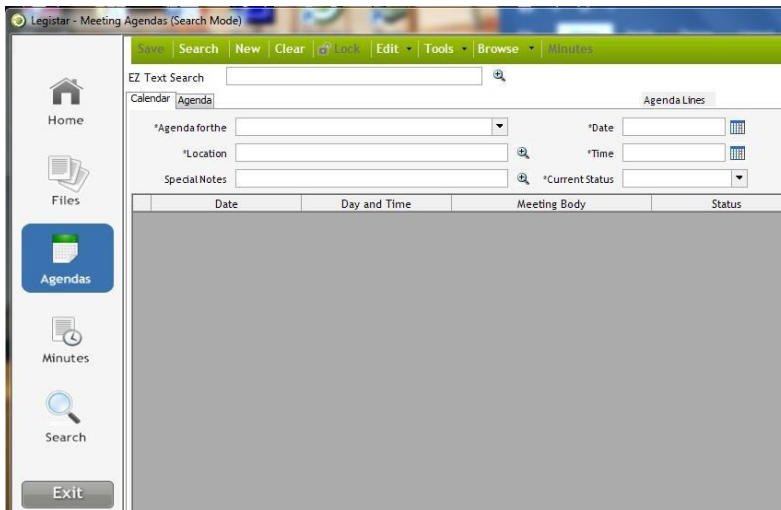
1. Go to Local Settings under Tools at the top of your Legistar home screen.



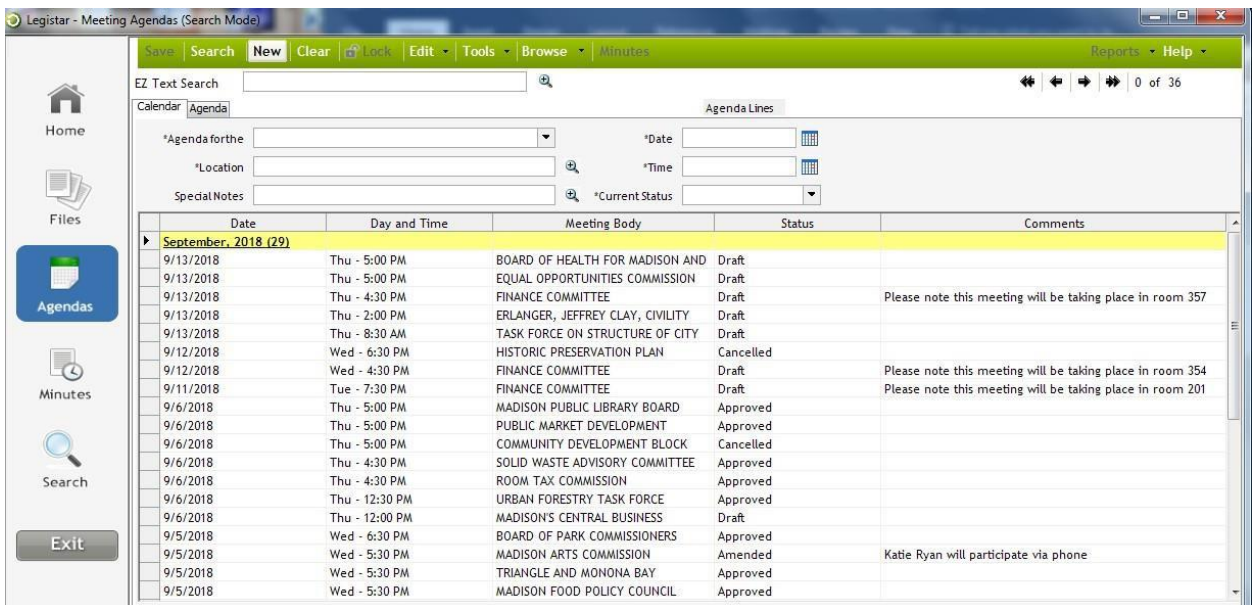
2. Under the Personal Settings tab, expand your options under Agendas and make sure your Default Meeting Body is your committee. If you need to change the Default Meeting Body, select your committee from the drop-down menu and click Save at the top of the screen.



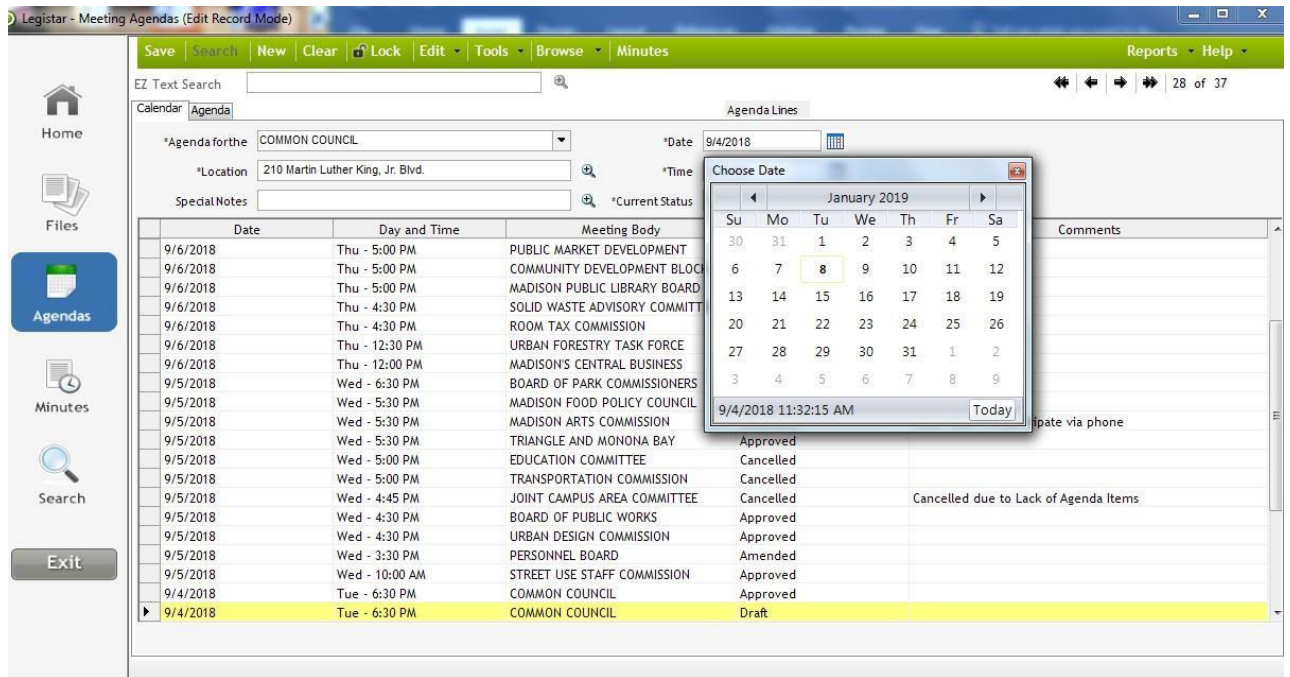
3. Go to Agendas in Legistar.



4. Select New at the top of the screen.



- 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.



- Click Save at the top of the screen. Repeat this process for each of your 2024 meeting dates.

- 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.

