

# Committee overview and posting requirements for public meetings

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City Clerk's Office

# Transparency

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- Open Meetings
  - Wisconsin Statutes 19.83 and 19.84
    - Do not “reply to all”
  - Madison General Ordinances 33.01
    - APM 3-1

# Who is on a Committee?



- Members are appointed by the Mayor's office
- Every member must file an electronic Statement of Economic Interests each year
  - Non-filers are dismissed from committees at a February Common Council meeting
- Members whose terms are expiring are contacted by committee staff, at the Mayor's office request, to see whether the member wishes to continue serving on the committee

# Basic Legislative Process

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- Items introduced and referred by Council to committees (usually)
- The main committee is the lead referral, there may be subsequent referrals to other committees
- The committee reports back to lead or Council with a recommended action (usually)
- 45-day deadline to report back to Council

# Legislative Information Center: Legistar manual for creating resolution, agenda, minutes

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City of Madison  
LEGISLATIVE  
CENTER

Legislative Resource Center for City of Madison Employees Only

HOME MANUALS HOW DO I? LEGISLATIVE ACTIONS LEGISLATIVE DEFINITIONS CONTACTS

Common Court Items Submit Legislative Process (PDF)

Legistar User Create a Resolution (PDF)

Myth vs. Fact Agendas (PDF)

Legistar Tips Minutes (PDF)

Legislative AP Approvers Process (PDF)

Notice of Addi Daystar Legistar5 Manual (PDF)

Meetings Tem

Legislative Information Center

**VE RESOURCE CENTER**

The Resource Center was created to assist working through the City of Madison's process.

[Legislative Process](#)

**LEGISLATIVE FILES**

- [Deadlines for Common Council Agenda Items, Clerk's Office](#)
- [Legislative Files \(Updated 10/26/2014\)](#)
- [Legislative File Definitions](#)
- [Daystar Manual](#)

**Agendas**

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**AGENDAS & MINUTES**

- [Agendas \(Updated 10/26/2014\)](#)
- [Minutes \(Updated 10/26/2014\)](#)
- [Cancel a Meeting](#)
- [Definitions of Legislative Actions](#)
- [Point of Order - Taking Minutes \(11/18/2015\)](#)
- [Taking Meeting Minutes for City Committee, Commission and Boards \(02/06/2013\)](#)
- [Basic Information on Motions](#)

Please see the attached [memo](#) from the City Attorney's Office regarding an important change in the Open Meetings Law. The memo mentions that topics such as "New Business," "Old Business," "Chairperson's Report," or "Announcements" may be used as general headings to organize your agenda, but must be followed by separate and specific items for discussion or consideration.

**Having technical issues? Contact the Legistar Team**

**Include in the message:**

- Error message
- What you were trying to do when you got the error

Email: [Legistar Team](#)


**PLEASE NOTE**

Posted: June 30, 2009

Agencies need to review the Master Report to ensure that ALL the text is viewable. If not, it needs to be attached as a PDF and noted in the Text File.

# Publish Agenda

- Only the Chair or their designee can approve
- Legistar
  - Create and Publish to In-Site
- Non-Legistar
  - [www.cityofmadison.com/  
Employeenet/legistar/  
additionalMeetings.cfm](http://www.cityofmadison.com/Employeenet/legistar/additionalMeetings.cfm)

 <b>City of Madison</b> <b>Agenda - Approved</b> <b>MEETING BODY</b> <td><small>City of Madison Madison, WI 53703 www.cityofmadison.com</small></td>			<small>City of Madison Madison, WI 53703 www.cityofmadison.com</small>
Day, Date	Time	Location	
<p>If you need an interpreter, translator, materials in alternate formats or other accommodations to access this service, activity or program, please call the phone number below at least three business days prior to the meeting.</p> <p>Si necesita un intérprete, un traductor, materiales en formatos alternativos u otros arreglos para acceder a este servicio, actividad o programa, comuníquese al número de teléfono que figura a continuación tres días hábiles como mínimo antes de la reunión.</p> <p>Yog hais tias koj xav tau ib tug neeg bhais lus, ib tug neeg bhais ntawv, cov ntawv ua lwm hom ntawv los sis lwm cov kev pab kom siv tau cov kev pab, cov kev ua ub no (activity) los sis qhov kev pab cuam, thov hu rau tus xov tooj hauv qab yam tsawg peb hnub ua hauj lwm ua ntej yuav tuaj sib tham.</p>			
<p>Contact Information</p> <p><b>CALL TO ORDER / ROLL CALL</b></p> <p><b>PUBLIC COMMENT</b></p> <p><b>DISCLOSURES AND RECUSALS</b></p> <p>Members of the body should make any required disclosures or recusals under the City's Ethics Code.</p> <p><b>APPROVAL OF MINUTES</b></p> <p><b>NEW BUSINESS ITEMS</b></p> <p>1.</p> <p>2.</p> <p><b>ADJOURNMENT</b></p>			
<small>City of Madison</small>		<small>Page 1</small>	<small>Printed on 8/22/2013</small>

