

TOWN OF WALWORTH
WALWORTH COUNTY, WISCONSIN

AMENDED

POLICY FOR BOARD/PLAN COMMISSION/COMMITTEE MEMBERS
MEETING WITH PERSONS/CONSTITUENTS INDIVIDUALLY OUTSIDE OF
MEETINGS

Purpose: To give guidance to Board/Plan Commission/Committee Members when meeting with Persons/Constituents individually outside of meetings.

FIRE DEPARTMENT/EMS/SHERIFF'S DEPARTMENT communications shall be permitted except when contract negotiations or monies are involved.

POLICY: Board/Plan Commission/Committee members may meet individually with persons/constituents until the reason for meeting may become or becomes an agenda item and there is not some issue pending that prohibits "ex parte" (one side only) communication. For example, if the person/constituent has an application pending for a conditional use permit, rezone etc. or a board of review hearing scheduled to contest their property assessment, the board/plan commission/committee members should not be meeting privately with the person outside of a properly noticed board/plan commission/committee meeting or board of review hearing to discuss the case.

Persons/Constituents shall be advised to contact the Clerk-Treasurer to have the item put on the agenda.

Adopted this 22 day of February, 2018

_____/s/_____

David J. Rowbotham, Town Chairperson

ATTEST:

_____/s/_____

Marie Baker, Town Clerk-Treasurer