

Board, Commission and Committee Training

City of Madison

Board, Commission and Committee Training

- Welcome
- Roles and Responsibilities
- Ethics
- Robert's Rules
- Open Meetings Requirements
- Public Records Requirements

Defining Governance

- Govern: (Greek, *kubernan*; Latin, *gubernan*—the tiller on a rudder.)
To exercise a determining influence upon
- Governance: The act, process of governing

Your Role in Governance

- Act as a voice of the community
- Provide stewardship of the City's assets
- Define purpose and direction
- Monitor progress

Process Issues

- Creating calendar and agendas
- Defining and following ground rules for behavior
- Evaluating effectiveness of efforts

Effectiveness

- Focus on needs and results
 - Objectives and outcomes defined and known
- Collaboration with constituency
- Roles are clear
 - Chair, staff support, members
- Efficient use of time
 - Assess effectiveness of meetings

Attendance, Quorum and Voting

MGO 33.01

- Quorum must be present within fifteen (15) minutes of officially scheduled meeting time
- Chair must report to Mayor and Council Office each instance a member is *absent* from three consecutive meetings or 5 of 12 meetings
- In general, majority of quorum carries vote

Member Roles and Responsibilities

- Represent the broad community
- Decide issues and act proactively
- Honor divergent opinions without being intimidated by them
- Use every member's expertise
- Train yourself to look at big picture
- Hands-on or hands-off with staff?
- Tolerate issues that cannot be settled quickly

The Legislative Process in Madison

- Resolutions and Ordinances
 - Resolutions deal with discrete individual items (contract approvals, setting internal city policies, etc) Any staff member can draft them.
 - Ordinances generally deal with rules that impact the general public. Only City Attorney drafts them.
 - Any resolution or ordinance , with specific exceptions, must have a CC member as sponsor and have a legislative file number. (Legistar)

Legislative Process (cont'd)

- Introduction
 - Resolutions and ordinances are usually introduced at a Council meeting and not considered until a later meeting.
 - For a matter to be introduced as part of the agenda, it must be at Clerks Office by noon on Wednesday preceding a Council meeting.
 - Resolutions and ordinances can be introduced from the floor, but must be placed into Legistar after the meeting.

Legislative Process (cont'd)

- Referral and Committee Action
 - Nearly all resolutions and ordinances are referred to one or more City Board, Committee or Commission (BCC)
 - First listed BCC is the lead referral
 - Other BCC (secondary referrals) can review the matter before lead and make recommendations
 - Lead BCC reviews matter, makes recommendations and changes that are normally the action voted on by Council.

Legislative Process (Cont'd)

Substitutes, Alternates and Amendments

- A *Substitute* is created for any change to ordinance or resolution that is supported by original lead sponsor and occurs prior to action being taken by Council.
- An *Alternate* is any change prior to action, where change is not acceptable to original sponsor.
- An *Amendment* is any change made on Council floor.

Legislative Process (cont'd)

- Fiscal notes
 - All ordinances and resolutions must have fiscal note which identifies likely fiscal impact of item (Finance Office)
- Public Hearings
 - Some items have legal requirement to be preceded by “public hearing”-Rezoning (PC), ALRC licenses, PW assessments
- Super Majority Votes
 - In order for any item to pass CC it must have at least 11 votes
 - Appropriations not included in original budget require $\frac{3}{4}$ majority (15 votes)
 - Some items require $\frac{2}{3}$ majority (14 votes)-usually land use matters, charter ordinances or procedural matters governed by Robert's Rules.

Role of Alders

- Under Sec. 33.01 MGO Council members are permitted to take part in deliberations and to speak on agenda items of any City Board, Commission or Committee
- Alders cannot vote, are not counted towards quorum and may not make or second a motion, if not specifically assigned to the Board, Commission or Committee