

MINUTES DEFINITIONS

1. Recommended to Council to Adopt (Report of Officer): This is the most commonly used action by the **lead** committee/commission/boards to use when adoption is being recommended. This action sends the file to the Common Council for final adoption.
2. Recommended to Council to Adopt (Report of Officer – 15 Votes Required): This action is used by the **lead** committee/commission/board when adoption is recommended and legislation requires $\frac{3}{4}$ vote. Any resolution or ordinance that amends the operating or capital budget within the City of Madison requires 15 aye votes of the Common Council members to be adopted. (See Section 2.19 of the Madison General Ordinances which reads: RESOLUTIONS OR ORDINANCES APPROPRIATING FUNDS. No appropriation shall be made or voted from any City fund for any purpose except upon an affirmative vote of three-fourths (3/4) of all members of the Common Council. Also, See Section 28.12)
3. Recommended to Council to Adopt (Report of Officer – 14 Votes Required): This action is used by the **lead** committee/commission/board when adoption is recommended and legislation requires 14 votes, which pertains to land use matters or procedural matters governed by Robert's Rules.
4. Recommended to Council to Place On File (Report of Officer): This action is used by the **lead** committee/commission/board when placing on file is recommended. (NOTE: Do not use the 'Place on File' action for items you are reporting back to the Common Council on. This assigns a final action date & will not be sent to the Common Council for final action. You must use the 'Recommend to Council to Place on File – Report of Officer action).
5. Recommended to Council to Adopt (Public Hearing): This action should be used by the **lead** committee/commission/boards for items that require a noticed public hearing before the Common Council when adoption is being recommended. When the Common Council issues referrals following each meeting for items requiring a public hearing, the action that is used is: Refer for Public Hearing. The **lead** should only use this action for items that meet require a public hearing & most times a public hearing notice has to be published in the newspaper to meet the statutory requirement.
6. Recommended to Council to Place On File (Public Hearing): This action should be used by the **lead** committee/commission/boards for items that require a noticed public hearing before the Common Council when placing on file is recommended.
7. Recommended to Council to Adopt (Recessed Public Hearing): This action should be used by the **lead** committee/commission/boards when recommending adoption of items that have already had a noticed public hearing at the Common Council meeting and the public hearing was recessed and referred back to the lead for further review.
8. Voice Vote: A voice vote is used when there is unanimous consent on the item being voted on (all aye or yes votes). You must have a mover and seconder entered when you enter a voice vote.
9. Roll Call Vote: A roll call vote is used when there is not unanimous consent on the item being voted on. If a member votes no, abstains, or recluses him/herself, you must use a Roll Call Vote & select how each member voted. You must also use the Roll Call Vote if a member of your committee/commission/board requests a roll call vote on a specific item during the meeting. You must have a mover and seconder entered when you enter a roll call vote.
10. Recommend To Council To Adopt Under Suspension of Rules 2.04, 2.05, 2.24, & 2.25 - MISC. ITEMS: This action should be used for all resolutions and ordinances that require immediate adoption by the Common Council. The action is entered through the legislative file (not minutes) and are typically urgent.
11. Recommend To Council To Adopt Under Suspension of Rules 2.04, 2.05, 2.24, & 2.25 – REPORT OF OFFICER: This action should be used for all resolutions and ordinances that require immediate adoption by the Common Council. The action is entered through your minutes as a result of the committee/commission/board's recommendation and are typically urgent.