#### Sample Notice - Notice of Meeting to Adjourn the Board of Review to a Later Date

#### Board of Review

#### Notice of Meeting to Adjourn

***Town/Village* of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ County**

The Board of Review will meet on the \_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 202\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_ \_\_.m. at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*insert the location of the meeting*) for the purpose of calling the Board of Review into session during the 45 day period beginning on the 4th Monday of April, pursuant to Wis. Stat. § 70.47(1).

Due to the current public health crisis related to COVID-19, it is anticipated that the Board of Review will be adjourned until the \_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 202\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_ \_\_.m. (*Adjournment should be to a specific day and time. The BOR may be adjourned repeatedly if necessary.*)

Notice is hereby given this \_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 202\_\_ by:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Town/Village Clerk*

NOTES:

Provide this notice as a Class 1 notice under ch. 985 at least 15 days (or 30 days in a revaluation year) before the meeting.

Options for Class 1 notice under ch. 985:

1) publish the notice in a qualified newspaper;

2) post the notice in three public places; OR

3) post the notice in one public place and on the governing body’s website.

You may do one or multiple of the above.

An Open Meeting notice under Wis. Stat. § 19.84 is also required whenever a quorum of town/village board members will be present.