



CITY OF MADISON INFORMATION TECHNOLOGY

Virtual Meetings Script (Type 2)

During the Meeting

Staff: Login early to make sure members can hear and be heard.

Staff: Keep track of members as they log in and notify chair when a quorum is present.

CALL TO ORDER

Chair: Call the meeting to order.

Staff: Read **Virtual Meeting Opening Script:**

Welcome to our virtual meeting. We are going to cover a few basic items before beginning.

If you lose connection at any point during the meeting, you can reconnect by clicking the link or calling the number in your original email.

To members and city staff:

Members, if you are able, please activate your video for purposes of quorum and keep it on for the duration of the meeting. Staff, if you are able, please activate your video when you are speaking.

The chair and committee staff are responsible for muting and unmuting committee members. Members can rename themselves if they wish to add pronouns after your name.

Use the "Raise Hand" feature when you'd like to be recognized to speak, ask questions, or request a roll call vote. During any roll call, all participants will be unmuted briefly. Staff, click "Raise Hand" when you are asked a question. The chair will do their best to call on committee members in the order in which hands are raised. Lowering your hand will take you out of the queue.

Members of the public who have registered to speak:

The name you entered in Zoom must match the name you entered in registration. You will remain muted until called upon. Staff will tell you when your time is up. After speaking, a member of the body may ask you a question. If you need to share documentation with the board, please send it to the email listed on today's agenda. Please do not use your video. If you turn on your video, it will be shut off.

<If this meeting body has different rules for public comment, please state those here>

Chair, the floor is yours.

ROLL CALL

Chair: Ask for a roll call for attendance:

- Unmute all members
- Ask any staff and members of the public to mute themselves
- Ask members to say “present” as their name is called
- Ask staff to call the roll

Staff: Call the roll and repeat each member’s status, e.g.:

Staff: “Bucky Badger?”

Bucky: “present!”

Staff: “Bucky Badger, present”

Chair: Mute all

Staff: Determine if a quorum is present and tell the chair

- If no quorum: wait until 15 min after the noticed start time of the meeting. If still no quorum, announce the next scheduled meeting and adjourn.
- If quorum, continue.

Chair: Read the following:

“In a virtual meeting like this, it is particularly important that we carefully follow Robert’s Rules of Order. Therefore, please do not speak until you have raised your hand and been recognized by the chair. The chair will ask for a motion and second for each agenda item, unless it is noticed for discussion only. Any member wishing to join the debate or move an amendment will also have to raise their hand and be recognized by the chair. Similarly, if you have some other matter to bring to the attention of the chair, such as a point of order or request for information, please use the raise hand function.”

PUBLIC COMMENT

Staff: Utilize the registration reporting tool, and refresh it prior to each agenda item to find any new registrants.

Staff: Notify chair if there is any general public comment (not on a particular item). If there is, with the chair’s permission, find them and unmute them. Allow them 3 min to comment.

APPROVAL OF MINUTES

Chair: Ask for a motion to approve the minutes. A member should “raise their hand”, unmute them, they should make the motion, then remute them and lower their hand when they are done. Then ask for a second, and do the same. Ask members to “raise their hand” if they have any changes to the minutes, or wish to discuss. Call on them as needed. When you’re ready, ask if there is any objection to recording a unanimous vote in favor of the motion, and instruct members to raise their hands if they object. If there is no objection, declare that the motion to approve the minutes passes unanimously.

- If there is objection, conduct a roll call:

Chair: Say “The motion is to approve the minutes. All in favor, say ‘aye’, those opposed ‘no’, as your name is called.”

- Unmute all members

Staff: Call the roll, and repeat each vote after the member responds. Inform the chair of the vote when the roll call is finished.

Chair: Repeat the results of the vote.

DISCLOSURES AND RECUSALS

Chair: Ask members to use the raise hand function if they have any disclosures or recusals on any agenda items. Look in the participants list to see any “raised hands” and call on members in order, unmuting them one at a time, remuting them and lowering their hands when they are done.

AGENDA ITEMS

Chair: For each agenda item:

- State the number on the agenda, the Legistar number and read the title (or an abbreviated version of it)
- Ask for a motion, and a second
- Take up the item:
 1. **Public comment**
 - **Staff:** refresh the registration reporting tool, to find any new registrants.
 - **Staff:** Notify chair if there is any public comment, if there is, with the chair’s permission, find them and unmute them. Allow them 3 min to comment.
 2. **Questions for staff** – Members should “raise their hands” and ask, staff should “raise their hands” so the chair can unmute them
 3. **Discussion** – the chair should call on each member who raises their hand on order
 4. **Vote** – After all discussion on the motion ends, the chair would say:
 - “On the motion to (adopt, approve, or whatever the motion is...) is there any objection to recording a unanimous vote on Item # ____? If you object to a unanimous vote or would like a roll call vote, please raise your hand.”
 - (i.e. electronically raise their hand in the zoom app.)
 - Give people a bit of time to decide.
 - If nobody objects, the chair would say - “seeing none, the motion passes unanimously.”
 - If anybody objects, the chair would say - “I see an objection. Will the staff please call the roll?”
 - The chair need NOT announce who objected.

- **Chair:** The motion is (restate the motion). All in favor, say 'aye', those opposed 'no', as your name is called.
- **Chair:** Unmute all
- **Staff:** Call the roll, and repeat each vote after the member responds. Inform the chair of the vote when the roll call is finished.
- **Chair:** Repeat the results of the vote.

ADJOURNMENT

Chair: Ask for a motion and second to adjourn; ask if there is any objection to recording a unanimous vote in favor of adjournment. Assuming no objection, declare the meeting adjourned.

Post-Meeting

Staff writes up the minutes. Download the registration report. The data included in the minutes should be in PDF format. Enter any actions and the minutes into Legistar.