### SAMPLE

**BOARD OF REVIEW MEETING NOTICE for OBJECTION HEARINGS**

**(***in compliance with the Open Meetings Law***)**

**Town/Village/City of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ County, Wisconsin**

The Board of Review for the Town/Village/City of , County, Wisconsin, hereby provides its written notice and agenda for its upcoming public meeting on , 2024, at p.m. at \_[*Street Address*]\_. Notice of this public meeting has been provided to news media as required by Wis. Stat. § 19.84.

**AGENDA**

1. Call Board of Review to order.
2. Roll call.
3. Confirm appropriate BOR and Open Meetings notices in compliance with state law.
4. Approve minutes from previous BOR meeting(s).

##### Objection Hearings:

* 1. [*List properties for which objection hearings are scheduled at this meeting.*]
  2. …

1. BOR deliberations and roll call vote on each objection heard.
2. Provide Notice of BOR Determination form to objectors who are present and/or direct clerk to provide notices via certified mail.
3. Schedule future BOR meetings as needed.
4. Adjourn.

Meeting notice posted on , 2024, on the town/village/city’s official website: \_[*List web address*] , and at:

[*List posting locations*]

[*Name*] Town/Village/City Clerk

**NOTICE**

**Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. If a person with a disability requires that the meeting be accessible or that materials at the meeting be in an accessible format, please contact the Clerk’s office at least 48 hours in advance to request adequate accommodations:*P*[ *hone Number / Email Address* ].**

**NOTES:**

**See 2024 BOR Handbook Manual on Handbook Pages 14 & 15 for Open meeting Law Notice requirements.**