# Legal Posting Requirement

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- Send public link (agenda .pdf if non-Legistar) to CL\_Meetings
  - By noon on Friday prior to meeting is ideal, 48 hour notice is the minimum required per [APM 3-2](#) (weekends don't count).
  - Send at least 48 hours prior for Clerk posting
  - Call Clerk's Office if sending at end of day or close to 48 hour deadline.
- The official meeting notice must be posted on the board outside the Clerk's Office (CCB103)

# Legal Posting Requirement

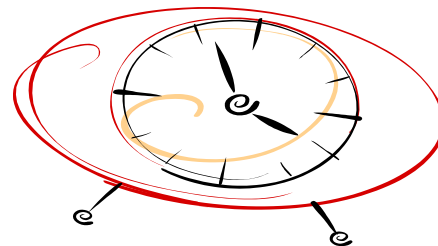
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- **Amending** a published agenda
  - Make changes
  - Publish to calendar
  - Send new link to CL\_Meetings
    - Send at least 48 hours prior for Clerk posting
    - Call Clerk's Office if sending at end of day or close to 48 hour deadline.



# Legal Posting Requirement

- **Canceling** a published agenda
  - Make change to agenda status under calendar tab in the agenda
  - Publish to calendar
  - Send new link to CL\_Meetings
    - Send at least 48 hours prior for Clerk posting
    - Call Clerk's Office if sending at end of day or close to 48 hour deadline.



# Meeting Procedures

## ● Registration

Date: \_\_\_\_\_

**City of Madison**  
**Registration Statement – Alcohol License Review Committee**

*You must register before the ALRC considers your item.*

PLEASE PRINT CLEARLY

<b>Agenda No.</b> _____ <i>Required – Can be obtained from agenda on registration table.</i>	Name _____
	Address _____
	_____

Please check the appropriate boxes:

<input type="checkbox"/> <b>Support</b> <input type="checkbox"/> Wish to speak <input type="checkbox"/> Do not wish to speak <input type="checkbox"/> Available to answer questions	<input type="checkbox"/> <b>Oppose</b> <input type="checkbox"/> Wish to speak <input type="checkbox"/> Do not wish to speak <input type="checkbox"/> Available to answer questions
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At this meeting are you representing an organization or a person other than yourself:

No – **STOP** - you are done with this form

Yes - go on to the next question

Name, address and telephone number of each person or organization you are representing:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Are you being paid for your representation?  Yes  No

Are you appearing as part of your other paid duties for this person or organization?

No – **STOP** - you are done with this form

Yes - go on to the next question

Speaking Limits:    Public Hearing ..... 5 minutes  
                          Information Hearing..... 5 minutes  
                          Other Items..... 3 minutes

# Minutes

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- Most important: what was actually voted upon
- Anything critical to understanding action of the body should be included in the
  - Ordinance
  - Resolution
  - Motion
- Encouraged to keep minutes to minimum required
  - If body seriously wants some reflection of the debate, keep that to a minimum

# Minutes

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- Advice from City Attorney Mike May:  
Do not attempt to capture everything verbatim
- Legally required:
  - Agenda item
  - Motion
  - Vote on the motion
  - Beyond that, there is a risk of distorting history—we are not going to get every word!



# Minutes are done, now what?

- The minutes are usually approved or approved as amended at the next meeting of the full committee.
- If a Legistar committee, you do NOT need to send a copy of the approved minutes to CL\_Meetings
- If a non-Legistar committee, send a .pdf of the approved minutes to CL\_Meetings



# Committee Staff expectations

- Your role during the meeting itself:
  - Not part of discussion
  - No nodding or shaking head, indicating your personal feelings on the debate
- Do not let members discuss items not on the agenda!
  - All participants could be fined!



Questions?

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